

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

May 11, 2023

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:00 a.m. on the above-written date.

1. **Roll Call:**

Present:	President	Bích Ngọc Cao
	Vice-President	Kathryn Eidmann
	Commissioner	Valerie Lynne Shaw
	Commissioner	Hiram Sims
Absent:	Commissioner	Linda Blank

Also present: Assistant City Librarian Susan Broman; Deputy City Attorney Josh Templet; Library staff and members of the public.

2. **Opening Remarks:** None.

3. **Approval of the Minutes:** No Minutes were submitted for approval.

4. **Public Comments on Matters
Within the Board's Jurisdiction:** None.

5. **City Librarian's Comments
and Announcements:** Asst. City Librarian Susan Broman reported the following information on behalf of City Librarian John F. Szabo:

Library Safety Summit: Ms. Broman stated that she had attended the Library Journal Safety Summit in Ohio with colleagues from across the country, where they talked about how to ensure that libraries are welcoming and safe for everyone. She presented about the Los Angeles Public Library Safety and Security Project of LAPL Board of Library Commissioners and efforts to be inclusive of all staff voices.

LAPL Celebrates two Heritage Months in May - Asian Pacific American Heritage Month and Jewish American Heritage Month: *Anne Frank: A History for Today* is an international traveling exhibit currently on display at Central Library for the month of May. The panels, which are written in English and Spanish, tell the story of the Holocaust through the eyes of Anne and her family. For Asian Pacific Islander American Heritage, this year's Big Read books are *Interior Chinatown* by Charles Yu along with *American Born Chinese* by Gene Luen Yang, for younger readers. The books are being read and discussed in numerous events at libraries across the city.

National Volunteer Month: April was National Volunteer Month and the Library held a special breakfast and ceremony to recognize LAPL volunteers who generously shared their time and energy. In 2022, the 1,466 volunteers, ranging from age 11 to 93, devoted a total of 46,876 hours at LAPL libraries, equating to a value of \$1,666,910. The Library's Volunteer Engagement Team launched the new LAPL Volunteer Service Award pin and certificate this year and honored 351 volunteers. The President's Volunteer Service Award was awarded to 62 volunteers.

National Poetry Month Celebration: The Pico Union Branch Library partnered with the Pico Union Neighborhood Council to present a Community Resource and Poetry Month Celebration with resounding success. The event drew a crowd of 500 people to celebrate poetry and community. Highlights included poetry readings by California Poet Laureate Lee Herrick and 2021-2022 Los Angeles Poet Laureate Lynne Thompson. It was also the official launch of the volunteer group, Friends of the Pico Union Library. The resource fair offered patrons information about health, cultural and educational services.

Urban Libraries Council selected LAPL for a 2023 Top Innovator Award: The Urban Libraries Council has named LAPL a 2023 Top Innovator for the *Be a Successful Street Vendor/Sea Un Vendedor Ambulante Exitoso* program. This recognition highlights how LAPL's New Americans Initiative meets people where they are, and the ongoing efforts to help people succeed. The vendor program, made possible by a grant from the American Library Association and Google, provides Angelenos with valuable business resources in English and Spanish about vending permits, internet skills and customer service.

Two LAPL members are named Movers and Shakers by *The Library Journal*: Public Relations and Social Media Librarian Keith Kesler and Chinatown Branch's Young Adult Librarian Lynn Nguyen were both recognized in the Community Builders category. Ms. Broman said that both members do incredible work and LAPL is very proud of them for being honored in this way.

Board President Cao congratulated both employees for being selected for the Top Innovator Award.

Commissioner Shaw requested information on the Street Vending Program.

Commissioner Sims inquired about the newly launched Friends of the Library Group at the Pico Union Branch Library and whether that group can now raise funds to support that branch specifically. Ms. Broman stated that was correct.

6. City Librarian's Reports:

Consent Item(s)

It was moved by Vice President Eidmann and seconded by Commissioner Sims to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Shaw/Sims) Noes: 0. Absent: 1 (Blank).

a. Acceptance of funds from the Getty Foundation

LIBRARY RESOLUTION NO. 2023-19 (C-14)

RESOLVED, That an honorarium of \$1,200 from the Getty Foundation to Central Library Services (CLS) of the Los Angeles Public Library be accepted and deposited in Trust Fund 831, Account 375.

FURTHER RESOLVED, That the City Librarian is authorized to make any necessary technical changes.

Discussion Items

b. Approval to award contract to ePlus Technology, inc. to provide Network Core Switch and Router Replacement at the Central Library

Assistant City Librarian Susan Broman recommended approval to award a contract to ePlus Technology, Inc. to provide Network Core Switch and Router replacement at the Central Library. She said this project is eligible for e-Rate funding through grants available to schools and libraries for telecommunication projects in order to provide Internet access to the public. She pointed out that this grant will cover approximately 80% to 90% of the total cost of the network project, which is a the central part of the Library's technology infrastructure.

Commissioner Shaw asked whether there was a minority or women owned business element for this contract and if the selection committee was diverse.

Ms. Broman replied that as part of the contract process staff sends out the RFPs as broadly as possible including to other organizations that might be interested in a particular RFP. She asked Alex Mui, Director of Systems, to respond.

Alex Mui, Director of Systems, stated that the RFP was posted on RAMPLA and is joined to the Alliance marketplace for the contract opportunities in the United States where a lot of technology vendors visit. The vendors that sign up for opportunities receive automatic email notifications. The Library received seven (7) potential bidders that attended the conference and two (2) were local businesses. He said staff evaluated all of the proposals carefully, and selected a vendor based on the highest score.

Commissioner Shaw stated that she had noticed that the vendor selected was an out of State contract rather than local company. Mr. Mui stated as a part of our contracting system they have sort of extra points for local businesses.

Commissioner Sims asked where the 10% for the contract comes from if the FCC pays 80 to 90% of the total cost of the project. Ms. Broman replied that the funding came from the Library's budget that was specifically for contractual services.

Vice President Eidmann stated that this e-Rate Federal funding requires the library to implement a number of security measures. Ms. Broman said that it requires the Library to comply with the Children's Internet Protection Act (CIPA) by implementing Internet filtering in our libraries and adopting an Internet use policy.

It was moved by Vice President Eidmann and seconded by Commissioner Sims to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Shaw/Sims) Noes: 0. Absent: 1 (Blank).

LIBRARY RESOLUTION NO. 2023-20 (C-15)

WHEREAS, on February 9, 2023, the Board of Library Commissioners (Board) approved the release of a Request for Proposals (RFP) to provide Network Core Switch and Router Replacement at the Library; and

WHEREAS, the RFQ was released on February 9, 2023, with a proposal due date of March 9, 2023. An optional Pre-Proposal Conference was held on February 22, 2023;

WHEREAS, addendum No. 1 to the RFP was released on February 22, 2023. It revised the evaluation criteria;

WHEREAS, addendum No. 2 to the RFP was released on March 2, 2023. It revised the list of required equipment and provided additional information on the Library's current transreceivers;

WHEREAS, on March 9, 2023, the Library received three proposals. Library staff reviewed the proposals and found two to be responsive to the RFP submittal requirements.

WHEREAS, a panel of Library employees evaluated the two responsive proposals and determined that ePlus Technology, inc. best meets the needs of the Library;

WHEREAS, funds are available to compensate the Contractor for services in accordance with the Agreement:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approve the contract with the aforementioned organization to provide Network Core Switch and Router Replacement for the Library as stated in the Board Report;

FURTHER RESOLVED, that the Board authorize the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract;

FURTHER RESOLVED, that the Board authorize the Board President and Board Secretary to execute the contract upon the completion of all required approvals.

c. Approval of Memorandum of Understanding (MOU) with the Los Angeles Department of Transportation to provide Electric Vehicle Supply Equipment Chargers at Four Library locations

Assistant City Librarian recommended approval of an MOU between the Library and the Los Angeles Department of Transportation in order to provide charging stations at four (4) Libraries funded by a California Air Resources Grant. The grant focuses on increasing the availability of the charging and the chargers will be installed at no cost to the library for the branches. This will add to the 11 branches that currently have EV charging stations.

Board President Cao asked how these 4 libraries were selected. Ms. Broman replied that the grant specified the South LA area. LAPL has 7 libraries in South LA, and staff looked at the libraries that had sufficient parking space. She noted that EV charging is free.

Commissioner Shaw asked if the grant focuses on the South L.A. area or was any other part of the city included, and if there was councilman that led charge on this for this particular area.

Eloisa Sarao, Director of Facilities, replied that this grant is specific to South LA. The Department of Transportation (DOT) applied for the grant and received support from the full city council.

It was moved by Commissioner Shaw and seconded by Vice President Eidmann to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Shaw/Sims) Noes: 0. Absent: 1 (Blank).

LIBRARY RESOLUTION NO. 2023-21 (C-16)

WHEREAS, on June 4, 2020, the California Air Resources Board (CARB) issued a notice of funding availability for a Sustainable Transportation Equity Project (STEP) grant program to address community residents' transportation needs, increase access to key destinations, and reduce greenhouse gas emissions by funding clean transportation;

WHEREAS, on August 19, 2020, City Council authorized the Department of Transportation (LADOT) to apply for a CARB STEP grant to install electric vehicle car share stations and charging facilities throughout South Los Angeles, subsidize micro mobility and electric bicycle access, implement an electric vehicle neighborhood shuttle, and develop a mobility wallet to distribute sustainable transportation subsidies (Council File No. 20-1041);

WHEREAS, LADOT proposes to use CARB STEP grant funding to install 16 Level 2 Electric Vehicle Supply Equipment (EVSE) chargers at four Library locations at no cost to the Library;

Library Resolution
No. 2023-21 (C-16) Cont.

WHEREAS, LADOT will oversee the design, installation and maintenance which will be performed through the use of an existing City contract with Shell Recharge Solutions and the Department of General Services (GSD) Construction Forces Division (CFD);

WHEREAS, in accordance with Charter Section 530(b), approval of the Board of Library Commissioners (Board) is required to alter Library grounds. Staff requests that the Board approve the Memorandum of Understanding (MOU) between the Library and LADOT to provide 16 Level 2 EVSE chargers at four Library locations, currently identified as: (1) Ascot Branch Library; (2) Hyde Park Miriam Matthews Branch Library; (3) Junipero Serra Branch Library; and, (4) Vernon – Leon H. Washington, Jr. Branch Library; and

WHEREAS, approval of the MOU and the installation of the EVSE chargers will help achieve the Green New Deal Sustainable City pLAN 2019 and ensure that municipally deployed electric vehicle chargers are distributed equitably, with a focus on underserved and disadvantaged neighborhood:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the MOU with LADOT for the California Air Resources Board (CARB) Sustainable Transportation Equity Project (STEP) Grant to install 16 Level 2 EVSE chargers at four Library locations;

FURTHER RESOLVED, that the City Librarian and City Attorney are authorized to make any technical and clerical changes, if needed, to the MOU with LADOT;

FURTHER RESOLVED, that the Board President and Board Secretary are authorized to execute the MOU with LADOT.

7. Presentation: OCTAVIA LAB

Kren Malone, Director of Central Library Services, provided an overview of the Central Library and its programs and services. She said the Central Library is the flagship of the Los Angeles Public Library (LAPL). The Central Library opened its doors in 1926 and is one of the largest central libraries in the country with 538,000 square feet of space. Its collection has 5,000 magazine subscriptions, more than 3 billion photographs, digital access to US patents, language learning, and multimedia materials.

Ms. Malone highlighted partnerships including the Work Source Center located in the Business & Economics Department that provides services for job seekers, and *The Source*, which brings together government agencies and service providers to create a one-stop shop of services and resources for community members who are unhoused, low income or just experiencing instability.

Ms. Malone said that the History and Genealogy Department provides regular programming and extensive research on genealogical services and subject specialists. The International Languages Department provides virtual language classes in a variety of languages. She also mentioned several programs, resources and activities offered at the Central, including exhibits.

Ms. Malone stated that the Octavia Lab, a do-it-yourself Makerspace, opened in June of 2019, and was named in honor and legacy of Octavia E. Butler, the famous and best selling science fiction writer, who also was an LAPL library card holder, patron, and volunteer. The Octavia Lab is a place where creativity is within reach and it has had over 10,000 tours since it opened and over 22,000 visitors. She said none of these things would be possible without the Central Library Services' amazing department managers, administrative clerks, messenger clerks, and librarians. She introduced Lauren Kratz, Librarian III in charge of the Octavia Lab.

Octavia Lab Presentation

Lauren Kratz provided an overview and a presentation of the Octavia Lab. She said the Octavia Lab is a do-it-yourself Makerspace located in the Central Library on Lower Level 2 and provides library card holders free and easy access to technology that enriches, educates, and empowers our diverse communities. The Octavia lab is a place where patrons can use a sewing machine, convert VHS video into a digital file, access Photoshop, record original songs, and much more.

Ms. Kratz said that The Octavia Lab has Do-It-Yourself Memory Lab technology that preserves and digitizes photos and documents as well as audiovisual analog to digital conversion equipment. She said people come to convert their VHS tapes into digital files to keep their family legacies alive. The Lab also has a laser cutter to carve and etch designs into solid materials as well as 3D printers, a large format printer for large-scale posters and photos, and multiple green screens and photo backdrops. She said the Octavia Lab continues to grow with three new areas of the lab, which now has two podcasts/live stream studios and a photography studio. There are microphones, speakers, podcast recorder, and video switcher are provided; cameras with tripods, lighting equipment, and a backdrop kit. The most popular stations are the iMacs, where patrons can use the full Adobe Creative Cloud.

Ms. Kratz stated that visitors to the lab include after school groups of all ages, families, individuals, and fans of Octavia Butler books, who come to the lab to learn more about her. The majority of visitors range between 18 to 45 years old, a demographic that doesn't visit the library as much as students or seniors. The lab has over 3,409 Octavia Lab members; to become an active Lab member, you need a physical library card, photo ID, and to sign a membership agreement. Lab members can reserve and use any piece of equipment in the space for free.

Ms. Kratz said over 10,000 tours have been given to over 22,000 visitors. The lab averages 650 visitors per month. Staff gave over 400 tours in February 2023 and signed up over 1,200 new members. In March, 2023, the lab equipment was used for 602 sessions. She noted that this increase was helped by a TikTok from *L.A. Times*' 404 of her and a partner in the lab giving a tour. She said she still hears, "I saw you on TikTok".

Ms. Kratz stated that during the COVID-19 pandemic, The Octavia Lab made face shield components using the 3D printers and supplied 54,314 face shields to 26 Los Angeles area hospitals.

Ms. Kratz mentioned that future programs include a night with acclaimed novelist Ibi Zoboi, author of this Year's Coretta Scott King Book Award Honor, *Star Child: A Biographical Constellation of Octavia Estelle Butler*. The Library will also be having an Octavia Butler 76th Birthday Observance pop-up event with the Huntington Library. Other summer programming will include monogrammed hand towels with the embroidery machine, the ever-popular 3D modeling and printing for children, an introduction to Adobe Premiere Pro, starting your own podcast with Kitty Felde, and much more.

Board President Cao thanked Ms. Kratz for the presentation and stated that she loves the Octavia Lab and she always encourages people to visit.

Commissioner Shaw commended Ms. Kratz for the wonderful presentation and for her striking style of presenting.

Commissioner Sims asked where training on using the equipment is available for people who want to make a podcast, but don't know how to use any of the software or equipment in the lab. Ms. Kratz replied that the Lab is a do-it-yourself makerspace, but she helps when somebody is having trouble; otherwise, you're learning as you go. She said she doesn't want to prevent anyone from not starting so she's always walking around making sure everybody has started.

8. Commissioners' Comments and Announcements

Request for Presentations: Commissioner Sims asked how Board members can request more presentations from staff if they wish to learn about certain departments within the Library to learn about that department.

Ms. Broman replied that Commissioners can reach out to her, the Board Secretary if they wish to learn something in particular and they can talk with the people who are in charge of that. For other things that are more general for the whole board, a presentation can be done.

ALoud Program: Board President Cao announced that the Library Foundation's ALoud Program is hosting Mayor Bass and Author David Ambrose tonight at Central Library to discuss his book on the topic of homelessness.

Next Meeting Notice: The next Regular Meeting of the Board is scheduled for Thursday, May 25, 2023, at 11:00 a.m. at the Central Library, in the Board Room. Public comment will be available via zoom for those who cannot attend in person.

9. Adjournment: The meeting was adjourned 11:52 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant

Approved: 6/22/23