MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
December 12, 2019

A Regular Meeting of the Board of Library Commissioners convened at 11:07 a.m. on the above-written date, held at the Central Library, 630 West 5th Street, Los Angeles, CA 90071.

1. ROLL CALL

Present: President Bích Ngọc Cao
Commissioner Dale Franzen
Commissioner Mai Lassiter
Commissioner Josefa Salinas

Absent: Vice-President Kathryn Eidmann

ALSO PRESENT: John F. Szabo, City Librarian; Susan Broman, Asst. City Librarian; Basia Jankowski, Deputy City Attorney; and staff.

2. OPENING REMARKS:

Commissioner Dale Franzen read quotes in the spirit of the holidays, including, “The best and most beautiful things in the world cannot be seen or even touched, they must be felt with the heart.” - Helen Keller


4. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION: None.

5. CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

- Op-Ed on e-book embargo on public libraries by Macmillan Publishing: Mr. Szabo reported that he has received a lot of positive feedback locally and nationally on the Op-Ed he co-authored with Skye Patrick, Director of the LA County Public Library, regarding Macmillan Publishing limiting public libraries to purchasing only one copy of an e-book during the first eight weeks of publication. He said this action by Macmillan is fundamentally an issue of equity and access for our communities and throughout the country.
• The Holiday Tree in the Central Library Rotunda has been decorated with ornaments created by staff and volunteers using the laser cutter and 3D printer in the Octavia Lab.

• Coretta Scott King Book Award Exhibit, “Our Voice”: Original work from illustrators of children’s books that have been awarded the Coretta Scott King Book Award by the American Library Association are on display in the Central Library’s Getty Gallery.

• DTLA Maker Faire was held December 7th with about 10,000 attendees and 115 exhibitors. Exhibits ranged from robotics, 3D printed dinosaur fossils, a fashion show, low tech and high tech exhibitors. The DTLA Maker Faire is part of LAPL’s Full STEAM Ahead Initiative.

• LA Plays Celebrates Fifth Anniversary: This program was started at the Panorama City Branch Library by Senior Librarian Teri Markson with 100 kits that consist of a backpack with a toy and a book and suggested activities to do at home. LA Plays is now offered at nine branches with about 732 kits circulating over 10,000 times throughout the city. Mr. Szabo applauded Ms. Markson for creating this program.

6. CITY LIBRARIAN’S REPORTS:

   Consent Items

   City Librarian John F. Szabo recommended approval of the Consent Calendar.

   It was MOVED by Commissioner Salinas, seconded by Dale Franzen, and unanimously carried to adopt the following resolution:

A. Approved Transfer of Funds

   LIBRARY RESOLUTION NO. 2019-49 (C-38)

   WHEREAS, Funds in the amount of $2,345,000 are available in the Library’s Salaries General, Account 1010 and Office and Administrative Account 6010. The funds represent salary savings from vacant positions and training funds for Information Technology Department (IT) staff; and

   WHEREAS, Staff requests the transfer of $2,345,000 from the Salaries General Account 1010 and Office and Administrative Account 6010 to various accounts within the Library’s Fiscal Year 2019-20 Budget:

   THEREFORE, RESOLVED, that the Board of Library Commissioners hereby approves the transfer of funding within the Los Angeles Public Library No. 44, Fund No. 300 as follows to provide funds for public computer replacement, Los Angeles Police Department vehicles, and conference travel for Information Technology Department staff:
Library Resolution  
No. 2019-49 (C-38)

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
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<tbody>
<tr>
<td>From:</td>
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<tr>
<td>1010 – Salaries General</td>
<td>$2,330,000</td>
</tr>
<tr>
<td>6010 – Office and Administrative/IT Training</td>
<td>15,000</td>
</tr>
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<td><strong>TOTAL:</strong></td>
<td><strong>$2,345,000</strong></td>
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<tr>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>2130 – Travel</td>
<td>$15,000</td>
</tr>
<tr>
<td>6010 – Office and Administrative</td>
<td>2,150,000</td>
</tr>
<tr>
<td>7340 – Transportation Equipment</td>
<td>180,000</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$2,345,000</strong></td>
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**Discussion Items**

**B. Adopted Revised Rules of Conduct**

City Librarian John F. Szabo reported that the Rules of Conduct have been revised to update the policies on filming and photography for non-commercial use to make the policy consistent with city laws and recommended approval.

It was MOVED by Commissioner Franzen, seconded by Commissioner Salinas and unanimously carried to adopt the following resolution:

**LIBRARY RESOLUTION NO. 2019-50**

**WHEREAS,** the Los Angeles Public Library (LAPL) Rules of Conduct (Rules) establish standards and courses of action to ensure a safe and welcoming environment for all library patrons and staff; and

**WHEREAS,** the LAPL periodically updates and refines its Rules to align with changes in local laws and law enforcement operations and to respond to issues that arise in LAPL facilities; and

**WHEREAS,** the LAPL Rules were last updated and adopted by the Board of Library Commissioners in April 2018; and

**WHEREAS,** LAPL staff recommends updating the Rules at this time to be consistent with current law regarding Rule #22 relative to filming;

**THEREFORE, RESOLVED,** that the Board of Library Commissioners adopt the revised Los Angeles Public Library Rules of Conduct (Rules), Board Policy Section 1:382; and

**FURTHER RESOLVED,** that the Board of Library Commissioners authorize the City Librarian to amend the revised Rules as needed for technical corrections; and
Library Resolution
No. 2019-50

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian to determine a reasonable implementation date for the revised Rules of Conduct once they are adopted.

C. Approved a Fine-Free Policy, Renaming the Fines and Fees Schedule to Fees Schedule; and Revisions to Board Policies, Sections 1:330 and 1:331

City Librarian John F. Szabo recommended the Board approve a Fine-Free Policy that would remove late fines, the $10 non-refundable service fee for lost items and increase renewal of materials from two (2) times to three (3) times. He said implementation of this new policy would occur early next year.

Mr. Szabo stated that studies show that fines are a barrier for vulnerable communities with low-income residents that rely on the library. He referenced various cities, including Oakland, San Francisco, San Diego; and nationally: Chicago; Columbus, Ohio; Phoenix and Salt Lake City, where this policy has been implemented.

Mr. Szabo noted that when LAPL offered amnesty in 2016, it resulted in tens of thousands of items being returned, 13,000 library accounts being un-blocked and the issuing of more than 8,000 new library cards.

Discussion

Commissioner Salinas asked what would happen when someone doesn’t bring a book back. Mr. Szabo replied that patrons would still be charged for the cost of the book. Assistant City Librarian Susan Broman added that there is a threshold when a book will be considered lost, and once a book is returned no late fees will be applied.

Commissioner Lassiter inquired about the implementation and marketing of the new policy. Ms. Broman stated that the Library plans to use all its social media and the news media resources to notify the public about this new policy.

Mr. Szabo stated that for the amnesty, the Library tied it to Valentine’s Day using the “We want you back” slogan. He said staff will be able to manage a similar campaign.

It was MOVED by Commissioner Lassiter, seconded by Commissioner Franzen and unanimously carried to adopt the following resolution:
LIBRARY RESOLUTION NO. 2019-51(C-39)

WHEREAS, the Los Angeles Public Library (LAPL) currently charges overdue fines for materials not returned or picked up on time; and

WHEREAS, LAPL has reviewed studies by the American Library Association and other library systems regarding the practice of imposing fines on library patrons; and

WHEREAS, overdue fines have been found to present an economic barrier to accessing library materials and services, and the time spent to collect overdue fines absorbs valuable staff time; and

WHEREAS, there is evidence that eliminating overdue fines increases library usage and library card registration; and

WHEREAS, LAPL recommends updating the LAPL Fines and Fees Schedule to include the removal of overdue fines and the inclusion and consolidation of all LAPL fees into the LAPL Fees Schedule; and

WHEREAS, LAPL recommends increasing the renewal period from two (2) times to three (3) times; and

WHEREAS, LAPL recommends updating the Board of Library Commissioners Policies: Section 1:330 Library Cards and Circulation of Materials and Section 1:331 Guidelines for Fees to reflect the fines and fees changes discussed in this document:

THEREFORE, RESOLVED, that the Board of Library Commissioners adopt the revised Los Angeles Public Library Fees Schedule; and

FURTHER RESOLVED, that the Board of Library Commissioners adopt the revised Board of Library Commissioners Policy for Section 1:330 Library Cards and Circulation of Materials and Section 1:331 Guidelines for Fees; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to make technical corrections to revised fee schedule as necessary; and

FURTHER RESOLVED, that the Board of Library Commissioners approve the renaming of the LAPL Fines and Fees Schedule to the LAPL Fees Schedule; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian to determine a reasonable implementation date for the revised LAPL Fees Schedule.
D. Approved Library Department Proposed Budget for Fiscal Year 2020-21

City Librarian John F. Szabo recommended that the Library’s Proposed Budget Request for Fiscal Year 2020-21, totaling $205,334,363 be approved. He said the Library will pay an estimated $78,628,846 (38%) in related costs (building maintenance, utilities, security services, fleet services, and employee benefits).

Mr. Szabo reviewed the budget packages and funding requests, which includes an increase of $1.5 million in the budget for security services and adds one Management Analyst to provide security coordination services and incident report management. An increase of $1 million in the library materials budget brings the total to $17 million.

Discussion

Board President Cao voiced concerns on the increasing related costs. Madeleine Rackley, Business Manager, replied that increases on related costs have to do mainly with increases in salaries. She said these costs are increasing generally across the city.

Commissioner Lassiter cautioned that when an economic downturn comes up, it might affect library programs. Board President Cao commented that funds in the Library’s Budget Reserve Fund would not be enough to deal with an economic downturn. Mr. Szabo said he shares their concerns.

Commissioner Salinas asked for information on how many new positions, would provide entry level jobs for the general public and if they all would be internal hires. Mr. Szabo replied that a very small number of positions are created within this budget, but staff could provide information on positions that would be entry level and which ones would be promotional.

Commissioner Salinas also asked for the ethnic breakdown of new hires in the past year.

Thereafter, it was MOVED by Commissioner Franzen, seconded by Commissioner Lassiter and unanimously carried to adopt the following resolution:

LIBRARY RESOLUTION NO. 2019-52 (C-40)

WHEREAS, On December 12, 2019, the Board of Library Commissioners (Board) approved the Fiscal Year 2020-21 Proposed Library Budget in the amount of $205,334,363 to fund Library services and programs; and

WHEREAS, The Fiscal Year 2020-21 Proposed Library Budget continues support of the six LAPL Strategic Plan goals, including outreach and promotion to enhance public awareness of the Library’s services and programs, and provides funding for the Library’s key initiatives and priorities:
Library Resolution
No. 2019-52 (C-40)

RESOLVED, That the Board of Library Commissioners approve for further consideration by the Mayor’s Office the Fiscal Year 2020-21 Proposed Library Budget in the amount of $205,334,363, to fund Library services and programs; and

FURTHER RESOLVED, That the Board authorize the City Librarian to make any necessary technical revisions to the Fiscal Year 2020-21 Proposed Library Budget and advise the Mayor’s Office of any such changes.

7. PRESENTATION: Pío Pico-Koreatown Park Project

City Librarian John F. Szabo reported on a project at the Pío Pico-Koreatown Branch Library that consists of creating a park on the library’s existing street level parking and constructing underground parking. He said this project would provide an aesthetic and functional improvement to the Pío Pico-Koreatown Branch Library.

Mr. Szabo stated that City Council President Herb Wesson, 10th Council District, has been a strong advocate of parks in the community and this part of the city that is lacking park space. He informed the Board that Library staff have been working with Councilmember Wesson’s Office as well as with the Bureau of Engineering and the Department of Recreation and Parks on this project. He stated Library staff would bring forward an Environmental Report on the project and a Memorandum of Understanding with the Department of Recreation and Parks regarding the maintenance and operation of the park for Board approval.

Madeleine Rackley, Business Manager, provided background information on the project. She stated that the Library purchased the property for the Pío Pico-Koreatown Branch Library in 1998. She also stated this branch is one of the busiest in the LAPL system, with an attendance of over 20,000 patrons a month. Korean speakers throughout the L.A. region visit the branch for its extensive Korean language collection. In the spring of 2020, a digital media lab will open on the first floor and Makerspace on the second floor.

Ms. Rackley reported that the branch surface parking has 60 spaces. In 2016, at the direction of City Council, a feasibility study was conducted to analyze the viability of a street level park with subterranean parking and the study concluded that it was possible. She said the Bureau of Engineering selected JFK to design the park and conducted community meetings to receive input on the project from the public. The estimated cost for the project is $13 million that would be funded from various sources identified by the City Council with no cost to the Library. The project is set to begin in September of 2020 and conclude in March of 2022.

City Librarian John F. Szabo added that the park being planned at the Pío Pico-Koreatown Branch could also be used for programming by the branch and the branch is in great need of a façade improvement.
Discussion

Commissioner Lassiter asked if there would be an operational costs to the Library. Ms. Rackley replied that maintenance of the park would not be the Library’s responsibility, but the parking structure would be the Library’s obligation.

Commissioner Lassiter asked whether more security would be needed at night. Ms. Rackley answered that security of the park would be included in the agreement.

Commissioner Lassiter asked if the branch would remain open during construction. Ms. Rackley replied that the Library would be open during construction.

Commissioner Franzen asked whether the people in the community were happy about this project. Ms. Rackley stated that the Friends of the Library and the public had opportunity for input during community meetings.

8. VARIOUS COMMUNICATIONS: None.

9. COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Next Board Meeting
The next regular meeting of the Board is scheduled for Thursday, January 9, 2020, at the Central Library at 11:00 a.m.

Holiday Message
Board President Cao thanked all staff for their great work and wished everyone Happy Holidays and a great New Year.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:07 p.m.

ATTEST:

______________________                    _______
Bích Ngọc Cao                                    Raquel M. Borden
President                                       Board Executive Assistant

Approved: April 9, 2020