

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

December 12, 2024

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:09 a.m. on the above-written date.

1. Roll Call:

Present:	President Commissioner Commissioner	Valerie Lynne Shaw Kelly Besser Mayra Valadez
Absent:	Vice President Commissioner	Linda Blank Hiram Sims

Also present: City Librarian John F. Szabo, Asst. City Librarian Susan Broman; Deputy City Attorney Josh M. Templet; Administrative staff and members of the public.

2. Opening Remarks: None.

3. Approval of the Minutes: Regular Meeting - October 24, 2024

It was moved by Commissioner Besser and seconded by Commissioner Valadez to approve the Minutes of the Regular Meeting held October 24, 2024. The motion passed with 3 Ayes (Besser/Shaw/Valadez); Noes: 0. Absent: 2 (Blank/Sims).

**4. Public Comments on Matters
Within the Board's Jurisdiction:** (2)

The Board heard two public comments regarding programming and a book display of Palestinian authors at the Van Nuys Branch.

**5. City Librarian's Comments
and Announcements:** City Librarian John F. Szabo reported on past and upcoming events.

6. City Librarian's Reports:

Consent Items

It was moved by Commissioner Valadez and seconded by Commissioner Sims to approve the following resolutions. The motion passed with 3 Ayes (Besser/Shaw/Valadez); Noes: 0. Absent: 2 (Blank/Sims).

- a. **Approval to accept gifts from the Friends
the Harbor City-Harbor Gateway Branch Library**

LIBRARY RESOLUTION NO. 2024-39

RESOLVED, That a gift of five rugs and two storage systems valued at \$2,100.85 received from the Friends of Harbor City-Harbor Gateway Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of Harbor City-Harbor Gateway Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

- b. **Approval to accept a gift from
the Carol M. Oleson Living Trust**

LIBRARY RESOLUTION NO. 2024-40 (C-35)

RESOLVED, That a gift of \$25,000 received from the Carol M. Oleson Living Trust for the benefit of the Central Library be accepted and deposited in Trust Fund 831, Account 379; and

FURTHER RESOLVED, That a letter of thanks be sent to the Carol M. Oleson Living Trust, expressing the grateful appreciation of the Board and staff for the generous gift.

Discussion Items

- c. **Approval to appropriated funds from the Unreserved
and Undesignated Fund Balance (UUFB) for the
Benjamin Franklin Branch Renovation Project**

City Librarian John F. Szabo recommended approval for the appropriation of \$3,899,108.03 from the Unreserved and Undesignated Fund Balance (UUFB) for the Benjamin Franklin Branch Renovation project. He noted that these are funds that had been previously budgeted and approved by the Board and are remaining at the end of the previous fiscal year in the UUFB account and need to be re-allocated to the current fiscal year.

Board President Shaw stated that she had been briefed regarding the status of this project and that she is glad it is moving forward.

It was moved by Commissioner Besser and seconded by Commissioner Valadez to approve the following resolution. The motion passed with 3 Ayes (Besser/Shaw/Valadez); Noes: 0. Absent: 2 (Blank/Sims).

LIBRARY RESOLUTION NO. 2024-41 (C-36)

WHEREAS, Sufficient funds in the amount of \$3,899,108.03 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

WHEREAS, Staff requested the appropriation of \$3,899,108.03 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for the Benjamin Franklin Branch renovation project:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$3,899,108.03 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Cash Balance to Fund 300, Department 44, Account 3040 Contractual Services; and

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

**d. Approve the release of a Request for Proposals (RFP)
for the Library's Wi-Fi Hotspots E-Rate Project**

City Librarian John F. Szabo recommended approval for the release of a Request for Proposals (RFP) for the Library's Wi-fi Hotspots e-rate project. He stated that this is a very important part of LAPL's Digital Equity Initiative which circulates Wi-Fi Hotspots to the community so that people can have Internet access at home. This project will add 3,000 Wi-Fi hotspots for checkout to the approximately 2,300 hotspots that were already purchased with Emergency Connectivity funds received during the pandemic from the Federal Communications Commission. He said the RFP would be used to procure a provider for the 3,000 hotspots and service.

Mr. Szabo pointed out that up to 90% of the cost of the E-Rate project would be paid directly to the provider by the Federal government and the Library is responsible for approximately 10% or so of the cost.

Discussion

Commissioner Valadez asked what approximate amount of that 10% will the Library need to pay. Jene Brown, Director of Emerging Technologies and Collections, replied that the approximate cost would be about \$100,000, which has been budgeted for in the IT budget.

Commissioner Valadez asked if the demand for hot spots had increased and if 2,300 current hotspots were checked out. Ms. Brown replied that usually all 2,300 are checked out and there are approximately 1,700 holds on them, so there is great demand.

Commissioner Valadez stated that when she was in high school she would come to the Library to access the Wi-Fi so she could apply to college, and appreciates that now people can check out a hotspot to have access to the internet at home.

It was moved by Commissioner Valadez and seconded by Commissioner Besser to approve the following resolution. The motion passed with 3 Ayes (Besser/Shaw/Valadez); Noes: 0. Absent: 2 (Blank/Sims).

LIBRARY RESOLUTION NO. 2024-42

WHEREAS, the Library requires the professional and specialized services of a qualified entity to secure hotspots and manage the Library's Wi-Fi Hotspots E-Rate Project which will provide high-speed Internet access to residents without access to a reliable connection; and

WHEREAS, Library staff developed a Request for Proposals (RFP) to solicit proposals from qualified entities to manage the project. The project meets the requirements for funding under the Federal Communications Commission's (FCC) E-Rate Program (E-Rate); and

WHEREAS, on December 12, 2024, the Board of Library Commissioners (Board) approved the release of an RFP to solicit proposals from qualified entities to manage the Library's Wi-Fi Hotspots E-Rate Program; and

WHEREAS, the term of the proposed contract will be for three years and shall be subject to earlier termination by the Library should E-Rate not be funded by the FCC:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the release of the RFP for the Library's Wi-Fi Hotspots E-Rate Project; and

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the RFP.

7. Staff Recognition: 10 Years of Career Online High School (*Taken out of Order*)

City Librarian John F. Szabo stated that LAPL was the first library to offer the Career Online High School program. To date, 1,045 students have graduated from this program that helps adults earn their accredited high school diploma and a career certificate. The Board celebrated the 10-year milestone of this program by presenting certificates of appreciation to the following staff: Brian Cunningham, Maria Enos, Randall Hinson, Megan Katz, Susan Lendroth, Candice Mack, Veronica Majd, Krystal Messer, Eva Mitnick, Rozelle O'Dell Hernandez, Alicia Ramirez, and Kelly Tyler.

8. Commissioners' Comments and Announcements

- President Shaw reported that she had attended a pinning ceremony in the Western Area. She thanked Joyce Cooper, Director of Branch Library Services, and Laura Barnes, Western Area Manager, for presenting service pins to about 25 employees, including a staff member from the Miriam Matthews-Hyde Park Branch, who had 50 years of service.

- President Shaw also reported that on December 8th she had attended a meeting of the California Librarians Black Caucus, which is an association for African American librarians in the state and awards scholarships.
- President Shaw asked Board Members to review their work plans for 2025 and to submit any edits to the Board Secretary.
- Commission Besser reported that in 2025 she would be organizing a tour to the UCLA Library Special Collection which contains three Miriam Matthews' collections for anyone interested in going. She said she would like to continue the conversation about collaborating on the Matthews' papers, photographs, and collection of African American newspapers. Board President Shaw suggested inviting Matthews' relatives to the tour.
- Board President Shaw stated that she had been touched by comments made by the speakers today, noting that hate against every group is rampant throughout the city and our nation and the answer is to just show love to people.
- Next Board Meeting Notice: The next Regular Meeting of the Board is scheduled for Thursday, January 9, 2025, at 11:00 a.m., will be held at the Central Library.

8. **Adjournment:** The Board wished everyone Happy Holidays!. The meeting was adjourned at 11:57 a.m.

ATTEST:

Valerie Lynne Shaw
President

Raquel M. Borden
Board Executive Assistant

Approved: 1/23/2025