



"Enriching Lives"

LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

DATE: Wednesday, February 17, 2021

TIME: 10:00 am – 12:00 pm



To participate: To attend the virtual meeting using a laptop or desktop computer, click [Virtual Meeting Link](#) to join at the time of the meeting.

Mobile device users will need to install and use the Cisco Webex Meetings application to access the meeting.

Event Number: 177 675 4926, Attendance Password: UavQFanP254

To listen only via telephone: Call (213) 306-3065, Access Code: 177 675 4926

AGENDA

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Minutes**
Approval of minutes from the regular meeting on November 18, 2020.
3. **LA County Library Presentation**
 - a. Skye Patrick, LA County Library Director, will provide a brief update on Library activity.
 - b. Meredith Levine, Assistant Library Administrator and Oleg Kagan, Librarian IV, will provide a brief presentation on Library's workforce development program, *Work Ready*.
4. **LA County Library Budget Report**
Grace Reyes, Administrative Deputy for LA County Library, will share and discuss the Library's budget and impacts from COVID-19.
5. **Focus 2020-21 Subcommittee Reports**
Each of the Commission's *Focus 2020-21* Subcommittees will provide an update on their progress towards their respective goals.
 - a. Subcommittee: Tax/Board Measures and Library Financing
Chair: Corey Calaycay
 - b. Subcommittee: Education/Center of Learning
Chair: Nancy Lyons
 - c. Subcommittee: Philanthropic & Corporate Relations
Chair: Lisa Cleri Reale

- 6. Bylaw Revision Presentation**
Presentation from Bylaw Revision Ad Hoc Committee on efforts to revise Library Commission bylaws.
- 7. Library Foundation Report**
Andrea Carroll, Executive Director of LA County Library Foundation, will share Foundation highlights from 2020 and look ahead.
- 8. Commissioner Comments/Announcements**
Matters not posted on the agenda, to be discussed and (if requested), placed on the agenda for action at a future meeting of the authority, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda.
- 9. Public Comment** *(Limited to 3 minutes per speaker.)*
Opportunity for members of the public to address the Library Commission items of interest that are within the jurisdiction of the Library Commission.

For those who wish to provide live public comment, you must join the virtual Webex meeting as a participant. You may also provide written public comment via email to librarycommission@library.lacounty.gov. Deadline to submit written public comment is Tuesday, February 16, 2021 by 5:00 pm. Please include the agenda item and meeting date in your correspondence. All correspondence received shall become part of the official record.

10. Adjournment

Upcoming Meetings:

Wednesday, March 17, 2021
10:00 am – 12:00 pm

Wednesday, May 19, 2021
10:00 am – 12:00 pm

Accommodations: For ADA accommodations, such as a sign language interpreter for the virtual meeting or materials in an alternative format, call (562) 940-8462 (voice) or (562) 940-8477 (TTY), Monday - Thursday, 8 am - 5 pm, at least 6 days prior to the meeting date.

Supporting Documentation: Documents distributed to the Commission for this meeting can be made available for public inspection. Supporting documentation is available by appointment at LA County Library Headquarters located at 7400 Imperial Hwy, Downey, California 90242, and may also be accessible on the LA County Library Commission website at lacountylibrary.org/library-commission. To make arrangements, please contact librarycommission@library.lacounty.gov.



"Enriching Lives"

**February 17, 2021
LA County Library Commission
Virtual Regular Meeting Minutes**



Welcome and Pledge

The meeting was called to order at 10:03 am by Chair Corey Calaycay, who then led attendees in the Pledge of Allegiance.

Roll Call

Quorum was met.

Commissioners in Attendance: (16) Corey Calaycay, Denise Diaz, Jose Luis Solache, Jim Dear, Karen Farrer, Mary Mendoza, Steve Croft, Nancy Lyons, Chin Ho Liao, Reve Gipson, Nancy Kuechle, Lisa Cleri Reale, Joy Williams, Jay Chen, Angelita Medina, James Allen

Library Staff in Attendance: (11) Skye Patrick, Yolanda De Ramus, Grace Reyes, Debbie Anderson, Jesse Walker-Lanz, Samangi Skinner, Meredith Levine, Oleg Kagan, Claudia Angel, Luis Garnica, Jaclyn Morales

Library Foundation in Attendance: (1) Andrea Carroll

Approval of Minutes

Commissioner Croft presented a motion to approve the minutes from the regular meeting on November 18, 2020. Commissioner Lyons seconded the motion. A roll call vote was held and the motion was carried by a majority.

LA County Library – Director’s Update

Library Director Skye Patrick shared a brief update on Library activities. Following is a summary:

- Sidewalk Service
 - This service is now available at 80 out of 85 locations.
 - Sidewalk Service Mobile App is currently being tested at 11 pilot locations. The app will eventually enable customers to communicate with library staff via smartphone regarding items on hold and will aid in the pickup process.
- Testing and Vaccinations
 - Six libraries are being used as County Employee COVID testing sites.
 - Discussions are underway to assess how to leverage the front lawn of East LA as a potential vaccination site by the East LA Civic Center.
- Laptop and Hotspot Loan Program
 - The Board approved the allocation of CARES Act funding for 500 additional device kits. They are currently available at all Sidewalk Service locations.

- The kits include a mobile Wi-Fi hotspot, through a service that has been paid for one year, and distribution of the kits is geared to those communities with high percentages of low connectivity.
- Library is working with LA County Department of Public Social Services (DPSS) to pilot a program to supplement laptops for DPSS clients.
- Commissioner Cleri Reale asked how many kits are currently with patrons. Patrick responded that, while there was a slow start due to the lack of knowledge about the program, most of the kits are now on loan.
- Work Ready Program
 - This is a 6-week program that focuses on work skills and job readiness for those who experienced job loss during the pandemic or wish to develop their skills.
 - The Library is partnering with LA County Workforce Development, Aging and Community Services (WDACS), to connect program participants to WDACS resources and job centers.
 - Patrick stated that Commissioners would hear a more detailed report about this program later in the meeting.
- Black History Month
 - Library staff created Black History activity sheets and book lists along with a special hosted Storytime on February 22nd.
 - Peer Advocates from the My Brother's Keeper (MBK) program are hosting one program per week. MBK Peer Advocates are youth ambassadors with lived experience from various County neighborhoods who work to create and implement programs that serve those same neighborhoods.
 - MakMo has produced videos focused on notable African Americans in STEAM related fields.
 - There is also a virtual event scheduled with Robert Lee Johnson, a local historian.
- Reading Machine
 - This project was off to a great start and then the pandemic grounded it.
 - In its place, Reading Machine librarians are holding Virtual Storytime for open daycare centers every 2 weeks to help promote reading and early literacy.
 - Patrick stated that she is Impressed with Library staff, who were able to pivot and connect to the community so quickly.
- Programming at Probation JDRCs
 - Library staff are providing programming for four out of five Juvenile Day Reporting Centers (JDRCs), with some virtual and some individual weekly sessions.
 - Youth are Introduced to library resources and participate in Adult 101 programs.
- Information Technology
 - Free outdoor Wi-Fi is offered via the Park and Connect program. Anybody can park or sit on the grass and use the Library's Wi-Fi for work, school, or personal needs.
 - Patrick reiterated the need for all libraries to have expanded connectivity. Library is submitting a proposal to the State for some additional funding.
 - Commissioner Allen asked if staff has been able to capture data about usage in order to show the program's value. Patrick responded that they are running a

separate tally for Wi-Fi usage. Patrick also added that they are looking to really market this program.

- Patrick explained that the Library's fleet vehicles have been grounded since the pandemic, but they have recently received funding to outfit all 19 vehicles with Wi-Fi equipment. The importance of this, as Patrick explained, is that these vehicles can now travel to densely populated communities like East LA or remote areas like the Antelope Valley where they can park and allow residents to access the vehicle's Wi-Fi.
- Disaster Service Workers (DSW)
 - Roughly 570 Library employees remain deployed as DSWs. Patrick stated that staff have been serving the County as DSWs from the very beginning of the pandemic. Most of them are focused on contact tracing, food distribution, and now assisting at vaccine Mega-PODs.
- Telework and Connectedness
 - The staff's annual training day is being held virtually this year.
 - Patrick commended the team for doing a tremendous job resulting in a very thoughtful program and great speakers.
- Capital Project Updates
 - 2nd District
 - Masao W. Satow Library in Gardena: anticipated completion is February/March of 2021.
 - 4th District
 - Norwalk Library: anticipated completion is March 2021.
 - Marina del Rey: anticipated completion is March 2021.
 - 5th District
 - Temple City Library: anticipated completion of this expansion is Winter 2021.
- Facilities Reinvestment Projects (Deferred Maintenance)
 - 1st District
 - Claremont Helen Renwick is undergoing electrical retrofitting.
 - 2nd District
 - Gardena Mayme Dear is undergoing electrical equipment replacement.
 - 4th District
 - La Mirada is undergoing electrical replacement.
 - All these projects are expected to be completed by March 2021.
- Commissioner Medina asked which libraries have outdoor Wi-Fi. A link to the list was provided to attendees via the meeting Chat box.
- Chair Calaycay suggested that there may be potential funding opportunities with the telecommunications companies.

LA County Library – Work Ready Program Presentation

Meredith Levine, Assistant Library Administrator, and Oleg Kagan, Librarian IV, provided a presentation of the *Work Ready* program. Highlights are included below:

- The Library received \$462,000 in October of 2020 from Supervisorial District 4 to develop this program. It launched on December 7, 2020.
- The goal of the program is to help those affected by COVID to get a job and improve their work readiness skills.
- What is the program? 200 laptops/hotspots across 20 library locations, 6 six-week sessions, over 50 events/videos, a lot of books and ebooks.
- To date there have been 162 laptop sign-ups and 644 total event attendance. Staff is tracking sign-ups via a heat mapping system.
- Events are diverse and include topics like Entering the Gig Economy, Your Next Career Pathway, Resume and Cover Letter Basics. Attendance is being tracked and there has been very positive customer feedback at each session.
- The Library is getting the word out about this program via billboards, radio ads, fliers, and posters, as well as with other LA County departments.
- Attendees are asked what issues are of interest to them for future events. Staff has created booklists to share on topics of interest.
- There are weblinks to critical resources and the staff has created a weekly jobseeker's checklist.
- There are also programs geared to starting one's own business and, in partnership with AARP, programs that are geared to older adults.
- Commissioner Cleri Reale commended the staff on the impressive presentation and asked for a summary to share with business groups like the Chamber of Commerce and some funders who focus on workforce development.
- Commissioner Dear stated that he was also impressed with the presentation and that he is constantly struck by the fact that so many residents don't know what the Library is doing. He suggested that each Commissioner receive a one-pager that they can distribute in their communities about all the things being provided by LA County Library.
- Commissioner Liao stated that he found it all very exciting and asked if the Library is connected to WDACS. Patrick reiterated that there exists a strong partnership.
- Commissioner Lyons stated that the survey results are great and suggested that community college students would benefit from the programming.

LA County Library – Budget Presentation

Grace Reyes, Administrative Deputy, shared the Library's budget and discussed the impacts from COVID-19. With a PowerPoint presentation, Reyes walked the Commissioners through a comparison of the budget from the prior year to the current year, citing that the expenditure budget grew significantly due to some funds received last year. She added that property tax revenue is pretty similar to previous years. She shared with the Commissioners that the CEO requested another curtailment from County departments and that those cuts will certainly impact the Library department. Skye Patrick added that one of the reasons no cuts have yet been made is that so many staff members are still being sourced out as DSWs and covered by other funding sources. However, by July 1, if no further CARES Act funding is available, leadership will need to find an internal solution.

Reyes and Patrick reminded the Commission of the projected structural deficit which has not gone away as the reserve continues to diminish. The situation will become critical in 2024/25.

Commissioner Cleri Reale asked if the new CEO is supportive of the Library and aware of the structural deficit issue. Patrick responded that CEO Fesia Davenport is aware and supportive, and that Library has a pending meeting with her and the CEO team.

Commissioner Allen asked if Library has a sense of the potential impact to service levels and hours. Patrick replied that they do have a sense of what the service impact will be but there are several factors that may impact this and, therefore, she cannot share it with any certainty at this time. Since the opening of Sidewalk Service, standardized service has remained at 40 hours per week so there has been no service impact, but they are assessing the situation.

Commissioner Lyons asked how the financial challenges will impact cities with a surplus. Patrick responded that one of the ways they look at decreasing hours is to look at cities that historically operate at a deficit. Cities with a surplus will probably not endure reduced hours.

Focus 2020-21 Subcommittee Reports

Each of the Commission's Focus 2020-21 Subcommittees provided an update on their progress towards their respective goals. Chair Calaycay reminded everyone that each subcommittee will present their recommendations at the March Commission meeting and final presentations will take place at the May Commission meeting, which the Board Deputies are invited to attend.

Tax/Board Measures and Library Financing Subcommittee Chair Corey Calaycay reported that they have completed their work and will present a report in March.

Education/Center of Learning Subcommittee Chair Nancy Lyons said they have nothing to add to their prior report, which they had previously distributed to the Commission. She did request that Library send out some perimeters on what to prepare for the presentations.

Philanthropic & Corporate Relations Subcommittee Chair Lisa Cleri Reale reported that their joint work with the Library Foundation's Fundraising Committee is pretty much complete and the result is a brief fundraising plan that is geared to Foundation board members and Commission members. She stated that fellow subcommittee member Medina is reviewing the plan and they will submit it at the next meeting.

Bylaws Revision Presentation

Commission Vice Chair Jim Allen presented an update from the Bylaws and Ordinance Revision Ad Hoc Committee on efforts to revise the Library Commission Bylaws. Allen shared the news that the Ad Hoc Committee met with Skye Patrick and her team on January 15 to review language resulting in an agreement and new language being drafted. He stated that the updates are scheduled to be heard by the Board in March. Allen thanked the Ad Hoc Committee members as well as Patrick and her team.

Library Foundation Report

LA County Library Foundation Executive Director Andrea Carroll shared Foundation highlights from 2020 and shared the Foundation goals for 2021. She read a comment from a Foundation donor, "2020 was an awful year, but the Library saved me." Carroll reiterated that she hears this comment over and over as donors write about how the Library is a lifeline.

Carroll also stated that word is getting out about the incredible range of work that the Library does. Because of this, the Foundation had a good year in 2020. She shared the following data:

- Foundation received \$313,000 in revenue.
- Foundation has 797 new donors including 65 new monthly donors.
- 42% of first-time donors made a second gift.
- Foundation received a \$50,000 grant for operations.
- Half of the Foundation revenue is from individuals.

Carroll explained that in 2021, the focus is on sustainability and strengthening the Foundation's infrastructure to support the Library more efficiently. This includes building a network of donors and advocates. The core message is that "Your Library Matters to You."

Carroll shared a handout and several links with the Commission, thanked them for supporting the Foundation, and encouraged them to spread the word. She also thanked those who donated in 2020. In response to a question from Commissioner Cleri Reale about the Commission's giving, Carroll stated that 65% of Commissioners had donated but that the goal is 100%. She reminded everyone that donations can be accepted online. She also asked Commissioners to share content and to comment on the Foundation's Facebook page and via Instagram.

Commissioner Comments/Announcements

Chair Calaycay stated that there are currently four vacancies on the Commission: three to be filled by Supervisors and one by the City Selection Committee. He added that Supervisor Solis has no Commissioners at this time and Supervisor Barger still needs to appoint one Commissioner. Calaycay also reminded members that newly elected Supervisor Holly Mitchell will make a decision regarding her appointments.

Library's Commission Liaison, Samangi Skinner, explained that Library has communicated the vacancies to the Board Deputies. She also stated that new Supervisors usually retain the current Commissioners if they are participating, consistently attending the meetings, and have continued interest.

Commissioner Solache thanked Andrea Carroll for attending the meeting and sharing information. He also commended Library staff for their reports stating that it is exciting to see all the different library sites being remodeled. Solache stated his interest in having Lynwood Library considered for renovation as it looks the same as when he went there as an elementary school student.

Chair Calaycay noted that the City of Bell Councilmembers have also petitioned him for improvements to their local library.

Public Comment

There was no public comment.

Adjournment

Chair Calaycay reminded the Commissioners that the next meeting will be on March 17 and Subcommittee Chairs should be ready to present their reports. Skye informed the Commission that she would not be present for the next meeting and Chief Deputy Director Yolanda De Ramus would be attending in her stead. Chair Calaycay then adjourned the meeting at 11:50 a.m.