



"Enriching Lives"

## LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

**DATE:** Wednesday, September 15, 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.

Meeting Number: 2454 597 8343, Attendance Password: vtEHPKVE768

**To listen only via telephone:** Call (213) 306-3065, Access Code: 2454 597 8343 ##

If you are experiencing technical difficulties accessing the meeting, please call 1-888-810-8885 for assistance.

### AGENDA

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Minutes**  
Approval of minutes from the regular meeting on July 21, 2021.
3. **LA County Library Presentation**
  - a. Skye Patrick, LA County Library Director, will provide a brief update on Library activity.
  - b. Jesse Walker-Lanz, Assistant Director, Public Services, will provide a brief presentation on the integration of civic art in library spaces.
4. **LA County Library Budget Report**  
Grace Reyes, Administrative Deputy for LA County Library, will share and discuss the Library's budget and program impacts resulting from Coronavirus Aid, Relief, and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) funding.
5. **Library Foundation Report**  
Andrea Carroll, Executive Director of LA County Library Foundation, will share Library Foundation highlights, what lies ahead, and how the Library Commissioners can help.
6. **Bylaws and Ordinance Revision Report**  
The Bylaws and Ordinance Revision Ad Hoc Committee will provide an update on efforts to revise the Library Commission Bylaws.

7. **Commission Meeting Schedule**  
Discussion of the Commission's 2022 meeting schedule and frequency.
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 Commission, or matters requiring immediate action because of an emergency situation or when 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 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](mailto:librarycommission@library.lacounty.gov). Deadline to submit written public comment is Tuesday, July 20, 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 Meeting:***

***Wednesday, November 17, 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](http://lacountylibrary.org/library-commission). To make arrangements, please contact [librarycommission@library.lacounty.gov](mailto:librarycommission@library.lacounty.gov).



*"Enriching Lives"*

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



**Welcome and Pledge**

The meeting was called to order at 10:05 a.m. by Chair Corey Calaycay, who then led attendees in the Pledge of Allegiance.

**Roll Call**

Quorum was met.

**Commissioners in Attendance:** (15) Angie Medina, Corey Calaycay, Fernando Vizcarra, Jay Chen, Jim Allen, Jim Dear, Joy Williams, Karen Farrer, Lisa Cleri Reale, Mary Mendoza, Nancy Kuechle, Nancy Lyons, Reve Gipson, Steve Croft, Tess Shih

**Library Staff in Attendance:** (11) Skye Patrick, Yolanda De Ramus, Grace Reyes, Jesse Walker-Lanz, Debbie Anderson, Samangi Skinner, Sara Keating, Lauren Chiatovich, Jaclyn Morales, Luis Garnica, Alex Pelayo

**Library Foundation in Attendance:** (1) Andrea Carroll

**Approval of Minutes**

The minutes from the regular meeting on July 21, 2021, were reviewed and discussed with one minor edit: Nancy Kuechle reported for the Subcommittee on Education/Center of Learning, not Nancy Lyons. Contingent on this amendment, a motion to approve the minutes was made by Commissioner Steve Croft and seconded by Commissioner Nancy Lyons. A roll call vote was held, and the motion was carried unanimously.

Chair Calaycay moved some agenda items around to accommodate commissioner schedules.

**Bylaws and Ordinance Revision Report**

Vice Chair Allen, also the Chair of the Bylaws and Ordinance Revision Ad Hoc Committee, provided an update on efforts to revise the Library Commission bylaws and put forth an ordinance. Allen stated that language within the documents needed to be modified to allow for a sunset review and confirmed that several of the Board Offices would support the bylaws and the ordinance with the modified language. The Ad Hoc Committee met about a week ago and discussed a timeline. Allen will return modified bylaws and ordinance documents to the Commission and anticipates these new documents will be presented by December.

### Commission Meeting Schedule

Library Director Skye Patrick initiated a discussion of the Commission's 2022 meeting schedule and frequency of meetings. She recommended quarterly meetings rather than bimonthly to align with other commissions within the County. She also suggested less frequent meetings would be much more efficient for the Library staff as it is very time consuming to prepare for each commission meeting. Patrick reminded Commissioners that multiple suggestions to reduce the number of meetings came directly from the Board Offices.

A discussion ensued with many Commissioners commenting. Suggestions included:

- There was some support for maintaining the six meetings per year schedule, based on the importance of visiting individual libraries. A suggestion was also made to meet six times per year but dedicate two of the meetings as group visits to libraries.
- While many commissioners stated how much they enjoy the staff presentations, they also recognized the time they take and suggestions were made including reducing the number of presentations, reducing the time for each presentation, or providing them as a written format in advance of meetings and an abbreviated presentation at meetings.
- Several commissioners expressed concern about the drain on staff time and resources and suggested ways to reduce the burden including reducing meeting times to less than 2 hours and finding other ways for the Commission to gather without involving staff.
- Discussion revolving around virtual and in-person sessions in the future.
- Library's Chief Deputy Director, Yolanda De Ramus, reminded Commissioners of the developed strategic initiatives and their role in executing said duties. Deliberation of meeting schedule should take into consideration the Commissioners time to execute these strategic measures.

It was decided to delay a decision on the 2022 schedule for the November meeting.

### LA County Library Presentation

LA County Library Director Skye Patrick provided an update on Library activity. Following is a summary:

- **Fine-Free Library:** LA County Library is now a fine-free library. Supervisor Hahn placed the item onto the agenda, and was approved by the Board of Supervisors, effective the first of September. LA County joins the Cities of Los Angeles, New York, San Francisco, San Diego, and many others who are doing this. Patrick stated that all the major systems in the country have moved to a fine free model, which eliminates charges and fees for overdue items. Additionally, the Library's *Great Read Away* program, which historically enabled customers ages 21 and under to read away fees associated with lost books and materials, has been expanded to all ages.
- **Library Re-Openings:** Library meeting rooms reopened today. Libraries are currently at 75% capacity. Many of the meeting rooms are still being used for COVID-19 testing and

vaccination events and those events will have priority over the community meeting rooms. Patrick also stated that library users are still required to wear masks and implement physical distancing and other protocols.

- **Tool Lending Library:** Patrick described this program as having originated in the Bay Area. LA County Library received a \$110,000 Library Services and Technology Act (LSTA) grant from the State Library that trickled down from the Institute of Museum and Library Services (IMLS). Patrick stated that it is another way to help customers rebuild businesses and make home improvements by allowing them to check out basic home repair, automotive, and gardening tools from five pilot library locations, one in each Supervisorial District: Huntington Park (1<sup>st</sup> District), Compton (2<sup>nd</sup> District), San Fernando (3<sup>rd</sup> District), Norwalk (4<sup>th</sup> District), and Lancaster (5<sup>th</sup> District). For 2<sup>nd</sup> District, Library is hoping to work in partnership with a young businesswoman in the City of Compton, who is hosting her own tool lending library to see if they can complement each other's tool offerings. If not, the Library may move the program to another library within 2<sup>nd</sup> District. Patrick concluded by saying that this is a pilot, and that staff will secure the skills of a consultant to assess if each site has the most appropriate tools for the community it serves. Commissioner Lisa Cleri Reale requested additional information on the program.
- **Laptop Express:** Patrick reported that many laptops have been replaced with Chromebooks, available to checkout for extended home use and to complement the Library's *Work Ready* program. While the program was launched in each District, it will ultimately move out to all libraries and all laptops will transition to Chromebooks. This program utilizes smaller and more efficient kiosks to simplify the checkout process and reduce the footprint within the library. This is a pilot program intended to expand to all libraries.
- **Awards and Recognitions:** Patrick reported that LA County Library received a Top Ten Award in the County's annual Productivity and Quality Awards, in recognition of how the Library pivoted its core services during the pandemic through its Digital Library Card, virtual programming, and *Sidewalk Service*. Library also received a Productivity and Quality Award as a collaborative partner for Contact Tracing. Patrick stated that Library was the first department with non-public health staff to offer up help on contact tracing. She added that there are still about 160 Library staff designated as contact tracers. Patrick also announced that the Library received the John Cotton Dana Award from the American Library Association for its parking lot connectivity program, extending WiFi to library parking lots for free access and use during the pandemic. The Library was also acknowledged for its *iCount* equity initiative.
- **Anti-Racism, Diversity, and Inclusion Initiative (ARDI):** Patrick noted that all departments are required to participate in this Board priority. The Library currently has seven staff who are actively participating in the development of ARDI strategic goals. Patrick anticipates that the Library can absorb *iCount* into ARDI and get a head start on the significant priorities of the program.

- **In-Person Programming:** Patrick stated that in-person programming would resume in early October at 20 libraries and focus on school readiness programs. How libraries are selected will be determined by using an equity lens in alignment with the ARDI Equity Index. Programming will be supported by American Rescue Plan Act (ARPA) funding and will expand based on the success of the program.
- **COVID-19 Vaccination Sites:** Patrick reported that the Library continues to partner with the Department of Public Health in providing vaccination events at 4-6 library locations around the County at any given time. All upcoming vaccination events are posted on Library's website. Patrick also stated that the Executive Director of IMLS shared with her that there was a national scan of library webpages at the federal level to see how many libraries had COVID-19 information available on their website; LA County Library was one of only four libraries reflected in the results of the nationwide scan.
- **Funding:** Patrick announced that the Library Foundation worked with Library staff to submit a grant request to the LA Dodgers Foundation for \$15,000 to fund a systemwide reading event for young adults called *Leading from the Outside*, where the Stacey Abrams book of the same title would be given to teens and young adults, ages 17-22. Patrick also announced a \$5,000 Union Bank award to help with the annual bookmark contest. Patrick extended a special thanks to Commissioner Tess Shih who, with Foundation Executive Director Andrea Carroll, was able to secure this funding. Patrick also thanked Carroll and the Foundation Board chair, as well as several commissioners, for taking the time to come to the library openings and show support.
- **County Employee Vaccination Mandate:** All County employees are required to be vaccinated for COVID-19 by October 1<sup>st</sup>, per the Board of Supervisors' Vaccination Mandate. A town hall on September 20<sup>th</sup> will provide employees with more information.
- **Disaster Service Workers (DSWs):** As of June 30<sup>th</sup>, approximately 160 staff still operating under DSW activation with a majority on the contact tracing assignment. The reduced service model for library locations is due in part to the staff shortage.
- **Telework:** Patrick reported that 26% of the Library workforce is teleworking in some variation of part and full time. She announced that Library leadership is working to allow frontline staff to telework one day per paycheck or twice a month and thanked Jesse Walker-Lanz for helping to figure out how public-facing employees can telework.

Commissioner Lyons asked about why some libraries are not open on Saturdays, specifically focusing on Diamond Bar. Patrick responded that part of the challenge is to choose the best model for each community, paired with the availability of staff resources. She stated that staff would evaluate the service hours of Diamond Bar Library and reminded commissioners that all libraries are open late on Tuesdays, from noon to 8:00 p.m., to accommodate patrons.

### **Civic Arts in the Library Presentation**

Jesse Walker-Lanz, Assistant Director, Public Services, provided a brief presentation on the integration of civic arts in library spaces. He stated that art in public spaces is an important civic concept and shared that the County has a Civic Arts program that allows some funding for this, and the Library also has a small budget for this.

Walker-Lanz stated that many libraries have pieces of art and highlighted some of his favorites. He stated that there are murals located at the following library locations: Diamond Bar, La Cañada Flintridge, Angelo M. Iacoboni (Lakewood), San Gabriel, Lynwood, Rowland Heights, Leland R. Weaver (South Gate), Sorensen, Norwalk, Carson, Masao W. Satow (Gardena), Willowbrook, and pieces from the Golden State Mutual Collection are at AC Bilbrew.

Walker-Lanz also announced several innovative arts partnerships:

- West Hollywood Library displays public art in partnership with the City of West Hollywood Arts and Culture Department.
- Bell Library has a new mural commissioned for the Southeast LA Arts Festival with support from Supervisor Solis and the City of Bell.
- City of Carson helped support the front of Carson Library, which displays *LA vs Hate* art driven by the County Human Relations Commission.
- *We Rise: Love Letters in Light* is a partnership with the Department of Mental Health, which involved the installation of scrolling LED signs on 10 libraries with short messages of 15 words or less.
- The Centennial of the 19<sup>th</sup> Amendment resulted in special edition library cards as well as libraries housing the original art designed for the centennial program.
- Coming soon is a new piece of art at Temple City Library, as well as a new mural at Norwalk Library.

Commissioner Dear shared that they did receive some negative feedback from residents in Carson who saw the word “hate” in large letters as they quickly drove by the library. He asked if Carson officials knew about the installation. Walker-Lanz reported that they worked with the *LA vs Hate* personnel who had checked with the City Manager and that Carson opted into the project.

Chair Calaycay suggested that City of Claremont needs to get on the list for public art.

### **LA County Library Budget Report**

Grace Reyes, Assistant Director, Administrative Services, shared highlights from the Library’s budget and program supported by Coronavirus Aid, Relief, and Economic Security Act (CARES) and ARPA funding. She used slides to review both pandemic related funding programs. Reyes stated that despite the infusion of federal and county funds, they are still forecasting a structural deficit although it has been pushed to FY 2025-26. Reyes reported that ARPA funding is a little different and more stringent. The Library is anticipating potential reimbursement for DSWs and other items, but they will need funding to continue programs where grants have sunset.

Debbie Anderson, Assistant Director, Education & Engagement, shared slides that outlined how federal funds supported library programs. CARES Act funding supported several programs including *Park and Connect* and *Laptop and Hotspot Loan*, both of which had huge impacts on the community. ARPA funding is supporting programs such as *Reading Machine*, *Reading STARS*, *MākMō*, and *School Readiness* with possible additional ARPA funding pending.

Commissioner Cleri Reale stated that no matter how much energy the Commission spends related to its subcommittee work, it is unlikely to make a dent in the projected deficit and she asked what the real solution is. Library Director Patrick stated that there is a renewed interest in this issue from the Board of Supervisors and they are trying to figure out the next steps, including possible relief for some mandated costs.

### **Library Foundation Report**

Andrea Carroll, Executive Director of LA County Library Foundation, shared Library Foundation highlights, what lies ahead, and how the Library Commissioners can help. Carroll thanked Patrick for sharing Foundation information as part of her report. She thanked the commissioners who provided contributions and asked those who gave in 2020 to renew their gifts. She reminded everyone that they can let individuals, companies, and cities know that they can support their local libraries. She also thanked Union Bank for their support of the bookmark contest but stated that they need more sponsors. She shared that Union Bank is looking at potentially funding other programs and Carroll used this as an example of how important it is to open a “funding door.” She added that the Foundation Board brought on four new directors.

Chair Calaycay thanked Carroll for showing up to all the Commission meetings and thanked Commissioner Shih for her immediate help with the Foundation.

### **Commissioner Comments/Announcements**

There were no commissioner announcements. Samangi Skinner introduced Sara Keating who will serve as the Library’s Commission Liaison at the November Commission meeting in Skinner’s absence.

### **Public Comment**

There was no public comment.

### **Adjournment**

Chair Calaycay adjourned the meeting at 11:59 a.m.