



LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

DATE: Wednesday, January 19, 2022

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: 2457 202 6856, Attendance Password: 8d3RRGhwm6D

To listen only via telephone: Call (213) 306-3065, Access Code: 2457 202 6856

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AGENDA

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Minutes**
Approval of minutes from the regular meeting on November 17, 2021.
3. **Sunset Review Report**
Mary Ann Morato and Nyla Jefferson of Commission Services, Executive Office of the Board of Supervisors, will provide an update on the Sunset Review and what the Sunset Review Committee will be monitoring over the next two years.
4. **LA County Library Report**
Skye Patrick, LA County Library Director, will provide a brief update on Library activity.
5. **County Strategic Plan Presentation**
Samangi Skinner, Executive Services Manager, LA County Library, will share and discuss the County's Strategic Plan and Goals.
6. **LA County Library Budget Report**
Grace Reyes, Administrative Deputy, LA County Library, will share and discuss the Library's budget and its impacts to programs and services.
7. **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 and put forth an ordinance.

8. Commission Meeting Schedule

Discussion of the Commission's 2022 meeting schedule and frequency.

9. Library Foundation Report

Commissioner Lisa Cleri Reale will share the Library Foundation's recap of 2021, highlights for the year ahead, and how Library Commissioners can help.

10. 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, or when action is needed after the posting of the agenda.

11. 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. Deadline to submit written public comment is Tuesday, January 18, 2022, 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.

12. Adjournment

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.



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MINUTES

Call to Order, Pledge of Allegiance, and Roll Call

Chair Corey Calaycay called the meeting to order at 10:00 a.m. and welcomed everyone to the first Library Commission meeting of the New Year. This was followed by the Pledge of Allegiance. Roll Call was taken, and a quorum was met.

Calaycay welcomed the newest Commissioner Andrew Yam who was appointed by Supervisor Hilda Solis. Yam is a graduate student at USC's Sol Price School of Public Policy. Yam stated that he was looking forward to continuing the great work being done by the Commission.

Calaycay then announced that Jay Chen had left the Commission and he acknowledged his contribution.

Commissioners in Attendance: (15) Andrew Yam, Angelita Medina, Chin Ho Liao, Corey Calaycay, Denise Diaz, Jim Allen, José Luis Solache, Joy Williams, Karen Farrer, Lisa Cleri Reale, Mary Mendoza, Nancy Lyons, Revé Gipson, Steve Croft, Tess Shih

Library Staff in Attendance: (10) Skye Patrick, Yolanda De Ramus, Grace Reyes, Jesse Walker-Lanz, Debbie Anderson, Samangi Skinner, Sara Keating, Alex Pelayo, Luis Garnica, Jaclyn Morales

Approval of Minutes

Commissioner Lyons stated that she had been left off the list of those attending the meeting on November 17, 2021. A motion was made by Commissioner Croft and seconded by Commissioner Lyons to approve the minutes from the regular meeting on November 17, 2021, as corrected. The minutes were approved with one abstention from Commissioner Yam.

Sunset Review Report

Mary Ann Morato, Senior Analyst, and Nyla Jefferson of Commission Services, Executive Office of the Board of Supervisors, provided an update on the Sunset Review and what the Sunset Review Committee will be monitoring over the next two years.

Their presentation was focused in three areas:

- They described the Sunset Review Process which is an evaluation of the continued existence of a commission and an assessment of the effectiveness and performance of a commission. As a result of a review, a commission can be retained as is, modified or repurposed or allowed to terminate or sunset.
- The criteria used to evaluate a commission involves the following questions:
 - Has the commission complied with the County motion and is it operating in an efficient manner?
 - Is the commission meeting its target goals or is it duplicating other commissions?
 - The review also includes four years of documentation: meeting agendas/minutes, annual reports, etc.
 - Finally, the review involves a questionnaire to the chair, commission members and stakeholders including various cities and Friends of the Library.
- They reviewed the new Report recommendations:
 - Extending the Library Commission's sunset review for two years.
 - Changing the frequency of the meetings from six to four.
 - Working with the Library Director to implement the Commission's goals.
 - Maintaining satisfactory attendance and they noted below ideal attendance numbers.
 - Taking a more active role in supporting the strategic initiatives established by the Library Director.
 - Re-evaluating the City Selection Committee representation. They cited that only five responses were received out of 51 cities surveyed.
- They discussed the future of the Library Commission's Work Plan
 - In April of 2023, the Sunset Review Committee will revisit the Library Commission and implement a follow up review of its recommendations. They will look at the Commission's strategic goals and newly established ad hoc committees and see if progress is being made.
 - They will also ask the following questions:
 - Are you meeting with a purpose?
 - Has the Commission made recommendations on infrastructure and ongoing needs for LA County Library?
 - Has the Commission updated or revised its bylaws?
 - Has Commission attendance/participation improved?
 - Prior to the final recommendation, they will meet with department and commission leadership.

Commissioner Cleri Reale thanked both guests for their work and their report, but stated for the record that the sunset review process seemed flawed for several reasons:

- Recommendations were based on emails being sent to cities that most likely ended up in spam and there was no real follow up.
- Surveys were supposedly sent to commissioners, but Cleri Reale stated that she did not remember either receiving a survey or completing one.
- Cleri Reale questioned why surveys were sent to the Friends groups as there was no connection with the Commission.
- Lastly, Cleri Reale cited that the reference to low attendance was based on flawed methodology – using calculations that included vacant commission seats that the

Commission had no control over filling. She pointed out that if you back out the vacant seats, the percentage of attendance is actually quite good.

Commissioner Lyons also stated that she did not receive a questionnaire and suggested that these emails were not getting through the filters at the various cities. She stated that she was concerned as well.

Commissioner Allen thanked both speakers and clarified that Friends of the Libraries are singularly focused on a single library and that the Commission is focused countywide so there is no real nexus between the two. He suggested that their input, while valuable may not be relevant to the Commission's performance or engagement.

Commissioner Liao also thanked the speakers and stated that he did not know about a survey, nor did he receive one despite serving as Mayor of San Gabriel and appointed by the City Selection Committee. He preferred the idea of a phone interview.

Chair Calaycay reiterated that when there is a Commission task to be completed, he takes it very seriously, but he needs to know about it. He suggested that Commission Services reach out to him directly if there is a survey or materials that need to be completed by the entire Commission. He also reiterated that it took a long time to get in front of the City Selection Committee to discuss the vacancies. Calaycay stated that he has worked very hard to recruit people to the Commission, but he had never suggested completely restructuring CSC. With regard to the frequency of commission meetings, Calaycay stated that one of the roles of the Commission is to visit the different libraries around the County. To maintain equity for all five districts, there needs to be at least five meetings held at libraries and one held at headquarters. He added that the Commission had already reduced the frequency from monthly to bi-monthly. Lastly, Calaycay stated that next time a questionnaire needs to be sent out, it should be sent to him, and he would disseminate it.

Mary Ann Morato stated that all the comments were duly noted.

LA County Library Report

Skye Patrick, LA County Library Director, provided a brief update on Library activity. Highlights are below:

- Response to recent surge: The Library responded to the recent surge by marketing its Sidewalk Service and limiting building capacity from 75% to 50% to minimize the number of people coming into each library. In person programs were canceled for the month of January and are pending for the month of February to minimize opportunities for viral spread. Staff maximized teleworking where possible. Leadership is evaluating the daily COVID counts and watching very closely while observing best practices at other libraries nationally.
- Library Service Model: Patrick reiterated the new three-tiered service model stating that all the cities were notified in December. The launch of the new model may be pushed back given the surge. With the surge, the Department of Public Health (DPH) has requested keeping library staff as Disaster Service Workers (DSW) for another two months and that will mean rethinking the expansion of hours. Patrick will keep the Commission posted.

- Cultural Teen Advisory Boards: With four cultural resource centers, library leadership is launching new Cultural Teen Advisory Boards, modeled after their existing Teen Advisory Boards.
- Stories on Skin: Tattoos and the LA Immigrant Experience -- Patrick commented that this is a really great program, and she is very proud of it. Individuals are sharing their own stories. Submissions are being reviewed and posted online. The program was made possible by a CA Humanities grant.
- Public Health Partnership: Patrick announced that the Library hosted free flu shot clinics at eleven library locations and there is so much demand for this program. Over 2500 vaccines were administered which Patrick said is a huge number for the Library. The Library also assisted DPH with at home antigen covid tests distributing over 6,000 kits within 2 days. They will partner with DPH on a secondary program where DPH staff will be outside several library buildings providing at home PCR tests and collecting them in order to directly secure the data.
- Funding: The Library applied for \$22,000 in funding from the State Library to purchase more Career Online High School scholarships. This program has been hugely successful according to Patrick. Participants must be 19 years or older. They will receive a high school diploma, not a GED, and consider six different career paths. Patrick called it a wildly popular program citing that in 2021, 155 individuals graduated, totaling nearly 500 to date.
- Disaster Service Workers: Patrick stated that about 12% of the staff is still activated and most are working in contact tracing. The recent surge delayed their return to the Library. Patrick expressed pride in the staff stating that they had handled more than 408,000 cases.
- Library Headquarters Closure: Patrick announced that a fire at headquarters has resulted in extensive damage to the building. They are looking at 6 months to one year before re-entering the facility. Staff is working remotely as much as they can, and they have a short-term lease in Norwalk for approximately fifty IT, administrative and operations staff.
- Current building projects: Patrick reviewed current building projects, all highlighted in her PowerPoint.
- Awards and Recognitions: Patrick announced two awards from the California State Association of Counties: a Challenge Award for the Laptop and Hotspot Loan program and a Merit Award for the Work Ready program.
- Redistricting: Patrick reminded the commissioners that the recent redistricting has impacted several commission appointees and that staff is awaiting guidance from Commission Services.

Commissioner Liao stated that San Gabriel is working with a private health care provider that could provide free boxes of PCR tests and antigen kits to be distributed in front of the libraries. He asked Patrick how this could be authorized. Patrick offered to discuss it offline and stated that they must make sure all protocols are aligned with DPH.

Commissioner Medina asked if there are openings on the Cultural Teen Advisory Boards and asked about the process for choosing the teens. Debbie Anderson responded by stating that staff is developing a framework for how this program will work and promised to reach back out to the Commission with final details.

Commissioner Cleri Reale stated that the Cultural Teen Advisory Boards seem like a very fundable project and that there are some strong models throughout the county if staff would like to view them.

Commissioner Shih asked how the staff determines which service hours make sense and how they measure the success of their programming. Patrick reiterated that they are trying to standardize hours such as Monday through Friday or Tuesday through Saturday with shifts from 10 to 6 or 11 to 7. This allows the libraries to capitalize on the different times that people use library services. Patrick stated that tiered services really depend on the budgets of those specific areas/cities and that is outside the Library's control.

Regarding programming, Patrick stated that the online programming during the pandemic was quite successful, and that staff was surprised by the number of individuals who participated. One of the ways staff measures success is if people sign up and they actually attend the program. Patrick asked for suggestions/ideas for great community leaders or authors for future programs.

Commissioner Lyons stated that it's very unfortunate that the Library is reducing hours; however, it's an opportunity to explain that libraries are underfunded. She said that people need to understand the consequences of not funding the Library. Lyons also asked whether the Library could get the DSWs back when needed. Patrick agreed that it is a travesty that hours need to be reduced. She reminded the Commissioners that they have done everything possible in the last few years to try to adjust and push the deficit, but the fund balance will be depleted in 2025/26.

Patrick responded that DPH can technically keep DSWs as long as they need to; however, they have been very collaborative and communicative and negotiating with Library leadership.

Commissioner Yam thanked Patrick for her report and said he liked the idea of the Cultural Teen Advisory Boards but since they are still being formed, he would hold his comments.

Commissioner Cleri Reale stated that there is simply no way to close the structural deficit with private funding. Private funding will enable expanded or new programming/activities but to close the deficit requires a change in the way the Library is funded.

Chair Calaycay asked about the status of the Los Padrinos Juvenile Hall Library. Patrick stated that it was one time funding, and that the Juvenile Hall is now closed so the library closed. She added that staff is now requesting 3-5 years of funding in all new grant proposals to avoid putting so much effort into a project only to lose the funding after a year. Patrick did state that their goal is to continue communication with the Probation Department regarding additional opportunities.

LA County Strategic Plan Presentation

Samangi Skinner, Executive Services Manager, LA County Library, shared the County's Strategic Plan and Goals starting with the plan's mission to establish superior services through collaboration and to improve quality of life. Skinner explained that the plan has three goals:

- Make investments that transform lives
- Foster vibrant and resilient communities
- Realize tomorrow's government today

Skinner reviewed each goal's strategies and shared how various library programs/activities fit into the various strategic buckets.

LA County Library Budget Report

Grace Reyes, Administrative Deputy, LA County Library, reviewed the Library's budget and its impacts to programs and services with a PowerPoint presentation. Among the highlights:

- Reyes reiterated the pending structural deficit stating that the \$55 million fund balance will last until 2025/26.
- Library leadership has submitted a recommended budget request to the County including \$14 million to close the funding gap and money for books and supplies, etc.

Commissioner Cleri Reale asked how the Commission can help. Library Director Patrick responded that they need to maintain good relations with everyone at the County and it does not hurt for commissioners to keep in touch with their districts related to the Library's fiscal challenges.

Commissioner Liao discussed the state's large budget surplus and suggested it might be possible to access some of those dollars. Patrick stated that staff is watching the situation very closely to see if there is an opportunity for access to those funds.

Commissioner Solache suggested that through the different cities, the Commission can strategize with the County's Legislative Office on how to secure more state funding. He stated that most cities have lobbyists in place.

Commissioner Yam asked if the Commission has ever taken any action on state budget requests. Chair Calaycay shared that there is an annual budget discussion at the May meeting with Board Deputies and individually, various Commissioners have reached out to their respective Supervisors. Commissioner Yam reiterated the need to secure funding from various sources.

Commissioner Mediina stated that she has had discussions with State Senator Archuleta's office and worked with Debbie Anderson and staff to submit a package for the Senator about Library infrastructure.

Bylaws and Ordinance Revision Report

Vice Chair Jim Allen, 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. He stated that the process is still ongoing with a goal of having the ordinance and bylaws completed by end of January. He stated that there was one edit by the Board Offices and that the Commission also added language around diversity and equity so that these documents are aligned with the Commission's Annual Report. Allen thanked his

committee members Commissioners Medina and Cleri Reale as well as Library leadership and staff.

Commission Meeting Schedule

There was a vibrant discussion of the Commission's 2022 meeting schedule and frequency of meetings.

Chair Calaycay reminded everyone that the Commission used to have 9-10 meetings per year, remaining dark in August and December. The Commission reduced that to 6 meetings per year – five at libraries and the sixth at the County Hall of Administration. Calaycay's concern is that the meetings run long even with six per year so if the schedule is truncated the Commission may not be able to cover everything that is needed.

Commissioner Allen remarked that he has put some thought into this and wants to be sensitive to Library leadership; however, for the Commission to go to four meetings might result in the loss of the Commission's connection to library services. Allen suggested that there might be different ways to conduct the commission meetings and set parameters within each meeting so that Library staff does not have such an arduous lift.

Commissioner Croft agreed with the comments made stating that meeting every other month is very useful and that he has not seen or heard anything that could be considered "fluff." He was concerned that meeting every three months would impair the Commission's ability to access up to date information.

Commissioner Yam agreed with retaining six meetings per year particularly to visit different libraries. He pointed out that the Sunset Review is looking to see if the Commission is doing its work and if we then cut meetings, we've lowered the bar.

Commissioner Solache suggested that we learn from our experience during the pandemic, and he advocated for a balance between some in person meetings and some virtual meetings.

Chair Calaycay reminded everyone that the Brown Act does not allow for virtual meetings except under extenuating circumstances.

Commissioner Shih echoed Commissioner Solache and suggested that six meetings make sense if the Commission has some flexibility.

Commissioner Cleri Reale suggested that the six meetings might include two field trips to libraries rather than full meetings and that would reduce the work being done by library staff.

Commissioner Lyons likes keeping six meetings per year but wants to reduce work for the staff, so she suggested reducing the frequency of budget and other updates provided by the staff. She asked if there is a way to retain the six meetings while reducing staff burden.

Commissioner Gipson stated that she agreed with the Chair about the importance of having six meetings per year.

Commissioner Yam recognized the burden on staff and liked the idea of more written reports in between meetings.

Library Director Patrick thanked the commissioners for their recommendations. From her perspective, she said she loved to hear how enthusiastic everyone is. She suggested keeping the six meetings including the May meeting for Board Offices, but she also suggested that one of the meetings be dedicated to a commission strategy discussion where library staff is not presenting. That would mean at least one meeting would not involve staff.

Library Foundation Report

In Executive Director Andrea Carroll's absence, Commissioner Lisa Cleri Reale shared the Library Foundation's recap of 2021, highlights for the year ahead, and how Library Commissioners can help. She stated that the Foundation ended 2021 with a strong finish providing funding to the Library in several ways. 2021 reflected excellent donor retention and many new donors. She shared Carroll's thanks to the commissioners who helped in many ways with a special thanks to Commissioner Shih who provided a \$1,000 match for donors through social media that exceeded its goals.

Cleri Reale added that 2022 is the Foundation's 40th anniversary and the Library's 110th anniversary and she reminded commissioners that there are many ways to help, referring back to the fund development plan submitted by the commission's sub-committee.

Commissioner Comments/Announcements

Chair Calaycay suggested a new ad hoc committee to discuss legislative advocacy regarding state funding. He asked those interested to reach out.

Public Comment

There was no public comment.

Adjournment:

Chair Calaycay adjourned the meeting at 12:04 p.m.

County Strategic Plan

January 19, 2022





LA County Strategic Plan

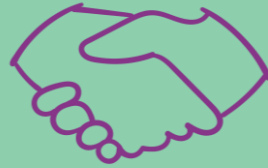
- Mission
 - establish superior services through collaboration
 - improve quality of life
- Vision
 - value driven culture
 - enrich lives through effective and caring service
 - empower people

LA County Strategic Goals



Goal I

Make Investments That
Transform Lives



Goal II

Foster Vibrant and
Resilient Communities



Goal III

Realize Tomorrow's
Government Today

Goal I: Make Investments That Transform Lives



Strategy I.1 – Increase Our
Focus on Prevention Initiatives



Strategy I.2 – Enhance Our
Delivery of Comprehensive
Interventions



Strategy I.3 – Reform Service
Delivery Within Our Justice
Systems



Goal I

Make Investments That
Transform Lives

Goal II: Foster Vibrant and Resilient Communities

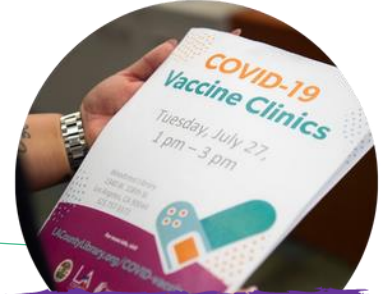


Goal II

Foster Vibrant and Resilient Communities



Strategy II.1 – Drive Economic and Workforce Development in the County



Strategy II.2 – Support the Wellness of our Communities



Strategy II.3 – Make Environmental Sustainability Our Daily Reality

Goal III: Realize Tomorrow's Government Today



Strategy III.1 – Continually Pursue Development of Our Workforce



Goal III

Realize Tomorrow's Government Today



Strategy III.3 – Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability



Strategy III.2 – Embrace Digital Government for the Benefit of our Internal Customers and Communities



Strategy III.4 – Engage & Share Information with Our Customers, Communities, and Partners

Library Pillars of Service



Prevention

- Positive Parenting Program (Triple P)
- Lunch at the Library
- Library Cards for Students and Foster Youth



Diversion

- MBK Peer Advocates
- Adult 101
- Probation Outreach



Literacy

- Smarty Pants Storytime
- Reading Machine
- Digital Literacy for Older Adults



Economic Vitality

- Work Ready
- Career Online High School
- Laptop & Hotspot Loans



Library Commission Goals

1) Tax/Bond Measures and Library Financing



Help Identify New Sources of Revenue

2) Education/Center of Learning



Position Library as a “Public University”

3) Philanthropic & Corporate Relations



Help Create Connections to Private Funding



