



"Enriching Lives"

LA COUNTY LIBRARY COMMISSION

Wednesday, September 20, 2023
10:00 am – 12:00 pm

Agoura Hills Library
29901 Ladyface Court
Agoura Hills, CA 91301



As members of the Library Commission have requested this meeting be made accessible via video conference, the following satellite locations will be also available to the public:

AC Bilbrew Library
150 E El Segundo Blvd
Los Angeles, CA 90061

Sunkist Library
840 N Puente Ave
La Puente, CA 91746

AGENDA

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Minutes**
Approval of minutes from the regular meeting on July 19, 2023.
4. **LA County Library Report**
Skye Patrick, LA County Library Director, will provide a brief update on Library activity.
5. **LA County Library Presentation**
Grace Reyes, Administrative Deputy, will provide a comprehensive update on the Library's budget.
6. **2022-23 Commission Goals and Objectives Reports**
Subcommittee Chairs will provide an update on the efforts of their respective subcommittees toward their goals and objectives:
 - a. Commission Benchmarking
 - b. Education & Community Needs
 - c. Legislative Advocacy
 - d. Philanthropy
7. **Library Commission 2023-24 Annual Report**
Lisa Cleri Reale, Chair of the Annual Report Ad Hoc Committee, will provide and update on the 2023-24 Library Commission Annual Report submission.

8. Bylaws/Ordinance Ad Hoc Committee Update

Jim Allen, Chair of the Bylaws and Ordinance Revision Ad Hoc Committee, will provide an update on the committee's efforts to revise the Library Commission bylaws and put forth an ordinance.

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. Deadline to submit written public comment is Tuesday, September 19, 2023, 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. Commissioner Comments, Announcements, or New Business

Matters not posted on the agenda, to be discussed and (if requested), placed on the agenda for action at a future Commission meeting, or matters requiring immediate action because of an emergency or when the need to take action arose after posting the agenda.

11. Adjournment**Next Meeting:**

Wednesday, November 15, 2023

10:00 a.m. – 12:00 p.m.

Angelo M. Iacoboni Library

4990 Clark Ave

Lakewood, CA 90712

**Satellite Locations: El Camino Real Library, 4264 Whittier Blvd, Los Angeles, CA 90023
La Crescenta Library, 2809 Foothill Blvd, Glendale, CA 91214**

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"

LA COUNTY LIBRARY COMMISSION

Wednesday, September 20, 2023

10:00 a.m. – 12:00 p.m.

Primary Location: Agoura Hills Library
Satellite Locations: AC Bilbrew Library and Sunkist Library



REGULAR MEETING MINUTES

Call to Order, Pledge of Allegiance, and Roll Call

Chair Corey Calaycay called the meeting to order at 10:05 a.m. Commissioner Estrada led the Pledge of Allegiance. Roll call was initiated, and quorum was met. Chair Calaycay introduced Nina Hull, Community Library Manager for Agoura Hills Library, who offered a tour of the library at the completion of the meeting.

Commissioners in Attendance: (15) Jonathan Beutler, Corey Calaycay, Göran Eriksson, Emmanuel Estrada, Reve Gipson, Nancy Kuechle, David Lesser, Angelita Medina, Mary Mendoza, Lisa Cleri Reale, Celeste Rodriguez, Tess Shih, José Luis Solache, Joy Williams, Kim Ting Yu

Library Staff in Attendance: (8) Skye Patrick, Yolanda Pina, Debbie Anderson, Grace Reyes, Jesse Walker-Lanz, Samangi Skinner, Sara Keating, and Bryant Chow

Guests in Attendance: (1) Andrea Carroll, Executive Director, LA County Library Foundation

Approval of Minutes

A motion was made by Commissioner Kuechle and seconded by Commissioner Estrada to approve the minutes from the regular meeting on July 19, 2023. The motion was unanimously approved.

LA County Library Report

Skye Patrick, LA County Library Director, provided an update on several key programs and initiatives summarized below.

- Launching *Library Fest* events at 10 library locations
 - On September 9th, Rolling Heights Library and West Hollywood Library celebrated with incredible turnouts. The goal of the events is to reinvigorate the communities and show them what their local library has to offer.
- National Banned Books Week
 - This is being celebrated from October 1 to 7. LA County Library is launching a new digital card for all California youth, ages 13 to 18, who may not have access to banned materials in their communities. This card will provide full access to the Library's digital collection. The Library will also launch its Books Unbanned

Initiative, which originated at Brooklyn Public Library as it launched a national library card and opened its entire digital collection to any teenager across the country. LA County 3rd District Supervisor Lindsey P. Horvath is a champion of this initiative and introduced a motion to replicate it in LA County. The soft launch is on September 29th with a formal launch on October 1st. There will be many social media opportunities available so that the Commission can share it with friends and colleagues.

- Naloxone Distribution
 - LA County Supervisors directed LA County Library to work with the Department of Public Health to provide this service at County libraries in an effort to reverse the effects of opioid overdoses. A feasibility study was completed, and training was provided to library staff who volunteered to provide onsite emergency naloxone administration. Naloxone is now available at all County libraries. The second tier of the program will pilot naloxone distribution at five library locations through weekly two-hour events. There will be five events a week for a total of twenty distribution events for the pilot month.
- Productivity & Quality Awards
 - LA County Library's Tool Lending Library won a Top Ten Award and the County Image Enhancement Award. Special Merit Awards were also given to the Library for its equity-focused virtual programs and its *Park & Connect* service, as well as its partnerships with the Department of Public Health on COVID test distribution and overdose prevention.
- 2023 Summer Discovery Program
 - This program took place from June 1st through August 14th with nearly 50,000 participants and over 50,000 books read.
- Citizenship Reading Challenge
 - Held from September 14th to October 14th, the program encourages participants to learn more about citizenship and immigration by logging their time reading from recommended booklists, participating in activities, and using library resources.
- One County, One Book
 - LA County Library has invited the other 33 library systems in the County to join as partners to create a program based on the One City, One Book concept. The City of Los Angeles Public Library will also be an anchor partner. So far, 80% of those invited have agreed to participate. The focus will be on California and LA-based authors and a request has been made to Supervisor Horvath to champion this program with a goal to secure support from all legislators.
- Tutoring Program
 - This program will include ten libraries in a pilot that will cost approximately \$180,000. It is now in the planning phase as there is a need for funding. The program is unique from Live Homework Help (LHH) because it provides sustained tutoring versus the one-time tutoring provided by LHH.

- Questions/Discussion
 - Commissioner Eriksson commented that the naloxone distribution is a valuable service and asked about the dosage. Patrick responded that the packages come with two doses.
 - Commissioner Lesser spoke about the issue of banning books which is so controversial and how it provides an opportunity to secure support for LA County Library. He asked if narrative/messaging will be provided to Commissioners. Patrick responded that the materials have not yet been finalized but there will be digital marketing available as of October 1st.
 - Commissioner Estrada asked about the level of training received by library staff for the naloxone distribution. Patrick responded that the staff who volunteered to administer emergency naloxone have already been trained per a requirement by the CA Department of Health Services. In addition, there is video training and a handout by the manufacturer.
 - Commissioner Kuechle asked if security guards will be expected to distribute naloxone. Patrick responded that training is available for security staff, but she expects that most distribution will come from library staff.

LA County Library Budget Presentation

Grace Reyes, Administrative Deputy, provided a comprehensive update on the Library's budget. She shared a budget overview which included the real year-end closing numbers for Fiscal Year (FY) 2022-23 and the following highlights:

- There is still a large vacancy pool of about 19%.
- The part-time vacancy rate is 55%.
- Attrition is offsetting hiring which is why the vacancy rate is not moving.
- There are unanticipated expenditures projected for FY 23/24 including increased security, Library Headquarters renovation, and others.

Reyes also shared the forecast over the next several years.

- Commissioner Cleri Reale asked about the structural deficit. Reyes responded that the structural deficit is an annual concern that is addressed by reserves. However, those reserves will run out by FY 27/28 and once they are out, something will need to be done. Cleri Reale acknowledged the phenomenal job the staff has done to push the deficit off by a few years but added that it is something that should not be forgotten, and that all Commissioners should continue to remind the Board Offices that action must be taken.
- Commissioner Shih asked for clarification of services and supplies expenditures and what is categorized as other revenue. She also asked about expenditures related to Board Motions. Reyes explained that Board Motion expenditures are factored in as expenses, which is one reason expenses are higher than previous years. Patrick added that while the Library often partners with other departments on some Board-directed work, the Library often uses its own funding to initiate these Board-directed programs.

- Commissioner Eriksson commented that the way the budget is presented and because it shows a surplus, it makes it hard to explain to external audiences that there is a pending deficit. Reyes responded that her staff must use a formal template that is required by the Chief Executive Office. The format does not always reflect what is happening in real time regarding ongoing operations and revenue. Reyes maintains an internal document that does reflect the pending deficit.
- Commissioner Eriksson stated that he will need a different document to communicate the challenges faced by LA County Library when he speaks to 2nd District Supervisor Holly J. Mitchell. Reyes is working with a County budget analyst to figure this out so that all documents are consistent with footnotes that reflect any issues.
- Commissioner Medina noted that security increased a lot and wondered if it reflects a pattern. Jesse Walker-Lanz responded that the number of incidents they are seeing is not higher, but the kinds of incidents are more related to individuals who are unhoused and/or mentally ill, and the tone is escalating. Patrick added that the Library is working with the Department of Mental Health (DMH) to try and revitalize the embedded clinician program geared toward providing mental health resources to library users who need help. In the interim, Patrick reported launching a partnership with DMH's Mental Health Promoter/Promotores program in October to provide resource connections at County libraries. Commissioner Cleri Reale shared the story of the man at Marina del Rey who, after the last Commission meeting, broke the handle off the entry door as an example of what Library staff is dealing with on a regular basis.
- Commissioner Estrada asked if there are any cost-saving efforts related to utilities, landscape, water, etc. Patrick stated that they use drought tolerant plants/gardens, turn off lights at night and share utility costs with some of the cities. At many libraries, there are solar canopies and electric vehicle chargers available. There are constant conversations about decreasing these costs. Reyes added that they got rid of landlines, and everything is now on Microsoft Teams, which decreases overall costs. Chair Calaycay added that there is a solar project underway at the Claremont Library.
- Commissioner Estrada asked about reserves and whether they are generating interest. Reyes responded that the interest earned most recently was more than expected and provided a boost.
- Chair Calaycay asked about an investment policy. Reyes responded that the investment policy is controlled by LA County Auditor-Controller.

2023 Commission Goals and Objectives Reports

Commission Benchmarking Subcommittee

- Commissioner Shih reported that the subcommittee is going through all the materials they received from other libraries over the summer. They are trying to tease out insights and learning and collect and collate report findings to share with the Commission.

Education and Community Needs Subcommittee

- Commissioner Kuechle reported a meeting with Library's Assistant Director over Education & Engagement, Debbie Anderson, regarding the Library's DJ program at Whittier Library and stated that Commissioner Medina assisted with getting the word out

about the program. Commissioner Kuechle used the story as an example of how everyone should help promote and raise awareness of Library programs and activities not only with funders but with schools, parents, civic leaders, and others. Kuechle reminded everyone of the power of social media as a marketing tool.

Legislative Advocacy Subcommittee

- Commissioner Medina reported that the subcommittee is scheduling a meeting in October to identify specific needs for funding, so they are prepared when the legislature re-opens in January.

Philanthropy Subcommittee

- Commissioner Cleri Reale asked Library Foundation Executive Director, Andrea Carroll, to speak about the Books Unbanned Initiative plans. Carroll explained that there is planning underway for a special reception in October geared for larger and institutional funders who might be interested in the Books Unbanned Initiative. Carroll added that she is working with Kate Anderson at the LA County Center for Strategic Partnerships, Commissioner Cleri Reale, and staff at Supervisor Horvath's Office to plan the event.
- Commissioner Eriksson asked if there is a list of what books have been banned in LA County. Patrick responded that no books have been banned in LA County, but the American Library Association has a list of the most challenged books across the country, which can be provided to the Commission.
- Commissioner Rodriguez expressed interest in serving on the Philanthropy Committee.

Chair Calaycay reminded all commissioners to donate to the Foundation as the goal is 100% participation. He will send out a link.

Library Commission 2023-24 Annual Report

Commissioner Cleri Reale reported that the Annual Report that was approved at the July meeting was submitted to LA County Commission Services. Commissioner edits as well as Library leadership edits were included. She reiterated that this is an annual responsibility of all LA County Commissions. She thanked everyone for their input and help.

Bylaws/Ordinance Ad Hoc Committee Update

Chair Calaycay read a report submitted by Vice Chair Jim Allen who could not attend the Commission meeting. The report stated plans for the proposed Bylaws/Ordinance to be placed on the October meeting agenda of the LA County Audit Committee. An update will be provided at the next Library Commission meeting.

- Commissioner Rodriguez asked if talking points about this issue can be provided to all commissioners. Chair Calaycay will reach out to Vice Chair Allen for remarks.

Public Comment

There was no public comment at the meeting.

Commissioner Comments, Announcements, or New Business

- Commissioner Rodriguez shared information about a festival on Saturday, September 23rd in San Fernando along Maclay Avenue and 3rd Street, where San Fernando Library is located. The San Fernando Friends of the Library will be selling books and promoting resources.
- Chair Calaycay shared information about the Venture Village event in Claremont on October 28th with an annual book sale and a showcase of public art in front of Claremont Library. He also commented that it is great to be back in person and visiting various LA County libraries.

Adjournment

Chair Calaycay adjourned the meeting at 11:30 a.m.