



"Enriching Lives"

## LA COUNTY LIBRARY COMMISSION

Wednesday, January 17, 2024  
10:00 am – 12:00 pm

**Temple City Library**  
5939 Golden West Ave  
Temple City, CA 91780



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:

**A C Bilbrew Library**  
150 E El Segundo Blvd  
Los Angeles, CA 90061

**San Fernando Library**  
217 N Maclay Ave  
San Fernando, CA 91340

### AGENDA

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Minutes**  
Approval of minutes from the regular meeting on November 15, 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**  
Binh Le, Chief Information Officer, will provide a presentation on the Library's latest technological developments and enhancements.
6. **Commission Goals and Objectives**  
The subcommittee chairs will provide a definitive report on the 2022-23 goals and objectives, and the commission will identify its goals for 2024-25:
  - a. Commission Benchmarking
  - b. Education & Community Needs
  - c. Legislative Advocacy
  - d. Philanthropy
7. **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.

- 8. 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.

Those who wish to provide public comment, 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, January 16, 2024, 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.

- 9. 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 act arose after posting the agenda.
- 10. Adjournment**

***Upcoming Meetings:***

***Wednesday, March 20, 2024***  
***10:00 a.m. – 12:00 p.m.***  
***Hawthorne Library***

***Wednesday, May 15, 2024***  
***10:00 a.m. – 12:00 p.m.***  
***Location Pending***

**Accommodations:** For ADA accommodation, such as a sign language interpreter 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 will be made available for public inspection at the meeting location and satellite locations. Supporting documentation is available by appointment at Lawndale Library located at 14615 Bruin Ave, Lawndale, California 90260, 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).



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10:00 a.m. – 12:00 p.m.

**Primary Location:** Temple City Library  
**Satellite Locations:** A C Bilbrew Library and  
San Fernando Library



### REGULAR MEETING MINUTES

#### **Call to Order, Pledge of Allegiance and Roll Call**

Chair Corey Calaycay called the meeting to order at 10:15 a.m. Roll call was initiated and quorum was met.

**Commissioners in Attendance: (14)** Angelita Medina, Celeste Rodriguez, Corey Calaycay, David Lesser, Göran Eriksson, James Allen, Jonathan Beutler, Joy Williams, Kim Ting Yu, Lisa Cleri Reale, Mary Mendoza, Nancy Kuechle, Reve Gipson, Rick Crosby

**Library Staff in Attendance: (6)** Skye Patrick, Yolanda Pina, Binh Le, Debbie Anderson, Grace Reyes, Sara Keating

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

#### **2022-23 Commission Goals and Objectives Reports**

Due to Vice Chair Jim Allen needing to leave the meeting early, Item 6.a. on the agenda was moved to the start of the meeting to allow Commissioners to present and comment.

#### **Commission Benchmarking**

- Commissioner Jim Allen presented on behalf of the Subcommittee Chair. The Commission Benchmarking Subcommittee is preparing a draft report by consolidating information derived from other library jurisdictions, aiming to present a report at the May meeting.
- Through discussions with other commissions, the Library Commission has been identified as a unique advisory body without governance authority.
- The goal is to understand and adopt effective practices from other commissions to improve service delivery.

#### **Bylaws/Ordinance Ad Hoc Committee Update**

Due to Vice Chair Allen needing to leave the meeting early, Item 7 on the agenda was moved to allow Commissioners an opportunity to present and comment.

- Jim Allen, Chair of the Bylaws and Ordinance Revision Ad Hoc Committee, provided an update on the committee's efforts, noting that they are nearing the completion of their efforts to update the bylaws and establish an ordinance for the Library Commission.
- Commissioner Allen noted a significant milestone is the positive draft sunset review report recommending the ordinance, with a full review expected by the Audit Committee in February.
- If all proceeds smoothly, the ordinance could be formalized into County code by late June. This progress marks a stark contrast to the previous negative review, showcasing the Commission's dedication and improved collaboration with key County offices, positioning the Commission as a model Commission within the County.

Chair Calaycay announced the end of Commissioner Lisa Cleri Reale's term on the Commission, to which comments and well wishes were provided in support of Reale's contributions to the Commission.

### **Approval of Minutes**

A motion to approve the minutes from the regular meeting on November 15, 2023, was made by Commissioner Mendoza and seconded by Commissioner Allen. The Motion was approved with a majority vote and two abstentions.

### **LA County Library Report**

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

Director Patrick took a moment to clarify the different type of commissions beyond LA County and how they differ from the LA County Library Commission. Patrick clarified that in LA County, advisory groups are referred to as "Commissioners," while in other jurisdictions they may be known as a Board of Trustees or Board of Directors, indicating a governance role. However, the terminology used by the County typically denotes an advisory capacity for most commissions.

Director Patrick took a moment to thank Commissioner Cleri Reale for her service to the Commission.

- One Book, One County
  - The One Book, One County program will unite library jurisdictions in Los Angeles County for a summer reading initiative. Each jurisdiction will finance its own related activities and host a reading program on the same book.
  - A key event for Library is a visit with María Amparo Escandón, the author of *L.A. Weather*. Los Angeles Public Library is the first partner, with 15 other library jurisdictions joining the initiative.
- Summer Tutoring Pilot
  - The Summer Tutoring Pilot targeting grades 1-6 is set for this summer, with 47 library locations being considered. External vendors will provide tutoring services,

not frontline staff. Efforts to partner with County school districts are ongoing, with several meetings conducted and more scheduled.

- The program seeks connections through Commissioner Nancy Kuechle and Deputy Director Debbie Anderson. Additionally, the DEO's *Youth@Work* program may contribute support staff for post-tutoring activities at libraries.
- Public Defender Expungement Partnership
  - The collaboration with the Public Defender's Office focuses on informing eligible individuals about records expungement. The Public Defender will host informational sessions at two libraries in each Supervisorial District this spring. These sessions will cover "Know Your Rights" and "Records Expungement" under California Proposition 47, targeting low-level felonies.
  - Library locations include East LA, West Covina, A C Bilbrew, Carson, San Fernando, West Hollywood, Huntington Park, South Whittier, Lancaster, and Live Oak.
- Mental Health Promoter Partnership
  - The Department of Mental Health and the Library are collaborating to implement the United Mental Health Promoter program at selected libraries to enhance mental health awareness and resource accessibility.
  - Community educators, supervised by clinical staff, have started programming in 23 library branches across various districts to reduce mental health stigma, particularly in underserved communities.
  - Efforts are underway to expand this initiative and consider reinstating full-time mental health clinicians at County libraries.
- Nature-Based Programming
  - The Library has secured a \$106,000 grant from the California State Library for a project to promote Los Angeles County's Urban State Parks and the Park Passes program.
  - A partnership with the City of Malibu is being considered to introduce nature-based programs and guided walks.
- Carson Library Reopening Event
  - Carson Library reopened after significant renovations, with an official event held on December 21<sup>st</sup>.
  - Upgrades to the library include new furniture, a redesigned floor plan, study rooms with modern amenities, ADA-compliant facilities, and electric vehicle charging stations.
- Legislative Advocacy
  - A memorandum from the County's Chief Executive Office (CEO) mandates that all County Department Heads adhere to guidelines, policies, and procedures for advocacy on legislative matters. Departments are required to coordinate with CEO's Legislative Affairs office when considering legislation to ensure alignment

with County goals and to facilitate efforts at State and Federal levels. County representatives must seek approval from this office to guarantee consistency with established policies.

- The Commission's Legislative Advocacy Subcommittee should submit drafts for review before any related activities. Communication with the Library before advocacy meetings is necessary to secure approvals, with a summary or draft provided for CEO evaluation. Compliance with these directives ensures adherence to County procedures and policies.
- Questions/Comments:
  - Chair Calaycay and Commissioner Medina asked follow-up questions regarding the practice of communicating with CEO prior to legislative advocacy efforts. Director Patrick and Administrative Deputy Grace Reyes ensured commissioners that the proper steps were taken previously and would be followed again during future advocacy efforts.
  - Concerns over the State's budget deficit and shortfall were acknowledged. It was noted that funding for upcoming programs is secure. A potential impact to IT projects is under review by the Library but is expected to be mitigated due to pre-existing funding.
  - Chair Calaycay asked if staffing for mental health and social workers was a funding issue or a staffing issue for the Library. Director Patrick responded that the issue with hiring mental health social workers is not due to a lack of funding but rather a staffing shortage. Despite available funds, departments struggle to recruit and retain staff because of high living costs and other deterrents in the region. Innovative programs with universities are being developed to address this deficit. The Library is exploring alternative solutions.

### **LA County Library Presentation**

Binh Le, Chief Information Officer, provided a presentation on the Library's latest technological developments and enhancements.

- Laptop lending, Hotspots, Work Ready Project
  - The Library launched a laptop and hotspot lending program in 2020 to address the digital divide in underprivileged communities. With CARES funding, the Library added 700 take-home kits across five locations.
  - Additional funding from the American Rescue Plan Act (ARPA) in June 2023 allowed the Library to add 1400 kits and plan for 1300 more hotspots.
  - The Library secured two-years of ARPA-funded data service at a reduced cost.
  - The Work Ready program hosted 30 events with over 9000 attendees since March 2023.
  - Starting in February, MiFi hotspots will be available for checkout for library users to access the internet.
  - *Park & Connect* is a program funded by CARES which has shown significant usage along with the laptop lending program.

- Overall, the Library has invested \$3.4 million in funding to procure around 4000 devices to support the County's strategy to overcome the digital divide.
- Microsoft (MS) Teams Voice Migration Project
  - The Library has successfully completed the migration to MS Teams Voice, replacing its outdated telephony system with a modern digital and cloud-based solution.
  - The change is set to reduce Library costs related to utilities, hardware, maintenance, and support, while also enhancing emergency notification capabilities.
- Books Unbanned
  - LA County Library, in collaboration with Brooklyn and Seattle Public Libraries, launched a Banned Book Initiative on October 1st to address the rise in book challenges.
  - A new digital card for California teens ages 13 to 18 was introduced, providing full access to the Library's digital collection on OverDrive.
  - The initiative aimed to extend digital card availability statewide, allowing access to certain banned books.
  - A website and automated system were quickly developed to facilitate immediate access to library resources, with the program successfully launching within 1 week.
- State Infrastructure Grant
  - Library is reorganizing computer rooms to install security systems in all library locations, aiming to improve safety for customers and staff.
  - The project includes external and internal cameras, key card access controls, public address systems, and alarms.
  - Funded by a \$6.1 million infrastructure grant, it covers 85 libraries and the regional office, with completion expected by 2026.
  - One site is finished, five are in progress, and we have partnered with a vendor to ensure the project stays within budget and meets high standards of visibility and compliance.
- Mobile App
  - The Library mobile application stopped working unexpectedly after Thanksgiving due to a contract dispute with a third-party vendor.
  - In response, the Library quickly partnered with a new vendor to create and launch a replacement app in December.
  - The new app, available for both iOS and Android users, is designed for ease of use, allowing customers to access and read books, e-books, and magazines directly within the app.

- Self Service Modernization Pilot
  - Library is launching a self-service modernization pilot at five locations, introducing self-checkout kiosks with new features.
  - These kiosks offer customers enhanced services, such as searching the catalog and booking events.
- Integrated Library System (ILS) Contract Renewal
  - The ILS contract is due for renewal; terms are being negotiated.
  - The Library aims to migrate to a cloud-based service for enhanced flexibility and to reduce hardware maintenance at data centers.
- Automated Material Handling System
  - In conjunction with the Library Headquarters renovation, the system will assist in sorting materials for every location freeing staff time and resources.
- Questions/Comments:
  - Commissioner Lesser asked about the security of the MiFi systems available and CIO Le confirmed that security measures are in place and compliant with the County requirements set forth by the County’s Internal Services Department.
  - Commissioner Cleri Reale asked about the number of cards issued for the Books Unbanned initiative. Director Patrick responded that while the numbers are lower than desired, due to the late start of the program and limitations of funding, the program is exclusive to California and therefore the expectations of participation would be lower.
  - Commissioner Mendoza asked about the lack of Wi-Fi in the San Fernando Library parking lot, to which CIO Le confirmed that the city opted out of installing it there for public use.

The meeting returned to the remaining items on the agenda, including a continuation of the following:

**2022-23 Commission Goals and Objectives Reports**

Education & Community Needs

- The Subcommittee did not meet to discuss items; however, the Library shared a list of school districts and educational contacts with this subcommittee to reach out to for further engagement.

Legislative Advocacy

- Subcommittee Chair Medina shared that, despite the current fiscal challenges being more severe, they are committed to finding solutions, potentially including support for the Foundation.



- The Subcommittee aims to align efforts with the Library to obtain approval from the CEO's Legislative Affairs office early on to avoid delays.
- They plan to approach legislative offices with discretionary funds for project financing.

#### Philanthropy Subcommittee

- Subcommittee Chair Cleri Reale stated that Library Foundation had a successful year in raising funding, a significant increase from previous years.
- She requested that all commissioners contribute to the Library Foundation in order to get the participation up to 100%.
- Efforts to engage personal networks for fundraising are appreciated, and there is an emphasis on continuing to raise funds for books on banned lists.

#### **Public Comment**

There was no public comment.

#### **Commissioner Comments, Announcements, or New Business**

Chair Calaycay requested to add identifying an interim secretary to the next meeting's agenda.

#### **Adjournment**

The meeting was adjourned at 12:03 p.m.