

LA COUNTY LIBRARY COMMISSION



"Enriching Lives"

Wednesday, September 18, 2024
10:00 am – 12:00 pm

Rosemead Library
8800 Valley Blvd
Rosemead, CA 91770



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

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 July 19, 2024.
- 4. LA County Library Report**
Skye Patrick, LA County Library Director & CEO, 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. LA County Library Presentation**
Jesse Walker-Lanz, Assistant Director, Public Services, will be giving a presentation on Wellness.
- 7. LA County Library Presentation**
Cliff Cotillier, Assistant Director, Facilities & Capital Projects will be giving a presentation on Safety & Security.
- 8. Library Commission 2023-24 Annual Report**
Jim Allen, Chair of the Annual Report Ad Hoc Committee, will provide an update on preparation of the Commission's 2023-24 Annual Report.

9. 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.

10. 2024-25 Commission Goals and Objectives

Subcommittee Chairs will provide an update on their respective subcommittees toward their goals and objectives:

- a. Commission Benchmarking
- b. Education & Community Needs
- c. Legislative Advocacy
- d. Philanthropy

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.

Those who wish to provide public comment, may also provide written public comment via email to librarycommission@library.lacounty.gov. Deadline to submit written public comment is Tuesday, September 17, 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.

12. 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 need to act arose after posting the agenda.

13. Adjournment***Upcoming Meetings:***

Wednesday, November 20, 2024

10:00 a.m. – 12:00 p.m.

Norwalk Library

Satellite Locations: Sunkist Library, 840 N. Puente Ave, La Puente, CA 91746

West Hollywood, 625 N. San Vicente Blvd, West Hollywood, CA 90069

Accommodations: For ADA accommodations, 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 Burin Ave, Lawndale, California 90260, and may also be accessible on the LA County Library Commission website at [lacountylibrary.org/library-commission](https://www.lacountylibrary.com/library-commission). To make arrangements, please contact librarycommission@library.lacounty.gov



"Enriching Lives"

LA COUNTY LIBRARY COMMISSION

Wednesday, September 18, 2024

10:00 a.m. – 12 noon

Primary Location: Rosemead 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 10:02 a.m. and led the Pledge of Allegiance. Roll call was initiated, and quorum was met.

Commissioners in Attendance: (14) Angelita Medina, Corey Calaycay, David Lesser, Jim Allen, Goran Eriksson, Joy Williams, Kim Ting Yu, Lisa Cleri Reale, Mary Mendoza, Nicole Payton, Reve Gipson, Rick Crosby, Ruth Low, Tess Shih

Library Staff in Attendance: (7) Skye Patrick, Yolanda Pina, Cliff Cotillier, Debbie Anderson, Grace Reyes, Jesse Walker-Lanz, Sara Keating

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

Minutes

A motion to approve the minutes from the regular meeting on July 17, 2024, was made by Commissioner Medina and seconded by Commissioner Crosby. The motion was unanimously approved.

Chair Announcement

Chair Corey Calaycay introduced Sue Yamomoto, Community Library Manager at Rosemead Library, and thanked her for hosting the Commission meeting as well as providing wonderful refreshments. Yamomoto welcomed everyone to Rosemead, which she characterized as representative of small-town America. She added that there has been a library in the City of Rosemead since 1916 and invited everyone to tour the library after the meeting.

Calaycay stated that there is a City Selection Committee meeting on September 25, 2024, at 11:00 a.m. and asked all City Selection Committee appointees who are terming out to try to

attend the meeting and get the word out to their city officials to either support their renewal to the Commission or to suggest a replacement. Calaycay shared the following list of those who are looking at new terms or need replacements:

- 1st District – Ruth M. Low
- 2nd District – David Lesser
- 2nd District – Göran Eriksson
- 3rd District – Celeste Rodriguez
- 3rd District – Mary Mendoza

He emphasized the importance of bringing candidate names to the meeting on September 25th so that there are no vacancies.

LA County Library Report

Skye Patrick, County Librarian & CEO, provided an update on Library activity, via a slide presentation, which is summarized below:

- **One Book, One County:** 18 of 25 libraries in LA County joined this effort. According to Patrick, it was hugely successful especially considering it was the first time for LA County. Patrick acknowledged the service team and education and engagement teams who began planning a full year earlier. She cited lots of engagement across the system and other systems including LA Public Library as a partner. She reminded Commissioners that the goal was to thoughtfully engage the various communities post-pandemic. Patrick shared that former Commissioner Kuechle had a special program in Culver City. The book that was selected *L.A. Weather* by María Amparo Escandón received over 14,000 checkouts from library patrons. The culminating event was held at Gloria Molina Grand Park, which included a conversation with the book's author. Patrick thanked both the LA County Library Foundation and the Library Foundation of LA for providing funding for the event.
- **National Day of Action:** On October 19, 2024, LA County Library will join a nationwide coalition of libraries to bring awareness to book banning and censorship. Tee shirts will be available. The event will create a space for young people with special programming for teens.
- **Master Plan for younger children:** LA County Library is putting together a master plan for how it provides services to younger children. Patrick will provide updates as this work evolves.
- **Summer Stars Tutoring Program:** This program involves live tutoring for reading and math for Grades 1 -6. The pilot resulted in a phenomenal turnout according to Patrick with 46 locations, 4,200 students enrolled and 14,000 tutoring appointments. The first month of the program focused on reading and the second month focused on math. 588 students took advantage of both sessions. Patrick cited that the most important achievement is that the average aggregate experienced a 20% improvement in one

month based on testing. As a result of the successful pilot, there will be a Winter Stars tutoring program.

- Commissioner Payton asked if there were open spots. Patrick explained that because of the timing, some students signed up and didn't show up although quite a few stayed the course.
- Commissioner Williams asked how tutors are selected. Patrick and Debbie Anderson responded that a vendor was brought in to provide tutorial services that include retired teachers and grad students among others.
- Commissioner Mendoza asked for the list of districts and schools that participated. Sara Keating will send it to the Commissioners.
- Commissioner Payton asked if there is any testing for later hours after school. Patrick responded that they are considering different hours until 7:00 p.m. but it will depend on the hours of the specific libraries.

LA County Library Presentation – Budget

Grace Reyes, Administrative Deputy, provided an update on the Library's budget. She provided annual closing numbers as of June 2024 and the fiscal forecast for June 2025. She pointed out a few items such as increased security costs due to the increase of vandalism across all libraries, one-time revenues for programs like the tutoring program and infrastructure grants. Reyes pointed out that LA County Library is continuing its ongoing partnerships with other County departments such as the Department of Mental Health, Probation and others that provide some funding. She stated that the Library bolstered its reserves through Federal CARES Act and ARPA funds and accordingly made operational adjustments. Reyes stated that the future financial forecast remains conservative as it is heavily reliant on property tax which generates an estimated 2-3% increase each year. Reyes added that leadership is in negotiation with the Union regarding salaries for the next three years. Reyes ended by lifting four future priorities:

- An internal security contract will be finalized.
- A Grant Development Officer will be hired to help secure funding.
- Collaboration with the Chief Executive Office to seek additional County funding.
- Self-imposed freezes as needed.

Commissioners asked several questions.

- Commissioner Cleri Reale asked if there is a message for the Board Offices related to the pending structural deficit. Library Director Patrick stated that the deficit has been managed for now and that communications with Board Offices needs to be strategic. She stated that she talks to the Supervisors about potential funding opportunities and growing the organization. She reminds them that LA County Library has managed its own deficit, and that the Foundation continues to grow and build goodwill. At some point something will have to change but for now it is being managed.

- Commissioner Shih asked about the footnotes which highlight discrepancies between actual and expected expenses. Reyes explained that some of this was due to advances on construction projects and impact on the rainy-day fund as well. One-time funds also impact the budget.
- Commissioner Low asked for clarification of the category “Other Revenue.” Reyes stated that it’s varied but includes a large estimate for interest which is about \$6 million this year.
- Commissioner Shih asked about reserves and asked about investing to generate a higher income. Reyes explained that the investment policy is not within her control but is overseen by the LA County Auditor-Controller.
- Commissioner Lesser asked how staff thinks the deficit is trending – can we escape it or is it just consistent with the nature of library services? Patrick responded that there is no harm in articulating to the Supervisors the need for a strong LA County Library. She added that it is not customary for libraries this size to have a structural deficit; however, many are challenged for funding. City of LA’s LA Public Library is not operating at a deficit due to Measure M. Patrick reminded everyone that there was some discussion about a ballot initiative but that it’s complicated as the structure of LA County Library is very different from the City of LA. Also, the Foundation’s Executive Director role is relatively new, and she is building from scratch. She ended by saying that there is a lot of opportunity out there, but the Foundation has a staff of one which is why Patrick is hiring a grant writer.

LA County Library Presentation – Wellness

Jesse Walker-Lanz, Assistant Director, Public Services, presented slides around LA County Library’s Wellness Programs. The list of Library partnerships is extensive and varied. Some highlights are summarized below but a full report is in the slides that are attached.

- LA County Department of Mental Health: Supports the United Mental Health Promotores Program that provides support in multiple languages.
- LA County Department of Public Health: Supports violence protection initiatives, COVID antigen tests and vaccine clinics.
- CA Dept of Health Services: Supports the expanded access and distribution of Naloxone to a total of 13 library locations.
- *The Source* Events: Supports one-stop resource events to assist those experiencing homelessness or at risk of experiencing homelessness. This partnership started in 2018, was paused in 2020, and relaunched in June 2024 at Lancaster Library. There are now events in all five Supervisorial Districts.

Commissioners asked several questions.

- Commissioner Medina asked if the one-stop events are held at libraries and the response was “yes.”

- Commissioner Eriksson asked for clarification of the Library’s role with the one-stop events. Walker-Lanz responded that access to different County departments and their services are made available through the library, and that each library invites neighbors and community members.
- Commissioner Eriksson continued that it often takes several “touches” to help an individual in need and asked about library staff allocation. Walker-Lanz replied that library staff is always providing resources not just at these events and that they are working on embedding social workers at libraries to provide a different level of care.
- Commissioner Cleri Reale commented that this idea of using libraries as venues for events around homelessness and other issues is so important as libraries are seen as a safe haven for many.
- Commissioner Crosby asked if patrons could request Naloxone. Patrick replied that it is for everybody who needs it. Every Wednesday from 12:00 to 4:00 p.m. is a designated distribution time but an individual can ask for it at any time during library hours. There are no questions asked and no ID needed.
- Commissioner Shih asked how people know that Naloxone is available. The reply was that each library spreads the word and partners with other agencies to let them know.
- Commissioner Mendoza commented that there are lots of universities around the County and suggested them as potential partners. Patrick replied that staff will explore this.

Library Commission Annual Report 2023-24

Vice Chair Allen thanked the entire Ad Hoc Committee: Commissioners Lesser, Cleri Reale, Medina, Williams and Mendoza. He then asked Commissioner Cleri Reale to review the Annual Report. Cleri Reale walked through the draft Annual Report and reminded Commissioners of the criteria for these reports. Reports are submitted annually to LA County Commission Services and the LA County Library Commission is among the percentage of commissions that submit an Annual Report every year. Cleri Reale explained that she still needs to insert the new priorities that will be discussed during the subcommittee reports, but everything else is intact. A motion to approve the 2023-24 Annual Report, contingent on inserting new subcommittee priorities, was made by Commissioner Medina and seconded by Commissioner Lesser. The motion was unanimously approved.

LA County Library Presentation – Safety & Security

Cliff Cotillier, Assistant Director, Facilities & Capital Projects presented an overview of Library safety and security which is summarized below.

- Cotillier shared his background, citing that he has 20 plus years in construction overseeing facilities at several organizations including the Department of Homeland Security and FEMA most recently.

- Cotillier reminded everyone of the breadth of the LA County Library system – 85 library locations over 2,000 square miles.
- He shared an overview of the Security and Emergency Management Team which includes the Library Department and the LA County Sheriff’s Department as well as private security that is contracted.
- He shared some data. From January to August of 2023 there were 4,567 incidents. In 2024 during the same period there were 5,138 incidents. 98% of the incidents are directly associated with unhoused individuals.
 - Commissioner Low asked if any incidents resulted in harm to library staff or patrons. Cotillier replied that it is rare to see physical harm to an individual but that has increased lately.
 - Commissioner Low asked where the report is made for incidents where there is harm to an individual. Cotillier responded that the Sheriff’s Department will take a report, and a Library incident report is also completed.
 - Commissioner Eriksson asked if the private security is armed. Cotillier responded that a majority are armed. Commissioner Eriksson commented that Culver City Police are not aware of this and recommended that the private security firm that is contracted reach out to local police to establish a relationship. Cotillier responded that this is part of his job – to build relationships with various police departments.
 - Commissioner Crosby asked if library workers receive training regarding the security protocols. The response was “yes.”
 - Commissioner Cleri Reale asked how expanded security is paid for. Cotillier responded that it is supported by grants and Patrick added that staff recently tried to secure CA State funding but it was not a fit the way the RFP was structured.

Bylaws/Ordinance Ad Hoc Committee Update

Vice Chair and Committee Chair Jim Allen announced that a draft ordinance was returned by County Counsel for Commission review. Allen has reached out to the CEO about the timing of the Board Letter. The goal is to submit this to the Board before the end of the calendar year. Sara Keating added that it is currently with Commission Services which is doing their review.

2024-25 Subcommittee Priorities

Chair Calaycay asked each of the Commission Subcommittees to share their 2024-25 priorities.

Commission Benchmarking

Commissioner Shih shared that this subcommittee is in Phase 2 of its benchmarking study with a lot of work left to do. Some of the priorities for Phase 2 are:

- Terminology clarification.

- Visual chart for comparisons of best practices and key takeaways.
- Statistical information about various libraries surveyed.

Education and Community Needs

Commissioner Crosby reported that this subcommittee has not yet met but plans to do so and identify priorities.

Legislative Advocacy

Commissioners Medina and Solache are scheduled to meet to finalize their list of priorities. Commissioner Solache stated that Commissioner Medina is the visionary of the subcommittee and that he hopes he will be able to work with her as a member of the CA State Assembly. Both Commissioners stated that one of their key priorities is to re-engage former Library Commissioners who are now serving as State legislators.

Philanthropy

Commissioner Cleri Reale reviewed that there are two simple goals for this subcommittee: to raise funding for the Library and the Foundation and to raise awareness. She reminded everyone about the subcommittee's fundraising plan which is being updated and will be shared. She reiterated how it is up to every Commissioner to donate something and to ask friends, relatives and others to support LA County Library. Cleri Reale then asked Foundation Executive Director Andrea Carroll to report. Carroll reported that close to 100% of the Library Commission are now donors. She added that she has numerous marketing and messaging tools that Commissioners can use as they reach out. She expressed a special shout out to Reve Gipson who always contributes and encourages others to follow her lead. Carroll ended with a huge thanks to both Library staff and Library Commissioners for all that they have done.

- Commissioner Lesser added that everyone who may have a contact or a lead to a potential funder should connect with Carroll.

Public Comment

There was no public comment at any of the meeting locations.

Commissioner Comments, Announcements or New Business

- Commissioner Low announced an event in Diamond Bar sponsored by the Friends of the Library. Tickets are \$75.00 and includes wine and food.
- Commissioner Payton raised awareness about an initiative called Civic EQ that seeks to engage youth.
- Commissioner Medina thanked and congratulated Skye Patrick and staff on the One Book, One County program.

Adjournment

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