



"Enriching Lives"

LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

DATE: Wednesday, November 18, 2020

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.

Event Number: 133 248 0962, Attendance Password: Sx5JpVKEa89

To listen only via telephone: Call (213) 306-3065, Access Code: 133 248 0962

AGENDA

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Minutes**
Approval of minutes from the regular meeting on September 16, 2020.
3. **LA County Library Presentation**
 - a. Skye Patrick, LA County Library Director, will provide a brief update on Library activity.
 - b. Grace Reyes, Administrative Deputy, will provide an overview and update on LA County Library's budget.
4. **Focus 2020-21 Subcommittee Reports**
Each of the Commission's *Focus 2020-21* Subcommittees will provide an update on their progress towards their respective goals.
 - c. Subcommittee: Tax/Board Measures and Library Financing
Chair: Corey Calaycay
 - d. Subcommittee: Education/Center of Learning
Chair: Nancy Lyons
 - e. Subcommittee: Philanthropic & Corporate Relations
Chair: Lisa Cleri Reale
5. **Bylaw Revision Report**
Update from Bylaw Revision Ad Hoc Committee on revisions to Library Commission bylaws.

6. Library Foundation Report

Andrea Carroll, Executive Director of LA County Library Foundation, will provide an update on Library Foundation activity and a look ahead at Giving Tuesday and year-end campaigns.

7. 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 authority, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda.

8. Public Comment *(Limited to 3 minutes per speaker.)*

Opportunity for members of the public to address the Library Commission items of interest that are 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, November 17, 2020 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. Adjournment***Upcoming Meetings:***

Wednesday, January 20, 2021
10:00 am – 12:00 pm

Wednesday, March 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. To make arrangements, please contact librarycommission@library.lacounty.gov.



"Enriching Lives"

**November 18, 2020
LA County Library Commission
Virtual Regular Meeting Minutes**



Welcome and Pledge

The meeting was called to order at 10:04 am by Chair Corey Calaycay, who then led attendees in the Pledge of Allegiance.

Roll Call

Quorum was met.

Commissioners in Attendance – (11) Corey Calaycay, Jim Allen, Lisa Cleri Reale, Angelita Medina, Denise Diaz, Jose Luis Solache, Joy Williams, Liz Reilly, Mary Mendoza, Nancy Lyons, Steve Croft,

Library Staff in Attendance – (11) Skye Patrick, Yolanda De Ramus, Grace Reyes, Jesse Walker-Lanz, Debbie Anderson, Ting Fanti, Claudia Angel, Alex Pelayo, Luis Garnica, Jaclyn Morales, Taulai Solaita

Library Foundation in Attendance – (1) Andrea Carroll

LA County Library – Director's Update

Library Director Skye Patrick presented on the following:

- Sidewalk Service
 - Library expanded to 20 additional locations in October, bringing total to 67 locations.
 - Schedules at new locations include extended hours on Tuesdays and Saturdays.
 - Hope to extend Sidewalk Service to all our locations but depends on a couple of factors.
 - Library staff still deployed on DSW assignments, although did get back staff that served at 16 library location Vote Centers during the election.
 - Also had some staff and libraries serving as staff and Vote Centers during the election. Now those staff and libraries are back but there's another conversation with the County about utilizing some of our locations as COVID-19 testing sites.
- Library Cards
 - Issuing physical library cards again.

- Released 3 limited edition library cards to commemorate the 19th Amendment Centennial.
- Commissioners may request to replace their library cards with one of the three designs.
- Laptop & Hotspot Loan Program
 - Funded through the CARES Act, Library was able to procure an additional 500 laptops and hotspots for this program.
 - Library staff worked with LA County Office of Education (LACOE) and Internal Services Department (ISD) to secure educational pricing of equipment and data.
 - Program will be fully deployed by December.
- Workforce Support Program (Work Ready)
 - Open to general public; 6 virtual series (6-weeks each).
 - Program funded by 4th District.
 - Additional CARES Act funding helped secure 200 laptops and hotspots to be dedicated for use by registered participants.
 - Program will launch in early December.
- Reading Buddies
 - Launched pilot virtual reading support program, which pairs children with reading tutors for an interactive virtual session.
- Reading Machine
 - Partially funded by the State Library.
 - Programming will resume in January 2021 with 1 Reading Machine. However, may have to push that back a little bit due to the rise in COVID cases.
- Parent-ade Parent Support Program
 - A bilingual weekly series to provide support for parents and caregivers that are trying to navigate the challenges of distance learning and quarantine.
- Flu Shot Clinic
 - Library partnered with DPH; administered over 2,500 vaccinations through 10 free flu shot clinics held at library locations.
- Election Assistance
 - Libraries served as Voter Centers – 14 libraries served as 5-day Vote Centers and one library served as an 11-day Vote Center.
 - Sidewalk Service was suspended during the Vote Center periods but those libraries continued telephone and reference services.
 - 63 out of 85 library locations had Vote-by-Mail drop boxes
 - Over 200 library staff served as election workers.

- Brain Candy – Book Giveaway
 - Library put together resources and 1,900 books of different reading levels for Halloween grab-n-go events held by Parks & Recreation.
 - 100 books were distributed at each of 19 drive-through locations.
- Wi-Fi Expansion Project
 - Extension of Wi-Fi network range at libraries to cover parking lots.
 - 28 locations approved for Phase I through CARES Act funding.
 - Focused on communities where less than 60% of residents have Wi-Fi in their homes.
 - 18 sites have been completed and the remainder will be completed by end of December 2020.
 - Staff is pursuing funding to expand this to all locations.

Commissioner Cleri Reale asked if the Commission could advocate with the CEO regarding any of the CARES Act funded programming requests.

- Director Patrick will think about it, as there has already been great support from the CEO.
- Disaster Service Workers (DSWs)
 - Over 600 employees are serving as DSWs: Contact Tracers, Shelter Workers, and at Food Distribution Events.
 - By the end of November, majority of DSWs are anticipated to return to the Library.
- Telework and Connectedness
 - Over 1,200 Library staff are teleworking in some capacity.
 - Launched biweekly event to support staff comradery.
- Budget
 - Library is preparing for 2021 budget submission independently and is scheduled to meet with all five Board offices to discuss the structural deficit.
 - The deficit has been pushed out to 2023/24.
- VetNow
 - Subscriptions to VetNow added to online offerings, paid for by CARES Act funding from the State Library made available to over 1,100 CA libraries.
 - Assists Veterans with knowing the benefits they've earned, navigating the VA system, and accessing workforce tools and job-seeking support.
- Urban Greening Grant
 - Library and ISD are partnering on \$1.2 million grant opportunity to do an urban greening project at Rosemead Library.

- Capital Projects
 - 2nd District
 - Masao W. Satow: construction substantially completed in November; hoping for a grand opening sometime late December/early January.
 - 4th District
 - Lloyd Taber-Marina Del Rey: construction substantially completed in November; hoping for grand opening mid-December.
 - 5th District
 - Live Oak: constructions substantially completed in October; grand opening hopefully by late November/early December.
 - Temple City: open for Express Service; substantial completion anticipated for summer 2021.
- Facilities Reinvestment Projects
 - Leland Weaver in South Gate and Claremont Helen Renwick currently undergoing deferred maintenance.
 - Culver City and Gardena Mayme Dear coming up.

LA County Library – Budget Overview

- Grace Reyes, Administrative Deputy, and Ting Fanti, Departmental Finance Manager, provided an overview and update on LA County Library’s budget.
 - Fanti presented the closing of Fiscal Year 2019/20.
 - Fanti reiterated that over 60% of the Library’s entire funding source is Property and Special Tax revenue.
 - There is concern across the County about potential Property Tax decreases.

Commissioner Reilly asked for clarification on the Services and Supplies (S&S) budget.

- Director Patrick explained that S&S includes books, materials, custodial, maintenance, transportation, etc. When the County asked all departments for 8% curtailments, the Library chose to cut in this particular area.

Commissioner Lyons cited that S&S is at \$50.2 million and asked what would it have been in a normal year?

- Administrative Deputy Reyes explained that it would have been between \$40-50 million and stated that there were extra expenses related to PPE and supplies. Therefore, while there were reduced services, there were additional expenses.

There were additional questions about the surplus noted. Staff clarified that some revenue like CARES Act funding and other special gifts were one-time only.

Commissioner Cleri Reale suggested that a clarifying footnote be placed in budget handouts/presentations to explain that the surplus is the result of one-time revenues, so that those viewing the information will have a more complete understanding of the deficit issue.

Commissioner Williams asked for clarification of all the acronyms in the budget, which Reyes explained.

Commissioner Williams also asked about the one-time B&M (Books and Materials) revenue.

- Reyes explained that this represents one-time requests of the Board for special projects.

Chair Calaycay asked why property tax revenue is projected as reduced. He stated that property tax revenue is increasing in communities he serves.

- Reyes stated that there is consistent 5-6% growth in property tax but that the pandemic and the economy could impact this number.

Chair Calaycay asked about the Union contracts and whether the Board of Supervisors negotiates them, and he stated the importance of re-negotiating these contracts.

- Director Patrick reiterated the importance of the Library being a generally funded department. In her history of library leadership, she stated that this has been the typical model.

Reyes reviewed the 2020-21 budget overview forecast.

- Property tax collections will be completed in December and April and at that time there will be a better idea of that number.
- Reyes explained funding gap issues, such as property tax revenue, employee benefit increases and other variables.

Director Patrick reiterated that the Library has been proactive and brought in revenues through County partnerships. She stated that staff have done everything they can think of to find funding, bringing in \$46 million in the last 4 years but much of it is one-time funding, not ongoing – that is the challenge. Patrick wants everyone to understand the seriousness of the situation.

Future considerations related to the budget include an assessment of the library services staffing and service model, further reduction of expenditures, foundation grants, and working with legislative affairs.

Director Patrick concluded by stating the need for long-term solutions and ongoing funding that provides growth.

- Commissioner Cleri Reale pointed out that even private funding is not ongoing, so there will be always be a challenge.

- Patrick responded that there are two options she sees:
 - become a generally funded department, or
 - a ballot measure; however, Director Patrick pointed out the difficulty of a tax increase for the public in the midst of a pandemic impacted economy.

Approval of Minutes

This item was held until quorum was met at this time. Commissioner Croft presented a motion to approve the minutes for the regular meeting on September 16, 2020. Commissioner Reilly requested her name be included under the Education/Center of Learning Sub-Committee. With that revision, Commissioner Allen seconded the motion. A roll call vote was held and the motion was carried unanimously.

Focus 2020-21 Subcommittee Reports

Chair Calaycay asked each Subcommittee Chair to report on the status of their work.

- Subcommittee: Education/Center of Learning
Chair: Nancy Lyons
 - Sub-Committee has completed its work as they met every other week for three months.
 - Sub-Committee sent a final report, which was distributed to the Commission as part of the meeting packet.
 - The full Commission will review the report and we'll discuss at the January meeting.

- Subcommittee: Tax/Board Measures and Library Financing
Chair: Corey Calaycay
 - Sub-Committee has had two meetings.
 - They wanted to see the outcome of the November election and, based on their data, more tax measures passed than failed.
 - Altadena has their own library district. They placed a parcel tax on the ballot, and it passed. So, will be seeing if they can connect with them to see what they did regarding that measure.
 - 7 bond measures related to schools all passed.

- Subcommittee: Philanthropic & Corporate Relations
Chair: Lisa Cleri Reale
 - As a reminder, Sub-committee has combined its efforts by merging with the Library Foundation Funding Committee.
 - Due to the nature of some projects on the Library's initial funding list being supported by CARES Act dollars, the Sub-committee will work with Foundation ED Andrea Carroll to assess where there are existing funding gaps and develop strategies.

Bylaw Revision Presentation

Jim Allen, Commission Vice Chair and Chair of the Bylaw Revision Ad Hoc Committee, started by acknowledging that Director Skye Patrick and team recently received a Community Impact Award from UCLA. Allen stated that the bylaw revisions are almost complete and at a stage where a meeting will be scheduled with Library leadership to discuss the two issues on hold. A proposed meeting will be held in December.

Library Foundation Update

Andrea Carroll, Executive Director of the Library Foundation, stated there are various plans for the Foundation but also reminded the Commission the potential the Foundation has in its capacity to build and expand.

Carroll acknowledged the Library team for program innovations they have implemented. Additionally, she mentioned how donors and friends who love the Library have expressed their gratitude for what the Library has done in these unprecedented times. Carroll reported that the Foundation is beginning to get traction with donations coming in steadily through October and continuing daily. The Foundation is reframing what the Library needs and assessing where best to focus its attention. Carroll also discussed the positive impact of securing monthly donors.

Giving Tuesday is a great opportunity and Commissioners should share the link for Giving Tuesday, located on the Foundation's Facebook page, and forward it to their friends and colleagues. Carroll thanked the Commission for their ongoing support and respectfully requested the Commissioners consider gifts to the Foundation. She would love to be able to say the Library Commission gives at 100%, in addition to giving their time.

- Commissioner Williams asked Carroll to circulate a link for donations. Andrea said she will send to all the Commissioners after the meeting.
- Commissioner Cleri Reale reiterated the importance of the Commission and the Foundation Board giving at 100% and she challenged everyone to meet this goal. Chair Calaycay thanked Cleri Reale for the challenge and stated that he will send a reminder to everybody.

Commissioner Comments/Announcements

Commissioner Reilly announced that she was not re-elected to the Duarte City Council and this will be her last Library Commission meeting. She stated that it has been her honor and pleasure to serve. She added that libraries are a vital part of the community, especially to Duarte, and that she feels very fortunate to have had the opportunity to help the Library. Chair Calaycay shared that former Commissioner Linda Charney left a vacant seat on the Commission, representing the 5th District, and suggested that Commissioner Reilly reach out to Supervisor Barger's Office to see about being appointed.

Calaycay announced that Reilly's departure leaves a City Selection Committee-appointed seat vacant in the 5th District. Vice Chair Allen acknowledged Commissioner Reilly as a great partner and stated he would support her as a fellow 5th District Board-appointee with Supervisor Barger.

Commissioner Medina asked for the implementation date of the parent support program.

- Library Assistant Director, Debbie Anderson, shared that it will start next week. Library is developing a lot of content and are looking for more partners to provide workshops for parents.

Public Comment

A public comment was made by Betsy Kahn:

- Kahn is an elected member of the Board of Trustees of the Altadena Library.
- She offered to send more information about the measure that passed to Chair Calaycay.

Adjournment

The meeting was adjourned at 12:03 pm.