



REMOTE MEETINGS

ALTERNATIVE LOCATIONS FOR COMMISSIONERS

In partnership with the Executive Office of the Board of Supervisors and LA County Library, we are pleased to announce alternative locations for Commissioners to participate in remote meetings. Ten libraries throughout the county have been identified where Commissioners can utilize a conference room to participate in a meeting, subject to availability.

Commissioner Requirements:



Please bring your own laptop, phone or other device to participate in the meeting. Laptops may be available upon request at the Library Customer Service Counter for Commissioners and the public



Commissioners should be willing to act as a liaison to alert the Commission of any public participation/comment at their location



Wi-Fi is available and users must agree to Library's Internet Acceptable Use Policy

In accordance with LA County Library guidelines all participants are recommended to:



Confirm current guidelines with Community Library Manager when booking a room



Follow any physical distancing capacities provided by the location



Masks are strongly recommended, but not required, for all persons, regardless of vaccine status.

THE FOLLOWING LA COUNTY LIBRARY LOCATIONS ARE NOW AVAILABLE!

Commissions may book any county library with available space, however, there are ten primary locations that may be best suited for those alternate locations. Also, additional library protocols will be available and additional sites may be available upon request.

El Camino Real Library
4264 East Whittier Blvd.
Los Angeles, CA 90023

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

San Fernando Library
217 N. Maclay Avenue
San Fernando, CA 91340

Lomita Library
24200 Narbonne Avenue
Lomita, CA 90717

Quartz Hill Library
5040 West Avenue M-2
Quartz Hill, CA 93536

Baldwin Park Library
4181 Baldwin Park Blvd.
Baldwin Park, CA 91706

Lennox Library
4359 Lennox Blvd.
Lennox, CA 90304

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

South Whittier Library
11543 Colima Road
Whittier, CA 90604

La Crescenta Library
2809 Foothill Blvd.
La Crescenta, CA 91214

To participate at an alternate location for future Commission meetings and to meet Brown Act posting requirements, please work with your Commission staff to make arrangements. A full list of libraries is attached.

PROTOCOLS FOR REMOTE MEETING ALTERNATIVE LOCATIONS

As we return to in person/hybrid meetings, we are pleased to announce alternative locations for Commissioners to participate in remote virtual Commission meetings. The Executive Office of the Board of Supervisors in partnership with the LA County Library have identified ten primary library locations where Commission staff can reserve a conference room to participate in a meeting, subject to availability. Additional library locations are available and contact information is provided on the attached list. Below are protocols and tips for a successful meeting.

COMMISSIONER REQUIREMENTS

- All participants are required to adhere to the LA County Library Guidelines
 - LA County continues to strongly encourage the use of masks and physical distancing at indoor facilities and workspaces regardless of vaccination status
 - Please confirm current guidelines with the Community Library Manager when booking a room
 - Please bring your own laptop, phone or other device to participate in the meeting in the event one is not available. A laptop may be available for check-out.
 - If using the library's wi-fi, agree to the Acceptable Use Policy.
- Commissioners should contact their Commission staff to reserve a designated library conference room prior to the posting of the agenda
- Commissioners should be willing to act as a liaison to alert the Commission Chair of any public participation, facilitate public comment, and monitor attendance levels to ensure physical distancing at their location

COMMISSION STAFF PROTOCOLS FOR RESERVING CONFERENCE ROOMS

- Upon receipt of Commissioners request, confirm library location with Commissioners
 - Requests for library locations are to be made at least two weeks in advance and meetings should take place during the library hours of location choice
- Access [online booking portal](#) for availability, choose "Nonprofit" in the pop up
- When ready to book a room, contact the library and speak to the "Community Library Manager" to secure conference room and discuss room set up, number of participants and agenda posting
 - Please note: the request must be completed by library staff over the phone or in person
- In accordance with the Brown Act, list library address on meeting agenda
- Library staff to provide Commissioners with library internet access information

TIPS AND BEST PRACTICES FOR A SUCCESSFUL MEETING

- Ensure the meeting agenda includes the library address and room name, if applicable, listed as an alternate location
- Mute your device when not speaking
- Use only one device to log in to a meeting
- Silence your cellphone to avoid interruptions
- Use the raise hand feature when requesting to speak
- For any meeting related questions contact staff

LIBRARY CONTACT INFORMATION

Primary Library Locations

A C Bilbrew Library 150 E. El Segundo Blvd. Los Angeles, CA 90061 310.538.3350	Mon-Thurs 10 am - 8 pm, Fri - Sat 10 am - 6 pm, Sun Closed	COVID seating capacity 40
Baldwin Park Library 4181 Baldwin Park Blvd. Baldwin Park, CA 91706 626.962.6947	Mon Closed, Tue -Weds 12 pm - 8 pm, Thurs -Sat 10 am - 6 pm Sun Closed	COVID seating capacity 13
El Camino Real Library 4264 East Whittier Blvd. Los Angeles, CA 90023 323.269.8102	Mon - Thurs 10 pm - 8 pm, Fri - Sat 10 am - 6 pm Sun Closed	COVID seating capacity 8
La Crescenta Library 2809 Foothill Blvd. La Crescenta, CA 91214 818.248.5313	Mon - Thurs 10 pm - 8 pm, Fri -Sat 10 am - 6 pm Sun 1 pm - 5 pm	COVID seating capacity 20
Lennox Library 4359 Lennox Blvd. Lennox, CA 90304 310.674.0385	Mon - Thurs 10 pm - 8 pm, Fri - Sat 10 am - 6 pm Sun Closed	COVID seating capacity 18
Lomita Library 24200 Narbonne Avenue Lomita, CA 90717 310.539.4515	Mon Closed, Tue - Weds 12 pm - 8 pm, Thurs -Sat 12 pm - 6 pm Sun Closed	COVID seating capacity 16
Quartz Hill Library 5040 West Avenue M-2 Quartz Hill, CA 93536 661.943.2454	Mon - Thurs 10 pm - 8 pm, Fri - Sat 10 am - 6 pm Sun Closed	COVID seating capacity 11
South Whittier Library 11543 Colima Road Whittier, CA 90604 562.946.4415	Mon Closed, Tue - Weds 12 pm - 8 pm, Thurs -Sat 12 pm - 6 pm Sun Closed	COVID seating capacity 35
San Fernando Library 217 N. Maclay Avenue San Fernando, CA 91340 818.365.6928	Mon Closed, Tue - Weds 12 pm - 8 pm, Thurs -Sat 12 pm - 6 pm Sun Closed	COVID seating capacity 20
West Hollywood Library 625 N. San Vicente Blvd. West Hollywood, CA 90069 310.652.5340	Mon - Thurs 11 am - 7 pm, Fri - Sat 10 am - 6 pm Sun 1 pm - 5 pm	COVID seating capacity 21

LIBRARY CONTACT INFORMATION

Additional Library Locations

Acton Agua Dulce Library 33792 Crown Valley Rd. Acton, CA 93510.661.269.7101	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 20
Angelo M. Iacoboni Library 4990 Clark Avenue Lakewood, CA 90712 562.866.1777	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 22
Anthony Quinn Library 3965 Cesar E. Chavez Ave. Los Angeles, CA 90063 323.264.7715	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 8
Artesia Library 18801 Elaine Ave. Artesia, CA 90701 562.865.6614	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 28
Carson Library 151 East Carson Street Carson, CA 90745 310.830.0901	Mon 10 am-6 pm, Tues-Weds 12pm-8pm, Weds-Fri 10 am-6 pm, Sat -Sun Closed	COVID seating capacity 12 Closed for refurb; call for availability
Castaic Library 27971 Sloan Canyon Road Castaic, CA 91384 661.257.7410	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 12
City Terrace Library 4025 East City Terrace Drive Los Angeles, CA 90063 323.261.0295	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 8
Claremont Helen Renwick Library 208 N. Harvard Ave. Claremont, CA 91711 909.621.4902	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 25
Clifton M. Brakensiek Library 9945 E. Flower Street Bellflower, CA 90706 562.925.5543	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 15
Compton Library 240 West Compton Blvd. Compton, CA 90220 310.637.0202	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 33

Culver City Julian Dixon Library 4975 Overland Avenue Culver City, CA 90230 310.559.1676	Mon, Wed, Thur, Fri 10 am -6 pm, Tue 12 pm - 8 pm, Sat - Sun Closed	COVID seating capacity 18
Diamond Bar Library 21800 Copley Dr. Diamond Bar, CA 91765 909.861.4978	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 15
Duarte Library 1301 Buena Vista Street Duarte, CA 91010 626.358.1865	Mon, Wed, Thur, Fri 10 am -6 pm, Tue 12 pm - 8 pm, Sat - Sun Closed	COVID seating capacity 40
East Rancho Dominguez Library 4420 East Rose Street E. Rancho Dominguez, CA 90221 310.632.6193	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 18
El Monte Library 3224 Tyler Avenue El Monte, CA 91731 626.444.9506	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 20
Gardena Mayme Dear Library 1731 West Gardena Blvd. Gardena, CA 90247 310.323.6363	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 18
Hacienda Heights Library 16010 La Monde St. Hacienda Heights, CA 91745 626.968.9356	Mon - Thurs 10 pm - 8 pm, Fri - Sat 10 am - 6 pm Sun 1 pm - 5 pm	COVID seating capacity 20
Hawthorne Library 12700 Grevillea Avenue Hawthorne, CA 90250 310.679.8193	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 18 Closed for refurb; call for availability
Huntington Park Library 6518 Miles Avenue Huntington Park, CA 90255 323.583.1461	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 9
La Canada Flintridge Library 4545 North Oakwood Avenue La Canada Flintridge, CA 91011 818.790.3330	Mon Closed, Tue-Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 15

LIBRARY CONTACT INFORMATION

Additional Library Locations

La Mirada Library 13800 La Mirada Blvd. La Mirada, CA 90638 562.943.0277	Mon Closed, Tue- Wed 12 pm - 8pm, Thurs-Sat 10 am- 6 pm, Sun Closed	COVID seating capacity 22
La Puente Library 15920 East Central Avenue La Puente, CA 91744 626.968.4613	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 21
La Verne Library 3640 D. Street La Verne, CA 91750 909.596.1934	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 12 Closed for refurb; call for availability
Lancaster Library 601 W. Lancaster Blvd. Lancaster, CA 93534 661.948.5029	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 36
Lawndale Library 14615 Burin Avenue Lawndale, CA 90260 310.676.0177	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 18
Leland R. Weaver Library 4035 Tweedy Blvd. South Gate, CA 90280 323.567.8853	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 21
Library Headquarters 7400 E Imperial Hwy Downey, CA 90242 562-940-8400	Monday - Friday 9am -5pm	Call for COVID seating capacity
Live Oak Library 22 W. Live Oak Ave. Arcadia, CA 91007 626.446.8803	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 12
Lloyd Taber-Marina del Rey Library 4533 Admiralty Way Marina del Rey, CA 90292 310.821.3415	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity N/A Closed for refurb; call for availability
Los Nietos Library 8511 Duchess Drive Whittier, CA 90606 562.695.0708	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 9

Lynwood Library 11320 Bullis Road Lynwood, CA 90262 310.635.7121	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 16
Malibu Library 23519 West Civic Center Way Malibu, CA 90265	Mon - Thurs 10 pm - 8 pm, Fri - Sat 9 am - 5 pm Sun 1 pm - 5 pm	COVID seating capacity 18
Manhattan Beach Library 1320 Highland Avenue Manhattan Beach, CA 90266	Mon - Weds 10 pm - 8 pm, Thurs - Sat 10 am - 6 pm Sun 1 pm - 5 pm	COVID seating capacity 24
Montebello Library 1550 West Beverly Blvd. Montebello, CA 90640 323.722.6551	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 10
Norwalk Library 12350 Imperial Hwy. Norwalk, CA 90650 562.868.0775	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 31
Norwood Library 4550 North Peck Road El Monte, CA 91732 626.443.3147	Mon 10 am-6 pm, Tues-Weds 12pm-8pm, Weds-Fri 10 am-6 pm, Sat -Sun Closed	COVID seating capacity 12
Paramount Library 16254 Colorado Avenue Paramount, CA 90723 562.630.3171	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 5
Pico Rivera Library 9001 Mines Ave. Pico Rivera, CA 90660 562.942.7394	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 12
Rivera Library 7828 S. Serapis Avenue Pico Rivera, CA 90660 562.949.5485	Mon 10 am-6 pm, Tues-Weds 12pm-8pm, Weds-Fri 10 am-6 pm, Sat -Sun Closed	COVID seating capacity 8
Rosemead Library 8800 Valley Blvd. Rosemead, CA 91770 626.573.5220	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 8

LIBRARY CONTACT INFORMATION

Additional Library Locations

San Dimas Library 145 North Walnut Avenue San Dimas, CA 91773 909.599.6738	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 12
San Gabriel Library 500 South Del Mar Avenue San Gabriel, CA 91776 626.287.0761	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 10
Sorensen Library 6934 Broadway Avenue Whittier, CA 90606 562.695.3979	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 10
South Whittier Library 11543 Colima Road Whittier, CA 90604 562.946.4415	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 35
Stevenson Ranch Library 25950 The Old Rd. Stevenson Ranch, CA 91381 661.255.2707	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 15
Sunkist Library 840 North Puente Avenue La Puente, CA 91746 626.960.2707	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 10

Temple City Library 5939 Golden West Avenue Temple City, CA 91780 626.285.2136	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	Call for COVID seating capacity
Walnut Library 21155 La Puente Road Walnut, CA 91789 909.595.0757	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	COVID seating capacity 12
West Covina Library 1601 West Covina Parkway West Covina, CA 91790 626.962.3541	Mon Closed, Tue- Weds 12 pm - 8 pm, Thurs-Sat 10am - 6pm, Sun Closed	Closed for refurb; call for availability
West Hollywood Library 625 N. San Vicente Blvd. West Hollywood, CA 90069 310.652.5340	Mon-Thur 11 am -7 pm, Fri - Sat 10am -6 pm, Sun 1pm - 5pm	COVID seating capacity 21
Willowbrook Library 11737 Wilmington Avenue Los Angeles, CA 90059 323.564.5698	Mon-Thur 10 am -8 pm, Fri-Sat 10 pm - 6pm, Sun Closed	COVID seating capacity 16

LIBRARY SMARTBOARD CONNECTION INSTRUCTIONS

For library locations with a Webex Smartboard

WEBEX MEETING LOG IN

1. You can enter your Webex meeting number and meeting password on the screen of the smartboard to connect to a meeting directly from the Smartboard.
2. If you want to connect your device, Laptop, iPad, or Chromebook you will need to connect to the smartboard via a HDMI cable.

Note: If connecting from a device via a HDMI cable, you will not have control of the volume or camera on the smartboard. You will utilize the speaker and camera from your device.
3. Your device must have either the Webex Meetings app or you can connect the meeting via internet browser to launch the meeting if connecting from your device.

Note: Chromebooks are internet browser-based only to connect to meetings.
4. If logging in on your device, locate Webex Meetings app and launch or launch via a web browser.

Note 1: To connect via Webex Meetings app, enter the meeting number or link and password.
Note 2: To connect via Web browser, please open the meeting link from the calendar invite, and copy & paste the meeting link into the browser URL. Once the website is launched, click the **Join from your browser** button in the middle of the device screen to join the meeting.

App Download: <https://www.webex.com/app-redirect>

ZOOM MEETING LOG IN

1. To connect from your device, Laptop, iPad, or Chromebook you will need to connect to the smartboard via a HDMI cable.

Note: If connecting from a device via a HDMI cable, you will not have control of the volume or camera on the smartboard. You will utilize the speaker and camera from your device.
2. Your device must have either the Zoom app to launch the meeting, or the meeting can be opened via a web browser if connecting from your device.

Note 1: To connect to meeting via app, locate and open the Microsoft Teams App, and click to open the link
Note 2.: To connect via Web browser, please open the meeting link from the calendar invite, and copy & paste the meeting link into the browser URL. Once the website is launched, click the **Start from browser** button at bottom of the device screen to join the meeting.

App Download: <https://zoom.us/client/5.10.4.5035/ZoomInstaller.exe?archType=x64>

LIBRARY SMARTBOARD CONNECTION INSTRUCTIONS

For library locations with a Webex Smartboard (Cont'd)

MICROSOFT TEAMS MEETING LOG IN

1. To connect your device, Laptop, iPad, or Chromebook you will need to connect to the smartboard via a HDMI cable.

Note: If connecting from a device via HDMI cable, you will not have control of the volume or camera on the smartboard. You will utilize the speaker and camera from your device.

2. Your device must have either the Microsoft Teams App launch the meeting, or the meeting can be open via a web browser if connecting from your device.

Note 1: To connect to a meeting via app, locate and open the Microsoft Teams App, and enter the link

Note 2.: To connect via Web browser, please open the meeting link from the calendar invite, and copy & paste the meeting link into the browser URL. Once the website is launched, click the **Join from web instead** button at bottom of the device screen to join the meeting.

App Download for Desktop:

<https://www.microsoft.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion>

App Download for Mobile:

<https://www.microsoft.com/en-us/microsoft-teams/download-app#office-CustomSpacingTemplate-uoh60pc>