



SKYE PATRICK
County Librarian

LA COUNTY LIBRARY

7400 Imperial Hwy, Downey, CA 90242 | 562.940.8400



COUNTY OF LOS ANGELES
SUPERVISORS

HILDA L. SOLIS
Chair Pro Tem, 1st District

HOLLY J. MITCHELL
2nd District

LINDSEY P. HORVATH
3rd District

JANICE HAHN
4th District

KATHRYN BARGER
Chair, 5th District

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

August 12, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

28 August 12, 2025

EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST TO AUTHORIZE THE SOLICITATION AND ACQUISITION
OF A LIBRARY AUTOMATED MATERIALS HANDLING SYSTEM
(ALL DISTRICTS) (3-VOTES)**

SUBJECT

LA County Library (Library) is requesting the Board of Supervisors (Board) to authorize the solicitation and acquisition of a Library Automated Materials Handling System for an estimated cost of \$2,000,000. This purchase exceeds the \$250,000 capital asset threshold and requires your Board approval to move forward.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed actions are not a project under the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and the record.
2. Approve and authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the solicitation and acquisition of a Library Automated Materials Handling System (AMH), with an estimated cost of \$2,000,000
3. Delegate authority to the County Librarian, or designee, to execute documents, agreements or amendments associated with the acceptance and use of a Library AMH, with County Counsel approval as to form.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

With 86 locations, Library provides services to over 3.5 million residents across the County of Los Angeles, including the unincorporated areas and 49 of the 88 incorporated cities. Library houses a collection of 7.5 million books and materials, including DVDs and CDs. In Fiscal Year 2023-24, the annual circulation reached 5.5 million items. With a library

card, residents can request and place holds on up to 50 items, which are delivered to their local community library. Last fiscal year, customers placed over 1.46 million holds. Each year, Library transports, sorts and delivers 1.7 million items across its system.

The Library enlisted a consultant to assess its current manual materials handling and distribution process. The consultant's report identified opportunities to improve efficiency through the implementation of a centralized automated materials handling system, which would automate tasks such as check-in and sorting to reduce manual labor and streamline operations. The new Library AMH will be installed at Library Headquarters in Downey.

Implementation of Strategic Plan Goals

The requested actions support the County Strategic Plan's North Star III: Realize Tomorrow's Government Today; Focus Area F: Flexible and Efficient Infrastructure; Strategy II Modernize Infrastructure.

FISCAL IMPACT/FINANCING

The total estimated cost for the Library AMH is expected to be \$2,000,000 and will include equipment, shipping, installation and training. Funding has been identified within the Library's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, the Board approved the classification categories for fixed assets and new requirements for major fixed assets (now referred to as capital assets) acquisitions requiring County departments to obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater, prior to submitting their requisition to ISD.

ENVIRONMENTAL DOCUMENTATION

The recommended actions are not subject to the CEQA requirements because they are activities that are excluded from the definition of a project by Public Resources Code section 21065 and CEQA Guidelines section 15378(b)(2). The proposed actions of purchasing supplies and training for the use of those supplies are continuing administrative and maintenance activities which will not result in direct or indirect physical changes to the environment.

The Honorable Board of Supervisors
August 12, 2025
Page 3

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The acquisition and implementation of the Library AMH will increase the efficiency of the sorting and distribution of materials, significantly reducing the time between request and delivery.

CONCLUSION

If there are any questions or there is a need for additional information, please contact Yolanda Piña, Chief Deputy Librarian, at (562) 940-8412.

Respectfully submitted,


for
Skye Patrick
County Librarian

SP:YP:GR:em

c: Chief Executive Office
County Counsel
Internal Services Department