Southern California Library Cooperative
Executive Committee Meeting

Wednesday, March 27, 2024
1:00 – 2:00 pm

Hybrid Meeting

East Los Angeles Library
4837 E. 3rd Street, Los Angeles, CA 90022

Alternate locations:
Los Angeles Central Library, 630 W. 5th St., Los Angeles, CA 90071

Join Zoom Meeting

https://us02web.zoom.us/j/83791282150?pwd=emI4L2pzWFB5MkhPSFd4eHZCQUNGQT09

Meeting ID: 837 9128 2150

Passcode: 290173

AGENDA

All items may be considered for action.

1. Opening   Jesse Walker-Lanz
   a. Chairperson's Welcome
   b. Roll Call

2. Public Comment
   Opportunity for any guest or member of the public to address the Council on any
   item of SCLC business.

3. Consent Calendar   Jesse Walker-Lanz
   (ACTION)
   All items on the consent calendar may be approved by a single motion. Any
   Council member may request an item be removed from the consent calendar and
   placed on the agenda for discussion.
   a. Minutes of the January 24, 2024, Executive Committee meeting

4. Adoption of Agenda   Jesse Walker-Lanz

5. Budget Status Report FY 2023/24   Andy Beck
   (DISCUSSION)

6. Membership Dues FY 2024/25   Andy Beck
   (ACTION)

7. Preliminary Budget FY 2024/25   Andy Beck
   (DISCUSSION)

8. CLSA Planning FY 2024/25   Christine Powers/
   (ACTION)   Andy Beck

9. Executive Director Evaluation   Jesse Walker-Lanz
   (CLOSED SESSION DISCUSSION)

10. Executive Director Salary   Jesse Walker-Lanz
    (ACTION)

11. SCLC Mission and Vision Statements   Christine Powers
    (DISCUSSION)

12. Other   Jesse Walker-Lanz
    "...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.

13. Adjournment   Jesse Walker-Lanz

ACTION ITEMS

Meeting: _____SCLC Executive Committee Meeting_____

Date: _____March 27, 2024_____

Library: _____

Name: _____

Signature: _____   Date: _____

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Email completed forms to: sclcadmin@socallibraries.org

**Southern California Library Cooperative
Executive Committee Meeting**

**Wednesday, January 24, 2024
1:00 pm**

Online Meeting

Alternate Zoom locations:

Alhambra City Library, 101 S. First St., Alhambra, CA 91801
Azusa City Library, 729 N. Dalton Ave., Azusa, CA 91702
Burbank Central Library, 111 N. Glenoaks Blvd., Burbank, CA 91502
El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245
Los Angeles Public Library, 630 W. Fifth St., Los Angeles, CA 90071
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063

<u>Minutes</u> – draft

Attendance

Behle, Kelly – SVPL
Broman, Susan – LAPL
Goldman, Elizabeth – BUR
Hassen, Leila – AZU
Herbert, Mark - El Segundo
LohGuan, Hilda – AHM
Walker-Lanz, Jesse - LACO

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Snodgrass, Nerissa - SCLC
Walker, Wayne - SCLC

1. Opening   Jesse Walker-Lanz
    Meeting began at 1:03pm

2. Public Comment
Opportunity for any guest or member of the public to address the Committee on any item of SCLC business.
None

3. Consent Calendar   Jesse Walker-Lanz
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
   a. Minutes of the November 29, 2023, Executive Committee meeting.
      MSP (LohGuan/Herbert) to pass the Consent Calendar, without changes.
      7 yes, 0 no, 0 abstain.

4. Adoption of Agenda   Jesse Walker-Lanz
Chair adopted the Agenda as presented, without objection.

5. Executive Director Evaluation   Jesse Walker-Lanz
(CLOSED SESSION DISCUSSION)

6. Budget Status Report FY2023/24   Andy Beck
(DISCUSSION)
The Budget Status Report for FY 2023/24 reflects reconciled bank statements through November 30, 2023.

7. Expenditure of CLSA Funds   Christine Powers/
(ACTION)   Andy Beck
No action taken, but the Executive Committee gave direction to staff to research Linked Learning as a possible use of CLSA funds. The committee would also like clarification on splitting the cost for eResources.

8. FY 2023/24 Grants Update   Wayne Walker
(DISCUSSION)
Grants update provided to members.

9. SCLC Mission and Vision Statements   Christine Powers
(DISCUSSION)
Executive Committee agreed to create small groups in the coming months to further synthesize and develop the mission and vision statements.

10. Discussion of Interest Groups   Jesse Walker-Lanz
(DISCUSSION)
Staff to distribute interest group survey to better understand what member libraries want from interest groups; will report back at a future meeting.

11. Committee Vacancies   Christine Powers
(DISCUSSION)
The committee was made aware of the current vacancies.

12. Other   Jesse Walker-Lanz
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None.

13. Adjournment   Jesse Walker-Lanz
MS (Broman/Behle) to adjourn the meeting at 2:02pm.

REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: March 27, 2024
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report FY 2023/24 DISCUSSION**

BACKGROUND: Budget Status Report for FY 2023/24 is attached for review and reflects reconciled bank statements through January 31, 2023.

Financial highlights for revenues include the receipt of 75% membership dues. For expenses, the addition of *The Economist* to SCLC's PressReader subscription, totaling $62,913.30, will be amortized through September 2024.

CLSA rollover funds from FYs 2020/21 through 2022/23, totaling $861,942, were rolled over to FY 2023/24. Rolled over CLSA funds are anticipated to be spent, with the exception of $359,481 for eResources, which is the reduced balance after considering the cost of *The Economist*. Funds can be allocated as recommended by the Administrative Council.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:
   a. Budget to Actual Report

Southern California Library Cooperative
Budget Status Report
January 31, 2024

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
CLSA baseline revenue (communications and delivery)	$ 599,447	$ 142,870	$ 203,392	$ 396,055	66%	34% Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	81,608	58,292	42%	58% Received in December 2023
Fiscal and administration revenues	223,784	211,702	130,541	93,243	42%	58% CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	899,087	327,345	27%	73%
Grant indirect revenues	131,523	161,330	84,641	46,882	36%	64%
Grant staffing revenues	142,045	84,781	86,920	55,125	39%	61%
Membership dues	237,064	210,681	237,065	(1)	0%	100% Lump sum billing; 75% received
Califa membership dues	13,590	13,590	13,591	(1)	0%	100% Lump sum billing; 75% received
Investment income	100,000	40,115	75,754	24,246	24%	76% LAIF and CEPPT reported quarterly
Other	1,000	2,485	1,606	(606)	-61%	161%
Total revenues	2,814,785	3,385,618	1,814,205	1,000,580	36%	64%
Expenditures:							
CLSA baseline expenditures:							
Office supplies	13,000	4,172	4,264	8,736	67%	33%
Duplication and photocopies	1,500	1,735	960	540	36%	64%
E-Resources	369,647	1,212	136,667	232,980	63%	37%
Contract services for delivery	172,500	68,206	35,045	137,455	80%	20% Reliant
Contract services	19,000	15,869	19,250	(250)	-1%	101% Audit; GASB 75
Telecommunications	21,800	16,681	13,616	8,184	38%	62% Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-		PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	-	2,000	100%	0%
Total CLSA baseline expenditures	599,447	142,870	209,802	389,645	65%	35%
CLSA administration expenditures:							
Personnel							
Salary and wages	603,693	517,555	348,357	255,336	42%	58%
Retirement benefits	62,700	46,628	35,540	27,160	43%	57%
Unfunded pension liability	151,107	152,775	146,217	4,890	3%	97% Discount with one time payment
Health insurance - current employees	56,000	46,491	31,446	24,554	44%	56%
Health insurance - retired employees	46,300	47,102	26,916	19,384	42%	58%
Dental and vision	5,400	5,063	3,119	2,281	42%	58% Ameritas
Life insurance	2,300	1,214	957	1,343	58%	42% Lincoln; Dearborn
Other personnel expenses	15,500	14,394	11,001	4,499	29%	71% Payroll tax; Workers comp
Total personnel expenditures	943,000	831,222	603,553	339,447	36%	64%
Other							
Payroll processing	7,000	7,766	3,986	3,014	43%	57% Paychex; Paychex HR; Time/Attendance
Accounting software	4,000	3,969	4,118	(118)	-3%	103% Lump sum payment
Office space rent	25,800	25,716	15,001	10,799	42%	58%
Insurance	2,400	2,280	1,378	1,022	43%	57% General liability
Travel/conference/meeting	10,000	9,028	4,778	5,222	52%	48% Retreat
Membership dues	14,600	13,848	13,590	1,010	7%	93% Payment to Califa
Legal	12,000	11,220	1,540	10,460	87%	13%
Professional other	-	79,423	-	-		PY Accountant; Consultant
Other	3,000	3,590	1,696	1,304	43%	57% GASB 68 report
Total other expenditures	78,800	156,840	46,087	32,713	42%	58%
Total CLSA administration expenditures	1,021,800	988,062	649,640	372,160	36%	64%
Grant project expenditure	1,226,432	2,377,231	899,086	327,346	27%	73%
Total expenditure	2,847,679	3,508,163	1,758,528	1,089,151	38%	62%
Deficit of revenues over expenditures	$ (32,894)	$ (122,545)	$ 55,677	$ (88,571)	269%	-169%

SCLC ACCOUNT BALANCES

Pacific Western Bank	$ 349,979
Chase	2,834,808
Local Agency Investment Fund	161,202
CA Employer's Pension Prefunding Trust	93,029
Total	$ 3,439,018

CLSA FUNDS

FISCAL YEAR 2023-24

	Beginning	Addition	Deletions	Ending	
E-Resources	$ -	$ 379,630	$ -	$ 379,630	
Delivery	-	150,487	(13,191)	137,296	
Contracted services	-	15,764	(9,604)	6,160	
Office supplies	-	11,723	(1,830)	9,893	
Capital outlay	-	2,000	-	2,000	
	$ -	$ 559,604	$ (24,625)	$ 534,979	

FISCAL YEAR 2022-23

	Beginning	Addition	Deletions	Ending	
E-Resources	$ 445,338	$ -	$ (12,583)	$ 432,755	Remaining $359,481
Delivery	21,854	-	(21,854)	-	
Contracted services	3,236	-	(3,236)	-	
Telecommunications	30,000	-	(10,097)	19,903	
Office supplies	3,393	-	(3,393)	-	
	$ 503,821	$ -	$ (51,163)	$ 452,658	

FISCAL YEAR 2021-22

	Beginning	Addition	Deletions	Ending	
E-Resources	$ 288,419	$ -	$ (59,449)	$ 228,970	Pressreader
Telecommunications	3,519	-	(3,519)	-	
	$ 291,938	$ -	$ (62,968)	$ 228,970	

FISCAL YEAR 2020-21

	Beginning	Addition	Deletions	Ending	
E-Resources	$ 64,636	$ -	$ (64,636)	$ -	Pressreader
	$ 64,636	$ -	$ (64,636)	$ -	

REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: March 27, 2024
FROM: Andy Beck, Controller

SUBJECT: **Membership Dues FY 2024/25 (ACTION)**

BACKGROUND: Each year, SCLC directors review the membership dues for member libraries. Membership dues are calculated based on the population for each member's jurisdiction. The Council approved an increase in membership dues for fiscal year 2023/24, and an increase of 2% for subsequent years should the annual increase due to population is less than 2% (to be revisited in five years or May 2028).

For FY 2024/25, based on population, total membership dues decrease by $13,164 from $237,066 to $223,902. As a result, membership dues were calculated using the 2% rate increase which increased dues by $4,037 from $237,066 to $241,103.

FISCAL IMPACT: Libraries will be invoiced in July 2024.

RECOMMENDATION: Recommend approval of membership dues schedule for FY 2024/25 to the Administrative Council.

EXHIBITS:
   a. Schedule of Membership Dues

Southern California Library Cooperative
Membership Dues
FY 2024/25

LIBRARY	FY 2023/24 Dues	2023 Population	Population Based Dues	2% Increase Dues	FY 2024/25 Dues
Alhambra - AHM	$4,170	81,303	$4,154	$4,237	$4,237
Altadena - ALT	$2,968	42,794	$2,968	$3,027	$3,027
Arcadia - ARC	$3,373	55,503	$3,359	$3,427	$3,427
Azusa - AZU	$3,181	49,483	$3,174	$3,238	$3,238
Beverly Hills - BEV	$2,644	31,658	$2,625	$2,678	$2,678
Burbank - BUR	$4,898	104,535	$4,870	$4,967	$4,967
Calabasas - CAB	$2,356	22,808	$2,352	$2,400	$2,400
Camarillo - CAM	$3,811	69,309	$3,785	$3,860	$3,860
Commerce - CMM	$2,024	12,036	$2,021	$2,061	$2,061
Covina - COV	$3,204	50,350	$3,201	$3,265	$3,265
Downey - DOW	$5,118	111,261	$5,077	$5,178	$5,178
El Segundo - ELS	$2,176	16,928	$2,171	$2,215	$2,215
Glendale - GDL	$7,598	191,284	$7,542	$7,692	$7,692
Glendora - DORA	$3,246	51,159	$3,226	$3,290	$3,290
Inglewood - ING	$4,930	106,248	$4,922	$5,021	$5,021
Irwindale - IRW	$1,696	1,483	$1,696	$1,730	$1,730
Long Beach - LBPL	$15,125	458,222	$13,750	$15,428	$15,428
Los Angeles City - LAPL	$33,300	3,766,109	$27,750	$33,966	$33,966
Los Angeles County - LACO	$33,300	3,243,760	$27,750	$33,966	$33,966
Monrovia - MON	$2,807	37,539	$2,806	$2,862	$2,862
Monterey Park - MPK	$3,504	59,288	$3,476	$3,546	$3,546
Moorpark - MOOR	$2,740	35,151	$2,733	$2,787	$2,787
Oxnard - OXN	$7,812	197,477	$7,732	$7,887	$7,887
Palmdale - PALM	$6,806	165,917	$6,760	$6,895	$6,895
Palos Verdes District - PVP	$3,702	66,084	$3,685	$3,759	$3,759
Pasadena - PAS	$5,910	136,988	$5,869	$5,987	$5,987
Pomona - POM	$6,263	149,721	$6,261	$6,387	$6,387
Redondo Beach - RED	$3,774	68,407	$3,757	$3,832	$3,832
San Marino - SMAR	$2,028	12,206	$2,026	$2,066	$2,066
Santa Clarita - SCL	$8,698	230,659	$8,754	$8,929	$8,929
Santa Fe Springs - SFE	$2,228	18,570	$2,222	$2,266	$2,266
Santa Monica - SAM	$4,496	91,720	$4,475	$4,564	$4,564
Sierra Madre - SMD	$1,985	10,821	$1,983	$2,023	$2,023
Signal Hill - SIG	$2,007	11,431	$2,002	$2,042	$2,042
Simi Valley - SIM	$5,500	124,174	$5,475	$5,584	$5,584
South Pasadena - SOPAS	$2,469	26,273	$2,459	$2,508	$2,508
Thousand Oaks - THO	$5,487	122,967	$5,437	$5,546	$5,546
Torrance - TOT	$6,099	143,057	$6,056	$6,177	$6,177
Ventura County - VEN	$9,275	245,152	$9,201	$9,385	$9,385
Whittier - WHI	$4,358	87,291	$4,339	$4,425	$4,425
TOTALS	$237,066	10,507,126	$223,902	$241,103	$241,103

Base	1,683
Factor	0.031416

REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: March 27, 2024
FROM: Andy Beck, Controller

SUBJECT: **Preliminary Budget FY 2024/25 (DISCUSSION)**

BACKGROUND: Staff has begun reviewing the budget for Fiscal Year (FY) 2024/25. Staff have produced a preliminary budget with the information that is currently available. A final budget will be presented to the Administrative Council in May for adoption.

Revenues
The California State Library releases allocations of the California Library Services Act funding and other grant funding between the months of April and May. The budget for revenues will be updated as SCLC receives the information.

Expenses
Projected expenses have been calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

Grants
SCLC has been appointed to run the PLSEP grant for the State of California.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBITS:
   a. Preliminary Budget: FY 2024/25 Expenditures

Southern California Library Cooperative
Preliminary Budget
FY 2024/25

	Preliminary Budget FY 24/25	Approved Budget FY 23/24	$ Change	Approved Budget FY 22/23	$ Change
Expenditures:					
CLSA baseline expenditures:					
Office supplies	$ 8,500	$ 13,000	$ (4,500)	$ 9,300	$ 3,700
Duplication and photocopies	1,500	1,500	-	-	1,500
E-Resources	455,252	369,647	85,605	445,338	(75,691)
Contract services for delivery	65,000	172,500	(107,500)	66,500	106,000
Contract services	20,565	19,000	1,565	12,200	6,800
Telecommunications	24,375	21,800	2,575	30,000	(8,200)
Capital Outlay	-	2,000	(2,000)	-	2,000
Total CLSA baseline expenditures	575,192	599,447	(21,680)	563,338	57,909
CLSA administration expenditures:					
Personnel					
Salary and wages	564,030	603,693	(39,663)	652,945	(49,252)
Retirement benefits	57,500	62,700	(5,200)	71,453	(8,753)
Unfunded pension liability	179,143	151,107	28,036	154,223	(3,116)
Health insurance - current employees	47,500	56,000	(8,500)	50,280	5,720
Health insurance - retired employees	44,700	46,300	(1,600)	80,448	(34,148)
Dental and vision	4,100	5,400	(1,300)	6,552	(1,152)
Life insurance	1,200	2,300	(1,100)	1,224	1,076
Other personnel expenses	14,900	15,500	(600)	3,101	12,399
Total personnel expenditures	913,073	943,000	(29,927)	1,020,226	(77,226)
Other					
Payroll processing	7,000	7,000	-	-	7,000
Accounting software	3,000	4,000	(1,000)	3,479	521
Office space rent	25,800	25,800	-	32,000	(6,200)
Insurance	2,500	2,400	100	-	2,400
Travel/conference/meeting	10,000	10,000	-	15,000	(5,000)
Membership dues	14,600	14,600	-	14,500	100
Legal	12,000	12,000	-	-	12,000
Professional Other	-	-	-	65,000	(65,000)
Other	2,000	3,000	(1,000)	350	2,650
Total other expenditures	76,900	78,800	(1,900)	130,329	(51,529)
Total CLSA administration expenditures	989,973	1,021,800	(31,827)	1,150,555	(128,755)
Grant project expenditure	360,040	1,226,432	(866,392)	3,364,024	(4,230,416)
Total expenditure	$ 1,925,205	$ 2,847,679	$ (919,899)	$ 5,077,917	$ (4,301,262)

REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: March 27, 2024
FROM: Christine Powers, Executive Director
Andy Beck, Controller

SUBJECT: **CLSA Planning FY 2024/25 (ACTION)**

BACKGROUND: The California State Library appropriates funding for communication and delivery, "to facilitate greater equality of access to library services and resources" as mandated by the California Library Services Act (CLSA). Each year, the Southern California Library Cooperative (SCLC) receives CLSA funds from the state to promote resource sharing within the system. In order to receive this funding, SCLC submits an annual Plan of Service in June that is reviewed and subject to approval by the California Library Services Board. The Plan outlines how the system intends to expend these state funds and how those expenditures will benefit the communities served by the various libraries represented by SCLC.

CLSA funding can be used within the categories of eResources, Delivery, Audit, Office Supplies, and Telecommunication. Once approved, cooperatives have the year of funding and two subsequent years (total of three years) to use the CLSA funds. Although encumbered funds may not be spent, since these funds are committed to be spent in the near future, the California State Library allows encumbered funds to be spent beyond the three-year period. Any remaining funds must be returned to the California State Library.

FY 2024/25 CLSA Funds
The proposed CLSA system allocations for fiscal year (FY) 2024/25 are still unknown and will not be available until next month at the April 16 CLSB meeting. For this current fiscal year, SCLC has allocated funds for the following:

1. eResources (68%)
   a. PressReader
   b. Gale Archives of Sexuality and Gender

2. Courier Delivery Services (27%)

3. Telecommunications (0%)
   a. IT Support
   b. Zoom
   c. Internet
   d. Website Updates/Hosting
   e. Phone/Fax
   f. Telecommunications Equipment

4. Audit (3%)

5. Postage & Office Supplies (2%)

For the proposed CLSA system allocations for FY 2024/25, a determination will need to be made on the distribution of funds. Based on how the Administrative Council chooses to spend its funds, some discussion, coordination, and time will be required to obtain final consensus during the May meeting. This will allow for the submission of the CLSA Plan of Service for FY 2024/25 by the usual June deadline.

CLSA Rollover Funds
As noted above, cooperatives have a total of three years to expend CLSA funds. Any funds awarded and not spent within the fiscal year may be rolled over for an additional two years. SCLC rolled over $64,636 from FY 2020/21, $291,938 from FY 2021/22, and $503,821 from FY 2022/23, to total $860,395 in rollover funds. These rollover funds are earmarked and expected to be spent before expiring, except for $428,686 in eResources. Just recently, the Administrative Council approved $62,913 for the addition of *The Economist* to its PressReader subscription, which reduced this eResource balance to $365,773. At a minimum, this balance must be encumbered by the end of FY 2024/25.

At the January 24, 2024, Executive Committee meeting, members received an update on SCLC's CLSA rollover funds, along with options for expending these funds. These options included offers from various vendors that had reached out to SCLC staff over the course of several months to provide information about their products and services. This information is included as Exhibit a in this report.

Alternatively, some or all of these funds can be allocated, pro rata using an approved factor, to each member library to be used toward the eResource of their choice, or as a reimbursement for their current eResource expenditure. The breakdown of how much each library would receive is included in this report as Exhibit b.

At the January 24 meeting, the Executive Committee requested pricing information for LinkedIn Learning. LinkedIn Learning is currently offered free to libraries by the California State Library but will no longer be available next fiscal year due to the statewide budget deficits and subsequent cuts to programming. It should be noted that

although this program is currently expected to be cut from the State Library's offerings, there are advocacy efforts to restore this program should there be a change in the State budget between now and the Governor's May Revise.

LinkedIn Learning offers thousands of online courses to learn in-demand skills from real-world industry experts to help users obtain sought-after jobs. It provides professional certificates that can be added to a LinkedIn profile. It includes a concentration on the "whole" person, emphasizing mental health and wellness resources, guidance for managing stress/burnout, and other items like "Balancing Work and Life as a Work-from-Home Parent." It contains critical soft skills training, such as resilience, teamwork, and time management; and offers courses in English, Spanish, Mandarin, and four other languages.

Staff reached out to LinkedIn Learning and received pricing for FY 2024/25, which is included as Exhibit c in this report. The pricing shows the list price for each library, reflects which libraries are currently offering LinkedIn Learning through the State Library, and reflects the discounted price for each library, as there is a 20% consortium discount if at least 25 member libraries participate in LinkedIn Learning. Should every library wish to participate, the total price would be $485,600 for FY 2024/25. Should only the current member libraries which offer LinkedIn Learning participate, the total price would be $415,900.

CLSA FY 2023/24 funds of $150,487 were allocated to delivery due to service issues with SCLC's delivery vendor. Subsequent to FY 2022/23, SCLC's delivery vendor has corrected the issue. Excess funds from CLSA FY2023/24 will be rolled over to FY 2024/25 and no additional funds from CLSA FY 2024/25 will be requested. Given the cost of LinkedIn Learning (between $415,900 and $485,600) and the total rollover funds available for eResources ($365,773), the balance of the expenditure can be supplemented with CLSA FY 2024/25 funds including amounts that would traditionally be allocated to delivery.

As the Committee determines the best use of these funds, important factors to note are as follows:

- Once the e-Resource is determined, it could take a considerable amount of time to approve and finalize the service.
- This is a one-time expenditure and should not be viewed as recurring.

FISCAL IMPACT: Given that CLSA FY 2024/25 funding is not yet available, CLSA system allocations for FY 2024/25, using CLSA FY 2023/24 funding ($559,604), are projected as follows:

1. eResources (93%)
   a. PressReader
   b. Gale Archives of Sexuality and Gender

2. Courier Delivery Services (0%)

3. Telecommunications (2%)
   a. IT Support
   b. Zoom
   c. Internet
   d. Website Updates/Hosting
   e. Phone/Fax
   f. Telecommunications Equipment

4. Audit (4%)

5. Postage & Office Supplies (1%)

RECOMMENDATION: Recommend to the Administrative Council the expenditure of CLSA fund for FY 2024/25 and provide direction for expenditure of CLSA rollover funds.

EXHIBITS:
   a. List of Vendor Offers
   b. Member Disbursement Breakdown
   c. LinkedIn Learning Pricing

List of Vendor Offers

Over the course of the past several months, various vendors have reached out to provide information about their products and services. That information is summarized below, by vendor.

<u>INN-Reach & LINK+</u>
INN-Reach (iii - Innovative) is a resource sharing system for returnables (physical items only; books and media) that is based on a circulation model, is patron initiated/non-mediated, and works with any ILS. LINK+ an INN-Reach network consisting of 73 (as of April 2023) public & academic libraries in California who use the INN-Reach software to share resources. It has over 5,839,000 available titles, and over 480,000 items were lent/borrowed in 2022. LINK+ should extend a library's acquisitions budget, allowing library systems to focus on their local patron demographic, and allowing smaller libraries to have a larger collection. There is a delivery component to this, and customers must use Unity Courier for delivery of materials.

As of June 2023, about 14 current member libraries had Innovative for its ILS, and only one member library had LINK+. Should SCLC choose to provide this service as a cooperative, initial startup costs would range from approximately $445,000 to $667,000; annual costs would vary, depending on the number of member libraries that choose to participate, ranging from $534,000 to $600,000 annually. These figures were provided in June 2023, and are subject to increase. Additionally, these costs do not include the cost of delivery utilizing their delivery courier. It should also be noted that this expenditure falls under Resource Sharing, and should SCLC choose to put its e-Resources towards this effort, SCLC would need to submit a revised Plan of Service to the CLSB for consideration and approval. Should this be something that SCLC would like to consider, Innovative and LINK+ could provide a presentation to the Administrative Council, along with updated cost estimates.

<u>Baker & Taylor</u>
Baker & Taylor, SCLC's vendor for PressReader, has provided a list of potential services that it can provide for SCLC:
- DEI Analysis of materials (this would likely not qualify for CLSA funds)
- Boundless (formerly known as Axis 360) – Boundless Kids & Teens, simultaneous, multi-user access, 1,150 eBooks and STEAM videos, activity and book discussion guides, program templates, web resources
- ePop Up Library – select collection of eBooks and eAudio via QR code, including PressReader (potentially) that meets people where they are in the community to allow for new patron acquisition, branding, and promoting the library
- ParentTV – three- to five-minute videos from experts on specific child-care topics
- Comics Plus – 26,000+ comics, graphic novels, manga, with unlimited and simultaneous use
- Bendable – discovery layer for learning resources (Drucker Institute) that catalogs all the courses from the library's individual learning platforms (ie:

LinkedIn Learning, Learning Express, Khan Academy, Mango, SCORE, etc.); Glendale is a pilot library for this
- WorkForge – coursework for manufacturing jobs to address the skills gap

Pricing for a DEI analysis is approximately $100,000/annually, with $10,000 in one-time implementation fees. Pricing has not been provided for the other options, but additional information and pricing can be made available should there be interest from member libraries.

Insignia Software
Insignia Library System Enterprise is a high-end scalable system that can be installed for a single site or a consortium of libraries. Insignia markets itself as the most comprehensive and fully integrated library automation system on the market, powerful and easy to use. Insignia software is currently in use by public, K-12, post-secondary, and corporate institutions. Pricing can be provided should members express interest in utilizing this product.

NewspaperArchive
NewspaperArchive provides access to billions of newspaper articles from around the world from over 15,500 large city and small-town newspapers spanning 48 countries and all 50 states dating back to 1607. It also allows for the creation and digitization of microfilm, making it easy to convert digital images and to digitize an existing microfilm collection. It also allows customers to get microfilm duplicates from their catalog of over 10,000 microfilmed publications. Pricing can be provided should members express interest in utilizing this product.

Member Disbursement Breakdown

Member Library	FY 2024/25 Dues	Pro-ration	Distribution
Alhambra - AHM	$ 4,237.00	1.76%	$ 6,317
Altadena - ALT	$ 3,027.00	1.26%	$ 4,513
Arcadia - ARC	$ 3,427.00	1.42%	$ 5,110
Azusa - AZU	$ 3,238.00	1.34%	$ 4,828
Beverly Hills - BEV	$ 2,678.00	1.11%	$ 3,993
Burbank - BUR	$ 4,967.00	2.06%	$ 7,406
Calabasas - CAB	$ 2,400.00	1.00%	$ 3,578
Camarillo - CAM	$ 3,860.00	1.60%	$ 5,755
Commerce - CMM	$ 2,061.00	0.85%	$ 3,073
Covina - COV	$ 3,265.00	1.35%	$ 4,868
Downey - DOW	$ 5,178.00	2.15%	$ 7,720
El Segundo - ELS	$ 2,215.00	0.92%	$ 3,303
Glendale - GDL	$ 7,692.00	3.19%	$ 11,469
Glendora - DORA	$ 3,290.00	1.36%	$ 4,905
Inglewood - ING	$ 5,021.00	2.08%	$ 7,486
Irwindale - IRW	$ 1,730.00	0.72%	$ 2,579
Long Beach - LBPL	$ 15,428.00	6.40%	$ 23,003
Los Angeles City - LAPL	$ 33,966.00	14.09%	$ 50,643
Los Angeles County - LACO	$ 33,966.00	14.09%	$ 50,643
Monrovia - MON	$ 2,862.00	1.19%	$ 4,267
Monterey Park - MPK	$ 3,546.00	1.47%	$ 5,287
Moorpark - MOOR	$ 2,787.00	1.16%	$ 4,155
Oxnard - OXN	$ 7,887.00	3.27%	$ 11,759
Palmdale - PALM	$ 6,895.00	2.86%	$ 10,280
Palos Verdes District - PVP	$ 3,759.00	1.56%	$ 5,605
Pasadena - PAS	$ 5,987.00	2.48%	$ 8,927
Pomona - POM	$ 6,387.00	2.65%	$ 9,523
Redondo Beach - RED	$ 3,832.00	1.59%	$ 5,713
San Marino - SMAR	$ 2,066.00	0.86%	$ 3,080
Santa Clarita - SCL	$ 8,929.00	3.70%	$ 13,313
Santa Fe Springs - SFE	$ 2,266.00	0.94%	$ 3,379
Santa Monica - SAM	$ 4,564.00	1.89%	$ 6,805
Sierra Madre - SMD	$ 2,023.00	0.84%	$ 3,016
Signal Hill - SIG	$ 2,042.00	0.85%	$ 3,045
Simi Valley - SIM	$ 5,584.00	2.32%	$ 8,326
South Pasadena - SOPAS	$ 2,508.00	1.04%	$ 3,739
Thousand Oaks - THO	$ 5,546.00	2.30%	$ 8,269
Torrance - TOT	$ 6,177.00	2.56%	$ 9,210
Ventura County - VEN	$ 9,385.00	3.89%	$ 13,993
Whittier - WHI	$ 4,425.00	1.84%	$ 6,598
Total	**$ 241,103.00**	**100.00%**	**$ 359,481**

LinkedIn Learning Pricing

Library Name	Current State Contract Opt-In	List Price	20% Consortium Discount (minimum 25 participants)
Alhambra Public Library	Yes	$13,125	$10,500.0
Altadena Library District	Yes	$7,000	$5,600.0
Arcadia Public Library	Yes	$13,125	$10,500.0
Azusa City Library	Yes	$7,000	$5,600.0
Burbank Public Library	Yes	$15,750	$12,600.0
Calabasas Public Library	Yes	$4,500	$3,600.0
Camarillo Public Library	Yes	$13,125	$10,500.0
City Of Commerce Public Library	Yes	$2,500	$2,000.0
Covina Public Library	Yes	$13,125	$10,500.0
Downey City Library	Yes	$15,750	$12,600.0
El Segundo Public Library	Yes	$4,500	$3,600.0
Glendale Public Library	Yes	$20,000	$16,000.0
Glendora Library and Cultural Center	Yes	$13,125	$10,500.0
Inglewood Public Library	Yes	$15,750	$12,600.0
Irwindale Public Library	Yes	$2,500	$2,000.0
LA County Library	Yes	$78,750	$63,000.0
Long Beach Public Library	Yes	$20,000	$16,000.0
Los Angeles Public Library	Yes	$78,750	$63,000.0
Monterey Park Bruggemeyer Library	Yes	$13,125	$10,500.0
Moorpark City Library	Yes	$7,000	$5,600.0
Palmdale City Library	Yes	$20,000	$16,000.0
Palos Verdes Library District	Yes	$13,125	$10,500.0
Pasadena Public Library	Yes	$15,750	$12,600.0
San Marino Public Library - Crowell	Yes	$2,500	$2,000.0
Santa Fe Springs City Library	Yes	$4,500	$3,600.0
Santa Monica Public Library	Yes	$13,125	$10,500.0
Sierra Madre Public Library	Yes	$2,500	$2,000.0
Signal Hill Public Library	Yes	$2,500	$2,000.0
Simi Valley Public Library	Yes	$15,750	$12,600.0
South Pasadena Public Library	Yes	$7,000	$5,600.0
Thousand Oaks Library	Yes	$15,750	$12,600.0
Torrance Public Library	Yes	$15,750	$12,600.0
Ventura County Library	Yes	$20,000	$16,000.0
Whittier Public Library	Yes	$13,125	$10,500.0
Beverly Hills Public Library	No	$7,000	$5,600.0
Monrovia Public Library	No	$7,000	$5,600.0
Oxnard Public Library	No	$20,000	$16,000.0
Pomona Public Library	No	$20,000	$16,000.0
Redondo Beach Public Library	No	$13,125	$10,500.0
Santa Clarita Public Library	No	$20,000	$16,000.0
		Total	Total for all SCLC
		$607,000.0	$485,600.0
			Total for Current Users Only
			$415,900.0

REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: March 27, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Consideration of SCLC Mission and Vision Statements (DISCUSSION)**

BACKGROUND: On January 18, 2024, the Southern California Library Cooperative (SCLC) held its SCLC Connect: Annual Planning Retreat at the Santa Monica Public Library. As part of its Strategic Plan, members of the Administrative Council discussed new mission and vision statements for the organization. Led by Julie Lamba, who facilitated this portion of the retreat, members had a two-hour brainstorming session. From this, Ms. Lamba produced session notes containing the key words and phrases that were discussed in groups. The session notes, along with a mission and vision worksheet provided by Ms. Lamba, are included as exhibits in this report.

Members of the Executive Committee used these documents to draft new mission and vision statements for the Administrative Council's consideration. Three mission and vision statements are provided below:

Option 1
Mission: The Southern California Library Cooperative improves the lives of residents of Los Angeles and Ventura Counties by connecting member libraries to each other and to resources.

Vision: Help Los Angeles and Ventura County public libraries thrive.

Option 2
Mission: The Southern California Library Cooperative fosters communication and collaboration among its member libraries to provide advocacy, networking, resource-sharing, and professional growth opportunities.

Vision: The public libraries of Los Angeles and Ventura Counties are connected and empowered to serve their communities.
Option 3
Mission: Advancing the reach of Los Angeles and Ventura County public library communities through best practices, regional engagement, and system-wide services.

Vision: Cultivating an extended public library community that serves its members in an evolving library landscape.

For reference, SCLC's current mission and vision statements are as follows:

Mission: SCLC enhances the resources of independent libraries through cooperative services to better serve their local library users.

Vision: SCLC is a dynamic and expanding consortium of information and service providers with a shared mission and resources which benefit members' clientele.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:
   a. Mission & Vision Session Notes
   b. Mission & Vision Worksheet

Southern California Library Cooperative | Vision & Mission
Thursday, January 18, 2024
<u>Session Notes</u>

Dear Christine, Susan, Jesse, and Elizabeth,

Thank you for the opportunity to join your annual SCLC retreat, to facilitate your amazing group of library directors and leaders through a session on mission and vision. It was an honor, and a lot of fun, to help surface the key words and phrases that you all may use in a new vision and mission statement.

Below, you will find the artifacts of this session, including a capture of what the small groups captured on their posters, and the word cloud we generated as a warm up. I hope this supports the Executive Committee in your statement drafting. I will also attach a copy of the worksheet we used in the session, and my photographs, in case these can be a helpful resource.

When you socialize your sample vision and mission statements with the Administrative Council, you may take a simple majority vote. If you find that you'd like to collect more qualitative feedback, I recommend questions like these:
- Which of these statements do you like the most? Why?
- Which of these statements do you like the least? Why?
- Is there anything that you think these statements are missing?
- Do you have any other ideas for mission statements?

Wishing you all the best in your next steps!

Please be in touch if I can support future engagements or projects.

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Mission Statement, Key Words & Phrases

The Who:
- The Public
  - Aspires to: have access to the world of info; meet whatever their needs are
  - Worries: time, inequity
- Staff
  - Aspires to: Grow professionally; Learn
  - Challenges: lack of awareness of services
- Leaders & Directors
  - Aspires for support, collaboration
  - Worries: different objectives, budget, time
- Jurisdictions:
  - Aspires to increase opportunities for their constituencies
  - Aspires to leverage financial resources
  - Worries: funding, legal obligations, politics, how to measure impact
- Collective
- Region
- Networking
- Connections
- Library professionals / staff
- Community
- Painpoints: budget, capacity
- Power of the collective
- Communities
- Directors

The What:
- Connection
- Collaboration
- Resources
- Greater than sum of parts
- Regionality
- Seamless experience for customers in region
- Professional growth
- Aggregate data
- Discoverability / visibility
- Shared political power
- Collective buying
- Networking
- Resource sharing
- Problem solving
- Advocacy
- Training

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- Engagement for staff at all levels
- Visibility / building awareness
- Partnership
- Mentoring / learning
- Advocacy
- Collective power
- Scaling / enhancing resources
- Reductive of silos (across libraries and jurisdictions)
- Financial benefits
- Staff development
- Clout
- Respect

The Why:
- Regional focus (la is special / unique)
- Commonalities across region
- Legal obligation ("mandatory" participation)
- Distribution of state funds
- That this is a group of executives / leaders
- Local
- Accessible
- Smaller
- Equal voice
- Connection to state library
- Local
- Networking
- Sharing of information
- Better organizations and communities!
- Same leadership level

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Vision Statement, Key Words & Phrases

- Equal
- Seamless
- Collaboration
- Regional
- Leadership
- Equitable
- More confident and expert staff & leadership
- Equal and equitable access (users across the region)
- Individual and community aspirations are being met through our services
- All library staff know and use SCLC
- Maximize community impact
- "Go to" resource
- Relevant
- Provide excellent library service to all community members in our region
- Equitable power regardless of library size
- End goal: everyone uses a library card to become lifelong learners in LA and Ventura county
- Staff development opportunity
- Connection and collaboration
- Shared resources
- Local
- POWER

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Southern California Library Cooperative: Brainstorming Vision & Mission

Definitions & Examples

Vision	Mission
A vision statement details where the organization aspires to go. What is the future that the organization aspires to create?	*A mission statement defines the organization's business, its objectives, and how it will reach these objectives.*
LinkedIn: Create economic opportunity for every member of the global workforce.	Connect the world's professionals to make them more productive and successful.
Habitat for Humanity: A world where everyone has a decent place to live.	"...Habitat for Humanity brings people together to build homes, communities and hope."
Teach For America: One day, all children will have the opportunity to attain an excellent education.	Teach For America finds, develops, and supports equity-oriented leaders–individually and in teams–so they can transform education and expand opportunity with children, starting in the classroom.

Brainstorming Components of a Mission Statement

The Who
- Who does SCLC serve?
- What are the aspirations of these customers?
- What are their worries or pain points?

The What
- What does SCLC offer to its members?
- What positives or gains can SCLC's customers experience from membership to SCLC?
- If SCLC is successful, what would its members experience?

Why SCLC Stands Out
- How might SCLC stand out from other library associations or industry organizations?
- What makes this organization different?
- What is it that only SCLC can do for its member customers?

Key Themes from Across Your Group

Brainstorming Components of a Vision Statement

Part 1: Endgame	Part 2: We've "Made It?"	Part 3: Key Phrases
Why does the work of SCLC matter? What does it help people do? How does it better lives? How does SCLC make a difference for its members and customers, the community, the region, or even the world?	Let's look 5 - 10 years down the road. What kinds of wins might SCLC have accomplished? What will tell you that you've "made it?"	What are some key words that might capture the "endgame" and the desired wins, within a vision statement? Key phrases?

Reflect: What is one thing you're taking away from today?

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SCLC Meeting Dates
2023/24
Approved 05242023
Updated 07142023

Wednesday, August 23, 2023
1:00pm Executive Committee
2:15pm Administrative Council
~~Whittier~~
Burbank, Buena Vista branch

Wednesday, October 25, 2023
1:00pm Executive Committee, only
Via Zoom

Wednesday, November 29, 2023
1:00pm Executive Committee
2:15pm Administrative Council
~~Burbank~~
Whittier

Wednesday, January 24, 2024
1:00pm Executive Committee, only
Via Zoom

Wednesday, March 27, 2024
1:00pm Executive Committee
2:15pm Administrative Council
Los Angeles County, East Los Angeles branch

Wednesday, May 22, 2024
1:00pm Executive Committee
2:15pm Administrative Council
Santa Clarita