



Southern California Library Cooperative  
Administrative Council Meeting  
Wednesday, May 24, 2023  
2:15-5:15pm  
Hybrid Meeting  
Glendale Central Library  
222 E. Harvard St., Glendale, CA 91205

Alternate locations:

Arcadia Public Library 20 W. Duarte Rd., Arcadia, CA 91006  
Azusa City Library 729 N. Dalton Ave., Azusa, CA 91702  
Beverly Hills 444 S Rexford Dr., Beverly Hills, CA 90210  
Calabasas 200 Civic Center Way Calabasas, CA 91302  
City of Commerce 5655 Jillson St., Commerce, CA 90040  
Covina Public Library 1250 N. Hollenbeck Ave., Covina, CA 91722  
Crowell Public Library 1890 Huntington Dr., San Marino, CA 91108  
Downey City Library 11121 Brookshire Ave., Downey, CA 90241  
El Segundo Public Library 111 W Mariposa Ave., El Segundo, CA 90245  
Irwindale Public Library 5050 N Irwindale Ave., Irwindale, CA 91706  
Long Beach Billie Jean Main Library 200 W. Broadway, Long Beach, CA 90802  
Monterey Park Bruggemeyer Library 318 S. Ramona Ave., Monterey Park, CA 91754  
Oxnard Main Library 251 S. A St., Oxnard, CA 93030  
Palos Verdes Library District 701 Silver Spur Rd., Rolling Hills Estates, CA 90274  
Santa Monica Main Library 601 Santa Monica Blvd., Santa Monica, CA 90401  
Signal Hill Public Library 1800 E. Hill St., Signal Hill, CA 90755  
Ventura County Library 5600 Everglades Street, Suite A, Ventura, CA 93003

## Minutes

Approved August 23, 2023

### Attendance

Addington, Jennifer – Palos Verdes  
Arroyo, Kerri – Inglewood  
Behle, Kelli – Simi Valley  
Bradley, Darlene – Arcadia  
Broman, Susan – Los Angeles Public  
Buth, Karen – Beverly Hills  
Cisneros, Silvia – Commerce  
Conwell, Christine – Moorpark  
Cousin, Heather – Torrance  
Cuyugan, Erica – Santa Monica  
Evans, Lisa – Covina  
Garcia, Diana – Monterey Park  
Goldman, Elizabeth – Burbank  
Hassen, Leila – Azusa  
Herbert, Mark – El Segundo  
Lockwood, Barbara – Calabasas  
LohGuan, Hilda – Alhambra  
Maghsoudi, Paymaneh – Whittier  
McDonald, Tim – Pasadena  
Nasr, Many – Camarillo  
Schram, Nancy – Ventura  
Shaffer, Gary – Glendale  
Shupe, Robert – Palmdale  
Sidon, Yanira – Santa Clarita

Stone, Janet – Glendora  
Torres, Anita – Pomona  
Walker-Lanz, Jesse – Los Angeles County  
Winslow, Nikki - Altadena

### Other

Beck, Andy – SCLC  
Graver, Lori – SCLC  
Powers, Christine – SCLC  
Sojoyner, Shana – CSL  
Snodgrass, Nerissa – SCLC  
Walker, Wayne - SCLC

### Absent

Balli, Shayna – Irwindale  
Billings, Cathy – South Pasadena  
DeLeon, Cathy – Long Beach  
Dickow, Ben – Downey  
Hughes, Charles – Signal Hills  
Neal, Alan – Oxnard  
Patterson, Jennifer – Thousand Oaks  
Raia, Deborah – Santa Fe Springs  
Vance, Carey – Monrovia  
Vera, Linda – San Marino  
Vinke, Dana – Redondo Beach

1. Opening Gary Shaffer
  - a. Chairperson's Welcome
  - b. Roll Call

Meeting called to order at 2:24pm.
  
2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
None.
  
3. Consent Calendar Gary Shaffer  
(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 March 22, 2023 Administrative Council meeting
  - b. Proposed SCLC Holidays FY2023/24  
MSP (Maghsoudi/Regan) to pass the Consent Calendar, without changes.  
27 yes, 0 no, 0 abstain

4. Adoption of Agenda Gary Shaffer  
Chair adopts the Agenda, as presented, without objection.
5. Budget Status Report Andy Beck  
The Budget Status Report for Fiscal Year 2022/23 reflects reconciled bank statements through March 31, 2023. Membership dues are 91% received. Fiscal and administrative fees totaling \$151,926 (75%) were billed and received.
6. CLSA DigiLab Funds FY2021/22 Wayne Walker  
SCLC has \$35,000 in remaining FY 2021/22 CLSA funds, which represent the last and final round of requested and approved CLSA funds for the DigiLab project. These funds must be spent on DigiLab related expenses by June 30, 2024. Staff propose utilizing the remaining FY 2021/22 CLSA funds (final project funds) of \$35,000 to purchase up to 8 sets of updated scanning equipment and related software for libraries with preference given to libraries that have contributed to Montage. This will be determined by a survey. Libraries receiving scanners will agree to loan scanners to other SCLC libraries if requested, in order to ensure the resource-sharing requirement is met.  
MSP (Goldman/Schram) to approve plan to spend the remaining/final FY 2021/22 CLSA funds approved for DigiLab on additional replacement equipment and related software.  
27 yes, 0 no, 0 abstain
7. Election of Chair and Gary Shaffer  
Vice-Chair/Chair-Elect FY2023/24  
MSP (Cousin/Maghsoudi) to
1. Suspend the 30-day rule for reporting the slate of candidates; and
  2. Elect Walker-Lanz as Chair and Hilda LohGuan as Vice-Chair/Chair-Elect for FY 2023/24.
- 27 yes, 0 no, 0 abstain
8. Executive Committee Membership Process Christine Powers  
and Selection FY2023/24  
Appoint Conwell, Nasr and Regan to a bylaws ad hoc committee to review Bylaws and Standing Rules for incongruities, with special direction to update statistical group population parameters used for appointments to the Executive Committee so that systems are more evenly distributed among all groups. Ad hoc committee to report back to the Administrative Council in six months.  
MSP (LohGuan/Regan) to appoint LohGuan (Group 2, Alhambra), Garcia (Group 3, Monterey Park) and Hassen (Group 4 Azusa) to the Executive Committee.  
27 yes, 0 no, 0 abstain

9. Cooperative Library System Agreement Christine Powers  
Renewals FY2023/24  
MSP (Maghsoudi/Shupe) to authorize the SCLC Executive Director to sign the agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2023/24.  
27 yes, 0 no, 0 abstain
10. Proposed Membership Dues FY2023/24 Christine Powers/Andy Beck  
SCLC's membership dues rate has not changed for more than a decade. Currently, the dues rate is based on a base rate of \$1,500 and a factor of 0.0280 (2.8%) of the population, except for a flat rate that is applied for the following members with the highest populations: Los Angeles City, Los Angeles County, and Long Beach. With the decreasing population in California and the current rate of inflation, SCLC is requesting an increase in the dues rate. Staff recommends that Council Members consider an increase of 10% to 15% in the overall rate. Additionally, in an effort to avoid having to revisit this issue periodically, staff recommend that the Administrative Council consider for FY 2024/25 and thereafter, an increase of 2% per year, should the annual increase due to population be less than 2%.  
MSP (Broman/Walker-Lanz) to increase dues by 10% for the cooperative, with a 20% increase for LAPL and LACo, and then a 2% increase for subsequent years, should the annual increase due to population be less than 2%, with a request to revisit membership dues in five years.  
27 yes, 0 no, 0 abstain
11. CLSA Plan of Service and Budget FY2023/24 Christine Powers  
MSP (Shupe/Maghsoudi) to authorize the Chair of SCLC to work with the Executive Director to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library by June 16, 2023.  
27 yes, 0 no, 0 abstain
12. Proposed Budget FY2023/24 Christine Powers/Andy Beck  
The Proposed Budget has been calculated based preliminary allocations of the California Library Services Act (CLSA), funding grants, and the assumption of an increase of 10% or 15% in membership dues. Projected expenses were 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.  
Points to review:  
  - Spending of CLSA funds must be approved by the Council.
  - SCLC will be managing three grants in FY 2023/24.
  - A deficit between \$27,920 and \$38,444 is projected based on the approved increase in membership dues.  
MSP (Goldman/Shupe) to approve the Proposed Budget pending final approval of the Governor's budget.  
25 yes, 0 no, 0 abstain

13. Banking Update and Signature Authority Nerissa Snodgrass  
MSP (Maghsoudi/Nasr) to authorize signature authority for Southern California Library Cooperative's bank account at Bank of America for the following individuals: Christine Powers, Executive Director; Nerissa Snodgrass, Project Manager; Jesse Walker-Lanz, Chair; and Hilda LohGuan, Vice Chair.  
25 yes, 0 no, 0 abstain

14. Committee Updates

- a. Audit and Finance Committee Jesse Walker-Lanz  
Last met on April 5, 2023 and discussed budget and membership dues; placed revenue generation as a standing item, going forward.
- b. Technology Committee Nikki Winslow  
No report.
- c. Planning Ad Hoc Committee Elizabeth Goldman  
No report.
- d. Member Library Engagement Ad Hoc Cathy Billings  
Committee  
Surveyed library staff on subject for potential interest groups. Will survey library staff again to measure interest in group ideas. Topics include: EDI, Volunteer Oversight, Circulation, Management, MakerSpace, Community Partnerships, Programming, Library Finance, Employee Development (to promote retention), Safety and Security, Sustainability.

15. Proposal to Establish a Leadership and Nikki Winslow  
Professional Development Committee  
This Committee would emphasize building future library leaders and creating professional development opportunities for the member library systems. This Committee would work to establish a mentorship program and an annual training program.  
MSP (Shupe/LohGuan) to support establishment of a Leadership and Professional Development Committee.  
25 yes, 0 no, 0 abstain

16. Proposed Meeting Schedules FY2023/24: Gary Shaffer  
Administrative Council, Executive Committee,  
Audit and Finance Committee  
MSP (Regan/Conwell) to approve the following meeting schedules and  
locations:

**Wednesday, July 5, 2023**  
3:30-4:30pm Audit and Finance  
Committee  
Via Zoom

**Wednesday, August 23, 2023**  
1:00pm Executive Committee  
2:15pm Administrative Council  
Whittier

**Wednesday, September 27, 2023**  
3:30-4:30pm  
Via Zoom

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

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

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

**Wednesday, February 7, 2024**  
3:30-4:30pm  
Via Zoom

**Wednesday, March 27, 2024**  
1:00pm Executive Committee  
2:15pm Administrative Council  
Los Angeles County location TBD

**Wednesday, April 3, 2024**  
3:30-4:30pm  
Via Zoom

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

25 yes, 0 no, 0 abstain

17. California State Library Report Shauna Sojoyner  
New Library Programs Consultant is Kaela Villalobos, who will be  
managing the Lunch at the Library program. Applications are open for the  
Sustainable California Libraries program, eBooks for All applications open  
on June 20, 2023. Reminder that the Parks Pass program has a toolkit  
available to support marketing, circulation, programming and more.

18. Executive Director's Report Christine Powers  
"Welcome to SCLC" program will soon be implemented, SCLC website is  
being updated, in talks with the Dodgers Foundation for a collaboration,  
CLSA Plan of Service FY2023/24 is due June 16, 2023, Employee  
Handbook is being updated, SCLC expects to receive three LSTA grants  
for FY2023/24: Digital Navigators, Public Library Staff Education Program  
(PLSEP) and Parks Pass Support Program.

19. Administrative Council Chair Report Gary Shaffer  
Reminder to attend the California Library Association (CLA) conference,  
and to review work accomplished at Serving with a Purpose day.

20. Other

Gary Shaffer

*"...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.

21. Adjournment

Gary Shaffer

MSP (Walker-Lanz/Hassen) to adjourn meeting at 4:52pm.

*Respectfully submitted by Lori Graver on August 24, 2023.*