



Southern California Library Cooperative  
Executive Committee Meeting  
December 1, 2021  
1:00-2:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/89497856568?pwd=N2Z3S0MyZUV1RnlwYU9WTVNyL1RUQT09>

Meeting ID: 894 9785 6568

Passcode: 979444

AGENDA

All items may be considered for action.

1. Opening Elizabeth Goldman  
*3 minutes*
  - a. Chairperson's Welcome
  - b. Roll Call
  
2. Public Comment  
*5 minutes*  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*
  
3. Consent Calendar Elizabeth Goldman  
*4 minutes*  
*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 October 27, 2021 Executive Committee meeting.
  
4. Adoption of Agenda Elizabeth Goldman  
*1 minute*

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5. Budget Status Report FY2021/22  
*5 minutes* Carol Dinuzzo
6. Strategic Planning  
*10 minutes* Diane Bednarski
7. AB 361  
*10 minutes* Diane Bednarski
8. Other Elizabeth Goldman  
*"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.*  
*5 minutes*
9. Adjournment Elizabeth Goldman



ACTION ITEMS

Meeting: \_\_\_\_\_ SCLC Executive Committee Meeting \_\_\_\_\_

Date: \_\_\_\_\_ December 1, 2021 \_\_\_\_\_

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain



Southern California Library Cooperative  
Executive Committee Meeting  
October 27, 2021  
1:00-2:00pm

Minutes draft

**Attendance**

Addington, Jennifer – Palos Verdes  
Billings, Cathy – South Pasadena  
Goldman, Elizabeth – Burbank  
McCollum, Melissa – El Segundo  
Shupe, Robert – Palmdale  
Shaffer, Gary – Glendale  
Torres, Anita – Pomona  
Walker-Lanz, Jesse – LACo

**Other**

Bednarski, Diane – SCLC  
Dinuzzo, Carol – SCLC  
Graver, Lori – SCLC  
Walker, Wayne - SCLC

1. Opening Elizabeth Goldman  
Meeting called to order at 1:03pm.
  
2. Public Forum  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
None.
  
3. Consent Calendar Elizabeth Goldman  
*5 minutes*  
*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 August 25, 2021 Executive Committee meeting.

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- b. CEPPT Trust  
MSP (Billings/Addington) to pass the Consent Calendar, with correction made to item 7 on the August 25, 2021 Executive Committee Minutes to read “Pales Verdes Library District,” rather than “City of Palos Verdes.”
4. Adoption of Agenda Elizabeth Goldman  
Agenda passed by Chair, without objection, with correction made to item 5 to read, “FY2021/22” rather than “FY2020/21.”
5. FY2021/22 Grant Award Status Diane Bednarski  
Bednarski reviewed revenue status from grants, with the update that HCK was awarded today, PLSEP students have been awarded, but announcements remain pending the State Library releasing templates for student notifications, and SCLC expects to receive award notification for the Digital Navigators project this week. Bednarski also discussed how SCLC calculates grant revenue, including billed staff time and indirect costs. With these grant awards, SCLC will meet its 2021/22 grant revenue goals.
6. Strategic Planning Consultant Selection Diane Bednarski  
MSP (Billings/McCollum) to authorize the Executive Director to initiate an agreement for professional services with BerryDunn, subject to suitable responses to the following:
- 1) Verification of team member roles and time on project
  - 2) Explanation of how BerryDunn intends to use member library organization charts and collection development materials
  - 3) Intended use of Social Pinpoint and Brown Act Compliance
  - 4) Confirmation of travel provisions for an in-person meeting
  - 5) Total projected hours to be allocated for the project
7. Other Elizabeth Goldman  
“...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.
8. Adjournment Elizabeth Goldman  
Meeting adjourned at 2:05pm



DATE: December 1, 2021  
TO: SCLC Executive Committee  
FROM: Carol Dinuzzo, Controller, SCLC  
SUBJECT: Budget Status, FY2021/22

**BACKGROUND:** The Budget Status Report for Fiscal Year 2021/22 is attached for your review and reflects the reconciled bank statements through September 30, 2021.

**REVENUE:** Grant revenue has been updated to reflect all awards.

**EXPENSES:** Grant expenses have been updated to reflect passthrough funds.

**CLSA ROLLOVER FUNDS:** All prior year Digital and eResources funds have been expended. There is still a remaining balance of \$126,249 for Resource Sharing (Digilabs) and \$10,236 to use toward Telecommunications.

**FISCAL IMPACT:** Overall increase in revenue resulting in an anticipated surplus of \$229,784 for the current fiscal year.

**RECOMMENDATION FOR ADMINISTRATIVE COUNCIL:** Informational.

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REVENUES/EXPENSES (as of 08/25/2021)	Proposed	Prior Year Actuals	Actuals	Balance	%	Notes
<b>REVENUE</b>						
				Unrealized		
CLSA Communications & Delivery	\$ 568,881		\$ 568,881	\$ -	100%	Preliminary System Allocation
CLSA System Administration	\$ 342,926		\$ 342,926	\$ -	100%	Preliminary System Allocation
System Supplements to CLSA	\$ -		\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,287,839		\$ 3,187,565	\$ 100,274	97%	Projection - see attachment
Grant Indirect (All Systems)	\$ 291,001		\$ 280,659	\$ 10,342	96%	Projection - see attachment
Grant Staffing (All Systems)	\$ 48,757		\$ 90,641	\$ (41,884)	186%	Projection - see attachment
SCLC Member Dues	\$ 205,717		\$ 155,761	\$ 49,956	76%	Approved 03/25/2021
Investment Income	\$ 18,750		\$ 1,571	\$ 17,179	8%	Projected LAIF Interest
<b>TOTAL REVENUE</b>	<b>\$ 4,763,871</b>	<b>\$ -</b>	<b>\$ 4,628,004</b>	<b>\$ 118,688</b>		

<b>EXPENDITURES</b>						
<b>Personnel Services</b>						
Salaries & Wages	\$ 589,377		\$ 135,441	\$ 453,936	23%	SCLC Staff
Retirement Benefits	\$ 68,050		\$ 14,518	\$ 53,532	21%	CalPERS
Health Insurance - Current Employees	\$ 48,000		\$ 12,000	\$ 36,000	25%	Health Stipend
Health Insurance - Retirees	\$ 76,800		\$ 10,311	\$ 66,489	13%	Health Stipend
Dental/Vision	\$ 6,552		\$ 1,637	\$ 4,915	25%	Ameritas
Life Insurance	\$ 1,224		\$ 327	\$ 897	27%	Dearborn
Unfunded Accrued Liability	\$ 138,339		\$ 133,737	\$ 4,602	97%	CalPERS
Other Personnel Expenses	\$ 3,101		\$ 2,607	\$ 494	84%	Worker's Comp
<b>Personnel Service Subtotal</b>	<b>\$ 931,443</b>	<b>\$ -</b>	<b>\$ 310,578</b>	<b>\$ 620,865</b>		

REVENUES/EXPENSES	Proposed	Prior Year Actuals	Actuals	Balance	%	Notes
<b>Operating Expenses</b>						
Office space Lease	\$ 32,000		\$ 8,572	\$ 23,428	27%	Lease TBD
Professional & Contract Services	\$ 65,000		\$ 5,927	\$ 59,073	9%	Legal, Payroll/HR, Consulting, etc.
Telecommunications	\$ 30,000		\$ 2,410	\$ 27,590	8%	Progent, Microsoft, Internet, RingCentral, A2 (CLSA*) and Communications Allowance
Delivery	\$ 66,000		\$ 4,287	\$ 61,713	6%	Reliant (CLSA)
Audit Fees	\$ 12,270		\$ -	\$ 12,270	0%	Fedak & Brown (CLSA)
Software Licenses	\$ 3,479		\$ -	\$ 3,479	0%	Dashlane, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500		\$ 33	\$ 8,467	0%	Office Supplies, Postage, Moving cost, etc.
E-Resources	\$ 137,180		\$ 135,980	\$ 1,200	99%	Gale, PressReader (CLSA)
Resource Sharing	\$ 35,000		\$ -	\$ 35,000	0%	Digilabs (CLSA)
Memberships	\$ 14,500		\$ 270	\$ 14,230	2%	Califa, CLA, etc.
Travel & Conferences	\$ 10,000		\$ 432	\$ 9,568	4%	Travel for meetings, conference, and audit
Postage	\$ 800		\$ 76	\$ 724	10%	
Other	\$ 350		\$ -	\$ 350	0%	Bank Analysis Fees
<b>Operating Expenses Subtotal</b>	<b>\$ 415,079</b>	<b>\$ -</b>	<b>\$ 157,987</b>	<b>\$ 257,092</b>		
<b>Grant Expenses</b>						
CLCI	\$ 650,000		\$ -	\$ 650,000	0%	Awarded
Dia de los Ninos	\$ 80,000		\$ -	\$ 80,000	0%	Awarded
Digital Navigator	\$ 656,173		\$ -	\$ 656,173	0%	Awarded
Home Connectivity Kits	\$ 1,678,820		\$ -	\$ 1,678,820	0%	Awarded
PLSEP	\$ 122,572		\$ -	\$ 122,572	0%	Awarded
<b>Grant Expenses Subtotal</b>	<b>\$ 3,187,565</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,187,565</b>		Passthrough Funds
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,534,087</b>	<b>\$ -</b>	<b>\$ 468,565</b>	<b>\$ -</b>		
<b>Surplus (Deficit)</b>	<b>\$ 229,784</b>	<b>\$ -</b>	<b>\$ 4,159,439</b>			

<b>SCLC ACCOUNT BALANCES</b>				
As of June 30, 2021	\$ 3,116,749		\$ 1,613,427	Pacific Western Bank as of September 30, 2021
As of June 30, 2021	\$ 1,924,159		\$ 1,825,730	Local Agency Investment Fund (LAIF)
As of October 31, 2021	\$ 100,000		\$ 100,000	California Employer's Pension Prefunding Trust (CEPPT)

<b>SCLC MEMBER DEPOSIT ACCOUNT</b>				
As of March 31, 2021	\$ 170,689		\$ 170,689	Pacific Western Bank as of September 30, 2021

**CARRY OVER CLSA FUNDS**

**FY2019/20 CLSA Communications & Delivery**

	<b>Actuals</b>	<b>Expended</b>	<b>Balance</b>	<b>Notes</b>
Resource Sharing	\$ 65,401	\$ 5,000	\$ 60,401	Digilabs
Digital Resources	\$ 382,359	\$ 382,359	\$ -	Press Reader
<b>Total Estimated Carry Over</b>	<b>\$ 447,760</b>	<b>\$ 387,359</b>	<b>\$ 60,401</b>	

**FY2020/21 CLSA Communications & Delivery - Projected**

	<b>Estimated</b>	<b>Expended</b>	<b>Balance</b>	<b>Notes</b>
E-Reources	\$ 113,993	\$ 113,993	\$ -	Press Reader
Resource Sharing	\$ 65,848	\$ -	\$ 65,848	Digilabs
Delivery	\$ 17,718	\$ 17,718	\$ -	Reliant
Telecommunication	\$ 16,724	\$ 6,488	\$ 10,236	
<b>Total Estimated Carry Over</b>	<b>\$ 214,283</b>	<b>\$ 138,199</b>	<b>\$ 76,084</b>	

\*Telecommunications defined by the CLSA Plan of Service as: Internet, web/tech support, phone/fax/VOIP/telecomm equipment maintenance, and web software





DATE: December 1, 2021  
TO: SCLC Executive Committee  
FROM: Diane Z. Bednarski  
SUBJECT: AB 361: Brown Act – Remote Meetings During State of Emergency

**BACKGROUND:** On September 16, 2021, the Governor signed AB 361 which allows local agencies to continue to use teleconferencing during a declared state of emergency without adhering to certain Brown Act provisions. Absent this legislation, local agencies would have had to return to traditional Brown Act meeting requirements beginning on October 1, 2021.

Some of the relaxed provisions permitted under AB 361 are:

- The ability to conduct the meeting in an exclusively virtual environment, provided that a means of real-time input from the public is supported.
- The ability for councilmembers to participate via teleconference from any location (including outside of LA/Ventura County) and count toward the meeting quorum.
- The suspension of the need to make each teleconferencing location accessible to the public.
- The elimination of the requirement to list the physical addresses of each councilmember teleconference location in the posting agenda.

Among the specified requirements to comply with AB 361 are the following:

**Resolution Adoption.** In advance of the first post-September 30, 2021 meeting, adopt a resolution that (a) the agency has reconsidered the circumstances of the state of emergency, and (b) resolve that the emergency either continues to directly impact the ability of members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing.

**Resolution Renewal.** The agency shall reaffirm its resolution by majority vote every 30 days thereafter.

**Subcommittees.** A resolution shall be adopted by each subcommittee of the agency if the subcommittee also seeks to invoke the relaxed Brown Act provisions provided by AB 361.

Legal counsel for SCLC has advised that in application, many California public agencies have adopted resolutions in a manner that is deemed consistent with the intent of AB

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361 although not strictly adherent. Those adoptions have been performed without any legal challenge to date. Specifically:

**Resolution Adoption.** A number of California legislative bodies have adopted their initial AB 361 resolution at the beginning of their first scheduled meeting after September 30, rather than scheduling a special meeting to focus on the adoption of a resolution alone.

**Resolution Renewal.** If a public agency is willing to accept the legal risk for these situations, it can take the position that the statute was meant to still allow remote meetings if more than 30 days had passed, provided that at the very first meeting since the last time the findings were made, the legislative body makes the requisite findings. That is, the legislature did not mean what it said, and that the 30-day language was meant to help, rather than hinder the operation of local government.

**Subcommittees.** The League of California City's Brown Act committee interpreted the AB 361 language to support either (1) the main legislative body (e.g., city council, board of directors) may make the finding on behalf of all committees within the organization; or (2) each committee in the organization must make its own finding.

DISCUSSION: SCLC's December 1, 2021 has been posted and structured to comply with traditional Brown Act requirements and does not rely on AB 361 provisions. SCLC Administrative Council should determine if it feels that emergency conditions exist to support the adoption of AB 361 provisions for upcoming meetings. If this path is chosen, SCLC shall discuss its approach to adopting and renewing its resolutions, and whether the SCLC committees shall be covered under an umbrella resolution of the Administrative Council.

FISCAL IMPACT: None.

RECOMMENDATION: TBD – Either adopt a resolution that attests to a continued state of emergency and need to follow the provisions allowed by AB 361, or choose to continue meeting under the traditional Brown Act requirements per Government Code 54953(b). If AB 361 is to be applied, adopt the resolution:

*Be it resolved that the SCLC Administrative Council reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (1) The state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing.”*



**SCLC Meeting Dates  
2021/22**

*Approved June 3, 2021*

**Wednesday, August 25, 2021**

1:00pm Executive Committee  
2:15pm Administrative Council  
Location TBD

**Wednesday, October 27, 2021**

1:00pm Executive Committee, only  
Via Zoom

~~**Wednesday, November 24, 2021**~~

**Wednesday, December 1, 2021**

*New date approved August 25, 2021*

1:00pm Executive Committee  
2:15pm Administrative Council  
Glendale

**Wednesday, January 26, 2022**

1:00pm Executive Committee, only  
Via Zoom

**Wednesday, March 15, 2022 - rescheduled**

1:00pm Executive Committee  
2:15pm Administrative Council  
Location TBD

**Wednesday, May 25, 2022**

1:00pm Executive Committee  
2:15pm Administrative Council  
Location TBD