



**Southern California Library Cooperative
Audit and Finance Committee Meeting**

**Wednesday, January 15, 2025
2:00 pm**

Virtual Meeting

Alternate Locations:

Camarillo Public Library, 4101 Las Posas Road., Camarillo, CA 93010
City of Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
Commerce Public Library, 5655 Jillson St., Commerce, CA 90040
Santa Monica Public Library, 601 Santa Monica Blvd., Santa Monica, CA 90401
Torrance Public Library, 3301 Torrance Blvd., Torrance, CA 90503
Ventura County Library, 5600 Everglades St., Suite A, Ventura, CA 93003

Join Zoom Meeting

<https://us02web.zoom.us/j/81671538681pwd=qve4sw5AowuuQMU1KgM0GKcr8uLtRH.1>

Meeting ID: 816 7153 8681

Passcode: 150987

AGENDA

All items may be considered for action.

1. Opening Mandy Nasr
 - a. Chairperson's welcome
Chairperson introduces new attendees and Committee members.
 - b. Roll call

2. Public Forum Mandy Nasr
Opportunity for any guest or member of the public to address the committee on any item of SCLC Audit and Finance Committee business. Three minutes per speaker on any Audit and Finance Committee-related business topic.

3. Consent Calendar Mandy Nasr
All items on the consent calendar may be approved by a single motion. Any committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the February 7, 2024, Audit and Finance Committee meeting

- | | |
|---|------------------|
| 4. Adoption of Agenda | Mandy Nasr |
| 5. Budget Status Report FY2024/25
(DISCUSSION) | Andy Beck |
| 6. SCLC Investments Report
(DISCUSSION) | Andy Beck |
| 7. Insurance Requirements
(ACTION) | Christine Powers |
| 8. Revenue Generation
(DISCUSSION) | Mandy Nasr |
| 9. Adjournment | Mandy Nasr |



ACTION ITEMS

Meeting: Audit and Finance Committee

Date: January 15, 2025

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Email completed forms to: sclcadmin@socalibraries.org



**Southern California Library Cooperative
Audit and Finance Committee Meeting**

**Wednesday, February 7, 2024
3:30pm**

Online Meeting

Alternate Zoom Locations:

Alhambra Library, 101 S. First St., Alhambra, CA 91801
City of Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
Santa Monica Main Library, 601 Santa Monica, Blvd., Santa Monica, CA 90401
Torrance Public Library, 3301 Torrance Blvd., Torrance, CA 90503
Ventura County Library, 5600 Everglades St., Suite A, Ventura, CA 93003

Minutes draft

Attendance

Cuyugan, Erica – Santa Monica
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Schram, Nancy - Ventura

Other

Beck, Andy – SCLC
Graver, Lori – SCLC
Powers, Christine – SCLC
Walker, Wayne - SCLC

Absent

Cousin, Heather - Torrance

AGENDA

All items may be considered for action.

1. Opening
Meeting called to order at 3:33 pm.

Hilda LohGuan

2. Public Forum Hilda LohGuan
Opportunity for any guest or member of the public to address the committee on any item of SCLC Audit and Finance Committee business. Three minutes per speaker on any Audit and Finance Committee-related business topic.
None.

3. Consent Calendar Hilda LohGuan
All items on the consent calendar may be approved by a single motion. Any committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the September 7, 2023 Audit and Finance Committee meeting.
MSP (Lockwood/Schram) to pass the Consent Calendar, without changes.
4 yes, 0 no, 0 abstain

4. Adoption of Agenda Hilda LohGuan
Chair adopted the Agenda, as presented, without objection.

5. Budget Status Report FY2023/24 Andy Beck
Staff member Beck presented the Budget Status Report for Fiscal Year 2023/24, which reflected reconciled bank statements through December 31, 2023.

6. SCLC Investments Report Andy Beck
Staff member Beck presented the investment overview, which reflected the balance of the LAIF, CD, and CEPPT accounts as of December 31, 2023.

7. Audit FY 2022/23 Andy Beck
MSP (Lockwood/Cuyugan) to recommend acceptance of the Financial Audit FY2022/23 to the Administrative Council.
4 yes, 0 no, 0 abstain

8. Revenue Generation Hilda LohGuan
No discussion.

9. Adjournment Hilda LohGuan
MSP (Schram/Cuyugan) to adjourn meeting at 3:42 pm.



REPORT TO THE AUDIT & FINANCE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: January 15, 2025
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report for FY 2024/25 (DISCUSSION)**

BACKGROUND: Budget Status Report for Fiscal Year 2024/25 is attached for review and reflects reconciled bank statements through November 30, 2024.

For revenues, membership dues of \$241,103 were recorded as financial resources available for use. Other revenues include communication and delivery of \$613,965, system administration of \$30,085, fiscal and administrative revenues of \$92,689, and grant revenues of \$337,976, which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$613,965, personnel expenses of \$472,187, other administrative expenses of \$31,587, and grant expenses of \$254,554. These expenses do not reflect what was paid but amounts that were incurred.

A note has been included for health insurance allotment to present health premium expense of \$4,832 and IRS §457 employer employee contributions of \$14,456.

As of November 30, 2024, the System has a deficit of \$5,496 and cash balance and investments totals \$2,721,865.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

- a. Budget Status Report
- b. Bank Statements October and November 2024

Southern California Library Cooperative
Budget Status Report
November 30, 2024

Audit Agenda Item 5a

	Actual FY 23/24	Approved Budget FY 24/25	Actual FY 24/25	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
CLSA baseline revenue (communications and delivery)	\$ 436,575	\$ 936,245	\$ 613,965	\$ 322,280	34%	66%	
CLSA system administration	139,900	72,204	30,085	42,119	58%	42%	
Fiscal and administration revenues	221,285	222,102	92,689	129,413	58%	42%	
Grant project revenues	1,918,829	590,002	254,554	335,448	57%	43%	
Grant indirect revenues	154,802	66,103	28,150	37,953	57%	43%	
Grant staffing revenues	167,702	71,014	55,272	15,742	22%	78%	
Membership dues	237,066	241,805	241,103	702	0%	100%	Lump sum billing
Califa membership dues	13,590	13,590	13,590	-	0%	100%	Lump sum billing
Investment income	115,955	100,000	38,320	61,680	62%	38%	Reported quarterly
Other	1,867	1,000	69	931	93%	7%	
Total revenues	<u>3,407,571</u>	<u>2,314,065</u>	<u>1,367,797</u>	<u>946,268</u>	<u>41%</u>	<u>59%</u>	
Expenditures:							
CLSA baseline expenditures:							
Office supplies	6,977	8,500	1,537	6,963	82%	18%	
Duplication and photocopies	1,439	1,500	600	900	60%	40%	
E-Resources	321,638	811,305	554,296	257,009	32%	68%	
Contract services for delivery	63,026	70,000	27,951	42,049	60%	40%	Reliant
Contract services	19,250	20,565	19,788	777	4%	96%	Audit; GASB 75
Telecommunications	24,245	24,375	9,793	14,582	60%	40%	Internet; website; IT; Phone; VOIP; Zoom
Total CLSA baseline expenditures	<u>436,575</u>	<u>936,245</u>	<u>613,965</u>	<u>322,280</u>	<u>34%</u>	<u>66%</u>	
CLSA administration expenditures:							
Personnel							
Salary and wages	626,536	542,030	227,086	314,944	58%	42%	
Retirement benefits	60,668	58,591	24,788	33,803	58%	42%	
Unfunded pension liability	146,217	179,143	173,314	5,829	3%	97%	Discount with one time payment
Health insurance allotment	55,083	47,040	19,288	27,752	59%	41%	Health premium = 4,832 / SIP457 = 14,456
Health insurance - retired employees	44,973	34,326	22,239	12,087	35%	65%	
Dental and vision	5,236	4,053	1,690	2,363	58%	42%	Ameritas
Life insurance	1,554	1,190	525	665	56%	44%	Lincoln; Dearborn
Other personnel expenses	15,034	14,544	4,257	10,287	71%	29%	Payroll tax; Workers comp
Total personnel expenditures	<u>955,301</u>	<u>880,917</u>	<u>473,187</u>	<u>407,730</u>	<u>46%</u>	<u>54%</u>	
Other							
Payroll processing	6,950	500	446	54	11%	89%	Service ended July 2024
Accounting software	4,118	3,000	2,465	535	18%	82%	
Office space rent	25,716	21,000	8,400	12,600	60%	40%	
Insurance	2,373	2,500	1,002	1,498	60%	40%	
Travel/conference/meeting	8,075	10,000	674	9,326	93%	7%	
Membership dues	13,943	14,600	13,815	785	5%	95%	
Legal	6,560	5,000	3,980	1,020	20%	80%	
Other	2,015	1,500	805	695	46%	54%	
Total other expenditures	<u>69,750</u>	<u>58,100</u>	<u>31,587</u>	<u>26,513</u>	<u>46%</u>	<u>54%</u>	
Total CLSA administration expenditures	<u>1,025,051</u>	<u>939,017</u>	<u>504,774</u>	<u>434,243</u>	<u>46%</u>	<u>54%</u>	
Grant project expenditure	<u>1,918,829</u>	<u>590,002</u>	<u>254,554</u>	<u>335,448</u>	<u>57%</u>	<u>43%</u>	
Total expenditure	<u>3,380,455</u>	<u>2,465,264</u>	<u>1,373,293</u>	<u>1,091,971</u>	<u>44%</u>	<u>56%</u>	
Deficit of revenues over expenditures	<u>\$ 27,116</u>	<u>\$ (151,199)</u>	<u>\$ (5,496)</u>	<u>\$ (145,703)</u>	<u>96%</u>	<u>4%</u>	

Southern California Library Cooperative
Budget Status Report
November 30, 2024

SCLC ACCOUNT BALANCES

Chase	\$ 489,099
Local Agency Investment Fund	167,831
CA Employer's Pension Prefunding Trust	100,331
US Treasuries	1,964,604
Total	\$ 2,721,865

CLSA FUNDS

FISCAL YEAR 2024-25

	Beginning	Addition	Deletions	Ending
eMaterials	\$ -	\$ 224,189	\$ (2,175)	\$ 222,014
Contracted services	-	20,565	(19,788)	777
Telecommunications	-	15,931	(520)	15,411
Delivery	-	28,137	-	28,137
	<u>\$ -</u>	<u>\$ 288,822</u>	<u>\$ (22,483)</u>	<u>\$ 266,339</u>

FISCAL YEAR 2023-24

	Beginning	Addition	Deletions	Ending
eMaterials	\$ 445,532	\$ -	\$ (75,366)	\$ 370,166
Office supplies	10,000	-	(2,136)	7,864
Delivery	41,863	-	(27,951)	13,912
	<u>\$ 497,395</u>	<u>\$ -</u>	<u>\$ (105,453)</u>	<u>\$ 391,942</u>

FISCAL YEAR 2022-23

	Beginning	Addition	Deletions	Ending
eMaterials	\$ 337,103	\$ -	\$ (337,103)	\$ -
eLearning	64,196	-	(64,196)	-
Telecommunication	9,274	-	(9,274)	-
	<u>\$ 410,573</u>	<u>\$ -</u>	<u>\$ (410,573)</u>	<u>\$ -</u>

FISCAL YEAR 2021-22

	Beginning	Addition	Deletions	Ending
eMaterials	\$ 75,456	\$ -	\$ (75,456)	\$ -
	<u>\$ 75,456</u>	<u>\$ -</u>	<u>\$ (75,456)</u>	<u>\$ -</u>



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

October 01, 2024 through October 31, 2024

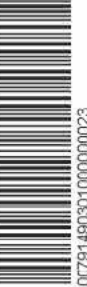
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

00079149 DRE 703 210 31024 NNNNNNNNNN 1 000000000 Z9 0000

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE
 OPERATING ACCOUNT
 222 E HARVARD ST
 GLENDALE CA 91205-1017



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$786,995.64
Deposits and Additions	23	602,688.00
Checks Paid	15	-120,463.96
Electronic Withdrawals	28	-732,442.74
Fees	1	-7.50
Ending Balance	67	\$536,769.44

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
10/01	Remote Online Deposit 1	\$6,347.00
10/01	Remote Online Deposit 1	5,381.00
10/08	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Oct 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000023153654 Eed:241008 Ind ID:031-05744-13 Ind Name:Southern California Li Red 912797Ls4 United Stat Es T 2024 Trn: 2823153654Tc	500,000.00
10/15	Remote Online Deposit 1	15,878.00
10/15	Remote Online Deposit 1	4,597.00
10/15	Remote Online Deposit 1	4,119.00
10/15	Remote Online Deposit 1	3,598.00
10/15	Remote Online Deposit 1	3,387.00
10/15	Remote Online Deposit 1	2,446.00
10/24	Remote Online Deposit 1	8,052.00
10/24	Remote Online Deposit 1	4,220.00
10/24	Remote Online Deposit 1	4,192.00
10/24	Remote Online Deposit 1	3,038.00
10/24	Remote Online Deposit 1	2,670.00



October 01, 2024 through October 31, 2024

Account Number: [REDACTED]

DEPOSITS AND ADDITIONS (continued)

DATE	DESCRIPTION	AMOUNT
10/24	Remote Online Deposit 1	2,575.00
10/24	Remote Online Deposit 1	2,426.00
10/29	Remote Online Deposit 1	7,165.00
10/29	Remote Online Deposit 1	5,944.00
10/29	Remote Online Deposit 1	3,906.00
10/29	Remote Online Deposit 1	3,787.00
10/29	Remote Online Deposit 1	3,535.00
10/29	Remote Online Deposit 1	3,132.00
10/29	Remote Online Deposit 1	2,293.00
Total Deposits and Additions		\$602,688.00

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1267 ^		10/01	\$4,912.00
1268 ^		10/10	4,063.00
1273 * ^		10/07	11,965.00
1285 * ^		10/03	51,529.00
1292 * ^		10/24	9,690.00
1293 ^		10/30	5,813.00
1297 * ^		10/08	3,098.00
1309 * ^		10/17	4,228.00
1310 ^		10/10	10,460.00
1311 ^		10/03	8,414.00
1312 ^		10/07	9.20
1313 ^		10/16	445.00
1314 ^		10/24	3,757.76
1315 ^		10/31	1,680.00
1316 ^		10/29	400.00
Total Checks Paid			\$120,463.96

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
10/01	Orig CO Name:Irs Orig ID:3387702000 Desc Date:100124 CO Entry Descr:Usatxpymtsec:CCD Trace#:061036011547895 Eed:241001 Ind ID:225467551787400 Ind Name:Southern California Li Trn: 2751547895Tc	\$3,869.82
10/01	10/01 Online ACH Payment 11146741953 To Scldelivery (_#####3792)	2,614.00
10/01	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:093024 CO Entry Descr:Edd Eftpmtsec:CCD Trace#:042000018295605 Eed:241001 Ind ID:2004407136 Ind Name:Southern California Li Payment Trn: 2758295605Tc	1,323.06
10/02	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000018904467 Eed:241002 Ind ID:7503917825 Ind Name:Southern California Li 100000017679397 Pab Trn: 2768904467Tc	5,472.40

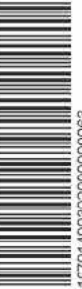


October 01, 2024 through October 31, 2024

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
10/02	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000018904462 Eed:241002 Ind ID:7503917825 Ind Name:Southern California Li 100000017638732 Cur Trm: 2768904462Tc	2,020.45
10/02	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000028904473 Eed:241002 Ind ID:7503917825 Ind Name:Southern California Li 100000017690955 Irc Trm: 2768904473Tc	1,749.21
10/02	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000018904464 Eed:241002 Ind ID:7503917825 Ind Name:Southern California Li 100000017638772 Cur Trm: 2768904464Tc	1,524.52
10/02	Orig CO Name:+Lincoln Nationa Orig ID:6203950959 Desc Date: CO Entry Descr:EDI Pymntssec:CCD Trace#:091000018904470 Eed:241002 Ind ID:Ygthdfti4l Ind Name:Southern California Li Rmr*IV*910000112678041253444Ardis-P Re\ EDI Trm: 2768904470Tc	81.32
10/03	10/03 Online ACH Payment 11147145944 To Big5 (#####4291)	161,190.37
10/08	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Oct 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000025658869 Eed:241008 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381377 United Stat Es T 2024 Trm: 2825658869Tc	494,699.65
10/09	Orig CO Name:CA Dept Tax Fee Orig ID:2822162215 Desc Date:241008 CO Entry Descr:Cdtfa Epmtsec:CCD Trace#:042000014638257 Eed:241009 Ind ID:19113414 Ind Name:Southern California Li Trm: 2834638257Tc	1,452.00
10/09	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:241008 CO Entry Descr:8007939400Sec:CCD Trace#:091000014638259 Eed:241009 Ind ID:10012098608 Ind Name:Southern California Li 20241008073000Pgcach Trm: 2834638259Tc	275.00
10/10	Orig CO Name:Intuit Payroll S Orig ID:1722616679 Desc Date:241010 CO Entry Descr:Quickbookssec:CCD Trace#:021000020581907 Eed:241010 Ind ID:953877419 Ind Name:Southern California Li Ervice 953877419 Trm: 2840581907Tc	14,272.40
10/15	10/15 Online ACH Payment 11148375083 To Scldelivery (#####3792)	2,614.00
10/16	Orig CO Name:Irs Orig ID:3387702000 Desc Date:101624 CO Entry Descr:Usatapytsec:CCD Trace#:061036014096781 Eed:241016 Ind ID:225469001396360 Ind Name:Southern California Li Trm: 2904096781Tc	3,869.78
10/16	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000014096785 Eed:241016 Ind ID:7503917825 Ind Name:Southern California Li 100000017673512 Cur Trm: 2904096785Tc	2,020.45
10/16	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000024096790 Eed:241016 Ind ID:7503917825 Ind Name:Southern California Li 100000017697598 Irc Trm: 2904096790Tc	1,749.21
10/16	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000014096787 Eed:241016 Ind ID:7503917825 Ind Name:Southern California Li 100000017673547 Cur Trm: 2904096787Tc	1,524.52
10/16	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:101524 CO Entry Descr:Edd Eftpmtsec:CCD Trace#:042000014096783 Eed:241016 Ind ID:236464992 Ind Name:Southern California Li Payment Trm: 2904096783Tc	1,323.06
10/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:241017 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000020545913 Eed:241017 Ind ID:A4136 Ind Name:Christine Powers Am Trm: 2910545913Tc	562.92
10/22	Orig CO Name:Mastercard Orig ID:1465106539 Desc Date: CO Entry Descr:Payment Sec:Web Trace#:091000012210425 Eed:241022 Ind ID:547544Xxxxx9920 Ind Name:BI Acct 00001010-10000 Trm: 2962210425Tc	861.19



1C791-49030200000006



October 01, 2024 through October 31, 2024

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
10/24	Orig CO Name: Intuit Payroll S Orig ID: 1722616679 Desc Date: 241024 CO Entry Descr: Quickbookssec: CCD Trace#: 021000025683138 Eed: 241024 Ind ID: 953877419 Ind Name: Southern California Li Ervice 953877419 Trn: 2985683138Tc	14,272.41
10/29	Orig CO Name: Irs Orig ID: 3387702000 Desc Date: 102924 CO Entry Descr: Usatxpmtsec: CCD Trace#: 061036010495422 Eed: 241029 Ind ID: 225470383815721 Ind Name: Southern California Li Trn: 3030495422Tc	3,869.76
10/29	Orig CO Name: Employment Devel Orig ID: 2282533055 Desc Date: 102824 CO Entry Descr: Edd Eftpmtsec: CCD Trace#: 042000015952596 Eed: 241029 Ind ID: 1054677856 Ind Name: Southern California Li Payment Trn: 3035952596Tc	1,323.06
10/29	10/29 Online ACH Payment 11149802897 To Scldelivery (#####3792)	2,614.00
10/31	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000010050005 Eed: 241031 Ind ID: 7503917825 Ind Name: Southern California Li 100000017673531 Cur Trn: 3050050005Tc	2,020.45
10/31	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1900 Sec: CCD Trace#: 011000020050010 Eed: 241031 Ind ID: 7503917825 Ind Name: Southern California Li 100000017716086 Irc Trn: 3050050010Tc	1,749.21
10/31	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000010050007 Eed: 241031 Ind ID: 7503917825 Ind Name: Southern California Li 100000017673566 Cur Trn: 3050050007Tc	1,524.52
Total Electronic Withdrawals		\$732,442.74

FEES

DATE	DESCRIPTION	AMOUNT
10/03	Service Charges For The Month of September	\$7.50
Total Fees		\$7.50

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
10/01	\$786,004.76	10/09	542,517.14	10/22	528,548.61
10/02	775,156.86	10/10	513,721.74	10/24	528,001.44
10/03	554,015.99	10/15	545,132.74	10/29	549,556.62
10/07	542,041.79	10/16	534,200.72	10/30	543,743.62
10/08	544,244.14	10/17	529,409.80	10/31	536,769.44

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$5.00
Total Service Charges	\$5.00 Will be assessed on 11/5/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.



October 01, 2024 through October 31, 2024

Account Number: [REDACTED]

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	22	Unlimited	0	\$0.40	\$0.00
Electronic Credits	1	Unlimited	0	\$0.40	\$0.00
Credits					
Non-Electronic Transactions	39	500	0	\$0.40	\$0.00
Cash Management Services					
Standard ACH Pmnts Initial Fee	2	0	2	\$2.50	\$5.00
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	26	0	26	\$0.00	\$0.00
Online - Check Protection Exception	1	0	1	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges (Will be assessed on 11/5/24)					\$5.00

ACCOUNT 000000529823372

Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	22				
Electronic Credits	1				
Credits					
Non-Electronic Transactions	39				
Cash Management Services					
Standard ACH Pmnts Initial Fee	2				
Debit Block Maintenance	1				
ACH Debit Block - Authorized ID	26				
Online - Check Protection Exception	1				
Quick Deposit Single Feed Maint	1				

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

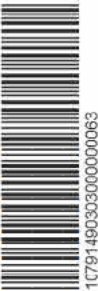
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



This Page Intentionally Left Blank



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

November 01, 2024 through November 29, 2024

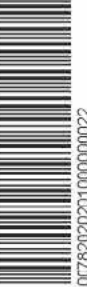
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: **1-877-425-8100**
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679
We accept operator relay calls

00078202 DRE 703 210 33924 NNNNNNNNNN 1 000000000 Z9 0000

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE
OPERATING ACCOUNT
222 E HARVARD ST
GLENDALE CA 91205-1017



00782020201000000022

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$536,769.44
Deposits and Additions	13	117,699.70
Checks Paid	5	-29,172.91
Electronic Withdrawals	19	-61,896.72
Fees	1	-5.00
Ending Balance	38	\$563,394.51

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION		AMOUNT
11/05	Remote Online Deposit	1	\$34,416.00
11/05	Remote Online Deposit	1	6,537.00
11/05	Remote Online Deposit	1	5,327.00
11/12	Remote Online Deposit	1	34,416.00
11/12	Remote Online Deposit	1	8,247.00
11/19	Remote Online Deposit	1	9,745.00
11/19	Remote Online Deposit	1	5,906.00
11/19	Remote Online Deposit	1	3,650.00
11/19	Remote Online Deposit	1	2,868.00
11/19	Remote Online Deposit	1	2,421.00
11/19	Remote Online Deposit	1	2,222.00
11/19	Remote Online Deposit	1	1,910.00
11/19	Remote Online Deposit	1	34.70
Total Deposits and Additions			\$117,699.70



November 01, 2024 through November 29, 2024

Account Number: [REDACTED]

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1251 ^		11/25	\$3,000.00
1275 * ^		11/19	4,953.00
1281 * ^		11/21	7,617.00
1319 * ^		11/21	13,590.00
1320 ^		11/21	12.91

Total Checks Paid **\$29,172.91**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
11/04	Orig CO Name:+Lincoln Nationa Orig ID:6203950959 Desc Date: CO Entry Descr:EDI Pymntssec:CCD Trace#:091000015997550 Eed:241104 Ind ID:E5Vqm6Pmet Ind Name:Southern California Li Rmr*IV*910000112832261253444Ardis-P Re\ EDI Trm: 3095997550Tc	\$81.32
11/06	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000016984634 Eed:241106 Ind ID:7503917825 Ind Name:Southern California Li 100000017710150 Pab Trm: 3116984634Tc	5,472.40
11/07	Orig CO Name:Intuit Payroll S Orig ID:1722616679 Desc Date:241107 CO Entry Descr:Quickbookssec:CCD Trace#:021000023340994 Eed:241107 Ind ID:953877419 Ind Name:Southern California Li Ervice 953877419 Trm: 3123340994Tc	14,272.40
11/12	11/12 Online ACH Payment 11151485523 To Scldelivery (_#####3792)	2,614.00
11/13	Orig CO Name:Irs Orig ID:3387702000 Desc Date:111324 CO Entry Descr:Usataxpytsec:CCD Trace#:061036011225690 Eed:241113 Ind ID:225471812190540 Ind Name:Southern California Li Trn: 3181225690Tc	3,869.78
11/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000018718624 Eed:241113 Ind ID:7503917825 Ind Name:Southern California Li 100000017704643 Cur Trm: 3188718624Tc	2,020.45
11/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000028718629 Eed:241113 Ind ID:7503917825 Ind Name:Southern California Li 100000017727527 Irc Trm: 3188718629Tc	1,749.21
11/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000018718626 Eed:241113 Ind ID:7503917825 Ind Name:Southern California Li 100000017704682 Cur Trm: 3188718626Tc	1,524.52
11/13	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:111224 CO Entry Descr:Edd Eftpmtsec:CCD Trace#:042000018718622 Eed:241113 Ind ID:1765574496 Ind Name:Southern California Li Payment Trn: 3188718622Tc	1,323.06
11/18	Orig CO Name:American Express Orig ID:9493560001 Desc Date:241118 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000028676309 Eed:241118 Ind ID:A7466 Ind Name:Christine Powers Am Trm: 3238676309Tc	994.80
11/19	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:241118 CO Entry Descr:8007939400Sec:CCD Trace#:091000013228689 Eed:241119 Ind ID:10140553622 Ind Name:Southern California Li 20241118060000Pgcach Trm: 3243228689Tc	317.00

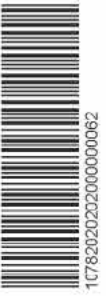


November 01, 2024 through November 29, 2024

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
11/21	Orig CO Name: Intuit Payroll S Orig ID: 1722616679 Desc Date: 241121 CO Entry Descr: Quickbookssec: CCD Trace#: 021000021708641 Eed: 241121 Ind ID: 953877419 Ind Name: Southern California Li Ervice 953877419 Trn: 3261708641Tc	14,272.39
11/21	Orig CO Name: Mastercard Orig ID: 1465106539 Desc Date: CO Entry Descr: Payment Sec: Web Trace#: 091000011708639 Eed: 241121 Ind ID: 547544Xxxxx9920 Ind Name: BI Acct 00001010-10000 Trn: 3261708639Tc	475.35
11/26	Orig CO Name: Irs Orig ID: 3387702000 Desc Date: 112624 CO Entry Descr: Usatxpymtsec: CCD Trace#: 061036014440799 Eed: 241126 Ind ID: 225473161769409 Ind Name: Southern California Li Trn: 3314440799Tc	3,869.80
11/26	Orig CO Name: Employment Devel Orig ID: 2282533055 Desc Date: 112524 CO Entry Descr: Edd Eftpmtsec: CCD Trace#: 042000019179878 Eed: 241126 Ind ID: 1169647456 Ind Name: Southern California Li Payment Trn: 3319179878Tc	1,323.06
11/27	11/27 Online ACH Payment 11153121482 To Scldelivery (#####3792)	2,423.00
11/27	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000018873190 Eed: 241127 Ind ID: 7503917825 Ind Name: Southern California Li 100000017704663 Cur Trn: 3328873190Tc	2,020.45
11/27	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1900 Sec: CCD Trace#: 011000028873187 Eed: 241127 Ind ID: 7503917825 Ind Name: Southern California Li 100000017745896 Irc Trn: 3328873187Tc	1,749.21
11/27	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000018873192 Eed: 241127 Ind ID: 7503917825 Ind Name: Southern California Li 100000017704702 Cur Trn: 3328873192Tc	1,524.52
Total Electronic Withdrawals		\$61,896.72



FEES

DATE	DESCRIPTION	AMOUNT
11/05	Service Charges For The Month of October	\$5.00
Total Fees		\$5.00

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
11/04	\$536,688.12	11/12	603,267.32	11/21	579,304.55
11/05	582,963.12	11/13	592,780.30	11/25	576,304.55
11/06	577,490.72	11/18	591,785.50	11/26	571,111.69
11/07	563,218.32	11/19	615,272.20	11/27	563,394.51

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$10.00
Total Service Charges	\$10.00 Will be assessed on 12/4/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	13	Unlimited	0	\$0.40	\$0.00
Credits					
Non-Electronic Transactions	22	500	0	\$0.40	\$0.00
Cash Management Services					
Standard ACH Pmnts Initial Fee	4	0	4	\$2.50	\$10.00
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	26	0	26	\$0.00	\$0.00
Online - Check Protection Exception	1	0	1	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges (Will be assessed on 12/4/24)					\$10.00

ACCOUNT 000000529823372

Other Service Charges:

Electronic Credits					
Electronic Items Deposited	13				
Credits					
Non-Electronic Transactions	22				
Cash Management Services					
Standard ACH Pmnts Initial Fee	4				
Debit Block Maintenance	1				
ACH Debit Block - Authorized ID	26				
Online - Check Protection Exception	1				
Quick Deposit Single Feed Maint	1				

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



REPORT TO THE AUDIT & FINANCE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: January 15, 2025
FROM: Andy Beck, Controller

SUBJECT: **SCLC Investments Report (DISCUSSION)**

INVESTMENTS: The Southern California Library Cooperative (SCLC) maintains investments in the California Local Agency Investment Fund (LAIF), U.S. Treasuries, and CalPERS Employer Prefunding Trust (CEPPT).

LAIF is a money market fund for government organizations and funds are liquid. U.S. Treasuries are debt obligations backed by the U.S. Department of Treasury. These investments total approximately \$2 million with maturity ranging from 3 months to 1 year. Finally, CEPPT is an investment fund managed by CalPERS for funding the CalPERS unfunded pension liabilities and is restricted for this specific purpose.

The investment overview reflects the balance of the LAIF, U.S. Treasuries, and CEPPT accounts as of September 30, 2024.

	<u>LAIF</u>	<u>U.S. Treasuries</u>	<u>CEPPT</u>	<u>Total</u>
Balance as of July 1, 2024	\$ 165,617	\$ 1,954,247	\$ 94,314	\$ 2,214,178
Deposit	-	480,996	-	480,996
Withdrawal	-	(500,000)	-	(500,000)
Interest revenue	1,869	-	-	1,869
Fair market adjustment	-	29,361	6,074	35,435
Administrative expenses	-	-	(57)	(57)
Balance as of September 30, 2024	<u>\$ 167,486</u>	<u>\$ 1,964,604</u>	<u>\$ 100,331</u>	<u>\$ 2,232,421</u>

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None



REPORT TO THE AUDIT & FINANCE COMMITTEE SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: January 15, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Insurance Requirements (ACTION)**

BACKGROUND: The 1983 Amended Joint Powers Agreement (JPA) for the Southern California Library Cooperative (SCLC) requires SCLC to maintain “comprehensive general liability insurance naming each member agency as additional insureds with a limit of not less than ten million (\$10,000,000) for each occurrence” (Section 11.b.).

Since the requirements of the 1983 JPA, the operations of the SCLC have changed.

On March 23, 2017, the Administrative Council of SCLC approved reduction of the ten million dollar (\$10,000,000) liability insurance policy to a one million dollar (\$1,000,000) policy with a different insurance broker. The decision reflected the rising costs of insurance renewal fees, and the fact that the System no longer employs its own delivery drivers (Exhibits “A” and “B”, see Item 650a). Additionally, the System no longer has a centralized reference center that operates to support member libraries with specialized reference services. The operational needs and the risks they carry have continued to change since 2017 and it is appropriate to again review current operations and risks and insurance needs.

As expressed to the Council during the last Executive Director’s report presented to the Council on November 21, 2024, it is a goal of the ED to carry out an insurance and risk management assessment of the organization. Through this process, the organization will be able to analyze and prepare for potential risks, fostering a proactive approach to risk management, as well as to set appropriate insurance amounts.

A risk management consultant will likely be needed to help with this analysis. Staff will work with the Audit and Finance Committee and the Executive Committee on a recommendation to the Administrative Council on this effort.

Once the Council ascertains the updated coverage amounts that are appropriate and adequate to address current operational risks, the JPA will need to be amended to adjust the minimum coverage requirements. While the Bylaws require proposed changes to be distributed to the members at least two weeks prior to the agenda meeting, no such requirement exists for amendments to the JPA.

FISCAL IMPACT: None

RECOMMENDATION: Recommendation that the Committee begin to review current operations and risks to enable the Committee to ultimately make a recommendation to the Administrative Council for recommended minimum insurance coverage amounts; and that the Committee direct staff to return with additional information regarding and insurance and risk management assessment of the organization.

EXHIBITS:

- a. Minutes: SCLC Administrative Council Meeting – March 23, 2017
- b. Agenda: SCLC Administrative Council Meeting – March 23, 2017



(Approved May 25, 2017)

**Southern California Library Cooperative
Administrative Council Meeting
March 23, 2017
Thousand Oaks Library**

Minutes

Present:

Mindy Kittay, ALT
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
Jo Rolfe, CAM
Nikki Winslow, GDL
Frances Tracht, ING
Shayna Balli, IRW
Christine Conwell, MOOR

Thomas Vose, PALM
Kathy Gould, PVP
Irene McDermott, SMAR
Patty Wong, SAM
Ryan Baker, SMD, Chair
Heather Cousin, THO
Hillary Theyer, TOR
Jackie Griffin, VEN

Present via Conference Call:

Darlene Bradley, ARC
Ann Graf, AZU
Barbara Custen, CoLAPL
Veronica Palacios, COV
(non-voting)

Debra Brighton, ELS
Glenda Williams, LBPL (non-voting)
Michelle Perera, PAS
Susan Anderson, RED
Kelly Behle, SCL

Absent:

Carmen Hernandez, AHM
Karen Buth, BEV
Beatriz Sarmiento, CMM
Shannon DeLong, DOW
Janet Stone, DORA
Susan Broman, LAPL
Norma Arvizu, MPK

Carey Vance, MON
Sofia Kimsey, OXN
Muriel Spill, POM
Joyce Ryan, SFE
Judy Kamei, SIG
Steve Fjeldsted, SOPAS
Paymaneh Maghsoudi, WHI

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

248 East Foothill Boulevard • Suite 101 • Monrovia, California 91016

(626) 359-6111 • Fax (626) 359-0001

Website: <http://www.socallibraries.org> • E-mail: sclchq@socallibraries.org

Guests:

Natalie Cole, CA State Library

Staff:

Diane Satchwell, Exec. Director
Jerilynn Takeda, Admin. Officer

100. Opening

110. Chairperson's Welcome

Ryan Baker called the meeting to order at 10:10 a.m. and asked members and guests to introduce themselves.

120. Roll Call

Roll was taken by a sign-in sheet; a quorum was in attendance.

200. Public Forum

There were no guests or members of the public who wished to address the Council.

300. Consent Calendar

ACTION: It was MSP (Theyer, Tracht) to approve the Consent Calendar which consisted of the following:
310. Minutes from the November 17, 2016 Administrative Council Meeting
320. CLA Institutional Membership 2017

400. Adoption of the Agenda

ACTION: It was MSP (Rolfe, Kittay) to adopt the agenda for the meeting as amended with the addition of 650.a. SCLC Insurance Renewal and 650.b. National Library Legislative Day (NLLD) Update.

500. New Business

510. Organizational Update

Ryan Baker reported that the SCLC Finance Manager resigned on February 15, 2017. SCLC would like to reorganize to have a full-time Finance Manager/Deputy Director position and a part-time Clerk at a rate of \$15/hr. for 20 hrs./week. Until reorganization takes place, SCLC would like to hire a full-time Finance Manager and part-time 20 hr./week Clerk with the understanding that organizational changes will take place by the end of the year.

ACTION: It was MSP (Griffin, Wong) to approve hiring a full-time Finance Manager and a part-time Clerk for \$15/hr. for 20 hrs./week with the understanding that organizational changes will take place by the end of the year.

520. Financial Update

Diane Satchwell reported that the Finance Manager began medical leave on June 15, 2016. He resigned on February 15, 2017 with a settlement from SCLC of \$5,000 and a settlement from workers' compensation of \$23,000.

She is working to close out last year's books. Financial reports for the grants are being generated from the migration to QuickBooks. A summary of grant revenue was distributed. She also mentioned that her contract is coming up for renewal and will be included on the agenda for the May meeting.

530. Transfer of Capital One Funds

Thomas Vose reported that the Audit and Finance Committee recommends moving the Capitol One funds to the Local Agency Investment Fund account which is considered to be one of the safest investments by other government entities.

ACTION: It was MSP (Theyer, Kittay) to transfer SCLC funds from Capital One to the California United Bank account for transfer to the Local Agency Investment Fund account.

540. Deposit Account Policy

Thomas Vose reported that Hillary Theyer from the Audit and Finance Committee drafted a Policy on SCLC Deposit Accounts. The Executive Committee recommends approval of the policy.

ACTION: It was MSP (McDermott, Griffin) to approve the Policy on SCLC Deposit Accounts as presented.

600. New Business

610. LSTA 2017/18 Pitch an Idea Proposal: California Roadmap

Ryan Baker reported that a Pitch an Idea proposal was submitted titled, "California Roadmap – Strategic Planning for California Cooperative Library Systems" which would create separate strategic plans for all nine CLSA systems that would be combined into one summary document to represent overall statewide direction. If approved for funding, the Executive Committee recommends approval to move ahead with the project.

ACTION: It was MSP (Vose, Theyer) to approve moving forward with the California Roadmap – Strategic Planning for California Cooperative Library Systems if the project is funded.

620. ALA Conference Attendance by SCLC Staff

ACTION: It was MSP (Gould, Goldman) to approve travel to Chicago and \$2,000 for Nerissa Robinson, SCLC Project Manager, to attend the ALA Conference in June.

630. Highlights for CLSB

It was reported that SCLC staff would like to create a 2-page sheet highlighting both CLSA and non-CLSA projects to present to the CLSB. These could also be used locally and LSTA projects could be highlighted and used for National Library Legislative Day. SCLC libraries will be asked to submit items to showcase in the highlights.

ACTION: It was MSP (Theyer, Lockwood) to approve production of SCLC highlights for the CLSB meeting in April.

640. Contract Renewals to Provide Administrative and Fiscal Services to the 49-99, Serra, Inland, and Santiago Library Systems 2017/18

Ryan Baker reported that SCLC provides administrative and fiscal services to the 49-99, Serra, Inland, and Santiago systems through agreements that will need to be renewed for the new fiscal year. The agreements include some items that are outside of CLSA eligible costs. The Executive Committee concurred with the recommendation of the Executive Director to create more specific agreements with the addition of a scope of work fee schedule.

ACTION: It was MSP (Goldman, McDermott) to approve requesting the Executive Director to submit a fee schedule to the Council at the May meeting.

650. Nominating Committee Report

Glenda Williams, Nominating Committee Chair, reported that the committee was asked to select candidates for both Chair and Vice-Chair/Chair-Elect as Thomas Vose, the current Vice-Chair/Chair-Elect will be leaving his position at the Palmdale City Library.

Candidates presented by the Nominating Committee are:

Chair: Joyce Ryan, Santa Fe Springs

Vice-Chair/Chair-Elect: Carmen Hernandez, Alhambra

There were no nominations from the floor. The election will be held in May.

650a. SCLC Insurance

Ryan Baker reported that the SCLC JPA requires SCLC to carry \$10 million in liability insurance. At the time the JPA was signed, the system had its own delivery drivers. SCLC has been working with the same insurance broker for many years but with this year's renewal, the fees are being raised considerably, possibly up to \$100,000, for coverage in the amount of \$10 million. The current policy expires April 1, 2017.

ACTION: It was MSP (Tracht, Griffin) to approve the recommendation from the Executive Committee that SCLC pursue a \$1 million policy with another insurance broker.

650b. National Library Legislative Day (NLLD) Update

Hillary Theyer reported that she, Jo Rolfe, and Diane Satchwell will be attending NLLD. She would like to have letters from directors or community members about federally funded or regulated library issues addressed to the local legislator to include in the packets that are given to the legislators. They should be sent to SCLC Headquarters

flat, not folded, by April 17 to be received in time to take to Washington, D.C. She is willing to assist in any way needed and the State Library and CLA websites also have information. Patty Wong mentioned video testimonials being collected by the PLA Legislation and Advocacy Committee; she will find out if any would be available for sharing.

660. Other

In response to a question about CENIC billing and rebates, Natalie Cole reported that the reimbursement is issued in the fiscal year following the year the library is connected. Patty Wong reported that she is one of three public library representatives on the CENIC Board in addition to Greg Lucas and Susan Hildreth, and to let her know if there are any issues with CENIC or if there are stories to share.

Reports

710. State Library Report

Natalie Cole, State Library Consultant, highlighted her report included in the agenda packet which included the following:

- California Center for the Book and CLA Adult Services Interest Group's Adult Services Symposium scheduled for Torrance on May 10, 2017.
- The Edge assessment has been reopened. Contact Laura Mitchell for information, mitchell@plpinfo.org.
- Harwood regional meetings scheduled for Burbank on April 20 and Stockton on May 18, 2017. Contact her to be added to the listserv or Facebook group.
- ELF Initiative has an interim School Readiness Position Paper available for download. A webinar will be held on software to track unduplicated counts.
- PLSEP grant awards were given to 84 students: 46 continuing students and 38 new students. Contact Lena Pham with any questions, lena.pham@library.ca.gov.
- Summer Reading Outreach workshops taking place on March 24 in Bakersfield and April 13 in Encinitas. Libraries may still participate in the Summer Reading Outcomes Initiative.

720. Chairperson's Report

Ryan Baker reported the following:

- Comments to the draft LSTA Five-Year Plan were due the next day.
- Kathy Gould sent information on the directors list about the Access to Accurate Information resolution initiated by her Board.
- It is important to reach out for support for IMLS.
- He will be on vacation for two weeks.

730. Roundtable

Written reports submitted prior to the meeting were distributed with the agenda packet. The following reports were given at the meeting:

Thousand Oaks Heather Cousin reported that a tour of the library was available. Two full-time positions were opened in Adult Services and Children's Services.

More announcements will be coming soon.

- Santa Monica Patty Wong reported that First Friday with 200 authors would be held the following week in conjunction with Santa Monica High School; 3000-4000 are expected to attend. The adult literacy program is very active. She thanked SCLC for support of the Leamos in the Library project. The library is beginning a program to loan laptops.
- Ventura County Jackie Griffin reported that two fully bilingual librarians have been hired. A new branch is opening in the fall. Equipment from Biblioteca will be used to extend hours without staffing the library in the evenings.
- Palmdale Thomas Vose reported that the 2nd Annual Book Festival was scheduled for April 29. The library will be joining the Inland Library Network in May for sharing resources. The library has a new Gaming Interest Group with the California Library Association.
- Camarillo The library was scheduled to begin construction on a new teen renovation in mid-April. She is looking forward to participation in NLLD.
- Moorpark Christine Conwell reported that plans are underway for a new 18,000 square foot library, with completion expected by fall of 2020. The Friends of the Library are planning a bus trip for the L.A. Times Festival of Books.
- Altadena Mindy Kittay reported that the main library is closed for a mini-renovation using \$280,000 in HUD funds that will be expiring in September. During this time, 24 community conversations have been completed. The library will reopen around May 1. A grand reopening will be held on June 10 from 10 am – 10 pm. to kick off summer reading and to celebrate its 50th anniversary. The library is now fully staffed after a large turnover. The library is in its second month of Unique handling telephone answering for the library. She was looking for assistance with facilitating challenges with her Friends group; Kathy Gould can send contact information.
- Calabasas Barbara Lockwood welcomed members to visit her library while in the area. A Fun Fair was held in the Multi-Purpose Room with teens having booths to raise money for their clubs. A new hourly librarian has been hired.
- Inglewood Fran Tracht reported that the Friends group just received over 10,000 books from a bookstore that closed in West L.A. They are hoping to sell them to raise funds for a project in the library. The library is facing some difficult issues.
- Crowell/
San Marino Irene McDermott reported that the library is preparing for summer reading. One of the Children's Librarians was getting married that Saturday.
- Irwindale Shayna Balli reported that the library is in the process of connecting with CENIC. A series of Science Family Nights was planned for April, and summer reading plans were being finalized.

- Burbank A strategic plan is being finalized. New scheduling software has been implemented called Snap Schedules and is going well. New summer reading software will be used called READSquared. CLA program proposals may be submitted until April 17.
- Palos Verdes Kathy Gould reported that one of her trustees was elected to a local City Council; the Board will need to fill the vacant seat through an appointment process. The library received a Cal Humanities grant for \$5,000 being used for an Asian Pacific American month celebration in May. The library has been working towards more inclusivity and diversity in the community. The first After Hours Happy Hour was planned for April 21 at a local restaurant. The library has a vacancy for an HR Analyst. Letters of support are needed for SCA-3.
- Glendale Nikki Winslow reported that she just began as the Assistant Director the past Monday. The grand reopening of Central Library was scheduled for May 1 at 10 a.m. The library will begin extended hours to 10 p.m., Monday-Thursday and hope for additional funding in the budget to maintain the hours. She will be working to transition staff back to Central Library. There will now be a single service point for Reference and Circulation. Automated Materials Handling will be installed and RFID will be implemented. The new library will have a reading spa, makerspace, remembrance room, more conference spaces, expanded literacy and outreach services. The library administrator who oversees technology and technical services and collections has resigned effective on Friday; recruitment for a replacement will be held.
- Sierra Madre Ryan Baker reported that the library is hiring an archivist. He is interested hearing from anyone who has done a \$5 million capital campaign.

800. Farewell to Thomas Vose, Palmdale City Library

Ryan Baker presented a plaque and card to Thomas Vose who will be leaving his position in Palmdale to accept a position in Maryland, in appreciation for his services to the Administrative Council from 2013-2017.

900. Adjournment

There being no other business, the meeting was adjourned at 11:49 a.m.

SCLC Council Meeting
March 23, 2017
Roundtable

Camarillo

There is so much going on this year but here are just a few highlights.

- **Events:** the most talked about adventure at Camarillo Public Library in January 2017 was the inaugural **TEDxCamarillo** presentation planned and implemented by Georg Winkler, Coordinator of the Russell Fischer Business Collection: <https://www.ted.com/tedx/events/20260>. The January 28th event had the theme of *Unabridged*, and it was acclaimed universally by attendees as a triumphant success! Library staff partnered with literally dozens of willing and happy volunteers to make sure the strict guidelines expected by the international group of TEDx consultants were respected and upheld. The result was one of the most professional, theatrically designed, and community engaged performances the Library has ever hosted. We were immensely proud! This was the successful culmination of a yearlong effort to put together the extraordinary professional experience of **TEDx Camarillo**. The videos have now been approved by TED International and are available to view online.
- **Partnerships:** the following week on February 4th City Mayor, Jan McDonald thanked over a thousand members of the community for coming out to Camarillo Public Library to celebrate Chinese New Year! The weather cleared up and cooperated just in time for this successful Library partnership with the Ventura County Chinese American Association (VCCAA). The 200 foot dragon-kite in the Library lobby welcomed patrons from January 8 to Feb 14 and served as a conversation piece as well as advance promotion for the event. A display board, also in the foyer, showed a colorful history of Chinese American culture in Ventura County. VCCAA member Irene Sy organized the performances highlighting a variety of Chinese Cultural dances, tai chi demonstrations, an amazing acrobat, and the always popular Camarillo Kung Fu Lion Dance Association. Kay Ito Wolverton, who regularly works with teen and adult volunteers in the Library's Homework Center, coordinated a large team of volunteers from several service groups. The number of attendees and volunteers surpassed those of previous years. We had approximately 1,200 visitors that were assisted by 104 volunteers and the event involved the logistical engagement of staff from all Library departments under the guidance of Mary Goldberg, Youth Services Librarian.
- The newsletter for March and April is now available and the staff are engaged in what we anticipate will be a spectacular 10th Birthday Party on April 1st for a program of Pirates, music, games, scavenger hunts, and festivities sponsored by the City of Camarillo. Children who are 10 years old this year, and come early to the party, will receive a Happy Birthday gift.
- **Staff training:** Multiple webinars have been reviewed during this reporting period but 2 courses are of particular note. Librarian Jon Trolinger is working on an Infopeople course entitled "Library Services for Patrons Experiencing Homelessness" and Teen Librarian Kelcey Soderstrom is working on a Library Journal course for "Engaging Teens with Digital Media: Creating Stories and Games--eCourse to Take your gaming nights up a notch!" Supervisors also took the LS&S HR provided management legal basics webinar online; Jo Rolfe took a 2 hour program on Professional Ethics that is required for my position on the Executive Board of the Southern California Library Cooperative and it is mandatory for the City of Camarillo along with Form 700 declaration of economic interest. Joseph Mangold, Circulation Supervisor and Brittany Baldwin his assistant took a one day workshop entitled "The Ultimate Supervisor".
- The **Friends of the Camarillo Library** never cease to amaze us with the organization of the bookstore and sheer quantity of materials that they sort and shelf for sale. They always ask how they can help and what they can do to get involved. We are so

fortunate to have this wonderful group of people who share their passion for our mission! They have been awarded Camarillo's Service Organization of the Year and will be honored at the Chamber of Commerce dinner on March 24th. The Friends Treasurer also will receive the award for Volunteer of the year for her work teaching adult reading learners within the Library's Adult Literacy Center.

- **Outreach:** Mary Goldberg, YS Librarian continued our outreach endeavors at the second annual Pleasant Valley School District Career Fair on February 23rd. This year the fair was opened to the entire K-8th grades in the district in addition to GATE students. After talking to the students one on one and in small groups about her work and background, Mary asked them about their favorite books. This one question started animated discussions on the joy of reading and sharing favorite titles. This was also an opportunity to add to the library's "must read" lists for children and teens.
- **Facilities:** In April we begin the long planned renovation and reconfiguration of our Teen Area. It is hoped that this will provide a learning environment with teen specific resources as well as address the concerns of patrons who prefer a less lively and noisy space. Also our gallant colleagues from the City staff, with whom collaboration has notably improved by all accounts in recent months, helped us relocate one of the Library catalogue computers from the teen area to the center of the grand entryway. Now patrons can search for an item independently almost as soon as they enter the Library. Another new feature patrons may notice is the redesigned signage highlighting the re-positioned catalogue, and helping to skip-the-lines by indicating the self-check stations to the left of the circulation desk. We would also like to highlight the Camarillo Public Library App that served 113 unique users and received over 7 thousand queries just during February.
These are fun times at Camarillo Public Library!

- Redondo Beach
- The Redondo Beach Public Library continues to weed the adult collection with the help of pickups by Discover Books.
 - We are in the planning stages of another Book-To-Action program this April and May with Hermosa Beach, Manhattan Beach, and Torrance Public Libraries. The topic this year is bicycling.
 - The City is rolling out a new website in March so we have been reorganizing, rearranging, and condensing all the information on the Library webpage—a huge task!
- We are also in the midst of planning the FY 2017-18 budget this month.

- Torrance
- Torrance added Lynda.com and it has been getting a lot of use.
 - We are joining Redondo Beach, Hermosa Beach, and Manhattan Beach in a month-long "Beach Cities Read" using David Byrne's Bicycle Diaries as the book, and hosting many events about cycling in the South Bay.
 - Internally, we are focusing on budget preparation for next fiscal, and evaluating RFPs for online homework assistance and materials purchasing. We are also using the Harwood training on internal organizational development.
 - We are back to wrestling with the good problem of way too many people attending youth programs, and the debate over registration, tickets, more programs, and where to put 20 strollers and a giant line in a library building not constructed for that purpose.
 - After an interesting, and unexpected, debate over giving out bags for Summer Reading, the Friends of the Torrance Library fully funded the program again, including bags. We will change the bags from being themed and dated for each summer, to being Summer Reading Program and Torrance Public Library generic, to use year after year.

- The Friends of the Torrance Library celebrate 50 years of existence this year, and will get a special Proclamation in front of the Torrance City Council April 4.



Southern California Library Cooperative
Administrative Council Meeting
March 23, 2017
Thousand Oaks Library
1401 E. Janss Rd.
Thousand Oaks, California 91362

or
via Conference Call:

To join the conference call:

Please dial: (877) 216-1555
Enter passcode: 407497#

If you have any questions or problems, please call SCLC Headquarters, (626) 407-3185.

Additional teleconference sites:
20 W. Duarte Rd., Arcadia 91006
213 E. Foothill Blvd., Azusa 91702
7400 E. Imperial Hwy., Downey 90241
111 W. Mariposa Ave., El Segundo 90245
303 N. Pacific Coast Hwy, Redondo Beach 90277
23743 W. Valencia Blvd., Santa Clarita 91355

AGENDA

10 a.m.

- 100. Opening
- 110. Chairperson's Welcome – Ryan Baker
Chairperson introduces any guests or new members.
- 120. Roll Call
- 200. Public Forum
Opportunity for any guest or member of the public to address the Council on any item of SCLC business.

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

248 East Foothill Boulevard • Suite 101 • Monrovia, California 91016

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: slchq@socallibraries.org

- * 300. Consent Calendar
 - 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.
 - 310. Minutes of the November 17, 2016 Administrative Council Meeting *(attachment)*
 - 320. CLA Institutional Membership 2017 *(attachment)*
- * 400. Adoption of Agenda
- 500. Unfinished Business
 - * 510. Organizational Update – Diane Satchwell *(attachment)*
 - 520. Financial Update – Diane Satchwell *(attachment)*
 - * 530. Transfer of Capital One Funds – Diane Satchwell *(attachment)*
 - * 540. Deposit Account Policy – Thomas Vose *(attachments)*
- 600. New Business
 - * 610. LSTA 2017/18 Pitch an Idea Proposal: California Roadmap – Diane Satchwell *(attachments)*
 - * 620. ALA Conference Attendance by SCLC Staff – Diane Satchwell *(attachment)*
 - * 630. Highlights for CLSB – Diane Satchwell *(attachment)*
 - * 640. Contract Renewals to Provide Administrative and Fiscal Services to the 49-99, Serra, Inland, and Santiago Library Systems 2017/18 – Diane Satchwell *(attachment)*
 - * 650. Nominating Committee Report – Glenda Williams
Report from the committee and nominations from the floor.
 - 660. Other
“...that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p. 21. Limited by Brown Act to discussion only.
- 700. Reports
 - 710. State Library Report – Natalie Cole *(attachment)*
News from the State Library.
 - 720. Chairperson’s Report – Ryan Baker
Comments on SCLC and other library matters.

730. Roundtable

Written reports distributed with the agenda packet. Other brief reports may be given as time permits.

800. Farewell to Thomas Vose, Palmdale City Library – Ryan Baker

900. Adjournment

* denotes possible action items



REPORT TO THE AUDIT AND FINANCE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: January 15, 2025
FROM: Mandy Nasr, Chair

SUBJECT: **Revenue Generation (DISCUSSION)**

BACKGROUND: During the May 25, 2022, meeting, the Administrative Council directed the Audit & Finance Committee to:

1. Explore alternative funding mechanisms for SCLC and report back to the Administrative Council; and
2. Work with, support, and assist SCLC staff as they seek out and apply for funding opportunities.

Through discussions and recommendations that were generated by this Committee, two revenue generating initiatives have been implemented for FY 2023/24: an increase in membership dues and investment income that will be generated via Certificate of Deposit accounts. Staff has also made considerable efforts to decrease expenditures.

The Audit and Finance Committee is welcome to continue discussing and planning an approach to explore additional alternate funding sources, and report back to the Administrative Committee as needed. This will remain a standing item on the agenda, as requested by the Committee, until directed otherwise.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBITS: None



SCLC Audit and Finance Committee Meeting Dates FY 2024/25

~~**Wednesday, November 6, 2024**~~ *Canceled*

2:00 – 3:00 pm
Via Zoom

Wednesday, January 15, 2025

2:00 – 3:00 pm
Via Zoom

Wednesday, March 5, 2025

2:00 – 3:00 pm
Via Zoom

Wednesday, May 7, 2024

2:00 – 3:00 pm
Via Zoom

Meetings will be held via Zoom.
Locations will be determined if needed.