



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

Join Zoom Meeting

<https://us02web.zoom.us/j/82086367931?pwd=LzZwdVJjTnRlcjk2OTVEdDdtL0V4UT09>

Meeting ID: 820 8636 7931

Passcode: 895020

AGENDA

All items may be considered for action.

1. Opening Elizabeth Goldman
 - a. Chairperson's Welcome
 - b. Roll Call

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

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.
 - b. CEPPT Trust

4. Adoption of Agenda Elizabeth Goldman

5. FY2020/21 Grant Award Status Diane Bednarski

Southern California Library Cooperative
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6. Strategic Planning Consultant Selection Diane Bednarski
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.
3 minutes
8. Adjournment Elizabeth Goldman



ACTION ITEMS

Meeting: _____ SCLC Executive Committee Meeting _____

Date: _____ October 27, 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
August 25, 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
 - a. Chairperson's Welcome
 - b. Roll Call

Meeting began at 1:07am.

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 May 27, 2021 Executive Committee meeting.
MSP (Shaffer/Billings) to approve the Minutes, with spelling corrections made to item 13, line 4.

4. Adoption of Agenda Elizabeth Goldman
MSP (Addington/Shaffer) to adopt the Agenda, as presented.
5. Final Budget Status FY2021/21 Carol Dinuzzo
5 minutes
Budget to be finalized once all the grant and CLSA reports are filed.
6. Budget Status Report FY2021/22 Carol Dinuzzo
10 minutes
Council supported the approach of adding projected grant revenue based on the prior five-year average. MSP (Shupe/Addington) to recommend to the Administrative Council to adopt the amended budget for FY21/22.
7. CalPERS Payment Schedule Carol Dinuzzo
10 minutes
Addington noted that the City of Palos Verdes took out a bank loan at a lower interest rate than CalPERS and paid off their outstanding Unfunded Accrued Liability. Could be an option for SCLC if CalPers returns decline. Support developing a plan to pay off SCLC's pension liability within ten years. Also supported opening a 115 trust and funding with \$100,000 from the LAIF account.
8. Salary Schedule 2021/22 and funding Diane Bednarski/Carol
Dinuzzo
Appropriations
15 Minutes
Will ask Audit and Finance Committee to develop a Policy and Procedure for step increases, including a salary study and appropriate rate ranges. MSP (Shaffer/Shupe) to recommend to Administrative Council to approve 1.23% COLA increase for Project Manager, and 5% raise for the Executive Director and reflect the changes in the Salary Schedule.
9. SCLC Goals and Long-Term Planning Elizabeth Goldman
10 minutes
Chair proposed working with a consultant to develop a three year strategic plan. Envisions launching the process in November 2021 and having a final report in May 2022. Sees the Executive Committee as being the steering committee for the process - no need for a separate task force. MSP (Addington/Shaffer) to recommend to Administrative Council to hire a consultant to assist in developing a strategic plan, not to exceed \$30k.

10. 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.*
3 minutes
Consensus to change the November 24, 2021 meeting date and will discuss in the Administrative Council meeting.

11. Adjournment Elizabeth Goldman
Meeting adjourned at 1:53pm.

DRAFT



DATE: October 27, 2021
TO: SCLC Executive Committee
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Section 115 Trust Account - CEPPT

BACKGROUND: Per the Audit and Finance Committee's recommendation, the SCLC Administrative Council approved to open a California Employer's Pension Prefunding Trust (CEPPT) with CalPERS at the August 25th meeting. The Council also approved to move \$100K from our LAIF account into the CEPPT once established.

STATUS: The CEPPT Agreement between SCLC and CalPERS has been fully executed. Training has been set up with CalPERS to go over the contribution process and how to access the Online Record Keeping System.

NEXT STEPS: Once training has been completed, we will initiate the transfer of \$100K into the CEPPT from our LAIF account.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Informational

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DATE: October 27, 2021
 TO: SCLC Executive Committee
 FROM: Diane Z. Bednarski
 SUBJECT: FY2021/22 Grant Award Status

BACKGROUND: SCLC has applied for several FY2021/22 grants in coordination with the State Library. SCLC will also be engaged in the PLSEP program for the five systems it manages and continues to work on the Shared Vision Grant in coordination with the San Diego County Library System. Status information on each grant is presented below.

| | |
|------------------------------|---|
| Grant Name: | Shared Vision: Kindergarten Gear Up |
| Primary Partner: | San Diego County Library |
| Total Project Amount: | \$270,350.00 |
| Projected Indirect: | \$10,850 |
| Reimbursable Wages: | \$0 |
| Status: | Awarded; currently in year 2 of 2 |
| Brief Description: | Convert a school readiness curriculum and toolkit to an online format |

| | |
|------------------------------|--|
| Grant Name: | Seguimos Creando Enlaces |
| Primary Partner: | Serra Cooperative Library System |
| Total Project Amount: | \$30,000 |
| Projected Indirect: | \$3,000 |
| Reimbursable Wages: | Not calculated |
| Status: | Declined; program to be absorbed by CALL |
| Brief Description: | Bilingual, virtual conference to support learning and collaboration among library staff from the border region of San Diego-Tijuana, and the greater California library community. |

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| | |
|------------------------------|---|
| Grant Name: | Dia de los Ninos |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$100,000 |
| Projected Indirect: | \$9,091 |
| Reimbursable Wages: | \$10,909 |
| Status: | Awarded |
| Brief Description: | Provide libraries with reimbursement funding to bring Día events and activities to their communities. |

| | |
|------------------------------|---|
| Grant Name: | California Library Collection Initiatives |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$667,490 |
| Projected Indirect: | \$12,954 |
| Reimbursable Wages: | \$4,536 |
| Status: | Awarded |
| Brief Description: | Will enable libraries to offer online access to electronic and physical materials to communities so that they can be informed about current events and cope and recover from crises by 1.) continue to support statewide access to the New York Times Online for public libraries. 2.) offer libraries an opportunity to receive support to develop local collections to help their communities recover from the COVID pandemic and the consequent economic recession, and other disasters, such as building and wildfires, severe storms, flooding, mass shootings, etc. |

| | |
|------------------------------|---|
| Grant Name: | Home Connectivity Kits |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$1,500,000 |
| Projected Indirect: | \$136,364 |
| Reimbursable Wages: | \$25,186 |
| Status: | Application Submitted |
| Brief Description: | To provide funds or reimbursement to help libraries respond directly and immediately to the pandemic through rapid emergency relief by providing to them the devices, expertise, and support for libraries to lend packaged Chromebooks, Hotspots, and Peripherals. |

| | |
|------------------------------|---|
| Grant Name: | Digital Navigators |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$750,000 |
| Projected Indirect: | \$64,757 |
| Reimbursable Wages: | \$29,070 |
| Status: | Application Submitted |
| Brief Description: | Develop a team of 'Digital Navigators' who can assist individuals statewide in three key areas of digital inclusion: (1) sharing information on sources of low-cost internet services and devices for home adoption, (2) providing basic instruction on connecting internet devices supplied to libraries through the Bridging the Digital Divide and Home Connectivity Kits projects and performing common online tasks, and (3) promoting and providing guidance on the use of six online instructional tools licensed by the California State Library to assist with digital literacy, workforce development and pandemic recovery |

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|------------------------------|--|
| Grant Name: | PLSEP - SCLC |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$147,589 |
| Projected Indirect: | \$13,417 |
| Reimbursable Wages: | \$11,600 |
| Status: | Application Submitted |
| Brief Description: | Provide tuition reimbursement to library staff currently in school and working towards their library degree. |

| | |
|------------------------------|--|
| Grant Name: | PLSEP – 49-99 Cooperative Library System |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$10,153 |
| Projected Indirect: | \$923 |
| Reimbursable Wages: | \$800 |
| Status: | Application Submitted |
| Brief Description: | Provide tuition reimbursement to library staff currently in school and working towards their library degree. |

| | |
|------------------------------|--|
| Grant Name: | PLSEP – Inland Library System |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$44,629 |
| Projected Indirect: | \$4,057 |
| Reimbursable Wages: | \$3,600 |
| Status: | Application Submitted |
| Brief Description: | Provide tuition reimbursement to library staff currently in school and working towards their library degree. |

| | |
|------------------------------|--|
| Grant Name: | PLSEP – Santiago Library System |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$29,403 |
| Projected Indirect: | \$2,673 |
| Reimbursable Wages: | \$2,400 |
| Status: | Application Submitted |
| Brief Description: | Provide tuition reimbursement to library staff currently in school and working towards their library degree. |

| | |
|------------------------------|--|
| Grant Name: | PLSEP – Serra Cooperative Library System |
| Primary Partner: | CA State Library |
| Total Project Amount: | \$25,663 |
| Projected Indirect: | \$2,333 |
| Reimbursable Wages: | \$2,000 |
| Status: | Application Submitted |
| Brief Description: | Provide tuition reimbursement to library staff currently in school and working towards their library degree. |

FISCAL IMPACT: As stated.

RECOMMENDATION: Informational



DATE: October 27, 2021
 TO: SCLC Executive Committee
 FROM: Diane Z. Bednarski
 SUBJECT: SCLC Strategic Planning Consultant Selection

BACKGROUND: At its August 25, 2021 meeting, the SCLC Administrative Council authorized the Executive Committee to oversee its 2021/22 strategic planning initiative, including the selection of a professional consultant to manage the process. SCLC staff issued a request for proposals on September 16, 2021 and received four proposals. Copies of the proposals were distributed to Executive Committee members, and each was asked to complete an evaluation scoresheet for the submitted proposals.

The score evaluation forms were tallied, and the resulting scores are presented in the below. Committee members will be asked to review the results, discuss any concerns, and select a consult with whom to commence negotiations. Next steps in the strategic planning process will also be discussed.

| | BerryDunn | | Gomez | | Sweeney | | Hakala-Ausperk | |
|---------------|------------|------------|------------|------------|------------|------------|----------------|------------|
| | Score | Rank | Score | Rank | Score | Rank | Score | Rank |
| Evaluator 1 | 72 | 2 | 58 | 3 | 74 | 1 | 42 | 4 |
| Evaluator 2 | 94 | 1 | 87 | 2 | 76 | 3 | 71 | 4 |
| Evaluator 3 | 97 | 1 | 72 | 3 | 81 | 2 | 67 | 4 |
| Evaluator 4 | 95 | 1 | 78 | 3 | 91 | 2 | 55 | 4 |
| Evaluator 5 | 68 | 1 | 46 | 3 | 54 | 2 | 17 | 4 |
| Evaluator 6 | 100 | 1 | 85 | 2 | 72 | 3.5 | 72 | 3.5 |
| Evaluator 7 | 83 | 3 | 84 | 2 | 89 | 1 | 73 | 4 |
| Evaluator 8 | 95 | 1 | 60 | 3 | 88 | 2 | 36 | 4 |
| TOTALS | 704 | 1.4 | 570 | 2.6 | 625 | 2.1 | 433 | 3.9 |

FISCAL IMPACT: TBD, not to exceed \$30,000

RECOMMENDATION: Authorize the Executive Director to initiate an agreement for professional services with the selected consultant.

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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 23, 2022

1:00pm Executive Committee

2:15pm Administrative Council

Location TBD

Wednesday, May 25, 2022

1:00pm Executive Committee

2:15pm Administrative Council

Location TBD