



Southern California Library Cooperative
Administrative Council Meeting
Wednesday, August 24, 2022
2:15-4:15pm
Hybrid Meeting
Alhambra Library
101 S. First Street, Alhambra, CA 91801

Join Zoom Meeting

<https://us02web.zoom.us/j/84993557871?pwd=SkZMV0FQTEt5N0hyNkc2ZHdNaFpDZz09>

Meeting ID: 849 9355 7871

Passcode: 014374

AGENDA

All items may be considered for action.

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

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

3. Consent Calendar Gary Shaffer
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the May 25, 2022 Administrative Council meeting

4. Adoption of Agenda Gary Shaffer

5. Budget Status Report FY2021/22 Carol Dinuzzo
(DISCUSSION)

Southern California Library Cooperative
254 North Lake Avenue #874 • Pasadena, California 91101
(626) 283-5949 • Fax (626) 283-5949
Website: <http://www.socallibraries.org> • E-mail: sclcadmin@socallibraries.org

- | | |
|--|-------------------|
| 6. Budget Status Report FY2022/23
(DISCUSSION) | Carol Dinuzzo |
| 7. Strategic Plan Update
(ACTION) | Elizabeth Goldman |
| 8. PressReader and Los Angeles Times
(ACTION) | Gary Shaffer |
| 9. CLSA Annual Report FY2021/22
(ACTION) | Wayne Walker |
| 10. SCLC Controller Update
(ACTION) | Gary Shaffer |
| 11. Executive Committee Appointment
(ACTION) | Gary Shaffer |
| 12. Committee Updates | |
| a. Audit and Finance Committee | Jesse Walker-Lanz |
| b. Technology Committee | Nikki Winslow |
| 13. Remaining Meeting Locations FY2022/23
(DISCUSSION) | Gary Shaffer |
| 14. Other | Gary Shaffer |
| <i>"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.</i> | |
| 15. State Library Report | Natalie Cole |
| 16. Chair Report | Gary Shaffer |
| 17. Adjournment | Gary Shaffer |



ACTION ITEMS

Meeting: _____ SCLC Administrative Council Meeting _____

Date: _____ August 24, 2022 _____

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

Name: _____

Date: _____

Page 2

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

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



AC Agenda Item 03a

Southern California Library Cooperative
Administrative Council Meeting
Wednesday, May 25, 2022
2:15-4:15pm
Hybrid Meeting
San Clarita Old Town Newhall Library
24500 Main Street Newhall, CA 91321

Minutes *draft*

Attendance

Addington, Jennifer – Palos Verdes
Anderson, Susan, Redondo Beach
Arroyo, Kerri – Inglewood
Balli, Shayna – Irwindale
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Broman, Susan – LAPL
Buth, Karen – Beverly Hills
Coates, Evan – Torrance
Conwell, Christine – Moorpark
Dickow, Ben – Downey
Garcia, Diana – Monterey Park
Garza, Lori – Sierra Madre
Goldman, Elizabeth – Burbank
Graf, Ann – Azusa
Herbert, Mark – El Segundo
Hughes, Charles – Signal Hill
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
McDonald, Tim – Pasadena
Nasr, Many – Camarillo
Patterson, Jennifer – Thousand Oaks
Raia, Deborah – Santa Fe Springs
Rivera, Patricia - LACo

Sarmiento, Beatriz – Commerce
Schram, Nancy – Ventura
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Stone, Janet – Glendora
Torres, Anita – Pomona
Vonnegut, Shannon – Santa Clarita
Winslow, Nikki - Altadena

Other

Clanton, JR - BerryDunn
Cousin, Heather – SCLC
Cole, Natalie – CSL
Dinuzzo, Carol – SCLC
Genck, Jason - BerryDunn
Graver, Lori – SCLC
Hildreth, Susan - BerryDunn
Snodgrass, Nerissa – SCLC
Walker, Wayne – SCLC
Ziesen, Monique - BerryDunn

Absent

Cuyugan, Erica – Santa Monica
Evans, Lisa – Covina
Hertzel, Christine – Long Beach
Plumely, Jeff – San Marino
Vance, Carey - Monrovia

Southern California Library Cooperative
254 North Lake Avenue #874 • Pasadena, California 91101
(626) 283-5949 • Fax (626) 283-5949
Website: <http://www.socallibraries.org> • E-mail: sclcadmin@socallibraries.org

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

Meeting called to order at 2:15pm.

2. Public Comment
5 minutes
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
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 March 15, 2022 Administrative Council and March 29, 2022 Strategic Planning meetings
 - b. Cooperative Library System Agreement Renewals Heather Cousin
 FY2022/23
 - c. Extension of Agreement Between SCLC and Heather Cousin
 Sutherland Consulting Services
 - d. Administrative Council and Executive Elizabeth Goldman
 Committee Meeting Schedule FY2022/23
 - e. Audit and Finance Committee Meeting Elizabeth Goldman
 Schedule FY2022/23
 - f. Gale Archives of Sexuality and Gender Heather Cousin
 Subscription Renewal FY2022/23

MSP (Garcia/Addington) to pull items 3b, 3c, and 3f from the Consent Calendar, and to pass items 3a, 3d and 3e. (27 yes, 0 no, 1 abstain)

4. Adoption of Agenda Elizabeth Goldman
2 minutes
 Chair adopted the Agenda without further adjustments.

5. Strategic Plan Update Elizabeth Goldman
30 minutes
 Genck reviewed the PowerPoint with Directors, and requested feedback by June 17, 2022. Directors suggested:
 1. framing actions as outcomes, to the gains in member communities, rather than what SCLC will do

2. Define “best use” of funds, and tie back to priorities and objectives, in support of things listed
3. Consider what is listed in Year One, and which items cannot be budgeted for FY2022/23

6. Budget Status Report FY2021/22 Carol Dinuzzo
7 minutes

Most membership dues have been received and reminders have been sent to any jurisdictions with outstanding invoices. Grant revenue has been updated to reflect changes to two of our grant awards:

- California Library Collection Initiatives (CLCI): return of funds to the California State Library in the amount of \$101,750, which included \$9,250 in indirect, due to a reduction in requests for crisis collection assistance.
- Home Connectivity Kits (HCK): received a budget augmentation of \$310,100, which included an additional \$6,909 toward staffing and \$3,191 for indirect.

Grant expenses have also been updated to reflect the aforementioned changes in the grant award amounts.

CLSA ROLLOVER FUNDS:

- FY 2019/20: It is expected that all funds will be fully expended by the close of the current fiscal year.
 - FY 2020/21: The telecommunication funds will also most likely be expended by the end of the year. A request has been sent to the California Library Services Board (CLSB) to reallocate the remaining \$65,848 originally earmarked for Digilabs, to be used toward E-Resources.
- Overall increase of \$208,350 in grant revenue.

Request from Directors of how many SCLC libraries received HCK21/22 resources.

7. Recruitment Committee Update Gary Shaffer
5 minutes

- a. Job Description and Recruitment Update
 Recommendation from the Executive Committee to edit to the first line of the Minimum Qualifications to *Education: Bachelor’s Degree required (any field). Master Degree preferred (e.g. MPA, MBA, J.D., MLIS. If Master of Library and Information Science (MLIS), it must be from an American Library Association-accredited master’s program).* MSP (Schram/Shupe) to approve the Job Description with the edit recommended by the Executive Committee, and after ensuring that the job description is in alignment with the SCLC JPA, Standing Rules and Employee Handbook. (28 yes, 0 no, 0 abstain)

- b. Recruitment Firm Recommendation
 MSP (Addington/Sarmiento) to contract with Teri Black @ Co., LLC for a maximum of \$32,000, in search of a new Executive Director. (26 yes, 1 no, 0 abstain)

Southern California Library Cooperative
 254 North Lake Avenue #874 • Pasadena, California 91101
 (626) 283-5949 • Fax (626) 283-5949

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

8. Election of Officers Robert Shupe
5 minutes
 MSP (Stone/Billings) to
 1) Suspend the 30-day rule for reporting the slate of candidates; and
 2) elect Gary Shaffer as Chair and Jesse-Lanz-Walker as Vice-Chair/Chair-Elect for FY2022-23
 (28 yes, 0 no, 0 abstain)
9. Executive Committee Membership FY2022/23 Heather Cousin
5 minutes
 MSP (Shaffer/Maghsoudi) to
 1) Appoint Susan Broman (LAPL) from Statistical Group 1 to serve a two-year term on the Executive Committee, and
 2) Direct SCLC staff to record the need to revisit the staggered term system at the May 2023 meeting
 (29 yes, 0 no, 0 abstain)
10. Proposed Budget FY2022/23 Heather Cousin/Carol Dinuzzo
15 minutes
 Executive Committee recommends approval of the FY2022/23 Proposed budget. MSP (Billings/Shupe) to
 1) Approve the Proposed Budget
 2) Direct the Audit & Finance Committee to explore alternative funding mechanisms for SCLC and report back to the Administrative Council
 3) Direct SCLC staff to work with the Audit & Finance committee to seek out and apply for funding opportunities with the Committee's support and assistance
 (29 yes, 0 no, 0 abstain)
11. Staff Bonus Compensation for Exceptional Service Gary Shaffer
7 minutes
 MSP (Shupe/Broman) To approve a one-time bonus compensation for all SCLC staff to account for the additional workload during the period following the retirement of the immediate past Executive Director and the appointment of the current Interim Executive Director, not to exceed \$5,000 total. (22yes, 0 no, 1 abstain)
12. Staff COLA Salary Range Adjustment Gary Shaffer
7 minutes
 MSP (Conwell/LohGuan) to increase the SCLC staff salary range for each position by 2.5% for each of the next three fiscal years and direct the Audit & Finance Committee to review the percentage once every three years going forward. (28 yes, 0 no, 0 abstain)

13. Pension Liability Gary Shaffer
5 Minutes
MSP (Addington/Coates) to pay \$154,769 to CalPERS by June 30, 2022, and revisit in August the feasibility to pay the \$115,630 additional. (26 yes, 0 no, 0 abstain)
14. CLSA Plan of Service FY2022/23 Heather Cousin
15 minutes
MSP (Billings/Addington) to Authorize the Interim Executive Director to work with the Chair and incoming Chair on completing the Plan of Service and authorize the incoming Chair to sign the completed Plan for submission. (25 yes, 0 no, 0 abstain)
15. Signature Authority Heather Cousin
2 minutes
MSP (Maghsoudi/Winslow) to authorize SCLC to update the Pacific Western Bank signature authority as follows:
1. Add incoming Vice Chair/Chair elect, as an authorized signer on accounts.
2. Remove outgoing Chair, Elizabeth Goldman, as an authorized signer on accounts.
3. Signature authority for current Vice Chair/incoming Board Chair, Gary Shaffer, will be maintained.
4. Signature authority for Interim Executive Director, Heather Cousin will be maintained
5. Signature authority for Nerissa Snodgrass, Project Manager will be maintained
(24 yes, 0 no, 0 abstain)
16. Cooperative Library System Agreement Heather Cousin
Renewals FY2022/23 (formerly 3b)
Request from Directors to present at August meeting how staff allocates time to each contracted system. MSP (Schram/LohGuan) Authorize the SCLC Chair to sign the agreements with each System requesting administrative and fiscal services by SCLC for fiscal year 2022/2023. (24 yes, 0 no, 0 abstain)
17. Extension of Agreement between SCLC and Heather Cousin
Sutherland Consulting Services (formerly 3c)
Request to quantify how much time staff spends on this contract. MSP (Schram/Sarmiento) for the Administrative Council to approve SCLC staff executing a contract extension through December of 2022 between SCLC and Sutherland Consulting Services. (23 yes, 0 no, 0 abstain)

18. Gale Archives of Sexuality and Gender Heather Cousin
Subscription Renewal FY2022/23 (formerly 3f)
MSP (Shupe/Broman) to
1. Renew for the upcoming fiscal year
 2. Request SCLC staff compile systemwide usage statistics during the upcoming term of service
 3. Revisit subscription options based on use and subject coverage in six months
(22 yes, 0 no, 0 abstain)

19. Interim Executive Director's Report Heather Cousin
5 minutes
Cousin reviewed grant projects, advocacy and outreach, communication and events, and invited Directors to casual meet up at the upcoming CLA convention.

20. Other Gary Shaffer
5 minutes
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
MSP (Stone/Schram) for Administrative Council to discuss FY2023/24 Plan of Service prior to April 2023. (no vote)
Shaffer to create a "thank you" ecard to thank Goldman for her year as service as Chair.

21. State Library Report Natalie Cole
3 minutes
Next Directors' Conversation is June 15, 2022. Invitation to visit the CSL booth at the CLA convention. Infrastructure applications are in the review process.

22. Adjournment Gary Shaffer
Meeting adjourned 5:07pm.



DATE: August 24, 2022
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY2021/22 – (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2021/22 is attached for your review and reflects the reconciled bank statements through June 30, 2022.

REVENUE: Most membership dues have been received and reminders have been sent to any jurisdictions with outstanding invoices. Most grant revenue has been received with the final 10% expected once all final reporting has been completed.

EXPENSES: Overall, all expenses fall within the total budgeted amount for the fiscal year. However, there were a few line items where some unanticipated expenses were incurred.

- Personnel Expenses – With the retirement of the Executive Director in February, came the additional expense of a full payout of vacation time upon departure. Additionally, there was a slight increase in dental, vision and life insurance that occurred mid-year.
- Operating Expenses – Increase due to replacement of staff laptops and associated software and IT support. Also, a slight increase in postage due to additional grant support.

CLSA ROLLOVER FUNDS:

- FY 2019/20: All funds have been expended.
- FY 2020/21: All funds have been expended with the exception of a remaining balance \$65,848 originally earmarked for Digilabs and will be reallocated to use toward E-Resources.

FISCAL IMPACT: Pending final close out of FY2021/22 grants.

RECOMMENDATION FOR ADMINISTRATIVE COUNCIL: Informational.

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101
(626) 283-5949 • Fax (626) 283-5949

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

REVENUES/EXPENSES (as of 06/30/2022)	Approved	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE						
				Unrealized		
CLSA Communications & Delivery	\$ 568,881		\$ 568,881	\$ -	100%	Final System Allocation
CLSA System Administration	\$ 342,926		\$ 342,926	\$ -	100%	Final System Allocation
System Supplements to CLSA	\$ -		\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,520,457		\$ 3,276,768	\$ 243,689	93%	Awarded
Grant Indirect (All Systems)	\$ 278,264		\$ 271,409	\$ 6,855	98%	Awarded
Grant Staffing (All Systems)	\$ 99,592		\$ 90,641	\$ 8,951	91%	Awarded
SCLC Member Dues	\$ 211,552		\$ 209,360	\$ 2,192	99%	Approved 03/25/2021
SCLC Califa Memberships	\$ 13,320		\$ 13,140	\$ 180	99%	Approved 03/25/2021
Investment Income	\$ 18,750		\$ 2,743	\$ 16,007	15%	Projected LAIF Interest
TOTAL REVENUE	\$ 5,053,742	\$ -	\$ 4,775,868	\$ 261,687		

REVENUES/EXPENSES	Approved	Prior Year Actuals	Actuals	Balance	%	Notes
EXPENSES						
Personnel Services						
Salaries & Wages	\$ 589,377		\$ 608,202	\$ (18,825)	103%	SCLC Staff & ED Payouts (Feb-2022)
Retirement Benefits	\$ 68,050		\$ 58,093	\$ 9,957	85%	CalPERS
Health Insurance - Current Employees	\$ 48,000		\$ 48,000	\$ -	100%	Health Stipend
Health Insurance - Retirees	\$ 76,800		\$ 44,154	\$ 32,646	57%	Health Stipend
Dental/Vision	\$ 6,552		\$ 6,951	\$ (399)	106%	Ameritas
Life Insurance	\$ 1,224		\$ 1,519	\$ (295)	124%	Dearborn
Unfunded Accrued Liability	\$ 138,339		\$ 133,737	\$ 4,602	97%	CalPERS
Other Personnel Expenses	\$ 3,101		\$ 2,607	\$ 494	84%	Worker's Comp
Personnel Service Subtotal	\$ 931,443	\$ -	\$ 903,263	\$ 28,180		
Operating Expenses						
Office space Lease	\$ 32,000		\$ 27,859	\$ 4,141	87%	Lease TBD
Professional & Contract Services	\$ 65,000		\$ 18,808	\$ 46,192	29%	Legal, Payroll/HR, Consulting, etc.
Telecommunications	\$ 30,000		\$ 8,258	\$ 21,742	28%	Progent, Microsoft, Internet, RingCentral, A2 (CLSA*) and Communications Allowance
Delivery	\$ 66,000		\$ 43,987	\$ 22,013	67%	Reliant (CLSA)
Audit Fees	\$ 12,270		\$ 6,905	\$ 5,365	56%	Fedak & Brown (CLSA)
Software Licenses	\$ 3,479		\$ 3,566	\$ (87)	103%	Dashlane, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500		\$ 12,501	\$ (4,001)	147%	Office Supplies, Postage, Moving cost, etc.
E-Resources	\$ 137,180		\$ 137,192	\$ (12)	100%	Gale, PressReader (CLSA)
Resource Sharing	\$ 35,000		\$ -	\$ 35,000	0%	Digilabs (CLSA) - To be reallocated
Memberships	\$ 14,500		\$ 13,590	\$ 910	94%	Califa, CLA, etc.
Travel & Conferences	\$ 10,000		\$ 7,193	\$ 2,807	72%	Travel for meetings, conference, and audit
Postage	\$ 800		\$ 1,049	\$ (249)	131%	Shipping, postage, etc.
Other	\$ 350		\$ -	\$ 350	0%	Bank Analysis Fees
Operating Expenses Subtotal	\$ 415,079	\$ -	\$ 280,908	\$ 134,171		
Grant Expenses						
Passthrough Funds						
CLCI	\$ 557,500		\$ 557,500	\$ -	100%	Fully Expended
Dia de los Ninos	\$ 127,551		\$ 113,564	\$ 13,987	89%	Awarded
Digital Navigator	\$ 656,173		\$ 151,182	\$ 504,991	23%	Awarded
Home Connectivity Kits	\$ 1,978,820		\$ 1,241,824	\$ 736,996	63%	Awarded
PLSEP	\$ 122,572		\$ 122,572	\$ -	100%	Fully Expended
Grant Expenses Subtotal	\$ 3,442,616	\$ -	\$ 2,186,642	\$ 1,255,974		
TOTAL EXPENDITURES	\$ 4,789,138	\$ -	\$ 3,370,813	\$ -		
Surplus (Deficit)	\$ 264,604	\$ -	\$ 1,405,055			

SCLC ACCOUNT BALANCES						
As of June 30, 2021	\$ 3,116,749		\$ 2,661,432			Pacific Western Bank as of June 30, 2022
As of June 30, 2021	\$ 1,924,159		\$ 1,829,410			Local Agency Investment Fund (LAIF) June 2022
As of October 31, 2021	\$ 100,000		\$ 87,177			California Employer's Pension Prefunding Trust (CEPPT) June 30, 2022

SCLC MEMBER DEPOSIT ACCOUNT

As of March 31, 2021 \$ 170,689 \$ 170,689 Pacific Western Bank as of June 30, 2022

CARRY OVER CLSA FUNDS

FY2019/20 CLSA Communications & Delivery

	Actuals	Expended	Balance	Notes
Resource Sharing \$	65,401	\$ 65,401	\$ -	Digilabs
Digital Resources \$	382,359	\$ 382,359	\$ -	Press Reader
Total Estimated Carry Over \$	447,760	\$ 447,760	\$ -	Fully Expended

FY2020/21 CLSA Communications & Delivery - Projected

	Estimated	Expended	Balance	Notes
E-Reources \$	113,993	\$ 113,993	\$ -	Press Reader
Resource Sharing \$	65,848	\$ -	\$ 65,848	Digilabs - to be reallocated to E-Resources
Delivery \$	17,718	\$ 17,718	\$ -	Reliant
Telecommunication \$	16,724	\$ 16,724	\$ -	
Total Estimated Carry Over \$	214,283	\$ 148,435	\$ 65,848	

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



DATE: August 24, 2022
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY2022/23 – (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2022/23 is attached for your review.

REVENUE: All approved CLSA allocations and current grant awarded amounts have been included. PLSEP grant awards are still pending. With no other grants or special projects on the horizon, it is expected that there will be a significant shortfall in revenue. Although, there will be some roll over funds once FY2021/22 closes out, it is likely that reserve funds may need to be utilized to cover personnel and operations by the end of this fiscal year.

EXPENSES: At this stage in the fiscal year, most expenditures have been personnel related along with a few operational costs.

CLSA ROLLOVER FUNDS:

- FY 2020/21: All funds have been expended with the exception of a remaining balance \$65,848 originally earmarked for Digilabs and will be reallocated to use toward E-Resources.
- FY2021/22: There will be rollover funds for E-Resources (\$288,419), Audit (\$6,905), Delivery (\$22,013), and Telecommunications (\$21,742). There is also a balance of \$35,000 in Resource Sharing originally set aside for the Digilab project that may need to be reallocated, depending on how the Administrative Council would like to utilize these funds.

PENSION LIABILITY: The annual prepayment for the CalPERS pension liability was paid in July. Although there has been discussion about making an additional discretionary payment (ADP) toward the liability, it is recommended that this be put on hold until the deficit in revenue is addressed.

FISCAL IMPACT: Potential shortfall in revenue for the current fiscal year.

RECOMMENDATION FOR ADMINISTRATIVE COUNCIL: Informational.

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

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

REVENUES/EXPENSES	Projected	Prior Year	Actuals	Balance	%	Notes
REVENUE						
				Unrealized		
CLSA Communications & Delivery	\$ 563,338	\$ 568,881	\$ 563,338	\$ -	100%	Approved by CLSB May 17, 2022
CLSA System Administration	\$ 343,401	\$ 342,926	\$ 343,401	\$ -	100%	Approved by CLSB May 17, 2022
System Supplements to CLSA	\$ -	\$ -	\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,364,024	\$ 3,395,065	\$ 965,754	\$ 2,398,270	29%	Actual grants awarded
Grant Indirect (All Systems)	\$ 286,970	\$ 271,409	\$ 44,697	\$ 242,273	16%	Actual grants awarded
Grant Staffing (All Systems)	\$ 94,078	\$ 90,641	\$ 44,590	\$ 49,488	47%	Actual grants awarded
SCLC Member Dues	\$ 210,681	\$ 203,984	\$ 56,938	\$ 153,743	27%	Approved 03/15/2022
SCLC Califa Memberships	\$ 13,590	\$ 13,320	\$ 4,860	\$ 8,730	36%	Approved 03/15/2022
Investment Income	\$ 18,750	\$ 18,750	\$ -	\$ 18,750	0%	Projected FY22/23
TOTAL REVENUE	\$ 4,894,832	\$ 4,904,976	\$ 2,023,578	\$ 2,843,774		
Unrestricted	\$ 953,880	\$ 927,710	\$ 489,626	\$ 464,254		Used toward Personnel/Overhead
Restricted	\$ 3,927,362	\$ 3,963,946	\$ 1,529,092	\$ 2,398,270		CLSA and Grant Passthrough Funds

EXPENDITURES						
Personnel Services						See Unrestricted Revenue - line 16
Salaries & Wages	\$ 652,945	\$ 589,377	\$ 77,282	\$ 575,663	12%	SCLC Staff & Interim ED
Retirement Benefits	\$ 71,453	\$ 68,050	\$ 6,198	\$ 65,255	9%	CalPERS
Health Insurance - Current Employees	\$ 50,280	\$ 48,000	\$ 4,190	\$ 46,090	8%	Health Stipend
Health Insurance - Retirees	\$ 80,448	\$ 76,800	\$ 8,682	\$ 71,766	11%	Actuals
Dental/Vision	\$ 6,552	\$ 6,552	\$ 653	\$ 5,899	10%	Ameritas
Life Insurance	\$ 1,224	\$ 1,224	\$ 163	\$ 1,061	13%	Dearborn
CalPERS Unfunded Accrued Liability	\$ 154,223	\$ 133,737	\$ 152,775	\$ 1,448	99%	CalPERS - Annual Prepayment
Other Personnel Expenses	\$ 3,101	\$ 3,101	\$ 4,148	\$ (1,047)	134%	Worker's Comp
Personnel Service Subtotal	\$ 1,020,225	\$ 926,841	\$ 254,091	\$ 766,134		

REVENUES/EXPENSES	Proposed	Prior Year	Actuals	Balance	%	Notes
Operating Expenses						
Office space Lease	\$ 32,000	\$ 32,000	\$ 4,286	\$ 27,714	13%	Lease TBD (unrestricted)
Professional & Contract Services	\$ 65,000	\$ 65,000	\$ 2,900	\$ 62,100	4%	Legal, Payroll/HR, Consulting, etc. (Unrestricted)
Telecommunications	\$ 30,000	\$ 30,000	\$ 825	\$ 29,175	3%	IT Support, Software, Internet, Phone, Website (CLSA*) and Communications Allowance
Delivery	\$ 66,500	\$ 66,000	\$ 7,473	\$ 59,027	11%	Reliant (CLSA)
Audit Fees	\$ 12,200	\$ 12,270	\$ -	\$ 12,200	0%	Fedak & Brown (CLSA)
Software Licenses	\$ 3,479	\$ 3,479	\$ -	\$ 3,479	0%	Keeper, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500	\$ 8,500	\$ -	\$ 8,500	0%	Office Supplies, Postage, etc. (Unrestricted)
eResources	\$ 445,338	\$ 137,180	\$ -	\$ 445,338	0%	\$368,435 PressReader; \$1,212 Gale Archives; \$75,691 TBD
Memberships	\$ 14,500	\$ 14,500	\$ 13,590	\$ 910	94%	Califa, CLA, etc. (Unrestricted)
Travel & Conferences	\$ 15,000	\$ 10,000	\$ -	\$ 15,000	0%	Travel for meetings, conference, and audit (Unrestricted)
Postage	\$ 800	\$ 800	\$ 9	\$ 791	1%	
Other	\$ 350	\$ 350	\$ -	\$ 350	0%	Bank Analysis Fees
Operating Expenses Subtotal	\$ 693,667	\$ 380,079	\$ 29,083	\$ 664,584		
Grant Expenses						
Grant Projected Expenses	\$ 3,364,024	\$ 3,187,565	\$ -	\$ 3,364,024	0%	Passthrough Funds
Grant Expenses Subtotal	\$ 3,364,024	\$ 3,187,565	\$ -	\$ 3,364,024		
TOTAL EXPENDITURES	\$ 5,077,916	\$ 4,494,485	\$ 283,174	\$ -		
Surplus (Deficit)	\$ (183,084)	\$ 410,491	\$ 1,740,404			

SCLC ACCOUNT BALANCES

As of July 1, 2022	\$ 2,661,432	Pacific Western Bank
As of July 1, 2022	\$ 1,832,835	Local Agency Investment Fund (LAIF)
As of July 1, 2022	\$ 87,177	California Employer's Pension Prefunding Trust (CEPPT)

SCLC MEMBER DEPOSIT ACCOUNT

As of July 1, 2022 \$ 170,689

Pacific Western Bank

CARRY OVER CLSA FUNDS

FY2020/21 CLSA Communications & Delivery - Projected (Restricted)

	Estimated	Expended	Balance	Notes
E-Reources \$	-	\$ -	\$ -	Pending reallocation from Resource Sharing
Resource Sharing \$	65,848	\$ -	\$ 65,848	Digilabs - to be reallocated to E-Resources
Delivery \$	-	\$ -	\$ -	Reliant
Telecommunication \$	-	\$ -	\$ -	TBD
Total Estimated Carry Over \$	65,848	\$ -	\$ 65,848	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software

FY2021/22 CLSA Communications & Delivery - Projected (Restricted)

	Estimated	Expended	Balance	Notes
E-Reources \$	288,419	\$ -	\$ 288,419	To be allocated
Resource Sharing \$	35,000	\$ -	\$ 35,000	Digilabs - to be reallocated?
Audit \$	6,905	\$ -	\$ 6,905	To be used toward finalized audit reports
Delivery \$	22,013	\$ -	\$ 22,013	To be used toward future delivery expenses
Telecommunication \$	21,742	\$ -	\$ 21,742	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software
Total Estimated Carry Over \$	374,079	\$ -	\$ 374,079	



AC Agenda Item 07

DATE: August 24, 2022
TO: Administrative Council
FROM: Elizabeth Goldman, Past Chair
SUBJECT: Approval of the 2022-25 Strategic Plan – (ACTION)

BACKGROUND: For the past nine months, SCLC has been engaged in a process to develop a three-year strategic plan to guide the organization from 2022-2025. In November 2021, SCLC contracted with consultants BerryDunn, who have conducted research, engaged the Administrative Council and staff in the planning process, and developed a draft plan.

DISCUSSION: Building upon input from the Administrative Council planning session on March 29, plus focus groups and surveys that had taken place in February and March, BerryDunn drafted a plan that was presented to the Executive Committee and Administrative Council in May 2022.

The draft plan identifies three overarching strategic priorities:

- SCLC will serve as a resource nexus, connecting member libraries and their populations with a wide variety of innovative, relevant, and high-value resources.
- SCLC will communicate its operations and advocacy in a modern, timely, and effective manner.
- SCLC will operate in a fiscally and operationally sustainable manner.

Each priority area is accompanied by one or more goals and objectives to be accomplished over the next three years. A timeline included with the plan identifies when work will ideally happen as well as the specific outcomes or measures to determine if goals have been achieved.

The full draft, including these elements, is included as an attachment to this item.

Responsibility for carrying out the objectives of the strategic plan will largely rest with the interim/permanent Executive Director and the Administrative Council. SCLC staff may be given assignments as fit within established work duties, and for some activities, SCLC may elect to bring in outside consultants. For the plan to be successful, Administrative Council members will need to commit to some additional time to support participation in ad hoc committees focused on various areas.

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

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

FISCAL IMPACT: There is no fiscal impact to today's vote. As relevant, actions within the plan that require funds will be brought back to the Administrative Council as part of the budget or separately for votes during the plan implementation period.

ADMINISTRATIVE COUNCIL RECOMMENDATION: Adopt the SCLC 2022-25 Strategic Plan

Attachment: Draft Strategic Plan

DRAFT

**Southern California
Library Cooperative**

**STRATEGIC
PLAN**



Table of Contents



03

Welcome Message

04

Our Organization

07

Vision

08

Strategic Priorities

09

Goals, Objectives &
Performance Measures

18

Our Process

21

Acknowledgments

Welcome Message



The Southern California Library Cooperative (SCLC) is an organization with a long and meaningful history providing services to the public libraries of Los Angeles and Ventura Counties. Throughout our existence, despite changes to our name, membership, and funding, SCLC has consistently focused on expanding access to resources and information. By bringing together the 40 member libraries, SCLC has shown the strength of the collective, supporting coordination and interconnectedness through a vast and diverse region of more than 10 million residents.

Like our member libraries, SCLC has found the pace of change to be increasing each year, requiring a more focused effort to identify our vision and strategies to implement that vision. This plan reflects a year-long effort by the SCLC Administrative

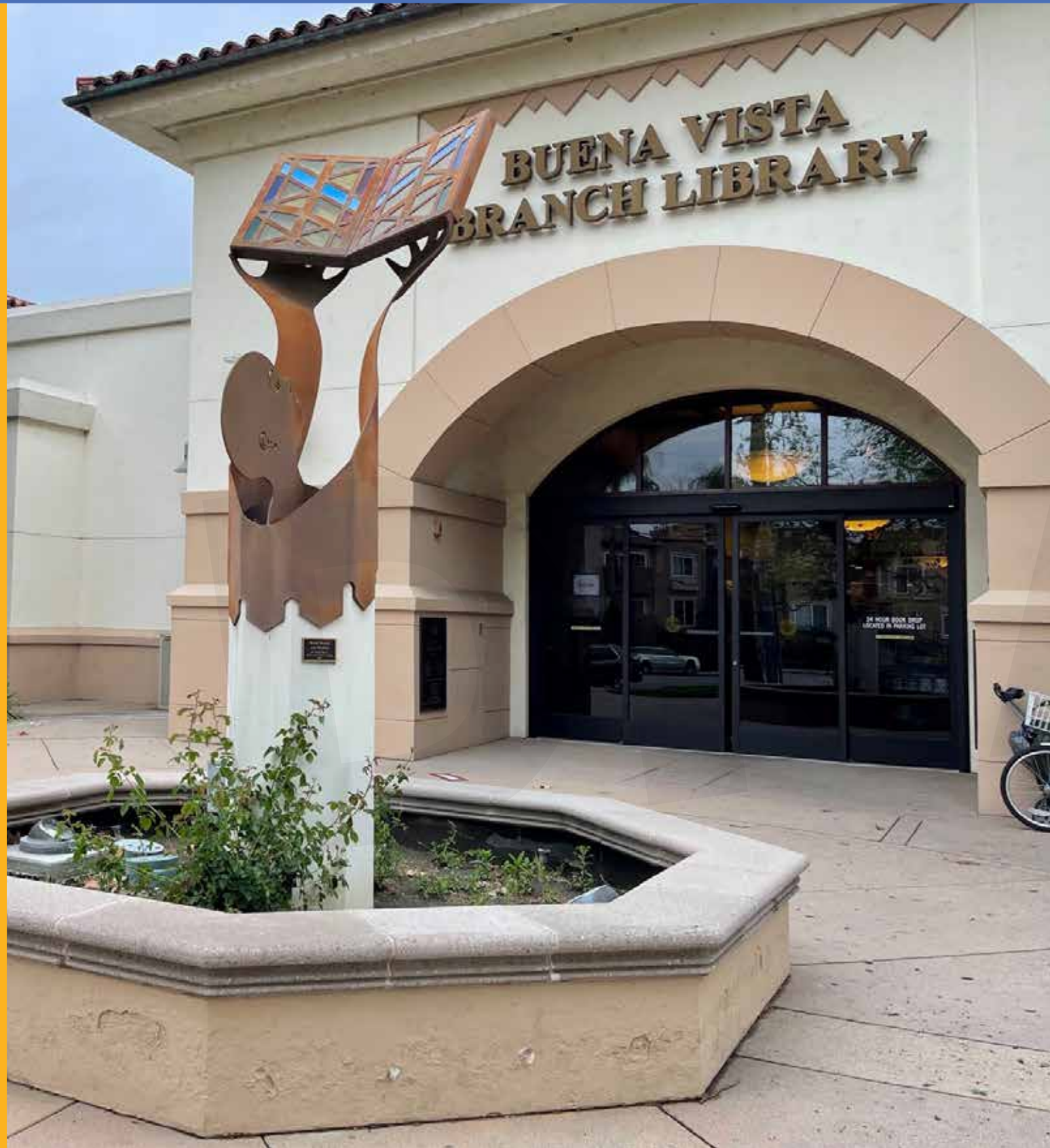
Council to engage in discussion about present strengths and challenges as well as future opportunities and needs. Administrative Council members representing each of the 40 member libraries considered the constituencies they serve locally as well as their part in the larger regional context. Planning efforts considered state trends, limited resources, diverse populations, and creative ideas.

The resulting plan will guide SCLC's work for the next three years. By prioritizing and focusing efforts, SCLC will emerge a stronger organization able to build on its history by providing even greater returns to the communities it serves.

Elizabeth Goldman
Chair, 2021-22

Gary Shaffer
Chair, 2022-23

Our Organization



The Southern California Library Cooperative is a joint powers authority representing the interests of 40 member libraries in Los Angeles County and Ventura County. In accordance with the California Library Services Act, all public libraries in California are eligible for membership in a cooperative, and through the cooperatives, the California State Library (CSL) and California Library Services Board (CLSB) distribute funding for resource sharing and cooperative activities.

Originally founded in 1966, SCLC has a long tradition of resource sharing exhibited through reciprocal borrowing privileges for patrons, the delivery of requested and returned materials throughout the region, and for many years, the provision of second-level reference services to supplement local library capacity. More recently, SCLC has maintained a digital content management solution for participating libraries, sponsored shared programming, and maintained shared database licensing.

Our Organization



The SCLC Administrative Council is charged with the administration of the cooperative system and consists of the library director or designee from each of the 40 members. The Council meets four times per year and can sponsor and oversee several committees and interest groups formed to leverage subject matter expertise and promote cross-library communication and best practices. The Executive Committee is represented by eight of the Councilmembers and meets six times per year to work on specific areas requiring more in-depth conversation.

Our Organization



SCLC derives funding from three primary sources—California Library Services Act (CLSA) funding, membership dues, and indirect and staffing fees derived from administering grant projects, often at the request of the CSL. SCLC also derives income by providing administrative and fiscal services for four other CLSA systems, namely, 49–99 Cooperative Library System, Inland Library System, Santiago Library System and Serra Cooperative Library System.

SCLC has five full-time staff positions: Executive Director, Deputy Director, Controller, Project Manager, and Administrative Assistant, whose work is governed by the Council.

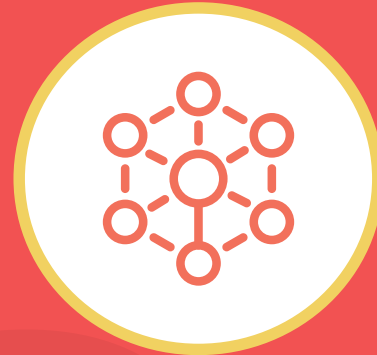
Vision

BUILDING A COMMUNITY OF LIBRARIES IN SOUTHERN CALIFORNIA

We are developing and delivering a uniform message of value and facilitating collaboration to build capacity to serve the public through operational and financial sustainability.



Strategic Priorities



Resource Nexus

SCLC will connect member libraries and their service populations with a wide variety of innovative, relevant, and high-value resources.



Transparency, Advocacy, and Engagement

SCLC will communicate its operations and advocacy in a modern, timely, and effective manner.



Organizational Health and Sustainability

SCLC will operate in a fiscally and operationally sustainable manner.

Goals, Objectives & Performance Measures



RESOURCE NEXUS

GOAL 1

Grow value and resources provided by SCLC to members.

YEAR ONE OBJECTIVE

1 Establish staff-driven interest groups (e.g., marketing, youth services, collections, etc.).

Performance Measure

- Identify interest groups to establish and grow resources with an annual report provided to the Administrative Council.

Goals, Objectives & Performance Measures



RESOURCE NEXUS

GOAL 1

Grow value and resources provided by SCLC to members.

YEAR TWO OBJECTIVES

- 1** Form a team/committee to explore and strategize the implementation of shared resources.
- 2** Develop a centralized location of a collection of best practices and ideas to share.

Performance Measures

- Potential shared resources are identified and reviewed.
- New shared resources are established and growth is reported annually.
- All members have the ability to contribute and access a centralized collection of best practices and ideas.
- A report of up-to-date shared resources is established and reviewed as a benchmark of growth within one year of report creation.

Goals, Objectives & Performance Measures



RESOURCE NEXUS

GOAL 2

Provide dynamic resources that are responsive to current needs.

YEAR THREE OBJECTIVE

- 1 Conduct annual (or semi-annual) SCLC regional public needs assessments, scalable to local and regional needs.

Performance Measures

- Annual (or semi-annual) needs assessments are implemented, results reviewed and resources are adjusted based upon findings.
- Annual (or semi-annual) progress report is created and shared.

Goals, Objectives & Performance Measures



TRANSPARENCY, ADVOCACY, & ENGAGEMENT

GOAL 3

Increase the transparency of SCLC endeavors.

YEAR ONE OBJECTIVES

- 1** Create “Intro to SCLC” for all library staff members.
- 2** Increase transparency so that SCLC Administrative Council has a clear understanding of budget and revenue sources.

Performance Measures

- “SCLC 101” (overview and introduction of SCLC) is established (and updated as necessary) and provided to library staff members.
- Annual membership survey is developed and assesses member satisfaction with transparency of SCLC endeavors.

Goals, Objectives & Performance Measures



TRANSPARENCY, ADVOCACY, & ENGAGEMENT

GOAL 4

Increase the awareness, marketing and engagement of SCLC endeavors.

YEAR TWO OBJECTIVES

- 1** Create an RFP to hire a digital media developer to establish a more robust online presence for SCLC.
- 2** Communicate in a variety of publicity formats (social media, streaming, television, radio, etc.) with simple messages that apply to all our libraries and are designed to motivate the public to visit.

Performance Measures

- A digital media developer is procured.
- A digital media plan with specific goals for enhanced digital media experiences are created and sustained.
- A marketing and engagement plan is created with specific goals established to advocate for the public visitation of all member libraries.
- Annual membership survey is developed and assesses member satisfaction with advocacy and engagement.

Goals, Objectives & Performance Measures



ORGANIZATIONAL HEALTH AND SUSTAINABILITY

GOAL 5

Grow sound business practices.

YEAR ONE OBJECTIVES

- 1** Identify and articulate SCLC mission.
- 2** Hire strong, knowledgeable, and dynamic executive director to provide support, guidance, and leadership.
- 3** Hold an annual planning session for SCLC Administrative Council.

Performance Measures

- Executive Committee creates a process to annually review the SCLC mission.
- All members understand the SCLC mission and routinely communicate through important channels (e.g., digital media, reports, grant applications, etc.).
- Annual membership survey is developed and assesses member understanding of SCLC mission.
- An executive director is selected by October 1, 2022.
- Annual planning session is scheduled and sustained for SCLC Administrative Council.

Goals, Objectives & Performance Measures



ORGANIZATIONAL HEALTH AND SUSTAINABILITY

GOAL 5

Grow sound business practices.

YEAR TWO OBJECTIVES

- 1** Diversify revenue by reviewing membership fees, looking for additional local grant opportunities.
- 2** Assess organization structure, roles and responsibilities to support operating efficiencies for a nimble and responsive organization.
- 3** Contract with a financial expert to assess cost of current and enhanced services.
- 4** Create a process for current directors to mentor upcoming/new directors.

Performance Measures

- Annual review of membership fees with a report created including consideration of fee adjustments.
- Executive Committee to lead an organizational assessment.
- Procure a financial expert to assess costs of current and enhanced services.
- Implement a mentor program to support the growth of new and upcoming directors.

Goals, Objectives & Performance Measures



ORGANIZATIONAL HEALTH AND SUSTAINABILITY

GOAL 5

Grow sound business practices.




YEAR THREE OBJECTIVES

1 Develop fiscal sustainability by putting funds to best use.

Performance Measures

- Establish a framework to measure the best use of funds such as return on investment analysis.
- Use of funds is reviewed and prioritized on an annual basis.
- Annual membership survey is developed and assesses use of SCLC funds.

Proposed Timing for SCLC Priorities

		FISCAL YEAR 2022-23				FISCAL YEAR 2023-24				FISCAL YEAR 2024-25			
		1	2	3	4	1	2	3	4	1	2	3	4
 <p>Resource Nexus</p>	Establish staff-driven interest groups (e.g. marketing, youth services, collections, etc.).			●									
	Form a team/committee to explore and strategize the implementation of shared resources.					●							
	Develop a centralized location of a collection of best practices and ideas to share.						●						
	Conduct annual (or semi-annual) SCLC regional public needs assessments, scalable to local and regional needs.									●			
 <p>Transparency, Advocacy & Engagement</p>	Create “Intro to SCLC” for all library staff members.		●										
	Increase transparency so that the SCLC Administrative Council has a clear understanding of budget and revenue sources.			●									
	Create an RFP to hire a digital media developer to establish a more robust online presence for SCLC.						●						
	Communicate in a variety of publicity formats (social media, streaming, television, radio, etc.) with simple messages that apply to all our libraries and are designed to motivate the public to visit.								●				
 <p>Organizational Health & Sustainability</p>	Identify and articulate SCLC mission.	●											
	Hire strong, knowledgeable, and dynamic executive director to provide support, guidance, and leadership.	●											
	Hold an annual planning session for SCLC Administrative Council.				●								
	Diversify revenue by reviewing membership fees, looking for additional local grant opportunities.							●					
	Assess organizational structure, roles, and responsibilities to support operating efficiencies for a nimble and responsive organization.						●						
	Contract with a financial expert to assess cost of current and enhanced services.					●							
	Create a process for current directors to mentor upcoming/new directors.					●							
	Develop fiscal sustainability by putting funds to best use.										●		

Our Process



The creation of this plan has been an inclusive and collaborative process between the 40 member library systems of the Southern California Library Cooperative. The quantity and diversity of the communities the cooperative serves required a wide range of input methods to ensure this plan was inclusive of the needs and perspectives of its members.

In the fall of 2021, SCLC leadership sought a consultant to assist the organization in developing a three-year strategic plan. The plan would serve as a working document to prioritize known projects and to establish a framework for prioritizing new opportunities. Once a consultant was selected, the Executive Director, Administrative Council Chairperson, and consultant began meeting biweekly to manage the strategic planning process.

Our Process



Central to this process was a robust environmental scan and outreach effort to identify potential opportunities, challenges, and trends that might affect strategic directions and priorities. As part of the environmental scan, stakeholder interviews were conducted with SCLC staff, member libraries, and the CSL staff. An online engagement platform called Social Pinpoint was setup to allow members of the Administrative Council to provide feedback and ideas. Demographics of member libraries, CLSA Plan of Service Documents, and membership agreements were also examined to provide information on structure and funding, as well as to provide context on past goals and responsibilities.

Our Process



A strategic planning workshop was held for the Administrative Council on March 29, 2022. This half-day session identified key strategic areas of focus that can serve as a guide for allocating resources and prioritizing work efforts. This workshop identified the elements for a vision, strategic priorities, and strategies that will guide SCLC for the next 3-5 years.

Following the workshop, this strategic plan was developed with the consultation of the SCLC Administrative Council Chairperson and Executive Director.

Acknowledgments

Our thanks to the following teams and individuals who invested their time and energy in our process and to every member of the cooperative who participated in the strategic planning retreat, forums, surveys, and other forms of input. Every bit of input has been heard and considered, and we are thankful.

The Administrative Council adopted the plan on XX YY, 2022.



Alhambra

Hilda LohGuan

Altadena

Nikki Winslow

Arcadia

Darlene Bradley

Azusa

Ann Graf

Beverly Hills

Karen Buth

Burbank

Elizabeth Goldman

Calabasas

Barbara Lockwood

Camarillo

Mandy Nasr

Commerce

Beatriz Sarmiento

Covina

Lisa Evans
Krizia Virbia

Downey

Ben Dickow

El Segundo

Mark Herbert
Melissa McCollum

Glendale

Gary Shaffer

Glendora

Janet Stone

Inglewood

Kerri Arroyo
Harjinder Singh

Irwindale

Shayna Balli

Long Beach

Christine Hertzell
Cathy de Leon
Glenda Williams

LA County

Skye Patrick
Jesse Walker-Lanz

Los Angeles

John F. Szabo
Susan Broman

Monrovia

Carey Vance

Monterey Park

Diana Garcia

Moorpark

Christine Conwell

Oxnard

Sofia Kimsey

Palmdale

Robert Shupe

Palos Verdes

Jennifer Addington

Pasadena

Tim McDonald
Michele Perera

Pomona

Anita Torres

Acknowledgments



Redondo Beach

Susan Anderson

San Marino

Irene McDermott

Jeff Plumey

Linda Vera

Santa Clarita

Shannon Vonnegut

Santa Fe Springs

Deborah Raia

Santa Monica

Erica Cuyugan

Patty Wong

Sierra Madre

Lori Garza

Christine Smart

Signal Hill

Charles Hughes

Simi Valley

Kelly Behle

South Pasadena

Cathy Billings

Thousand Oaks

Melissa Hurtado

Jennifer Patterson

Torrance

Cynthia Aguado

Evan Coates

Yolande Wilburn

Ventura County

Nancy Schram

Whittier

Paymaneh Maghsoudi

SCLC Headquarters

Diane Z. Bednarski

Heather Cousin

Carol Dinuzzo

Lori Graver

Nerissa Snodgrass

Wayne Walker

BUENA VISTA
BRANCH LIBRARY

Southern California Library Cooperative

STRATEGIC PLAN





DATE: August 24, 2022
TO: SCLC Administrative Council
FROM: Gary Shaffer, Chair
SUBJECT: PressReader Update and Next Steps – (ACTION)

BACKGROUND: In September of 2021, SCLC enter into an agreement with Baker & Taylor (B&T) in the amount of \$632,332 for a 2-year-period to procure PressReader on behalf of the Cooperative. At the time it was believed that this was the highest and best use of state grant funds that needed to be spent on shared electronic resources.

While the resource offers access to over 7,000 global newspapers and magazines, a key reason for the procurement was the fact that the *Los Angeles Times* (LA Times) was featured on the platform. On July 1, 2022 the LA Times was abruptly removed from the platform without notice. SCLC later learned that this was at the direction of the LA Times. PressReader and Baker & Taylor were not made aware of this removal until it occurred.

June to July usage of the product by cooperative's service area residents overall declined from 1,272,6612 to 875,109 articles opened, a decrease in usage of 32%. B&T claims to be in negotiations with the parties but we do not believe these are active or that B&T have any leverage. The LA Times is but one media company represented on the platform and our contract did not mention the LA Times specifically, or that its removal from the platform would trigger any changes to the contractual arrangement.

We believe SCLC may have the most leverage in convincing the LA Times to reenter the platform because of the amount of revenue we collectively provide the newspaper. This said SCLC is in no way advocating the cooperative members boycott the paper, just that SCLC advises the LA Times of our collective impact to the paper's bottom line.

FISCAL IMPACT: There is no additional fiscal impact at this time, as the contract has already been approved using grant funds from a previous year.

RECOMMENDATION: 1) Conduct a survey of all member libraries to collect current annual spending on physical subscriptions to the LA Times. 2) Authorize the Chair to draft a letter advising LA Times management of the negative impact to our member libraries' residents, the amount of revenue we provide them, and asking them to please enter into negotiations with PressReader. And 3) Conduct any follow up negotiations with the LA Times.

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

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



DATE: August 24, 2022
TO: SCLC Administrative Council
FROM: Wayne Walker, Interim Executive Director, SCLC
SUBJECT: CLSA 21/22 Annual Report – (ACTION)

BACKGROUND: Each year the California State Library (CSL) requires an Annual Report from each system. The Annual Report is an opportunity to report to the California Library Services Board (CLSB) and CSL how California Library Services Act (CLSA) funds were spent by SCLC and the resulting benefit to the communities served by its member libraries.

A survey will be distributed to SCLC directors requesting feedback on:

1. How delivery services directly benefitted their patrons in FY 2021/22
2. How the PressReader subscription benefitted their patrons in FY 2021/22
2. The benefits of the DigiLab program in FY 2021/22

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Interim Executive Director to work with the Chair to complete the CLSA 2021/22 Annual Report for submission to the State Library by September 6, 2021.

ATTACHMENT: CLSA 2021/22 Annual Report Template

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

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

CALIFORNIA LIBRARY SERVICES ACT

2021/22 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

System Name

System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: _____ Phone: _____

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

Signature of agent of fiscal authority responsible
for accuracy of fiscal accounting and reporting

Date

Introduction

This packet contains the reporting documents to file the FY 2021/22 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy to monica.rivas@library.ca.gov and mail a signed original and one copy of the report to:

California State Library
Fiscal Office – Gina Iwata
P.O. Box 942837
Sacramento, CA 94237-0001

All annual report documents must be postmarked by September 06, 2022

Please contact Monica.Rivas@library.ca.gov with any questions.

CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

INSTRUCTIONS

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

Expenditure Source Definitions

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

Encumbered Funds from Prior Year and Rollover

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

Program Definition

A program includes any program, service, or project, administered, and funded through the System. This includes not only the CLSA System C&D Program and (System Administration/Baseline) but also LSTA demonstration projects, System reference, and the like. It does not include programs, projects, and services which are administered and funded separately from the System.

Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A **NOTE** section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	
b. Internet (including electronic mail)	
c. Other (specify) (example postage)	
Total	

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2021/22					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 24 – September 7, 2021	October 12-26, 2021	Jan. 11-25, 2022	April 26- May 10, 2022	Total multiplied by 6.5
a. System member public libraries					
b. Non-public libraries in System area					
Total					
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					
d. Number of miles traveled by all System vehicles					
e. Percentage of items delivered by:					
U.S. Mail _____% UPS _____% System Van _____% Contracted Van _____% Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds					

4. List **all** the prior year CLSA rollover funds that were not spent in FY 2021-22 for your System and the fiscal year they pertain to.

5. Is your System planning to roll over any FY 2021/2022 CLSA funds to FY2022-23? Please provide the amount and the reason the funds will be rolled over.

6. What related non-CLSA activities were provided for C&D?



AC Agenda Item 10

DATE: August 24, 2022
TO: Administrative Council
FROM: Gary Shaffer, Chair
SUBJECT: SCLC Controller Update – (ACTION)

BACKGROUND: After fulfilling a 5.5-year tenure, our Controller, Carol Dinuzzo, has accepted an offer from an outside organization. Her last day will be Friday, August 19. She is hopeful to join us briefly at our August 24 meeting to provide her last financial report and so that we may wish her well in the next chapter of her life.

Interim Executive Director Wayne Walker and I have been strategizing on next steps. We have had conversations with a temporary agency, an accounting firm, and our sister cooperatives (e.g. PLP) to see if they could temporarily, or on a longer term basis, takeover the controller's duties. It is clear that our sister cooperatives do not have adequate personnel to fulfill our controller duties on a short or long term basis. They could however act in an advisory capacity.

FISCAL IMPACT: We expect there will be additional costs for the solution to fulfilling the controller duties, on both a short and potentially on a long term basis, but the amounts are unknown at this time. Cost to have a sister cooperative consult on an ad hoc basis would be \$150 per hour.

ADMINISTRATIVE COUNCIL RECOMMENDATION: 1) Authorize the Chair to enter into an agreement with a temporary agency or an accounting firm to fulfill controller duties. 2) Authorize the Chair to enter into an agreement for accounting consulting purposes with one of our sister cooperatives on an as-needed basis.

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

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



AC Agenda Item 11

DATE: August 24, 2022
TO: Administrative Council
FROM: Wayne Walker, Interim Executive Director
SUBJECT: Executive Committee Appointment – (ACTION)

BACKGROUND: The SCLC Bylaws state that the Executive Committee will be composed of the Council Chair, Vice-Chair/Chair Elect, immediate Past Chair and one member from each of the California State Library Statistical Groups as published annually in the California Library Statistics. Each representative serves a two-year term. Terms are staggered so that the entire Executive Committee does not change in a single year.

DISCUSSION: The City of Commerce is currently serving on the Executive Committee from Statistical Group 5. With the retirement of the Director, Beatriz Sarmiento, there will be a vacancy on the Committee served by this Statistical Group. A library from this group will need to be nominated and voted in to fill the vacancy.

Statistical Group 5

Population under 20,000

Commerce (Currently serving)

El Segundo

Irwindale

San Marino

Santa Fe Springs

Sierra Madre

Signal Hill

FISCAL IMPACT: None

RECOMMENDATION: Nominate and appoint a library from Statistical Group 5 to fill the vacancy left by Commerce and serve on the Executive Committee.

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

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

California State Library, Library Development Services

Cooperative Library System Liaison Report

August 10, 2022

Funding Opportunities Through the California State Library

Please visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

California Library Literacy Services

CLLS is launching an AmeriCorps Initiative, placing up to 70 AmeriCorps members in library literacy programs across the state. A full information session was held on August 10. A recording is available and other CLLS AmeriCorps information can be accessed at on the CLLS AmeriCorps page at <https://libraryliteracy.org/special-projects/ameri-corps/>. Programs wanting to participate can complete the CLLS AmeriCorps Application at <https://www.surveymonkey.com/r/CLLSappAmeriCorps>. Member slots are available on a first-come, first-served basis, so CLLS libraries should apply as soon as possible. Programs will recruit and enroll members through August and September with a projected start date of October 3, 2022. Training for AmeriCorps members will be provided. Please contact beverly.schwartzberg@library.ca.gov or allyson.jeffredo@library.ca.gov for more information. CLLS networking calls and trainings will continue on a regular basis. Upcoming training sessions will help libraries prepare for AmeriCorps, new ESL services and more. Please visit the new CLLS training and meeting [calendar](#)! The 2021-2022 CLLS annual final report is projected to open in early September and be due in October 2022.

NEW Sustainable California Libraries LSTA Grant Opportunity and General Update

The LSTA-funded Sustainable California Libraries themed grant opportunity provides libraries the opportunity to design programming and educational opportunities focused on sustainability and climate resilience, by collaborating with project partners, community connections, and community members.

California libraries may apply for funding.

- Project minimum request: \$10,000
- Project maximum request: \$30,000
- Library jurisdictions with up to 14 outlets may apply for one grant

- Library jurisdictions with 15–30 outlets may apply for two grants
- Library jurisdictions with 31 or more outlets may apply for three grants

We invite you to check out this [13-minute video of the Sustainable California Libraries Info Session material](#) today. Our hope is that this video provides a flexible approach to sharing grant information and a good overview of the program in a digestible and accessible format. Let us know what you think. Video URL: <https://youtu.be/aZS3lwZKCJo>

On the grant page, you'll find more than a **dozen program ideas of various levels**, including creation of a Library of Things, Fix-It Clinics / Repair Café series, Earth week programming, climate resilience hub creation, and more! Other program ideas and innovations are welcome.

Timeline:

- [Register for Information Session 2](#): August 17, 2022, 9:00 am – 10:00 am. Before the session, please also review the following:
 - Main page: <https://www.library.ca.gov/services/to-libraries/sustainable/>
 - Grant page: <https://www.library.ca.gov/grants/sustainability/>
- **Application deadline: Wednesday, August 31, 2022 at 12:00 pm (noon)**
- Application review period: September 2022
- Application status and selection notification: October 2022

Learn more at: <https://www.library.ca.gov/grants/sustainability/>
Email sustainability@library.ca.gov with any questions or comments.

CopyCat Grants

The 2022/23 [CopyCat grant](#) application deadline closed August 4, 2022 at 12 p.m. (noon). For CopyCat questions, please contact the LSTA team at LSTAGrants@library.ca.gov

For 2021/22 CopyCat report forms, please visit [Manage Your Current Grant - California State Library](#). The 2021/22 CopyCat grant period ends 8/31/2022 and final reports are due by 9/30/2022.

California Libraries Learn (CALL)

Please look for information about the 2022/2023 Leadership Development cohort application coming soon. This year CALL will also be offering Leadership for All courses and workshops, open to all library staff at no cost. Also new is CALL Homegrown, learning opportunities suggested and designed by California library staff. Our first homegrown webinar for the year is [Purchasing Manga for](#)

[Your Library](#), on August 25. If you have an idea for a great program, fill out the [CALL for Presentations](#)! Plan your team's professional development by visiting www.callacademy.org and check the frequently updated [calendar](#) to explore the options. Free courses, weekly webinars, and cohort-based learning continue throughout the year. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly for up-to-date information on staff professional development needs. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#).

FY21-22 Public Libraries Survey

The portal for data submission will open September 1, 2022. [Register now](#) for the annual Info Session, where we'll cover new data elements, tips for avoiding edit checks, reacquaint you with LibPAS, and answer your questions is now open. The info session will occur Tuesday, August 23, 2022 at 10:00 a.m.

On the [State Library's statistics page](#), you will find a [Monthly Stats Workbook](#) (Excel) that should be helpful to you in collecting monthly statistics, such as library visits and hours open, and programming statistics broken down by age, format, and location. Please feel free to share this with any and all of your colleagues who track data during the year.

FY20-21 Public Libraries Survey results

A very big thank you to all California public library directors and staff who gathered and submitted data about libraries' finances, services, programs, and collections; 100% of California public libraries participated! Datasets are now available in the new [California Library Statistics database](#).

California State Library Parks Passes

Thank you for submitting your additional parks pass requests, and circulation data. Additional passes will be distributed in November.

Parks pass users (people who have checked out the parks passes) can fill out the user survey now and get entered into a contest for an Explorer Pass – an annual State Parks pass worth \$195. The drawings will occur quarterly (the next one at the end of October). We have [half-page flyers](#) being printed now and heading to your library. Please place the half page flyers in with the parks passes, or ask your staff to hand them out when people check out or return the parks passes. Since we only want people to fill out the survey if they have used the pass, we are not doing any marketing to the general public, but appreciate your help with getting the word out. People who have checked out the passes in the past, but didn't fill it out, [can access the survey online](#). The pass is also available by scanning the QR code on the back.

[Vaccinate All 58](#) is mailing out some activity sheets and information flyers about covid-19 and vaccines. Since there is some clear overlap in health outcomes between the parks passes and covid-19 safety, and there is a statewide initiative to get people correct health information, Vaccinate All 58 printed some materials that could be put in with the parks passes when you circulate them if you choose. These should have arrived by now.

An [updated toolkit for the Parks Pass program](#) is on the CSL website, with links to flyers, circulation guidelines, and more.

First Partner's Summer Book Club Titles through eBooks for All California

[The First Partner's Summer Book Club](#) is a 9-week initiative to promote children's literacy and participation in summer reading programs hosted by local libraries throughout the state. Through the Summer at Your Library project, the State Library and CLA are sending books from the 2022 First Partner's Summer Book Club lists to California's public libraries. Copies of the titles from the [grades 3-5 and grades 6-8 book lists](#) are also available in the eBooks for All California collection. These titles can be accessed via the Palace Project's app through September 30th 2022. For a complete list of the 2022 Summer Book Club titles, visit <https://www.library.ca.gov/summer-reading/>

Summer Reading and Learning

The 2022 Summer @ Your Library Participation Survey questions are now available for your planning purposes. Data collected from this survey will show the impact of public library summer programs across California.

Data will be collected in Counting Opinions, and a link to the online submission form will be available in the near future. In the meantime, please see the following resources needed to submit required statistics and programming information for your library's 2022 summer programs.

- [Summer Survey Questions and Guidance](#): Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- [Summer at Your Library reporting form](#): A streamlined excel version of the questions to aid with data collection.

For your reference, these documents can also be found on the [California State Library's Statistics webpage](#).

Directors Networking Conversations

Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. There will not be a call in August. The next Directors Networking call will be on **Wednesday**,

September 21, 2022 from 3:30-5pm. Registration information will be sent in early September.

Building Forward Infrastructure Funding for California Libraries

The first round of applications for this program closed on **March 21, 2022**.

There is \$439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:

1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

Other library infrastructure projects may be considered if funding remains after priority projects have been evaluated. Awards are expected to be announced soon. Those who do not receive grants during the first round will be automatically considered in the next round of applications. The maximum grant a library can receive is \$10 million. Funds must be used by March 31, 2026. For more information about the program, visit the State Library's website at www.library.ca.gov/grants/infrastructure and email questions to BuildingForward@library.ca.gov

eBooks for All CA

An update to previous eBooks for All CA announcements – Overdrive is now fully integrated. Palace can now serve as your patron's one stop-shop for Overdrive, Cloudlibrary and Statewide eBooks. We have also added ~\$800,000 worth of audiobooks to the collection.

Integrating Overdrive with Palace should have no effect on your user's experiences inside of Libby or the Overdrive app and will not share your Overdrive collection with any new entities.

Every public library in California can now participate in the statewide "eBooks for All" project. Full details can be found on the [State Library's e-book page](#). Joining is as simple as emailing casupport@thepalaceproject.org and saying, 'My library is interested in joining.' The project implementation team will take it from there.

You likely have questions on how this will impact existing collection development practices and how it works with your current eBook ecosystem. We have generated an FAQ and recorded a live Q and A session to help answer those questions directly.

[FAQ](#)

[Recorded Answer Session](#)

This program is now expanding to include eAudiobooks! More details are to follow, but the collection will soon include approximately 700 titles accounting for 16,000 copies. All the licenses are one-copy-one-user and perpetual, so the base of the collection will serve California well going forward.

Career Pathways: Digital Learning Platforms for All California Public Libraries

The California State Library is entering into contract talks with Brainfuse, Coursera, EBSCO, GetSetUp, LinkedIn, Northstar, and Skillshare for an additional two years of access to the platforms. We expect to make further announcements about platform availability, next steps for libraries, trainings, outreach and more at the end of August or beginning of September.

For current implementation, vendors have provided set-up information to the library staff you identified; each platform has a different access model. Information sessions, marketing materials, and FAQs can be found on the Staff Support page at <https://www.library.ca.gov/grants/career-pathways/>.

If you or your team have questions about the platforms or Career Pathways in general, please email julianna.robbsins@library.ca.gov and jen.lemberger@library.ca.gov.

Public Library Staff Education Program

The [Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. 2021/22 PLSEP grant report information can be found at [Manage Your Current Grant - California State Library](#). The 2021/22 grant year ends 7/31/2022 and the Final Financial Report, Tracking Report, Expenditure Detail Report and Final Program Narrative Report are **due by 8/31/2022**. For questions, please contact PLSEP@library.ca.gov.

California Library Connect

The California Library Connect Program grant (formerly the High Speed Broadband in California Public Libraries) is now live and accepting applications: <https://californialibraryconnect.org/>

This program supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. Since 2015, California Library Connect has connected over 90 percent of its public library jurisdictions. California Library Connect is supported through the partnership of the California State Library, CENIC, and CTC Technology & Energy.

Get Connected! California/Affordable Connectivity Program

All California Libraries are invited to participate in the Get Connected! Initiative. Get Connected! promotes the Affordable Connectivity Program (ACP) which provides a monthly discount of up to \$30 off home internet to qualifying families. Saturday, August 27 is the first Get Connected! Day in California. Enrollment events will be hosted throughout the state. These enrollment events will support eligible families interested in applying for ACP, answer questions about the ACP benefit, and provide hands-on assistance with the application. Patrons will be encouraged to bring the required documents to apply.

To participate in an enrollment event and share how you can contribute to a successful Get Connected! month and day, please visit

<https://forms.gle/k6YiHeH8Suwhvxy97>. For more information on ACP please visit: www.internetforallnow.org/applytoday.



DATE: August 16, 2022
TO: SCLC Administrative Council
FROM: Gary Shaffer, Chair
SUBJECT: Chair's Report

BACKGROUND: As you are aware, the Interim Executive Director recently resigned in order to join our august body as director of one of our member libraries. A recruitment is underway using executive recruitment firm Teri Black & Co LLC. Recently, you should have received copies of the recruitment brochure. The Chair asks that you share the brochure with outstanding individuals in your community that you feel are ideally suited to be successful in the role. Based on the Administrative Council's willingness to engage this can be the most successful recruitment in SCLC's history.

Please note the position closes on Monday, September 11, 2022. If you have not yet received brochures please contact our recruiter, Tina White, at tina@tbcrecruiting.com.

FISCAL IMPACT: TBD

RECOMMENDATION: Informational

ATTACHMENT: Executive Director Recruitment Brochure

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

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



EXECUTIVE DIRECTOR

Southern California Library Cooperative





The Organization

Originally founded in 1966, the Southern California Library Cooperative (SCLC) is a dynamic and expanding consortium of 40 independent city, county, and special district public libraries located in Los Angeles and Ventura Counties, which cooperate in providing library service to residents of the participating jurisdictions. As a cooperative under the California Library Services Act (CLSA), SCLC receives funding for resource sharing and cooperative activities from the California State Library and California Library Services Board.

Formed as a Joint Powers Authority, SCLC brings together 40 member libraries. The 40 directors of these libraries make up the administrative council. Directors serve on the eight-member executive board via rotation. SCLC serves as a resource-sharing network and as a means for enhancing the level and diversity of resources available to library users. SCLC shares resources through reciprocal borrowing privileges for library customers and the delivery of requested and returned materials throughout the region. More recently, SCLC has also maintained a digital content management solution for participating libraries, sponsored shared programming, and maintained shared database licensing.

The SCLC office is located at the Glendale Central Library and is supported by an annual operating budget of \$4.9 million and five (5) full-time staff members. Funding for SCLC is derived from three primary sources: CLSA funding, membership dues, and indirect and staffing fees from administering grant projects. Additional revenue is generated by providing administrative and fiscal services for four other CLSA systems (Orange, Riverside and San Diego Counties, along with one cooperative made up of five more rural counties in Central California). SCLC member

libraries represent 255 outlets across Los Angeles and Ventura Counties in a vast and diverse region of more than 10 million residents. Member libraries combined with the other cooperatives results in SCLC providing services to more than 20 million residents. Thus, the Executive Director has the potential to have a significant positive impact on the lives of many Californians.

Our Vision
We are developing and delivering a uniform message of values and facilitating collaboration to build capacity to serve the public through operational and financial sustainability.

This is an exciting time for SCLC and its member public libraries as they emerge from the pandemic and move to finalize and adopt their new strategic plan. For the past six months, SCLC has been engaged in a process to develop a three-year strategic plan to guide the organization from 2022-2025. In November 2021, SCLC contracted with consultants BerryDunn, who conducted research, engaged stakeholders in the process and developed a draft plan.

Building upon input from the Administrative Council, plus focus groups and surveys, the Strategic Plan is in the final stages of approval and identifies the following **STRATEGIC PRIORITIES:**

- Serving as a resource nexus and connecting member libraries and their service populations with a wide variety of innovative, relevant, and high-value resources
- Communicating SCLC's operations and advocacy in a modern, timely, and effective manner



- Operating in a fiscally and operationally sustainable manner

Responsibility for carrying out the objectives of the Strategic Plan will rest with the Executive Director, working with the Administrative Council.

The Executive Director

The Southern California Library Cooperative seeks an Executive Director to serve under the general direction of the organization's Administrative Council and directly manage four staff members in serving the needs of member agencies. The Director is responsible for both the day-to-day administration of the Cooperative and its long-term viability. In addition to serving the 40-member JPA, the Executive Director will oversee operations for four contracted cooperatives that serve the public libraries of several counties in Southern and Central California and maintain a strong, cooperative relationship with the California State Library.



The Ideal Candidate

The Southern California Library Cooperative (SCLC) is seeking an energetic, dynamic, and creative professional with a passion for innovation, learning and community service to build a contemporary, member-focused organization. The ideal candidate will work with the Administrative Council and Executive Committee to develop a clear vision of SCLC as a service driven organization committed to providing a forum for member libraries to share resources, knowledge, and best practices while promoting the value of public libraries in our service area and communities.

The candidate selected will be an approachable leader and spend considerable time building relationships by proactively visiting member libraries and engaging with librarians or liaisons to fully understand member needs. To be successful, it will be important for the Executive Director to establish and foster a positive and collaborative working relationship with the Administrative Council and Executive Committee based on open and timely communication, transparency, mutual respect and trust.

Representing SCLC and its members on a statewide and national level, the ideal candidate must also have a track record of building strong regional and statewide relationships.

The Executive Director works under minimal direction from the Administrative Council and Executive Committee, requiring considerable initiative, self-discipline and judgment to make

decisions and develop ideas. In addition, the successful candidate will exhibit the following attributes and/or characteristics:

- A strong mentor and leader who values the input and expertise of staff and partners and fosters an internal culture of open communication, trust and accountability
- Solid business acumen regarding financial sustainability and return on investment analyses
- Demonstrated success in building mutually beneficial partnerships to generate diversified revenue sources beyond member dues and State/local grants
- Able to identify opportunities to promote library awareness and support, as well as motivate the public to visit libraries, through media, collective marketing and messaging
- Effective written and oral communicator who is proactive in anticipating information needs
- Works effectively with all stakeholders, demonstrating a blend of leadership presence and cooperative work style
- Demonstrated commitment to diversity, equity, inclusivity and access



Competitive candidates will possess a minimum of five years' management experience with associations, consortia, or governmental entities along with a Bachelor's degree. Master's degree, including MPA, MBA, JD, or MLIS, preferred. Experience with strategic planning, budget formulation and reporting, grant/contract management, preferably in a nonprofit institution or a consortia government entity will be considered favorably. Knowledge of, or a willingness to learn and adhere to, government-mandated open meeting and open records law is highly desired.

License Required: As this position requires travel by driving to the sites of member entities, possession of a valid California Motor Vehicle Operator's License or the ability to obtain one is required.



Compensation & Benefits

The salary range for the Executive Director is \$150,000 – \$175,000. Placement within the range will Depend on Qualifications and Experience (DOQE). In addition to salary, the compensation package is supplemented by a generous benefits package that includes:

Flexible/Hybrid Work Schedule available – The Executive Director is expected to initially spend two days per week onsite at SCLC or visiting member library directors during the first year of employment. After the first year of employment, the SCLC Chair may consider a reduction in onsite work to one day per week.

Retirement – The retirement benefit is provided through CalPERS with a retirement benefit formula of 2% @ 55 for Classic members or 2% at 62 for New members as defined by PEPRA, subject to the limitations set by PERS. Both the Cooperative and the employee contribute toward CalPERS retirement contributions. The Cooperative participates in Medicare.

Health and Dental Insurance – The Cooperative offers health insurance through CalPERS with a monthly allowance of \$838 toward the cost. If the monthly premium is less, the difference is placed in a 457-plan account for the employee. Cooperative pays full cost of dental and vision insurance for employee. Dependents and other eligible family members can be added at the employee's expense.

Life Insurance – Cooperative paid life insurance; employee may subscribe to a voluntary supplemental program.

Long Term Disability – Cooperative paid long term disability insurance.

Vacation Leave – Initial annual accrual rate is 160 hours, up to a maximum accumulation of 240 hours.

Sick Leave – Annual accrual of 96 hours (with a maximum accumulation of 520 hours).

Personal Leave – 32 non-accrual leave hours are credited each year, with no carry over.

Holidays - 10 holidays per year plus an additional **two Floating Holidays**.

Professional Development– SCLC pays the Executive Director's membership dues in the California Library Association and American Library Association.

Vehicle Allowance – \$400/month.

Communications Allowance – \$150/month.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight PST on Sunday, September 11, 2022. To be considered for this opportunity, upload cover letter, resume and list of six (6) professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB & CO.

Tina White • 619.948.1786

Teri Black • 424.296.3111

TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to interview with the Cooperative in October. The Cooperative anticipates making an appointment shortly thereafter following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

Southern California Library Cooperative reserves the right to alter the interview and selection process in response to public health orders in relation to the COVID-19 pandemic



www.socallibraries.org



SCLC Meeting Dates

2022/23

Approved 05252022

Updated 07192022

Friday, July 22, 2022 - Special

4:00pm Executive Committee

Via Zoom

Wednesday, August 24, 2022

1:00pm Executive Committee

2:15pm Administrative Council

Alhambra

Wednesday, October 26, 2022

1:00pm Executive Committee, only

Via Zoom

Wednesday, November 30, 2022

1:00pm Executive Committee

2:15pm Administrative Council

Whittier

Wednesday, January 25, 2023

1:00pm Executive Committee, only

Via Zoom

Wednesday, March 22, 2023

1:00pm Executive Committee

2:15pm Administrative Council

Signal Hill

Wednesday, May 24, 2023

1:00pm Executive Committee

2:15pm Administrative Council

Location TBD