Southern California Library Cooperative
Administrative Council Meeting
July 25, 2019
Altadena Library District
600 E. Mariposa St.
Altadena, CA 91001

Or via Conference Call:

To join the conference call:
Please dial: (877) 216-1555
Enter passcode: 407497#

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

Other teleconference sites:
729 N. Dalton Ave., Azusa 91702
444 N. Rexford Dr., Beverly Hills 90210
200 Civic Center Way, Calabasas 93010
4101 Las Posas Rd., Camarillo 93010
303 N. Pacific Coast Highway, Redondo Beach 90277
5600 Everglades St., Suite A, Ventura 93003

AGENDA

10 a.m.
All items may be considered for action.

1. Opening
   a. Chairperson’s Welcome – Janet Stone
      Chairperson introduces any guests or new members.
   b. Roll Call by Sign-in Sheet

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
   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 from the May 23, 2019 Administrative Council Meeting

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: sclchq@socallibraries.org
4. Adoption of Agenda
5. Final Budget Status Report – FY18/19 – Carol Dinuzzo
6. Budget Status Report – FY19/20 – Carol Dinuzzo
7. SCLC Move to Pasadena – Diane Satchwell
8. Investment and Reserve Fund Policy – Diane Satchwell
9. Pension Deficit – Diane Satchwell
10. Grants Update – Diane Satchwell
11. CLSB Meeting, September 17, 2019 – Diane Satchwell
12. CLSA Annual Report 2018/19 – Diane Satchwell
13. CLSA System Detailed Budget 2019/20 – Carol Dinuzzo
15. SCLC Directors in Decision-Making Positions on Non-SCLC Library-Related Boards and/or Committees – Janet Stone
16. Executive Director Recruitment Committee – Janet Stone
18. Simi Valley Public Library Membership in SCLC – Diane Satchwell
19. Monterey Park – Diane Satchwell
22. Chairperson’s Report – Janet Stone
23. Other
   “…that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p. 21. Limited by Brown Act to discussion only.
24. Farewell to Hillary Theyer – Janet Stone
25. Roundtable
   Reports from members as time permits.
26. Adjournment

Next meeting: Thursday, November 21, 2019, Santa Clarita Newhall Library
ACTION ITEMS

Meeting: ________SCLC Administrative Council Meeting__________________________
Date: ________________July 25, 2019__________________________________________
Library: _________________________________________________________________
Name: _________________________________________________________________
Signature: ___________________________ Date: ________________________________

Agenda Item: ________________ Agenda Item: ________________
____ Aye ______ Aye
____ Nay ______ Nay
____ Abstain _____ Abstain

Agenda Item: ________________ Agenda Item: ________________
____ Aye ______ Aye
____ Nay ______ Nay
____ Abstain _____ Abstain

Agenda Item: ________________ Agenda Item: ________________
____ Aye ______ Aye
____ Nay ______ Nay
____ Abstain _____ Abstain

Agenda Item: ________________ Agenda Item: ________________
____ Aye ______ Aye
____ Nay ______ Nay
____ Abstain _____ Abstain

Agenda Item: ________________ Agenda Item: ________________
____ Aye ______ Aye
____ Nay ______ Nay
____ Abstain _____ Abstain
Name: ________________________________
Signature: ___________________________  Date: ________________________________

Agenda Item: ________________________  Agenda Item: ________________________
   ___ Aye  ___ Aye
   ___ Nay  ___ Nay
   ___ Abstain  ___ Abstain

Agenda Item: ________________________  Agenda Item: ________________________
   ___ Aye  ___ Aye
   ___ Nay  ___ Nay
   ___ Abstain  ___ Abstain

Agenda Item: ________________________  Agenda Item: ________________________
   ___ Aye  ___ Aye
   ___ Nay  ___ Nay
   ___ Abstain  ___ Abstain

Agenda Item: ________________________  Agenda Item: ________________________
   ___ Aye  ___ Aye
   ___ Nay  ___ Nay
   ___ Abstain  ___ Abstain

Agenda Item: ________________________  Agenda Item: ________________________
   ___ Aye  ___ Aye
   ___ Nay  ___ Nay
   ___ Abstain  ___ Abstain
Southern California Library Cooperative
Administrative Council Meeting
May 23, 2019
Whittier Public Library
Whittwood Branch

Draft Minutes

Present:
Carmen Hernandez, AHM, Chair
Cindy Cleary, ALT
Ann Graf, AZU
Krizia Virbia, COV
Ben Dickow, DOW
Mark Herbert, ELS
Gary Shaffer, GDL
Janet Stone, DORA
Kerri Arroyo, ING
Jesse Walker-Lanz, LACO
Glenda Williams, LBPL
Linda Vera, MON
Christine Conwell, MOOR
Jennifer Addington, PVP
Susan Anderson, RED
Irene McDermott, SMAR
Shannon Vonnegut, SCL
Joyce Ryan, SFE
Patty Wong, SAM
Charles Hughes, SIG
Christine Smart, SMD
Cynthia Aguado, TOR

Present via Conference Call:
Darlene Bradley, ARC
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
(non-voting)

Shayna Balli, IRW
Sofia Kimsey, OXN
Darren Jeffery, THO
Dana Vinke, VEN

Absent:
Karen Buth, BEV
Joseph Mangold, CAM
Beatriz Sarmiento, CMM
Susan Broman, LAPL
Diana Garcia, MPK
Robert Shupe, PALM
Michelle Perera, PAS
Muriel Spill, POM
Steve Fjeldsted, SOPAS
Paymaneh Maghsoudi, WHI

Guests:
Natalie Cole, State Library

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Website: http://www.socalllibraries.org • E-mail: scladmin@socallibraries.org
1. Opening
   a. Chairperson’s Welcome
      Carmen Hernandez called the meeting to order at 10:18 a.m. and asked attendees to introduce themselves.
   b. Roll Call
      Roll was taken by a sign-in sheet; a quorum was present.

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

3. Consent Calendar
   ACTION: It was MSP (Williams, McDermott) to approve the Consent Calendar consisting of:
   a. Minutes from the November 29, 2018 Administrative Council Meeting
   b. Administrative Council Meeting Schedule 2019/20
   c. Executive Committee Meeting Schedule 2019/20
   d. Audit and Finance Committee Meeting Schedule 2019/20

   Abstentions: B. Dickow, D. Vinke

4. Adoption of the Agenda
   ACTION: It was MSP (Addington, Ryan) to adopt the agenda for the meeting with item 9b. Investment and Reserve Fund Policy removed from the agenda.

   Abstentions: B. Dickow, D. Vinke

5. Budget Status FY18/19
   Diane Satchwell reviewed the Budget Status Report – FY18/19 included in the agenda packet, reflecting reconciled bank statements and account balances through March 31, 2019. Most expenditures fall within the projected costs for this year. She noted the CalPERS payments for the statewide deficit and pension liability.

6. FY18/19 Revenue
   Diane Satchwell reported on staff costs recovered from work done for the systems and the grants totaling $653,603 as of March 2019.

7. Proposed Budget FY2019/20
   Diane Satchwell reported that the fees to the Inland system have increased. Grant funding for FY2019/20 is not yet known. There are CLSA funds to be spent that will be discussed at the July meeting. A report on the savings from the move to the Pasadena Library is still in process and will be brought to the Council in the next fiscal year.

   ACTION: It was MSP (Ryan, Graf) to approve the proposed budget pending approval in the Governor’s budget.

   Abstentions: B. Dickow, D. Vinke
8. FY19/20 Potential Revenue
   Diane Satchwell reported that revenue from the agreements with the other systems for FY19/20 is projected to be $341,735. The grant process for next year is unknown as a recent personnel change at the State Library will result in a review of the grant process. An update will be brought to the next meeting.

9. Audit and Finance Committee Report
   Janet Stone reported that the Audit and Finance Committee met on April 25, 2019 and discussed the Annual Financial Report that has been brought to this meeting and the Investment Policy and Reserve Fund recommendation that will be brought to a future meeting.

   a. Annual Financial Report, June 30, 2018
      Diane Satchwell referred to pp. 9-10 of the Annual Financial Report, noting challenges with the previous Finance Manager, and the statement in the Corrective Plan: The Cooperative has hired a controller with the skills, knowledge, and experience to maintain its records. Carol Dinuzzo was commended for her work with the finances.

      ACTION: It was MSP (Ryan, Williams) to approve the recommendation of the Audit and Finance and Executive Committees to accept the Annual Financial Report and Single-Audit Report, June 30, 2018.

      Abstentions: B. Dickow, D. Vinke

10. CLSA Update
    Diane Satchwell reported that the CLSB will be meeting in southern California on September 17, 2019. She noted changes in CLSA funding regarding the audit and assessments not eligible for Baseline funding. Further updates will be provided at the next meeting.

11. CLSA Plan of Service and Budget 2019/20
    The SCLC staff recommends that the Plan of Service include delivery, the DigiLabs, and the Gale Archive, with the balance of funding in Digital Resources for submission on June 3. After the CLSB meeting on September 17, 2019, final decisions can be made and an amendment may be submitted.

    ACTION: It was MSP (Smart, Wong) to approve the Chair signing the CLSA Plan of Service due June 3, 2019.

    Abstentions: B. Dickow, D. Vinke

    Diane Satchwell reported that the 49-99, Serra, Inland, and Santiago systems have met and have approved the agreements with SCLC to provide fiscal and administrative services in 2019/20. The agreements state that SCLC will receive the CLSA administrative fee and will be reimbursed for work done beyond the amount of the administrative fee.

    ACTION: It was MSP (Wong, Anderson) to approve the chair signing the agreements with the 49-99, Serra, Santiago, and Inland systems for 2019/20.

    Abstentions: B. Dickow, D. Vinke
13. **Election of Vice-Chair/Chair-Elect 2019/20**

**ACTION:** It was MSP (Shaffer, Smart) to approve the Nominating Committee’s selection of Robert Shupe, Palmdale City Library, to serve as SCLC Vice-Chair beginning July 1, 2019, and to serve as Chair beginning July 1, 2020.

Abstentions: B. Dickow, D. Vinke

14. **Executive Committee 2019/20**

**ACTION:** It was MSP (Williams, Ryan) to approve the following Executive Committee members for 2019/20:

Section 1: Gary Shaffer, Glendale (2nd year)
Robert Shupe, Palmdale (Vice-Chair/Chair-Elect)

Section 2: Carmen Hernandez, Alhambra (Past Chair)
Michelle Perera, Pasadena (1st year)

Section 3: Antonio Apodaca, Camarillo (1st year)
Janet Stone, Glendora (Chair)

Section 4: Krizia Virbia, Covina (2nd year)
Christine Conwell, Moorpark (1st year)

Section 5: Christine Smart, Sierra Madre (2nd year)
Charles Hughes, Signal Hill (1st year)

Abstentions: B. Dickow, D. Vinke

15. **SCLC Reorganization**

The Administrative Council agreed with the Executive Committee’s recommendation to accept the SCLC staff request to present an updated reorganization plan with current staff, as a result of the Inland office being closed and staff released and other changes that have taken place.

16. **SCLC Committee and Interest Group Survey**

Wayne Walker reported on the results of the survey of SCLC committees and interest groups. No new committees or interest groups that SCLC was unaware of have been formed. Requests for new interest groups or committees should be brought to the Administrative Council. It was suggested that an email message be sent to remind SCLC library staff where to find interest group information on the SCLC website.

It was noted that the Emerging Technology group is very active and meets regularly with minutes and agendas so should become a committee, and they are currently not using the SCLC listserv for their communications. It was noted that this group could assist the Council with decisions on digital resources. Consideration of methods for communication could be another project for the committee.

It was also noted that the Audiovisual group in the past was interested in changing the name or broadening the scope of the group, and may be waiting for direction to become an active group.

Also mentioned was the requirement for committee officers to complete the Form 700. It is important for members to know their role as a committee member.

Other systems have a Council member serving as a liaison to the committee which can be helpful, especially if the group has a funding request.

There may be groups that want to meet separately from being associated with SCLC with agendas and minutes but not complying with Brown Act requirements. This may need legal review.
ACTION: It was MSP (Addington, Graf) to have Wayne Walker and Patty Wong work on a policy for committees and interest groups with definitions, roles, expectations, and relationships to bring back to the Council to disseminate to the existing interest groups.

Abstentions: B. Dickow, D. Vinke

17. Google Training Workshops
Wayne Walker reported that Ann Awakuni Fernald, Google Search Education Fellow and former CLA Board member, contacted SCLC to offer free two-hour training from Google. The training was held on April 24, 2019 at the Google campus in Santa Monica covering search techniques, filtering, and included lunch. There were 26 SCLC attendees and evaluations were all positive with some indicating they could use more training. Patty Wong reported that Google has a formal relationship with ALA and ALA directed Google to approach the chapters. Google is interested in building stronger relationships with the local libraries and in the communities and could be interested in potential relationships beyond training. It was suggested that further discussion be held with Ann Awakuni Fernald, and the Emerging Technology group could begin working on ideas for building potential relationships and ways to work with Google.

18. DigiLabs
Nerissa Robinson reported that the DigiLabs project is a pilot project using CLSA funds. Another free in-person training session will be offered by Scannx and Montage. A program on the project will be presented at the CLA Conference. It was noted that a copyright policy is in Basecamp and SCLC has hired a copyright expert to work with the project. Diane Satchwell reported that the information will also be available in clsainfo.org which is a free service for all CLSA members.

19. Executive Director’s Bonus
ACTION: It was MSP (Williams, Ryan) to approve a bonus for the Executive Director in the amount of 10% of the anticipated revenue generated.

Abstentions: B. Dickow, D. Vinke

20. Closed Session: Executive Director
Closed session was held. No action was taken.

21. Other
There was no other business for the Council.

22. State Library Report
Natalie Cole reviewed the State Library Report distributed to members via email earlier in the month.

23. Chairperson’s Report
Carmen Hernandez noted that this is her last meeting as chair and thanked everyone for their support over the past year.

24. Roundtable
Roundtable reports submitted before the meeting were distributed with the agenda packet. Additional reports were given during the meeting.
25. **Presentation of Gavel to Outgoing Chair**
   Janet Stone presented Carmen Hernandez with an engraved gavel in appreciation for her service as chair of the Administrative Council for 2018/19.

26. **Adjournment**
   There being no further business, the meeting was adjourned at 1:10 p.m.
DATE: July 25, 2019
TO: SCLC Executive Committee
     SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Final Budget Status Report – FY18/19


REVENUE: We have received the final payment for the second half of the CLSA System Budget Allocations as well as for many of our grants for fiscal year 2018/19. The anticipated revenue for the grant indirect is expected to come later in the year, once the grant periods close. All membership dues have been paid.

EXPENSES: Most of our expenditures fall within the projected costs for this year with the exception of the financial audit and system support/IT. Broadband funds have been expended and account will be closed.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Informational.

Attachment
## Revenues and Expenses

<table>
<thead>
<tr>
<th>FY18/19 Budget</th>
<th>Actuals as of June 30, 2019</th>
<th>Balance</th>
<th>Percentage Received / Expended</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLSA System Administration</td>
<td>$318,836</td>
<td>$318,836</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>CLSA Baseline</td>
<td>$570,035</td>
<td>$570,035</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>-PLSEP</td>
<td>$5,000</td>
<td>$5,000</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>-PLSEP indirect</td>
<td>$500</td>
<td>$500</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>-Grants</td>
<td>$1,448,796</td>
<td>$706,213</td>
<td>$742,584</td>
<td>49%</td>
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<tr>
<td>-Grant Indirect **</td>
<td>$140,134</td>
<td>$33,004</td>
<td>$107,131</td>
<td>24%</td>
</tr>
<tr>
<td>Member Dues</td>
<td>$201,255</td>
<td>$201,255</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$2,684,556</td>
<td>$1,834,842</td>
<td>$849,714</td>
<td>68%</td>
</tr>
<tr>
<td><strong>Projected Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$591,198</td>
<td>$554,449</td>
<td>$36,749</td>
<td>94%</td>
</tr>
<tr>
<td>PERS Health Benefits</td>
<td>$55,825</td>
<td>$45,942</td>
<td>$9,883</td>
<td>82%</td>
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<tr>
<td>PERS Retiree Health Benefits</td>
<td>$27,504</td>
<td>$27,973</td>
<td>($469)</td>
<td>102%</td>
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<tr>
<td>PERS Unfunded Liabilities</td>
<td>$82,138</td>
<td>$82,199</td>
<td>($61)</td>
<td>100%</td>
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<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>$756,665</td>
<td>$710,563</td>
<td>$46,102</td>
<td>94%</td>
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<tr>
<td><strong>Operations</strong></td>
<td></td>
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</tr>
<tr>
<td>-Rent</td>
<td>$17,964</td>
<td>$15,160</td>
<td>$2,804</td>
<td>84%</td>
</tr>
<tr>
<td>-Utilities/Operating</td>
<td>$4,922</td>
<td>$1,126</td>
<td>$3,793</td>
<td>23%</td>
</tr>
<tr>
<td>-Delivery</td>
<td>$72,000</td>
<td>$55,286</td>
<td>$16,714</td>
<td>77%</td>
</tr>
<tr>
<td>Memberships</td>
<td>$14,500</td>
<td>$13,625</td>
<td>$875</td>
<td>94%</td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>$109,384</td>
<td>$85,199</td>
<td>$24,186</td>
<td>78%</td>
</tr>
<tr>
<td><strong>Professional/Contract Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Support / IT</td>
<td>$12,000</td>
<td>$17,661</td>
<td>($5,661)</td>
<td>147%</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>$2,500</td>
<td>$16,075</td>
<td>($13,575)</td>
<td>643%</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$1,000</td>
<td>$1,020</td>
<td>($20)</td>
<td>102%</td>
</tr>
<tr>
<td>Consulting</td>
<td>$65,000</td>
<td>$11,311</td>
<td>$53,689</td>
<td>17%</td>
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<tr>
<td>Payroll Services</td>
<td>$3,500</td>
<td>$3,807</td>
<td>($307)</td>
<td>109%</td>
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<tr>
<td>Professional Services</td>
<td>$350</td>
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<td>$350</td>
<td>0%</td>
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<tr>
<td><strong>Total Professional/Contract Services</strong></td>
<td>$84,350</td>
<td>$49,874</td>
<td>$34,476</td>
<td>59%</td>
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<td><strong>Total Expenses</strong></td>
<td>$950,399</td>
<td>$845,635</td>
<td>$104,764</td>
<td>69%</td>
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<tr>
<td><strong>Surplus (Deficit)</strong></td>
<td>$1,734,157</td>
<td>$989,207</td>
<td>$2,723,364</td>
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</tr>
<tr>
<td><strong>RESERVE BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacific Western Bank - Operating</td>
<td>$1,307,295</td>
<td>-</td>
<td>$2,535,947</td>
<td>Balance as of June 30, 2019</td>
</tr>
<tr>
<td>Pacific Western Bank - Broadband</td>
<td>$1,825,759</td>
<td>-</td>
<td>Funds Expended</td>
<td>Balance as of June 30, 2019</td>
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<tr>
<td>LAIF</td>
<td>$1,789,838</td>
<td>$74,292</td>
<td>$1,864,130</td>
<td>Balance as of June 30, 2019</td>
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<tr>
<td><strong>Estimated Reserve Balance as of July 1, 2018</strong></td>
<td>$4,922,892</td>
<td>$74,292</td>
<td>$4,400,077</td>
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<td><strong>DEPOSIT ACCOUNTS</strong></td>
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<tr>
<td>SCLC Deposit Accounts</td>
<td>$31,969</td>
<td>$125,395</td>
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<tr>
<td><strong>PROJECTS</strong></td>
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<tr>
<td>Appropriated</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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</tr>
<tr>
<td>Expenditures</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
</tr>
</tbody>
</table>
DATE: July 25, 2019
TO: SCLC Executive Committee
    SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY19/20

BACKGROUND: The approved Budget for Fiscal Year 19/20 is attached for your review.

REVENUE: California Library Services Board approved the State Library budget for CLSA funds. The preliminary system allocations have been included in the budget. Grant revenue is to be determined.

EXPENSES: Due to the brevity of the fiscal year, there are no expenses to report.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Informational

Attachment
## SCLC APPROVED BUDGET: FY19/20
### July 25, 2019

**Agenda Item:** Ad #6

### Revenues and Expenses

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Approved FY19/20 Budget</th>
<th>Actuals as of July 1, 2019</th>
<th>Balance</th>
<th>Percentage Received / Expended</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSA System Administration</td>
<td>$341,735</td>
<td>$341,735</td>
<td>0%</td>
<td>SCLC, Serra, 49-99, ILS, SLS</td>
<td></td>
</tr>
<tr>
<td>CLSA Baseline</td>
<td>$563,513</td>
<td>$563,513</td>
<td>0%</td>
<td>CLSA funds for 2017/18</td>
<td></td>
</tr>
<tr>
<td>-Grants</td>
<td>$-</td>
<td>$-</td>
<td>-</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>-Grant Indirect **</td>
<td>$-</td>
<td>$-</td>
<td>-</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Member Dues</td>
<td>$201,470</td>
<td>$201,470</td>
<td>0%</td>
<td>Approved 11/29/18</td>
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<tr>
<td>Investment Income</td>
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</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,106,718</td>
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<td>0%</td>
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### Projected Expenses

<table>
<thead>
<tr>
<th>Salaries &amp; Benefits</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>$591,198</td>
<td>$591,198</td>
<td>0%</td>
<td>Cost for all current staff</td>
<td></td>
</tr>
<tr>
<td>PERS Health Benefits</td>
<td>$52,692</td>
<td>$52,692</td>
<td>0%</td>
<td>Health Benefits for all current staff</td>
<td></td>
</tr>
<tr>
<td>PERS Retiree Health Benefits</td>
<td>$28,416</td>
<td>$28,416</td>
<td>0%</td>
<td>Health Benefits for retired staff</td>
<td></td>
</tr>
<tr>
<td>PERS Unfunded Liabilities</td>
<td>$103,000</td>
<td>$103,000</td>
<td>0%</td>
<td>FY 19/20 projected cost</td>
<td></td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>$775,306</td>
<td>$775,306</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>-Rent</td>
<td>$20,160</td>
<td>$20,160</td>
<td>0%</td>
<td>Lease w/ City of Pasadena</td>
<td></td>
</tr>
<tr>
<td>-Utilities/Operating</td>
<td>$4,920</td>
<td>$4,920</td>
<td>0%</td>
<td>Elec, phone</td>
<td></td>
</tr>
<tr>
<td>-Delivery</td>
<td>$72,000.00</td>
<td>$72,000</td>
<td>0%</td>
<td>Delivery to libraries</td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td>$14,500</td>
<td>$14,500</td>
<td>0%</td>
<td>Califa, CLA, SHRM</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>$111,580</td>
<td>$111,580</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional/Contract Services</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>System Support / IT</td>
<td>$12,000</td>
<td>$12,000</td>
<td>0%</td>
<td>IT Support &amp; Maintenance</td>
<td></td>
</tr>
<tr>
<td>Audit Fees</td>
<td>$5,000</td>
<td>$5,000</td>
<td>0%</td>
<td>Audit for FY17/18</td>
<td></td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$1,000</td>
<td>$1,000</td>
<td>0%</td>
<td>Legal counsel</td>
<td></td>
</tr>
<tr>
<td>Consulting</td>
<td>$65,000</td>
<td>$65,000</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Services</td>
<td>$4,000</td>
<td>$4,000</td>
<td>0%</td>
<td>Payroll/ 1099 processing</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>$350</td>
<td>$350</td>
<td>0%</td>
<td>Bank Analysis Fees</td>
<td></td>
</tr>
<tr>
<td><strong>Total Professional/Contract Services</strong></td>
<td>$87,350</td>
<td>$87,350</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Total Expenses**                            | $974,236                 | $974,236                    | 0%      |                                 |                        |

| Surplus (Deficit)                             | $132,482                 | $-                          | -       |                                 |                        |

### RESERVE BALANCE

| Pacific Western Bank                          | $2,535,974               | $2,535,974                  | Balance as of July 1st |
| Pacific Western Bank - Broadband              | $-                       | $-                          | To be closed           |
| LAIF                                          | $1,864,130               | $1,864,130                  | Balance as of July 1st |
| **Estimated Reserve Balance as of July 1, 2019** | $4,400,104               | $4,400,104                  |                        |

### DEPOSIT ACCOUNTS

| SCLC Deposit Accounts                         | $157,364                 | $-                          | $157,364.00            |

### PROJECTS

<table>
<thead>
<tr>
<th>Appropriated</th>
<th>Expenditures</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>$-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>$-</td>
<td>$-</td>
<td>-</td>
</tr>
</tbody>
</table>
DATE: July 25, 2019
TO: SCLC Executive Committee
    SCLC Administrative Council
FROM: Diane Satchwell, Executive Director, SCLC
SUBJECT: SCLC Move to Pasadena

BACKGROUND: In 2014, there was a change in leadership and SCLC staff began their review of reducing operational costs. There was no outside revenue. SCLC only had membership dues and CLSA funds. Previous administration was using the reserve to subsidize the difference in revenue to cover staff and operations.

It was determined that certain costs were restricted due to five-year agreements for rent and the copier. IT was on a one-year contract. Working within those restrictions, SCLC staff reduced operations by over $20,000 a year and patiently waited for the five-year contracts to end.

In August of 2018, SCLC staff moved out of the office space, eliminated the copier lease and made some adjustments to best practices. It is now projected that SCLC has reduced the operation budget by $85,000. Staff will continue to evaluate and investigate cost savings. The reduced office space is a result of staff working remote.

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Prior to 2014</th>
<th>Up to 2018</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$1,680</td>
</tr>
<tr>
<td>IT</td>
<td>$1,500</td>
<td>$650</td>
<td>$350</td>
</tr>
<tr>
<td>Phone/Internet</td>
<td>$950</td>
<td>$475</td>
<td>$175</td>
</tr>
<tr>
<td>Utilities</td>
<td>$300</td>
<td>$300</td>
<td>$0</td>
</tr>
<tr>
<td>Copier</td>
<td>$850</td>
<td>$850</td>
<td>$0</td>
</tr>
<tr>
<td>Janitorial</td>
<td>$325</td>
<td>$325</td>
<td>$0</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>$500</td>
<td>$150</td>
<td>$128</td>
</tr>
<tr>
<td>Total</td>
<td>$9,425</td>
<td>$7,750</td>
<td>$2,333</td>
</tr>
<tr>
<td>Total annual savings</td>
<td>$0</td>
<td>$20,100</td>
<td>$85,104</td>
</tr>
</tbody>
</table>

FISCAL IMPACT: Savings of over $85,000 per year.

RECOMMENDATION: Informational
DATE: July 25, 2019
TO: SCLC Executive Committee
     SCLC Administrative Council
FROM: Diane Satchwell, Executive Director, SCLC
SUBJECT: Investment and Reserve Fund Policy

BACKGROUND: The need to update the Investment Policy, Reserve Fund Policy and the Reserves Allocation Policy is due to the pension liability and deficit of CalPERS. The current policy divides the funds remaining in the various accounts to the member libraries. The first priority should be given to paying down the pension liability and deficit.

The staff changes to the policies have been highlighted.

FISCAL IMPACT: None at this time

RECOMMENDATION: Approve changes to the policies.

Attachments
Southern California Library Cooperative (SCLC)  
Investment Policy  
*Approved by the SCLC Administrative Council 7/25/2019*

**Introduction**

The SCLC Investment Policy has been prepared in accordance with state law. It is reviewed annually by the SCLC Audit & Finance Committee and approved by the SCLC Administrative Council. The purpose of this policy is to establish investment guidelines for the designated investment manager.

**Fiduciary Responsibility**

SCLC Administrative Council is committed to ensure that the prudent investor standard and all applicable legal requirements are met whenever the agency is investing and managing public funds.

**Portfolio Objectives**

1. Safeguard investment principal.
2. Maintain sufficient liquidity to meet daily cash flow requirements.
3. Achieve a reasonable rate of return or yield.
4. **Strive to have funding for retirements of staff.**

**Authority**

SCLC Administrative Council delegates to the Controller and the Executive Director as agents for a period of one year its authority to invest or reinvest funds to sell or exchange securities held by the agency per California Government Code, Section 53607. The SCLC Audit & Finance Committee will confirm that the authorized staff is meeting the terms of the SCLC Investment Policy and California Law at the start of each fiscal year.

**Authorized Investments**

Restricted to those authorized by California Government Code and further by the restrictions shown in Schedule A.

**Prohibited Investments**

Inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, nor any other investment that could result in zero interest if held to maturity. Also, mutual bond funds that do not maintain a constant Net Asset Value (NAV) and illiquid investment which lack a readily available market for trading.
Staff Authorized to Make Investments

Controller AND Executive Director (both must authorize).

Authorized Investment Agent

The SCLC Audit & Finance Committee may authorize a broker/dealer to serve as the investment agent for SCLC. This assignment will be made on a fiscal year basis by majority vote of the SCLC Audit & Finance Committee and approved by the SCLC Administrative Council.

Accountability and Control

The authorized agent will prepare timely monthly and annual reports to monitor performance and satisfy auditing requirements. The Controller will review the subject reports and monitor all investment activity. The SCLC Audit & Finance Committee will conduct a quarterly review of the investment portfolio for compliance and performance.

Liquidity

SCLC will maintain balances in liquid public checking, savings, and money market accounts to handle all projected cash needs throughout the budgeted fiscal year. Priority will be given to any pension liability of deficit.

Withdrawal of Funds

The Executive Director and the Controller may transfer funds between investment accounts and the checking account to meet the day-to-day cash flow needs of the organization. All transfers TO the checking account must be approved by both the Controller and the Executive Director.

Any excess cash that is not required for the day-to-day cash flow needs of the organization should be transferred to investment accounts in a timely manner to maximize the returns on the organization’s investments.

Two approvals are required when the funds being withdrawn from an investment account will be in the form of a check. One of the approvals will be the chair of the Audit and Finance Committee, with the second approval being either the Executive Director or the Administrative Officer. If the Audit and Finance Committee Chair is unavailable, a member of the Executive Committee may give their approval. Requests for funds withdrawals in the form of a check must be made in writing (e.g., e-mail) and must include the following:

• reason for the request
• what the funds will be used for
• who the payee will be
## Schedule A

### Approved Investments:

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Maximum Maturity</th>
<th>Maximum %</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Agency Bonds</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>U.S. Treasury Obligations</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>State of California Obligations</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>CA Local Agency Obligations</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>U.S. Agencies</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Bankers’ Acceptances</td>
<td>180 days</td>
<td>40% (30%/Bank)</td>
<td>None</td>
</tr>
<tr>
<td>Commercial Paper (Select)</td>
<td>270 days</td>
<td>25%</td>
<td>A-1/P-1/F-1; (2)</td>
</tr>
<tr>
<td>Commercial Paper (Other)</td>
<td>270 days</td>
<td>40%</td>
<td>A-1/P-1/F-1; (2)</td>
</tr>
<tr>
<td>Negotiable Certificates of Deposit</td>
<td>5 years</td>
<td>30%</td>
<td>None</td>
</tr>
<tr>
<td>Repurchase Agreements</td>
<td>1 year</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Reverse Repurchase Agreements &amp; Securities Lending Agreements (3)</td>
<td>92 days</td>
<td>20% (base)</td>
<td>None</td>
</tr>
<tr>
<td>Medium-Term Notes</td>
<td>5 years</td>
<td>30%</td>
<td>&quot;A&quot; rating</td>
</tr>
<tr>
<td>Mutual Funds</td>
<td>N/A</td>
<td>20%</td>
<td>(4)</td>
</tr>
<tr>
<td>Money Market Mutual Funds</td>
<td>N/A</td>
<td>20%</td>
<td>(4)</td>
</tr>
<tr>
<td>Collateralized Bank Deposits</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Mortgage Pass-Through Securities</td>
<td>5 years</td>
<td>20%</td>
<td>&quot;AA&quot; Rating</td>
</tr>
<tr>
<td>Time Deposits</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>County Pooled Investment Funds</td>
<td>N/A</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Local Agency Investment Fund</td>
<td>N/A</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

1. Maximum term for any investment is five years.
2. If the agency’s issuer has issued long-term debt it must be rated "A" without regard to modifiers.
3. See detailed restrictions for Reverse Repurchase Agreements.
4. Must receive the highest ranking by not less than two nationally recognized rating agencies or retain an investment advisor who is registered with the SEC and who has not less than 5 years experience in investing money market investments with assets under management in excess of $500 million.
Schedule B

Authorized signatures for Investment Accounts per Withdrawal of Funds:

Chair of the SCLC Audit & Finance Committee
Controller
Executive Director
Administrative Officer
Reserve Fund Policy

**PURPOSE:** To cover operating costs for a period of 9-12 months in case there is a funding crisis and the system needs to continue operating with no CLSA funding.

The Reserve Fund shall be budgeted at a level that will cover operating expenses (including but not limited to rent, utilities, salaries and benefits for staff) for a period of at least nine (9) months but no more than twelve (12) months.

**DETERMINATION OF FUNDING LEVEL:** The Audit & Finance Committee will be responsible for determining the level of funding needed on an annual basis. At the first meeting of the calendar year, staff shall present to the Audit & Finance Committee information on the operating costs for the previous calendar year (a 12-month period). Staff will also present the Audit & Finance Committee with information on the current amount in the Reserve Fund.

The Audit & Finance Committee will make a recommendation to the Administrative Council at the council’s annual meeting. The recommendation will be one of the following:

a. To increase the Reserve Fund in order to maintain an adequate level of funding;
b. To decrease the Reserve Fund because it is over-funded;
c. To make no changes to the Reserve Fund because the current level is adequate to meet the operating expenses if needed;

d. **Determine funding to be deposited in the Reserve Fund for potential pension liability and deficit.**

The Administrative Council will approve or modify the Audit & Finance Committee recommendation at its annual meeting. Staff will then be responsible for implementing the Administrative Council’s decision no later than the beginning of the next fiscal year.

The Reserve Fund will be tracked as a budget line item in financial reports to the Council.

**APPROPRIATE USES OF THE RESERVE FUND:** The Reserve Fund may be used by staff in the following situations:

To cover fiscal needs when there is a delay in receipt of CLSA funding. Fund monies can be used to meet payroll, rent/utilities payments and other obligations.

To cover fiscal needs where there is a delay in receipt of LSTA funds and payments must be made to vendors.

To add funds to any pension liability or deficit.

Staff will notify the Audit & Finance Committee and the Administrative Council when a need to use reserve funds is anticipated. The Reserve Fund will be re-funded as soon as possible to maintain it at the recommended level.

Approved: July 25, 2019
RESERVES ALLOCATION POLICY

Purpose: To codify how the total reserves would be allocated back to the JPA members if the Amended Joint Powers Agreement (dated October 1, 1983) were to be terminated. The JPA states that in the event of termination of the agreement, all "property, funds, assets and interests" of the organization become property of the member agencies "in the same proportion as they have contributed to the total funds contributed to the System."

Policy: We have a formula for allocating the system's reserves in case the JPA dissolves. The formula is as follows:

1) All pension liability and deficit will be paid first.
2) Management keeps track of the dues that each member has paid to the system since FY1974/1975.
3) We take the total dues paid by each library and divide it by the total amount of dues paid by all system members.
4) The resulting number is the reserves share expressed as a percentage.
5) The resulting percentage is multiplied by the available reserves as of June 30.

South State Cooperative Library System (SSCLS) members as of June 30, 2009 will be credited shares of the reserves funds based on the SSCLS reserves amount available once the FY08/09 financial audit is completed. The credited allocation as of July 1, 2009 will be divided as follows: County of Los Angeles Public Library gets 2 portions, the remaining 3 libraries each get one portion. NOTE: This is a formula that SSCLS members have used to divide funds in the past.

As of July 1, 2009, SCLC management will continue tracking the allocation of the available reserves using the formula that is based on the dues that each member pays.

The annual allocation report is available upon request to any member library.

Adopted by SCLC Administrative Council: July 25, 2019
DATE: July 25, 2019
TO: SCLC Executive Committee
    SCLC Administrative Council
FROM: Diane Satchwell, Executive Director, SCLC
SUBJECT: Pension Deficit

BACKGROUND: SCLC is a member of CalPERS as most of you know and many of you are part of the CalPERS deficit. There are two parts to the deficit. The first part is the overall due when someone retires or SCLC dissolves and a large amount is due to CalPERS. The second part is the formula created for all state agencies to contribute to the state deficit over a ten-year period.

The totals for the statewide Classic liability are as follows-
FY 2024-25 $176,000
FY 2023-24 $166,000
FY 2022-23 $155,000
FY 2021-22 $138,000
FY 2020-21 $118,000
FY 2019-20 $103,000
FY 2018-19 $81,808
FY 2017-18 $61,233
FY 2016-17 $50,641
FY 2015-16 $40,393
Total $972,075

The totals are from employees in SCLC. One of the employees was a project manager of a grant and was placed on SCLC payroll. That grant is no longer managed by SCLC, but the debt is the responsibility of SCLC.

It is critical that the member library directors require revenue from other sources such as indirect from grants, membership dues, entrepreneurial projects, etc. CLSA funds are a very small percentage of the liability moving forward and there is no guarantee CLSA funds will be approved each year in the Governor’s budget.

FISCAL IMPACT: Funding is the responsibility of the member libraries.

RECOMMENDATION: Continue to contribute to the Reserve and pay yearly toward the ten-year payments.
DATE: July 25, 2019
TO: SCLC Executive Committee
     SCLC Administrative Council
FROM: Diane Satchwell, Executive Director, SCLC
SUBJECT: Grants

BACKGROUND: Each year, CSL determines which statewide grants will be awarded to various organizations. SCLC has been awarded the following grants, listing totals of the grants and the indirect:

<table>
<thead>
<tr>
<th>Grant Name</th>
<th>Total</th>
<th>Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Library Collection Initiatives</td>
<td>$914,700</td>
<td>$56,700</td>
</tr>
<tr>
<td>Developing Makerspaces in Libraries throughout California</td>
<td>$308,164</td>
<td>$28,015</td>
</tr>
<tr>
<td>ELF</td>
<td>$398,662</td>
<td>$36,242</td>
</tr>
<tr>
<td>Harwood</td>
<td>$206,000</td>
<td>$18,727</td>
</tr>
<tr>
<td>Mental Health Initiative</td>
<td>$242,000</td>
<td>$22,000</td>
</tr>
<tr>
<td>Maximizing Learning Spaces</td>
<td>$273,000</td>
<td>$24,818</td>
</tr>
<tr>
<td>Creando (Serra)</td>
<td>$42,767</td>
<td>$3,888</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,385,293</strong></td>
<td><strong>$190,390</strong></td>
</tr>
</tbody>
</table>

PLSEP has not been awarded, but the program is staying within the cooperatives. SCLC also receives $341,735. Awarding of grants are still being completed. SCLC might consider applying for outside grants or for a systemwide grant next year.

FISCAL IMPACT: TBD

RECOMMENDATION: Informational
DATE:       July 25, 2019
TO:         SCLC Administrative Council
FROM:       Diane Satchwell, Executive Director
SUBJECT:    CLSB Meeting, September 17, 2019

Background: The next CLSB meeting is scheduled for September 17 in Southern California. We have not received a confirming email about the location. SCLC member libraries need to discuss the new interpretation of the rules and regulations. It was anticipated that the assessment section would be eligible under the Baseline funding, not system administration. This means SCLC could not use CLSA funds to pay for Analytics on Demand or other assessment or evaluation software. We have also been informed that the yearly audits are no longer eligible under Baseline and we must use system administration.

There is much more detail and the system coordinators are working with the state library staff to sort out the interpretation. I have included the old memo I sent on April 10 providing more detail.

Thank you for your attention to this issue. And I hope many of you plan to attend the meeting. Here is the information from Annly on the location....

Good afternoon,

The location for the upcoming September 17, 2019 California Library Services Board Meeting will be the Whittwood Branch of the Whittier Public Library. More information on the meeting location can be found at http://www.library.ca.gov/services/to-libraries/ca-library-services-act/.

Please feel free to contact me with any questions.

Sincerely,

Annly Roman
Assistant to the California Library Services Board
California State Library
State Librarian’s Office
P.O. Box 942837
Sacramento, CA 94237
Annly.roman@library.ca.gov
916-323-0057
Summary of Issue

For the new regulatory language changes regarding assessments, it is necessary for the California Library Services Board (CLSB) to determine where in the budget the assessments may be paid from. This will be agendized at the October 2019 CLSB meeting, and cooperative library systems should consider developing language to support either it being placed in the Baseline budget or else an increase to the existing 20% System Administration budget for Planning, Coordinating and Evaluation (PC&E) to include assessment.

Background Regarding Assessments and New Regulatory Language

Effective January 1, 2019, the updates to the California Library Services Act Regulations went into effect as law, after thorough vetting of the California Library Services Board and comments from the cooperative library systems. Attachment A lists the full changes.

Of particular interest is the ability to use funds for assessment. The regulatory language regarding communication, delivery and resource sharing was changed to include Education Code section 18746 reading:

“Each system shall annually apply to the state board for funds for planning, coordination, and evaluation of the overall systemwide services authorized by this chapter.”

The updated language is found in Article 7. Communication and Delivery, Section 20236. Inclusion (page 20 of Attachment A):

“Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees.”

With the explanation

“Language required clarifying that funds could also be used for products or fees necessary to facilitate the communication, and delivery of print, digital or other information materials or the sharing of resources. This section also includes reference to the statute language on assessment.”

During the process, the systems advocated the regulatory language change to include the ability to more broadly use CLSA funds for digital resources, assessments such as Analytics on Demand, and to purchase telecommunications equipment. The changed language above addresses these three issues.

Lack of Common Description of Items in Budget

The California State Library staff, during FY 2018/19, have met several times with the system coordinators of the cooperative library systems to update the language in the CLSA Plan of
Service, Annual Report, and associated budgets and to include the updated regulatory language into the forms.

The FY 2018/19 Plan of Service form, which has been in use for several years, includes a preliminary budget (Attachment B). Components of that budget include personnel, operations, capital outlay, and anticipated current year-end balance in the equipment revolving fund.

When the draft of the FY 2019/20 Plan of Service form and preliminary budget (Attachment C) was presented to system coordinators on April 4, it became apparent that the State Library staff and the system coordinators have been using definitions in different ways, which has caused misunderstanding about the regulatory language.

- Several, if not all system coordinators have been referring to the CLSA allocations as having two categories: System Administration (no more than 20% of the budget, which includes staffing and indirect to support the system); and Communication and Delivery (80% of the budget, including operational support such as delivery and telecommunications; as well as the purchase of shared resources).
- One State Library staff has been referring to Communication and Delivery as the entire allocation, not divided up into the sections.
- Another State Library staff refers to the Communication and Delivery budget as System Administration (20%) and Baseline (80%).
- The State Library indicated that the new regulatory language allowing assessments should be included in Planning, Coordination and Evaluation (PC&E), which is part of System Administration funds, rather than Baseline funds. They have indicated that PC&E was included in System Administration in 1985 by the California Library Services Board (CLSB).
- It has been libraries’ understanding that the changes in regulatory language, particularly for assessments, resulted in systems being able to use Baseline (operations) funds for assessments, such as for Analytics on Demand.

It was agreed that the common standard language will be the following: the entire amount of funds are Communication and Delivery, and the budget will be separated into System Administration and Baseline.

**Next Steps for Clarification for Assessments**

Per the State Library staff, allowing Baseline funds for assessments will require a review by the CLSB. We have requested that this be put on the October 2019 CLSB agenda.

The system coordinators have asked that the State Library work with the systems in developing a memo for the CLSB meeting.

It is recommended that the systems consider developing talking points advocating allowing Baseline funds for assessment. Some talking points include:

For larger systems such as the Pacific Library Partnership and Southern California Library Cooperative, all of the 20% of System Administration funds is used to administer the activities of the systems, leaving no other discretionary funds for PC&E.
When advocating for regulatory language changes, some of the comments to the State Library included:

- “Other” may include resources that support planning, coordination and assessment of system-wide services so that programs and services are provided that meet the changing demographics of 21st century populations.

- We appreciate the proposed updates to Article 7, Communication and Delivery, including the newly proposed Section 20236, Communication, Delivery and Resource Sharing, as this section clearly defines the allowable uses for our CLSA funds in supporting resource sharing. Section 20236 is written very broadly, which allows for interpretation as libraries continue to discover new ways for resource sharing. It is our hope that the CLSB and the State Library will ensure that this section will be interpreted to include the following elements, which we believe are critical to successful, collaborative resource sharing:
  - Ability to share various types of content which is library-owned, library-leased or library-created, including eResources (eBooks, eMusic, eMagazines, etc.), digital items,
  - The costs associated with a shared platform for sharing resources, such as a discovery layer or portal for access to the items delivered
  - Databases
  - Subscription tools which support the assessment of system-wide services to allow libraries to respond to the changing needs of their communities.

One Other Change to the FY 2019/20 Plan of Service

In FY 2018/19, the Plan of Service also asked for a copy of the system’s audit. A CLSB board member inquired about the CalPERS pension liability obligations for systems. This question has been included in the FY 2019/20 Plan of Service. Systems will discuss possible talking points regarding pension liability and the change of not using CLSA to pay for the audits.

Other Changes Going to CLSB in October

In the System Annual report, cooperative systems report on the expenditures and include narrative about the impact the funds have made on their systems. In the past several years, it has included a section “Communication Activity” which includes a column to quantify the number of phone calls and emails that have been sent out, along with the associated cost. This is holdover data from when there were more systems participating. For cooperative systems which have a shared ILS, they count the number of email notices going out to patrons. For systems without a shared ILS, they indicate emails and calls from listservs of member libraries. There will be a discussion about whether the column for number of messages should remain, and if so, what type of data would be included. The system coordinators will work with the State Library staff on developing talking points.
DATE:        July 25, 2019
TO:          SCLC Executive Committee
             SCLC Administrative Council
FROM:        Diane Satchwell, Executive Director, SCLC
SUBJECT:     Annual Report

BACKGROUND: Each year SCLC is required to report on the spending of CLSA funds. There have been changes to the rules and regulations, the form is different, and SCLC member libraries should provide resource sharing programs and services with other libraries.

Please take note of the comments in red. The reporting of telecommunication is being reviewed. Each system reported different data. CSL is working to determine which data is most beneficial. Delivery remains the same, although we will include the use of our delivery system included roll out of digilabs.

SCLC staff has been approved to send an amended plan of service. CSL is allowing the equipment purchase for the move (firewall and server) as it benefited the system(s). We also increased the funds needed for the digilabs to provide training and written documentation for the users. SCLC also purchased additional equipment for new participating libraries.

The report is due to CSL September 3.

FISCAL IMPACT: Expenditure of CLSA funds.

RECOMMENDATION: Approve Chair to sign Annual Report.

Attachment
CALIFORNIA LIBRARY SERVICES ACT

2018/19 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

Southern California Library Cooperative

System Name

Southern California Library Cooperative
System Fiscal Agent Jurisdiction

Report submitted by: ___________________________________________________

Signature of System Chair

Contact person: Diane Satchwell Phone: 626-283-5949

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 2018/19 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 mail a signed original and one copy of the report to:

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

All annual report documents must be postmarked by September 31, 2019

Please contact Monica.Rivas@library.ca.gov or at (916) 653-5471 with any questions.
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 payed 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
State (CLSA), Federal and Local funds encumbered from prior year and not yet expended.

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.

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.
## COMMUNICATIONS ACTIVITY, FY 2018/19

<table>
<thead>
<tr>
<th>Communication Device</th>
<th>Number Of Messages</th>
<th>Annual Cost of Service</th>
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</thead>
<tbody>
<tr>
<td>a. Telephone / Telefacsimile</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>b. Internet (including electronic mail)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>c. Other (specify) (example postage)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 2018/19

<table>
<thead>
<tr>
<th>Items sent by:</th>
<th>Items delivered to member public libraries in the two-week sample period:</th>
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</thead>
<tbody>
<tr>
<td>a. System member public libraries</td>
<td>761</td>
</tr>
<tr>
<td>b. Non-public libraries in System area</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>761</td>
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</table>

<table>
<thead>
<tr>
<th>System Owned</th>
<th>Contracted Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Owned</td>
<td>Contracted Vendor</td>
</tr>
<tr>
<td>2</td>
<td>60,100</td>
</tr>
</tbody>
</table>

e. Percentage of items delivered by:

- U.S. Mail ___1__%  
- UPS ______%  
- System Van ______%  
- Contracted Van __99__%  
- Other ______%

f. Total number of e-books purchased/circulated through member public libraries using CLSA funds

0
Section 2
Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service, if not why?

Monica Rivas approved SCLC staff to submit an amended plan of service to allow for additional funding for the digilabs (consultant, written documents, additional equipment, etc.); our move required the purchase of some equipment and that was approved; and we had higher costs for delivery due to digilabs being delivered.

Can you provide any comments from your community on the digilabs if you allow public use; also any staff comments on the information that will be made available for sharing?

2. How much of the System’s funding for the FY 2017/18 has been spend? If not all the funds have been spend are you on track to expend funds by June 2020, please explain.

All our funds are spent

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

Please come prepared to provide any program or service your library shared with another within SCLC. For example, Torrance invited other libraries to participate in the mental health trainings offered at the Torrance library.
System Name: Southern California Library System

### Program 1: System Administration

<table>
<thead>
<tr>
<th>Income Sources</th>
<th>State</th>
<th>Federal</th>
<th>Local</th>
<th>Total</th>
<th>Total Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
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<td><strong>PC &amp; E</strong></td>
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<tr>
<td><strong>Materials</strong></td>
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<td>$0</td>
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<tr>
<td><strong>Equipment</strong></td>
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<tr>
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### Program 2: System Communication and Delivery (Baseline)

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<tr>
<th>Income Sources</th>
<th>State</th>
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<th>Local</th>
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<th>Total Budgeted</th>
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### Program 3: Memberships

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<th>Total Budgeted</th>
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<td>$201,470</td>
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<td>$0</td>
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<tr>
<td><strong>Materials</strong></td>
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<td><strong>Equipment</strong></td>
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</table>

**Income Sources**

**LSTA Program**

**Other**

**Local**

**Federal**
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<th>Income Sources</th>
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<th>Federal</th>
<th>Local</th>
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<td>b. LSTA</td>
<td>c. Local funds/fees</td>
<td>d. Interest</td>
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<tr>
<td>Service A (as described in Plans of Service): Personnel</td>
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39
DATE: July 25, 2019
TO: SCLC Executive Committee
    SCLC Administrative Council
FROM: Janet Stone, Chair
SUBJECT: SCLC Committees FY19/20

BACKGROUND: SCLC committee membership changes each year. Following are the committee members for FY19/20:

Executive Committee

Chair: Janet Stone, Glendora
Members: Carmen Hernandez, Alhambra
          Antonio Apodaca, Camarillo
          Krizia Virbia, Covina
          Gary Shaffer, Glendale
          Christine Conwell, Moorpark
          Robert Shupe, Palmdale
          Michelle Perera, Pasadena
          Christine Smart, Sierra Madre
          Charles Hughes, Signal Hill

Audit and Finance Committee

Chair: Robert Shupe, Palmdale
Members: Ann Graf, Azusa
          Susan Anderson, Redondo Beach
          Patty Wong, Santa Monica
          Joyce Ryan, Santa Fe Springs
          Heather Cousin, Thousand Oaks

Nominating Committee

Chair: Carmen Hernandez, Alhambra
Members: Barbara Lockwood, Calabasas
          Susan Anderson, Redondo Beach
          Irene McDermott, San Marino
          Heather Cousin, Thousand Oaks

FISCAL IMPACT: None at this time

RECOMMENDATION: Informational
DATE:    July 25, 2019
TO:     SCLC Executive Committee
        SCLC Administrative Council
FROM:  Janet Stone, Chair
SUBJECT:  ED Recruitment Committee

BACKGROUND: SCLC directors are needed to form a recruitment committee. Responsibilities include, but not limited to-
1. Determine expectations/goals/targets of ED
2. Design brochure
3. Determine need for supplemental questions
4. Create interview questions
5. Participate on interview panel
6. Make recommendation of appointment to Executive Committee and Administrative Council
7. And other tasks as assigned

FISCAL IMPACT: TBD

RECOMMENDATION: Form a recruitment committee
DATE:    July 25,2019  
TO:      SCLC Executive Committee  
         SCLC Administrative Council  
FROM:    Janet Stone, Chair  
SUBJECT: CalPERS Resolution  

BACKGROUND: The Administrative Council requested during the May meeting that Diane be available to train and transition the new Executive Director and Diane requests that the new ED approves the assistance. CalPERS does not allow a retiree to work until 180 days has passed. CalPERS does allow Council to submit a resolution requesting the retiree to work immediately following the retirement date.

Please review the three attachments, Garza’s resolution from 2014, a proposed resolution and the third provides instructions and a sample resolution. This resolution is to fill in as an interim. Diane and Carol will contact CalPERS to verify this is the correct section as it states to fill a vacancy as interim. Depending on the timeline for submitting a resolution, an emergency meeting of the EC may be required.

FISCAL IMPACT: Potential funding for training and transition.

RECOMMENDATION: Direct Controller and ED to investigate specific language for the resolution to train and transition. Authorize the Executive Committee to meet if necessary to meet the deadline to submit the resolution.

Attachments
Resolution Number 100  
Date of Resolution: December 19, 2013

RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD  
GC sections 7522.56 & 21221(h)

WHEREAS, in compliance with Government Code section 7522.56 the Southern California Library Cooperative must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Rosario Garza, CalPERS ID #6156853923 will retire from Southern California Library Cooperative in the position of Executive Director, effective December 21, 2013; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 20, 2014 without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Executive Committee, the Southern California Library Cooperative and Rosario Garza certify that Rosario Garza has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Executive Committee hereby appoints Rosario Garza as an interim appointment retired annuitant to the vacant position of Executive Director for the Southern California Library Cooperative under Government Code section 21221(h), effective January 1, 2014; and

WHEREAS, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

WHEREAS, the current status of this recruitment is publicly posted online with the American Library Association Joblist, California Library Association, California City News, and publib (electronic mailing list); and

WHEREAS, this section 21221(h) appointment shall only be made once and therefore will end on June 30, 2014; and

WHEREAS, the entire employment agreement, contract or appointment document between Rosario Garza and the Southern California Library Cooperative has been reviewed by this body and is attached herein; and
WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is $11,935.74 and the hourly equivalent is $68.86, and the minimum base salary for this position is $11,935.74 and the hourly equivalent is $68.86; and

WHEREAS, the hourly rate paid to Rosario Garza will be $68.86; and

WHEREAS, Rosario Garza has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Executive Committee hereby certifies the nature of the appointment of Rosario Garza as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Executive Director for the Southern California Library Cooperative by January 1, 2014 because the Executive Director vacancy will not be filled before that date.

BY

________________________________
(Name of Official)

________________________________
(Title of Official)

Vote count:
Ayes:
Nays:
Abstentions:
RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION

Gov. Code sections 7522.56 & 21221(h)

Resolution Number 2019-01

Date of Resolution July 25, 2019

WHEREAS, in compliance with Government (Gov.) Code section 7522.56 of the Public Employees' Retirement Law, the Southern California Library Cooperative must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and

WHEREAS, Diane Satchwell, CalPERS ID retired from Southern California Library Cooperative in the position of Executive Director, effective October 31, 2019; and

WHEREAS, Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is (date of 181st day after retirement) without this certification resolution; and

WHEREAS, Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Southern California Library Cooperative and Diane Satchwell certify that Diane Satchwell has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during training of the permanent appointment; and

WHEREAS, the governing body has authorized the training and transition through June 30, 2019; and

WHEREAS, the Southern California Library Cooperative hereby appoints Diane Satchwell to assist in training and transition for the Southern California Library Cooperative under Gov. Code section 21221(h), effective November 1, 2019; and

WHEREAS, this Gov. Code section 21221(h) transition shall only be made once and therefore will end on or before June 30, 2019 and
WHEREAS, the entire employment agreement, contract or appointment document between Diane Satchwell and the Southern California Library Cooperative has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is $13,218 per month and the hourly equivalent is $76.26; and

WHEREAS, the hourly rate paid to Diane Satchwell will be $76.26; and

WHEREAS, Diane Satchwell has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Southern California Library Cooperative hereby certifies the nature of the employment of Diane Satchwell as described herein and detailed in the attached employment agreement appointment document and that this appointment is necessary to fill the critically needed position of Executive Director transition for the Southern California Library Cooperative by November 1, 2019 because the skills for this position are unique and transition is critical for the organization to continue its business without interruption.

(Signatures and other notations as per usual for resolution by governing body name including vote count)

Chair

Vote Count:
Instructions for CalPERS 180-Day Wait Period Exception
Public Agencies (per Gov. Code section 7522.56)

Bona Fide Separation in Service: If a member retires/will retire prior to their normal retirement age (i.e., age 55 for 2% at 55 formula, age 60 for 2% at 60 formula, age 62 for 1.25% at 65 formula, etc.), you cannot provide an agreement, written or verbal, for post-retirement employment prior to and for 60 days after the member's retirement date. This bona fide separation in service requirement is federal tax law and must be met before you obtain a 180-day wait period exception.

If the member has more than one retirement benefit formula, then the "normal retirement age" may be up to the maximum normal retirement age of 62. For details, refer to the “Employment of a Retiree” section of the CalPERS Public Agency & Schools Reference Guide.

Included are two sample resolutions for public agencies to use for approving a 180-day wait period exception. The required documents should be submitted to CalPERS before the retiree begins working to ensure the exception is valid and the employment compliant.

The resolution for Gov. Code sections 7522.56 & 21224 is for extra help retired annuitants, i.e., CalPERS retirees hired to perform work of limited duration, such as elimination of a backlog, special project work, or to perform work exceeding regular staff work. Public agencies should only appoint retirees to retired annuitant designated positions. A retiree must reinstate from retirement to be employed in any regular staff position which includes “permanent part-time,” “seasonal,” “limited term,” “permanent intermittent,” “exempt from membership,” or any other type of “temporary” or periodic regular staff position.

The resolution for Gov. Code sections 7522.56 & 21221(h) is for a vacant position retired annuitant, i.e., a CalPERS retiree hired to work in a vacant position while you recruit for a permanent replacement. Use this resolution to appoint a retiree to positions such as an interim city manager, interim police or fire chief, interim department head and to any other unique managerial or executive position. An open recruitment to fill the vacancy with a permanent replacement is required to appoint a retiree. A retiree can only be appointed once to a vacant position. A retiree must reinstate from retirement (terminate retirement) to be employed as a permanent part-time or any other type of regular staff employee.
Submit the following documents to CalPERS before the employment begins:

- Executed and signed resolution
- Copy of the employment agreement or personnel appointment paperwork
- Copy of the publicly available salary schedule listing the comparable or vacant position
- Recruitment status for a vacant position section 21221(h) appointment including a copy of, or web link to the activated recruitment

These documents can be submitted to CalPERS as follows:

1. Via email to: Working_After_Retirement@calpers.ca.gov
   a. Use the following subject line:
      180-day Exception (Agency Name), (Retiree Name), (Retiree CalPERS ID).

2. Via fax to: (916) 795-9540

3. Via mail to:
   CalPERS
   Membership & Post-Retirement Employment
   Employer Account Management Division
   PO Box 942709
   Sacramento, CA 94229-2709
SAMPLE RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION

Gov. Code sections 7522.56 & 21221(h)

Resolution Number

Date of Resolution

WHEREAS, in compliance with Government (Gov.) Code section 7522.56 of the Public Employees’ Retirement Law, the (governing body name) must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and

WHEREAS, (retiree name, CalPERS ID or last 4 digits of the social security number) retired from (employer from which retired) in the position of (name of position from which retired), effective (CalPERS retirement date); and

WHEREAS, Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is (date of 181st day after retirement) without this certification resolution; and

WHEREAS, Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the (governing body name), the (employer name) and (retiree name) certify that (retiree name) has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

WHEREAS, the governing body has authorized the search for a permanent appointment on (date); and

WHEREAS, the (governing body name) hereby appoints (retiree name) as an interim appointment retired annuitant to the vacant position of (position name) for the (employer name) under Gov. Code section 21221(h), effective (date of appointment); and

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on (termination date of appointment); and
WHEREAS, the entire employment agreement, contract or appointment document between (retiree name) and the (employer name) has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is (monthly salary) and the hourly equivalent is (hourly rate), and the minimum base salary for this position is (monthly salary) and the hourly equivalent is (hourly rate); and

WHEREAS, the hourly rate paid to (retiree name) will be (hourly rate); and

WHEREAS, (retiree name) has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the (governing body name) hereby certifies the nature of the employment of (retiree name) as described herein and detailed in the attached employment agreement / contract / appointment document and that this appointment is necessary to fill the critically needed position of (position name) for the (employer name) by (date employment begins) because (describe the reasons and conditions that require this position be filled by the listed date).

(Signatures and other notations as per usual for resolution by governing body name including vote count)
DATE:         July 25,2019
TO:         SCLC Executive Committee
           SCLC Administrative Council
FROM:  Diane Satchwell, Executive Director, SCLC
SUBJECT:  Simi Valley Public Library Membership in SCLC

BACKGROUND: Simi Valley has requested to join SCLC as a member. SCLC staff have been working with Simi Valley staff to support the process to join SCLC. The first step was to pass a resolution by Simi Valley to join SCLC.

SCLC member libraries are to review the resolution, submit a letter recommending to the CLSB to approve membership, submit minutes and Simi Valley will compose a letter addressed to the President of the CLSB. SCLC staff will work with Simi Valley to compose the letter.

FISCAL IMPACT: Increase in membership dues

RECOMMENDATION: Approve membership of Simi Valley in SCLC and recommend membership approval to the California Library Services Board.

Attachments
RESOLUTION NO. PL-28

A RESOLUTION OF THE SIMI VALLEY LIBRARY BOARD OF TRUSTEES REQUESTING THE SIMI VALLEY PUBLIC LIBRARY'S AFFILIATION WITH THE SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

WHEREAS, on January 30, 2012, the City Council adopted Ordinance No. 1182 which added Chapter 15 to Title 2 to the Simi Valley Municipal Code establishing the Simi Valley Public Library, a municipal public library to be operated by the City in accordance with the Municipal Public Library Act (California Education Code Section 18900); and

WHEREAS, on March 26, 2012, the Mayor of the City of Simi Valley, with the consent of the City Council, appointed himself and the members of City Council as the Simi Valley Library Board of Trustees; and

WHEREAS, the Simi Valley Library Board of Trustees desires to enter into the Southern California Library Cooperative as a direct and equal member, subject to approval by the Southern California Library Cooperative Administrative Council.

NOW, THEREFORE, THE SIMI VALLEY LIBRARY BOARD OF TRUSTEES DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Simi Valley Library Board of Trustees requests the Simi Valley Public Library's affiliation with the Southern California Library Cooperative, subject to approval by the Southern California Library Cooperative Administrative Council.

SECTION 2. This resolution will take effect immediately upon adoption.

SECTION 3. The Board Secretary shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the Board Secretary.

PASSED and ADOPTED this 17th day of June 2019.

Attest:

Julia Fritz, Acting Board Secretary

Keith L. Mashburn, President
Simi Valley Library Board of Trustees

Approved as to Form:

Lonnie J. Eldridge, General Counsel

Approved as to Content:

Brian Paul Gabler, Interim Executive Officer

Ronald K. Fuchiwaki
Interim Community Services Director
I, Acting Board Secretary of the Simi Valley Library Board of Trustees of the City of Simi Valley, California, do hereby certify that the foregoing Resolution No. PL-28 was regularly introduced and adopted by the Simi Valley Library Board of Trustees of the City of Simi Valley, California, at a regular meeting thereof held on the 17th day of June 2019, by the following vote of the Board of Trustees:

AYES: Trustees Luevanos and Judge, President Pro Tem Cavanaugh and President Mashburn

NAYS: None

ABSENT: Trustee Litster

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Simi Valley, California, this 19th day of June 2019.

Julia Fritz
Acting Board Secretary
September 17, 2019

Anne Bernardo, President
California Library Services Board
P.O. Box 94237
Sacramento, CA 94237

Dear Ms. Bernardo:

It is my pleasure to inform you effective July 25, 2019, Simi Valley Library has been approved for membership in the Southern California Library Cooperative. We are hoping to include them in this year’s activities and begin our resource sharing programs as soon as possible.

SCLC looks forward to working with Simi Valley and providing support to their library.

Sincerely,

Diane R. Satchwell
Executive Director

Attachments
DATE:       July 25, 2019
TO:         SCLC Executive Committee
            SCLC Administrative Council
FROM:       Diane Satchwell, Executive Director, SCLC
SUBJECT:    Monterey Park

BACKGROUND: Monterey Park discovered the city never signed the original
agreement. They have requested SCLC to sign an agreement making it retroactive. It is
unknown if this has any impact on the original signatures or if additional steps are
needed to complete the process.

Implications of Monterey Park not being a member in good standing would require the
library to disconnect from CENIC and would not be eligible for any funding from CLSA
and funds from the Governor’s budget.

SCLC staff would like our attorney to review the agreement and review the process to
see if additional steps are required. It is important to Monterey Park to maintain its
membership.

FISCAL IMPACT: TBD

RECOMMENDATION: Approve attorney review of agreement and provide any fiscal
impact moving forward.

Attachment
FIRST AMENDMENT TO
AGREEMENT BETWEEN
THE CITY OF MONTEREY PARK AND
METROPOLITAN COOPERATIVE LIBRARY SYSTEM

THIS FIRST AMENDMENT ("Amendment") is made and entered into this day of June 2019, by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation ("City"), and SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (previously the "Metropolitan Cooperative Library System"), a public entity legal and corporate formed under the laws of California ("Coop"). The Parties agree as follows:

1. **RECITALS.** The Parties agree that this Amendment is executed with reference to the following:

   A. On August 2, 1983, the City Council authorized the City Manager, or designee, to execute the Amendment Joint Powers Agreement by and between the parties that took effect October 1, 1983 ("JPA");

   B. The City Clerk’s office is unable to locate a fully executed copy of the JPA and Coop is also unable to locate an executed copy;

   C. On August 4, 2009, Coop’s predecessor in interest, the Metropolitan Cooperative Library System, changed its name to “Southern California Library Cooperative”;

   D. While the Parties have performed in accordance with the JPA since 1983, the Parties agree that they each should have an executed JPA; and

   E. Accordingly, the Parties believe it to be in the public interest to execute this Amendment which retroactively renders the JPA fully effective.

2. **APPROVAL; RETROACTIVITY.** The Parties agree that the attached Exhibit “A,” which is incorporated by this reference, constitutes the JPA and became effective October 1, 1983. Its effectiveness was not questioned by either Party since that date and its terms and conditions govern the relationship between the Parties.

3. **COUNTERPARTS.** This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

   [SIGNATURES ON NEXT PAGE]
IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF MONTEREY PARK  
Ron Bow,  
City Manager

METROPOLITAN

______________________________  ____________________________

Vincent D. Chang,  
City Clerk

ATTEST:

Taxpayer ID No. ________________

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _________________________________
Karl H. Berger, Assistant City Attorney
DATE:       July 25, 2019
TO:         SCLC Administrative Council
FROM:       Patty Wong, Director of Library Services, Santa Monica Public Library
            Jennifer Addington, Director, Palos Verdes Library Director
            Wayne Walker, Deputy Executive Director, SCLC
SUBJECT:    SCLC Committees and Interest Groups

BACKGROUND: SCLC has numerous Committees and Interest Groups made up of members from SCLC libraries. SCLC does not have current documented requirements and guidelines for the creation of new Committees should a request from member libraries be received to create one. A small task force was assembled to help draft definitions and requirements for both Committees and Interest Groups for Admin Council review and discussion.

A brief report on the findings will be provided.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Discussion will determine any next steps.
Committees

Definitions:

1.) A body of one or more persons that is subordinate to a deliberative assembly. Usually, the assembly sends matters into a committee as a way to explore them more fully than would be possible if the assembly itself were considering them. Committee may include members from the larger group.

Roles:

1.) Be assigned tasks or projects at the request of the Administrative Council
2.) Investigate and research ideas and projects to present back to Admin Council
3.) Support members’ work

Requirements:

1.) Adhere to the Brown Act
2.) Establish and follow agendas
3.) Capture and generate meeting minutes
4.) Post agendas and meeting minutes publicly within a specified timeline
5.) Assign Chairs
6.) Make meetings accessible to the public
7.) Fixed Meeting Schedule
8.) Membership determined by Admin Council; all members can be represented
9.) Members are normally appointed by Admin Council or the governing body
10.) Formal communication structure (roster, elist, reporting to Admin Council)

Benefits:

1.) Provides an arm for the Council to research and recommend projects and issues
2.) Provides subject matter experience and experience
3.) Leadership opportunities for participants
4.) Community and team building benefits SCLC and member capacity
Implications:

1.) Requires some degree of oversight from Administrative Council and SCLC Staff
2.) May have small budgetary implications for support (Posting docs on SCLC website, general guidance and oversight on processes)
3.) Formality is a cultural shift
4.) Establishment and maintenance of member e-list / roster

Interest Groups

Definitions:

1.) A group of persons having a common identifying interest

Roles:

1.) Meet informally to exchange information and network on topics shared by the group

Requirements:

1.) There are no formal requirements

Benefits:

1.) Does not need to adhere to the Brown Act
2.) Does not require oversight from Council and SCLC Staff - No budgetary implications
3.) Meetings can be determined by participants with few expectations
4.) Gives members possible first experience with SCLC and its role/purpose

Implications:

1.) Potential benefits of subject matter expertise/experience is only shared among participants
2.) Closed group - communication only amongst selected few; no record of communications nor meetings
3.) No process to make recommendations or suggestions regarding policy, process or direction
4.) Leadership and growth opportunities are limited to participants
5.) No formal relationship with Administrative Council allowing knowledge of activities and discussion within Interest Groups.
SCLC Committee Application

Process:

1. Application available at SCLC website, and filed
2. Representatives from Interest Group/Members present at next Administrative Council Meeting
3. Decision may be made at same Administrative Council Meeting or may be deferred should there be a need for fiscal or administrative research or review.
4. Committee should include Administrative Council Liaison

Suggested Name of Committee:

Statement of interest:

Key leadership and contact information:

Current members of Interest Group:

If no current Interest Group, identify interested Members:

Goals (including regular scheduled meetings):

Budget implications (to be filled out by SCLC staff in consultation with proposed Committee leadership):

Date: ___________________ Submitted by: _____________________________

Name

______________________________

SCLC Member Library

______________________________

Email

______________________________

Phone
SCLC Interest Group Application

Process:
1. Application available at SCLC website, and filed with SCLC staff
2. SCLC staff review with Executive Committee for information and establish elist/roster and list on SCLC website
3. New Interest Group announcement shared with SCLC Members with contact information

Suggested Name of Interest Group

Statement of interest:

Key leadership and contact information:

Interested members and contact information:

Goals (including proposed meeting schedule):

Date: _________________ Submitted by: _____________________________

Name

__________________________________

SCLC Member Library

__________________________________

Email

__________________________________

Phone
• The citizens of Arcadia passed Measure A in June, 2019, providing the city with a ¾ of 1 cent sales tax. This is good news as it keeps all departments, including the Library, intact with a flat budget. All city departments are encouraged to continue to look for savings going forward.

• The Friends of the Library will no longer be supporting Brainfuse so this service will no longer be available to the community.

• Passport Services at the Library has been in operation for one year and is doing well. There were 3,177 phone inquiries, 1,341 walk-in inquiries, 1,154 photos taken, and 2,198 passports executed. There was a revenue realization of $22,488 for this past fiscal year, which goes back into the City’s General Fund. This service is separately staffed and those positions are paid for by the revenue generated from this service.

• The Library is exploring offering rentals of its Auditorium to non-profit groups after hours and on Sundays. The Library is also getting ready to revisit Library policies with the City Attorney and tighten up wording on “no soliciting” in the Library to include paid tutoring as well as updating the City’s Municipal Code regarding lost items left at the Library. The Library is having upwards of six out of eight of the children’s room tables taken up by commercial tutors, eliciting complaints from the public. We thought the number would go down in the summer but it is the same and, on some days, even more.

• A new Veterans Clinic has opened up in Arcadia at 7 W. Foothill Blvd. There is finally a clinic for veterans in the San Gabriel Valley. Prior to now, the closest place was Long Beach or Santa Monica. We are excited to meet our new neighbors.

• Beginning July 28, 2019, a Farmer’s Market will be held in the Library parking lot on Sundays from 10-2. (the Library is closed on Sundays so this makes good use of the space). It will be a year-round Farmer’s Market, if successful.

• Programs:
  Arcadia Public Library After Dark: Movie Trivia Friday, August 2 at 7p.m.
  Adult Recess – Choose Your Own Adventure & Coloring Tuesday, August 6 at 7p.m.
  Chinese American Heritage of Arcadia and Southern California Saturday, August 17; 2-3:30 p.m.
  Interactive Movie Night featuring The Princess Bride – June 7; 7pm – included in the fun were snacks, props, laughs, and more snacks.
  Ology Party – Thursdays, June 13, 20, and 27; 3:30 4:30 p.m. – A program for 3rd-5th graders to learn about spies, coding without a computer, and the Titanic. The target audience was also to reach reluctant readers that don’t regularly visit the Library.

Redondo Beach  • The Friends of the Redondo Beach Public Library have funded Creativebug (online crafts classes) and Kanopy (streaming classic cinema, indie film, and documentaries). They also purchased three new AWE computers for the Library.

• The participation numbers have been strong this year for the Summer Reading Program and we are hoping to reach 2000 registrations. For the first time the Youth Services Librarian visited summer schools in the area to sign students up (in addition to her annual visit to the local schools before the end of the school year to promote the program).
• The Library revamped its “User Satisfaction Survey” this year, borrowing the question “Because of the Library I was able to...” from Janet Stone in Glendora. We received some great responses, which we are making into a video that we will share. We kept the survey open for a week, as opposed to a day, and created an online SurveyMonkey version in addition to print copies, netting over 400 responses total.
• Our “Value of Libraries” grant-funded program with Sewing Rebellion starts July 13th.
• On July 30th we are holding an informational session at the Main Library with representatives from senior homes in the area to introduce them to our digital products and other services.
• We also created a series of colorful posters advertising our digital offerings and placed them around City Hall for the public and staff, in the City’s teen and senior centers, and at the Starbucks across the street from the Main Library.