AGENDA

All items may be considered for action.

10 a.m.

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 July 25, 2019 Administrative Council Meeting
   b. IRC Section 125 Premium Only Plan Resolution

4. Adoption of Agenda

5. Budget Status FY19/20 – Carol Dinuzzo

6. Membership Dues 2020/21 – Carol Dinuzzo

7. Pasadena Public Library Membership Dues – Diane Satchwell

8. Executive Director Recruitment Update – Diane Satchwell

9. CLSA/CLSB Update – Diane Satchwell

10. CLSA Delivery Workload Tally – Diane Satchwell

11. SCLC Committees and Interest Groups – Update -- P. Wong, J. Addington, W. Walker

   News from the State Library


14. Other

15. Roundtable
   Reports submitted before the meeting are included in the agenda packet. Other reports may be given as time permits but will not be recorded in the minutes.

16. Adjournment

Next Meeting: TBD
ACTION ITEMS

Meeting: ________SCLC Administrative Council Meeting_______________________________

Date: ____________October 17, 2019______________________________________________

Library: _______________________________________________________________________

Name: _________________________________________________________________________

Signature: _____________________________________________________________________

Agenda Item: ________________
     ___ Aye  ___ Motion
     ___ Nay  ___ Second
     ___ Abstain

Agenda Item: ________________
     ___ Aye  ___ Motion
     ___ Nay  ___ Second
     ___ Abstain

Agenda Item: ________________
     ___ Aye  ___ Motion
     ___ Nay  ___ Second
     ___ Abstain

Agenda Item: ________________
     ___ Aye  ___ Motion
     ___ Nay  ___ Second
     ___ Abstain

Agenda Item: ________________
     ___ Aye  ___ Motion
     ___ Nay  ___ Second
     ___ Abstain

Agenda Item: ________________
     ___ Aye  ___ Motion
     ___ Nay  ___ Second
     ___ Abstain
Name: ______________________________________
Signature: ________________________________  Date: ________________

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain

Agenda Item: ________________  ________________________________
____ Aye  _____ Motion
____ Nay  _____ Second
____ Abstain
Southern California Library Cooperative
Administrative Council Meeting
July 25, 2019
Altadena Library District

Draft Minutes

Present:

Cindy Cleary/Estella Terrazas, ALT
Darlene Bradley, ARC
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
Melissa McCollum, ELS
Nikki Winslow, GDL
Janet Stone, DORA, Chair
Fran Tracht, ING
Gladstone Bucknor, LACO
Carey Vance, MON

Diana Garcia, MPK
Robert Shupe, PALM
Jennifer Addington, PVP
Michelle Perera, PAS
Irene McDermott, SMAR
Shannon Vonnegut, SCL
Joyce Ryan, SFE
Patty Wong, SAM
Cathy Billings, SOPAS
Hillary Theyer, TOR
Paymaneh Maghsoudi, WHI

Present via Conference Call:

Glenda Williams, LBPL
(non-voting)

Susan Anderson, RED
Nancy Schram, VEN

Absent:

Carmen Hernandez, AHM
Ann Graf, AZU
Karen Buth, BEV
Antonio Apodaca, CAM
Beatriz Sarmiento, CMM
Krizia Virbia, COV
Ben Dickow, DOW
Shayna Balli, IRW

Susan Broman, LAPL
Monique Atwood, MOOR
Sofia Kimsey, OXN
Muriel Spill, POM
Charles Hughes, SIG
Christine Smart, SMD
Heather Cousin, THO
1. Opening
   a. Chairperson’s Welcome
      Janet Stone called the meeting to order at 10:16 a.m. and introduced the guests in attendance.
   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 (Theyer, Ryan) to approve the Consent Calendar consisting of

4. Adoption of the Agenda
   ACTION: It was MSP (Maghsoudi, Tracht) to adopt the agenda for the meeting with the
   addition of the following items:
   19a. Change of meeting dates – Council and Executive Committee to 10/17/19
   19b. LinkedIn Learning – Hillary Theyer
   19c. GARE – Patty Wong
   19d. Potential Withdrawal – Camarillo

5. Final Budget Status -- FY18/19
   Carol Dinuzzo reviewed the Final Budget Status Report – FY18/19 included in the agenda packet, reflecting reconciled bank statements and account balances through June 30, 2019. Diane Satchwell noted that she has been informed that CLSA funds can cover the IT expenses for the SCLC move and will be submitting an amended Plan of Service.

   Carol Dinuzzo reviewed the Budget Status report included in the agenda packet, noting no expenses to report with the brevity of the fiscal year. Diane Satchwell reported that audits can no longer be covered with CLSA Baseline funds.

7. SCLC Move to Pasadena
   Diane Satchwell reported that over $85,000 has been saved with the move to the Pasadena Library. It is recommended that membership dues for the Pasadena Library be waived in light of the services and support being received by SCLC as tenants of the library. This will be included on the agenda for the next meeting.

8. Investment and Reserve Fund Policy
   Diane Satchwell reported that the CalPERS liability and pension deficit is substantial. SCLC has been working to bring in revenue to help cover the costs and to avoid having this become a burden to the member libraries. Revisions and updates were proposed for the Investment
Policy, Reserve Fund Policy, and Reserves Allocation Policy to protect the funding for the pension liability.

ACTION: It was MSP (Shupe, McDermott) to approve the proposed changes to the SCLC Investment Policy, Reserve Fund Policy, and Reserves Allocation Policy.

9. Pension Deficit
Diane Satchwell reported on the SCLC pension liability which is part of the statewide CalPERS deficit, projected through FY2024-25 to total $972,075 for CalPERS Classic employees. She noted that grant personnel for a grant SCLC no longer receives is included as part of the liability. She also noted the importance of protecting the funding to cover the pension deficit. Diane Satchwell was commended for her efforts to protect member libraries from the liability.

10. Grants Update
Diane Satchwell reviewed the grants awarded to SCLC for FY19/20, noting that the indirect amounts vary at approximately 3-5% but the grants can cover some staffing costs.

11. CLSB Meeting, September 17, 2019
Diane Satchwell encouraged members to attend the CLSB meeting being held on September 17, 2019. It is important that assessments and audits be covered under Baseline rather than System Administration funding.

12. CLSA Annual Report 2018/19
Diane Satchwell reviewed the CLSA Annual Report form to be submitted September 3, 2019 and information to be solicited from the members.

ACTION: It was MSP (Shupe, Lockwood) to approve the Chair to sign the CLSA Annual Report when completed.

13. CLSA System Detailed Budget 2019/20
Carol Dinuzzo reviewed the CLSA System Detailed Budget for 2019/20 to be submitted to the State Library in September, projecting revenue to be received during the year.

14. 2019/20 Executive, Audit and Finance, Nominating Committees
Janet Stone noted the members for the Executive, Audit and Finance, and Nominating Committees for 2019/20.

15. SCLC Directors in Decision-Making Positions on Non-SCLC Library-Related Boards and/or Committees
Janet Stone noted that this information will be collected for distribution at a future meeting.

16. Executive Director Recruitment Committee
Janet Stone reported that Diane Satchwell is planning to retire as of November 1, 2019.

ACTION: It was MSP (Addington, Tracht) to approve volunteers Michelle Perera, Paymaneh Maghsoudi, Joyce Ryan, Robert Shupe, and Diane Satchwell to serve as the Executive Director Recruitment Committee. Carol Dinuzzo will be available to respond to any HR questions.

It was noted that updates will be sent to Council members for input as needed.
17. **CalPERS Resolution for 180-Day Wait Period Exception**

Janet Stone reported that the Administrative Council requested Diane Satchwell to be available during her retirement to train and transition the new Executive Director. This would require approval of a resolution for a CalPERS 180-Day Wait Period Exception.

**ACTION:** It was MSP (Ryan, Theyer) to approve directing the Controller and Executive Director to investigate specific language for the resolution to train and transition the new Executive Director, and to authorize the Executive Committee to meet if necessary to meet any deadlines.

18. **Simi Valley Public Library Membership in SCLC**

Diane Satchwell reported that the Simi Valley Public Library has requested membership in SCLC, retroactive to July 1, 2019 if possible.

**ACTION:** It was MSP (McDermott, Theyer) to approve the membership of the Simi Valley Public Library in SCLC and to recommend membership approval to the California Library Services Board.

19. **Monterey Park**

Diane Satchwell reported that Monterey Park does not have documentation of the agreement to join the system and is requesting SCLC to sign an agreement for retroactive execution of the original agreement.

**ACTION:** It was MSP (Ryan, Maghsoudi) to approve attorney review of the agreement and to provide any fiscal impact moving forward.

19a. **Change of meeting dates to 10/17/19**

Diane Satchwell reported that the next Executive Committee meeting is scheduled for October 24, 2019 which conflicts with the CLA Conference. The next Administrative Council meeting is scheduled for November 21, 2019 which is after her proposed retirement date.

**ACTION:** It was MSP (Wong, Shupe) to change the October 24, 2019 Executive Committee meeting and the November 21, 2019 Administrative Council meeting dates to October 17, 2019.

(Ed. Note: The location will be the Whittier Whittwood Branch Library)

19b. **LinkedIn Learning**

Hillary Theyer reported on LinkedIn Learning’s change in access for former Lynda.com library users, requiring users to create a LinkedIn profile that defaults to a public profile which conflicts with the California Government Code and privacy laws that protect the library use of their patrons. Statements have been released by the State Library and ALA, and this may be addressed further at the CLA Conference.

19c. **GARE (Government Alliance for Race and Equality)**

Patty Wong reported that the State Library has awarded a statewide grant for year-long GARE (Government Alliance for Race and Equality) training. They will be looking for participation from five libraries each in northern, central, and southern California to become a collegial cohort to develop policies and procedures within the library and other city departments, with mini-trainings to possibly take place in conjunction with some system meetings. The call for applications will be sent out in September.
19d. Potential Withdrawal – Camarillo
Diane Satchwell reported that Antonio Apodaca has indicated that the Camarillo Library is reconsidering their payment for SCLC membership fees for the current year. Withdrawal from the system would discontinue their SCLC digilab equipment and participation, SCLC delivery, Califa membership through SCLC, and they are waiting for determination regarding their CENIC participation. It is important for a decision to be made by August 31 in order for it to be placed on the agenda for the September 17, 2019 CLSB meeting. Interested members were encouraged to share information with Antonio Apodaca on the value of their membership in SCLC.

24. Farewell to Hillary Theyer
This item was taken out of order as Hillary Theyer needed to leave the meeting. She was commended for her work at her library and with the system and was given best wishes as she moves on to her new position as the Monterey County Librarian.

20. Policy for SCLC Interest Groups and Committees
Patty Wong and Jennifer Addington discussed the proposed policy for Interest Groups and Committees which includes definitions, roles, requirements, benefits, and implications for the groups, and applications for the formation of committees and interest groups.

Committees would be more formal with adherence to the Brown Act. They could serve in an advisory role to the Administrative Council with possible leadership opportunities for participants. Administrative Council members would serve as liaisons to the committees.

Interest groups are less formal with members meeting to exchange information and network on topics shared by the group.

It was noted that the Form 700 requirement for committee leadership should be included, with acknowledgement of the requirements to be renewed annually with the new leadership. Also to be added could be the availability of a member e-list/roster for the interest groups, and a process for interest groups to make recommendations or request discussion with the Administrative Council.

ACTION: It was MSP (Ryan, Billings) to approve the resurrection of official committees and interest groups and the proposed policies for the committees and interest groups, noting the additions mentioned above.

21. State Library Report
There was no report from the State Library.

22. Chairperson’s Report
There was no report from the Chair.

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

25. Roundtable
Roundtable reports submitted before the meeting were distributed with the agenda packet. Additional reports were given during the meeting.

26. Adjournment
There being no further business, the meeting was adjourned at 1:07 p.m.
DATE: October 17, 2019
TO: SCLC Administrative Council
FROM: Diane Satchwell, Executive Director, SCLC
SUBJECT: IRC Section 125 Premium Only Plan

BACKGROUND: The system has adopted a Section 125 Premium Only Plan to allow for pre-taxed medical deductions for employees. It was recommended that this be reauthorized each year.

FISCAL IMPACT: None

RECOMMENDATION: Approve resolution

Attachment
WHEREAS, the Administrative Council of Metropolitan Cooperative Library System has previously determined on January 1, 1997, that it would be in the best interests of its employees to adopt a “Section 125 Premium Only Plan,” allowing for pre-taxed medical benefit coverage, so-called; be it known that a vote was taken, and all were in favor to amend and restate Plan, herein.

RESOLVED, that Metropolitan Cooperative Library System amended and restated its so-called “Section 125 Premium Only Plan,” all in accordance with the specifications annexed hereto; and, be it known that the amended and restated “Metropolitan Cooperative Library System Premium Only Plan” Document was executed January 22, 2009.

RESOLVED, that the Administrative Council of the Metropolitan Cooperative Library System approved changing the name of the system from Metropolitan Cooperative Library System to Southern California Library Cooperative, effective July 1, 2009.

RESOLVED FURTHER, that the Executive Director of the System undertake all actions necessary to implement and administer said plan.

The undersigned hereby certifies that he/she is the custodian of the books and records of Southern California Library Cooperative, a Joint Powers Agency duly formed pursuant to the laws of the State of California, and that the foregoing is a true record of a resolution duly adopted, and that said meeting was held in accordance with state law and the Bylaws, (if applicable), of Southern California Library Cooperative on October 17, 2019, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name for the above-named System on October 17, 2019.

Diane R. Satchwell
DATE: October 17, 2019
TO: SCLC Executive Committee
     SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY19/20

BACKGROUND: The attached Budget for Fiscal Year 19/20 reflects all reconciled bank statements through August 31, 2019.

REVENUE: The revenue has been updated to reflect all grant awards for FY19/20.

EXPENSES: Expenses fall within first quarter projected costs.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Informational

Attachment
## SCLC APPROVED BUDGET: FY19/20
### October 17, 2019

**Agenda Item:** Ad #5
**Ex #5**

### Revenues and Expenses

<table>
<thead>
<tr>
<th></th>
<th>Approved FY19/20 Budget</th>
<th>Actuals as of August 31, 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>
<td></td>
</tr>
<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>
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<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>
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<tr>
<td>-Grants</td>
<td>$2,248,024</td>
<td>$2,248,024</td>
<td>0%</td>
<td>Awarded</td>
<td></td>
</tr>
<tr>
<td>-Grant Indirect **</td>
<td>$208,866</td>
<td>$208,866</td>
<td>0%</td>
<td>Awarded</td>
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<tr>
<td>Member Dues</td>
<td>$201,470</td>
<td>$128,821</td>
<td>$72,649</td>
<td>64% Invoices sent in July</td>
<td></td>
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<tr>
<td><strong>Investment Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$3,563,608</td>
<td>$128,821</td>
<td>$3,434,787</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>

### Projected Expenses

|                           |                         |                               |         |                                |       |
| **Salaries & Benefits**   |                         |                               |         |                                |       |
| Salaries                  | $591,198                | $96,897                       | $494,201| 16% Cost for all current staff |       |
| PERS Health Benefits      | $52,892                 | $6,540                        | $46,352 | 12% Health Benefits for all current staff |       |
| PERS Retiree Health Benefits| $28,416                | $4,740                        | $23,676 | 17% Health Benefits for retired staff |       |
| PERS Unfunded Liabilities | $103,000                | $100,048                      | $2,952  | 97% FY 19/20 projected cost    |       |
| **Total Salaries & Benefits** | $775,306              | $208,325                      | $566,981| 27%                            |       |

|                           |                         |                               |         |                                |       |
| **Operations**            |                         |                               |         |                                |       |
| -Rent                     | $20,160                 | $3,360                        | $16,800 | 17% Lease w/City of Pasadena   |       |
| -Utilities/Operating      | $4,920                  | $1,675                        | $3,245  | 34% Elec, phone                |       |
| -Delivery                 | $72,000.00              | $9,650                        | $62,350 | 13% Delivery to libraries     |       |
| Memberships               | $14,500                 | $13,169                       | $1,331  | 91% Califa; CLA; SHRM          |       |
| **Total Operations**      | $111,580                | $27,854                       | $83,726 | 25%                            |       |

|                           |                         |                               |         |                                |       |
| **Professional/Contract Services** |             |                               |         |                                |       |
| System Support / IT       | $12,000                 | $2,582                        | $9,418  | 22% IT Support & Maintenance  |       |
| Audit Fees                | $5,000                  | -                             | $5,000  | Audit for FY17/18              |       |
| Legal Fees                | $1,000                  | -                             | $1,000  | Legal counsel                  |       |
| Consulting                | $65,000                 | $1,305                        | $63,695 | 2%                             |       |
| Payroll Services          | $4,000                  | $380                          | $3,620  | 10% Payroll/1099 processing   |       |
| Professional Services     | $350                    | -                             | $350    | 0% Bank Analysis Fees          |       |
| **Total Professional/Contract Services** | $87,350              | $4,267                        | $83,083 | 5%                             |       |

|                           |                         |                               |         |                                |       |
| **Total Expenses**        | $974,236                | $240,446                      | $733,790| 25%                            |       |

|                           |                         |                               |         |                                |       |
| **Surplus (Deficit)**     | $2,589,372              | ($111,625)                    | $2,477,747|                               |       |

### RESERVE BALANCE

|                           |                         |                               |         |                                |       |
| Pacific Western Bank      | $2,535,974              | $1,032,305                    | Balance as of August 31st |       |
| Pacific Western Bank - Broadband | -                 | -                             | To be closed            |       |
| LAIF                      | $1,864,130              | $1,876,042                    | Balance as of August 31st |       |

| Estimated Reserve Balance as of July 1, 2019 | $4,400,104 | $ - | $2,908,347 |       |

### DEPOSIT ACCOUNTS

|                           | Beginning Balance | Amt Change | Balance |       |
| SCLC Deposit Accounts     | $157,364          | -          | $138,943.00 |       |

### PROJECTS

|                           | Appropriated | Expenditures | Balance |       |
| $                       | -           | -            | -       |       |
| $                       | -           | -            | -       |       |
| $                       | -           | -            | -       |       |
DATE:   October 17, 2019
TO:   SCLC Executive Committee
       SCLC Administrative Council
FROM:  Carol Dinuzzo, Controller, SCLC
SUBJECT:  Membership Dues – FY20/21

BACKGROUND: Each year SCLC reviews the membership dues. The formula for membership is based on population of the library service area. We are submitting the 20/21 membership dues attached for Council approval.

FISCAL IMPACT: TBD.

RECOMMENDATION: Approve membership dues for 20/21.
## SCLC
### FY20/21 DUES

**Agenda Item:** Ex #6  
**Ad #6**

<table>
<thead>
<tr>
<th>Library</th>
<th>FY19/20 DUES</th>
<th>Population</th>
<th>.028 FACTOR 1500 BASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alhambra</td>
<td>$3,927</td>
<td>86,931</td>
<td>$3,934</td>
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<tr>
<td>Altadena</td>
<td>$2,996</td>
<td>52,924</td>
<td>$2,982</td>
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<td>Arcadia</td>
<td>$3,116</td>
<td>58,891</td>
<td>$3,149</td>
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<td>Azusa</td>
<td>$2,899</td>
<td>51,313</td>
<td>$2,937</td>
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<td>Beverly Hills</td>
<td>$2,466</td>
<td>34,627</td>
<td>$2,470</td>
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<td>Burbank</td>
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<td>105,952</td>
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<td>Calabasas</td>
<td>$2,180</td>
<td>24,239</td>
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<td>Camarillo</td>
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<td>Commerce</td>
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<td>Covina</td>
<td>$2,872</td>
<td>48,876</td>
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<td>Downey</td>
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<td>El Segundo</td>
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<td>17,066</td>
<td>$1,978</td>
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<td>Glendale</td>
<td>$7,255</td>
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<td>Glendora</td>
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<td>Inglewood</td>
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<td>$1,542</td>
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<td>Long Beach</td>
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<td>Los Angeles City</td>
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<td>4,040,079</td>
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<td>Monrovia</td>
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<td>Moorpark</td>
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<td>Oxnard</td>
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<td>Palos Verdes District</td>
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<td>Santa Clarita</td>
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<td>$7,607</td>
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<td>Santa Fe Springs</td>
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<td>$2,011</td>
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<td>Santa Monica</td>
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<td>93,593</td>
<td>$4,121</td>
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<td>Sierra Madre</td>
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<td>$1,812</td>
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<td>Signal Hill</td>
<td>$1,829</td>
<td>11,795</td>
<td>$1,830</td>
</tr>
<tr>
<td>Simi Valley</td>
<td>$0</td>
<td>127,716</td>
<td>$5,076</td>
</tr>
<tr>
<td>South Pasadena</td>
<td>$2,229</td>
<td>26,245</td>
<td>$2,235</td>
</tr>
<tr>
<td>Thousand Oaks</td>
<td>$5,145</td>
<td>129,557</td>
<td>$5,128</td>
</tr>
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<td>Torrance</td>
<td>$5,679</td>
<td>148,054</td>
<td>$5,646</td>
</tr>
<tr>
<td>Ventura County</td>
<td>$8,687</td>
<td>251,767</td>
<td>$8,549</td>
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<tr>
<td>Whittier</td>
<td>$3,946</td>
<td>87,526</td>
<td>$3,951</td>
</tr>
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**Total:** $201,470  
Population: 11,028,091  
**Total Factor:** $206,587
DATE: October 17, 2019  
TO: SCLC Executive Committee  
     SCLC Administrative Council  
FROM: Diane Satchwell, Executive Director  
SUBJECT: Pasadena Public Library Membership Dues  

BACKGROUND: The SCLC office moved to the Pasadena Public Library (PPL) providing considerable savings to SCLC member libraries. I suggested waiving their membership dues as PPL provides many extra services to the staff. Currently, PPL pays $5,543 for membership. PPL invites staff to events and programs hosted by PPL. Staff makes an effort to check on staff. Sunday Security acknowledges staff since it is very isolated. Most recently, AT&T is upgrading the Internet and City of Pasadena provided the wiring for SCLC to connect. When unusual orders are required to manage grants, PPL accommodates SCLC to have these large shipments come directly to the library, and many times staff assist SCLC staff to get the materials to the office. These and many more extras come to SCLC at no charge.

FISCAL IMPACT: None

RECOMMENDATION: Waive the $5,543 membership dues for Pasadena Public Library.
DATE: October 17, 2019
TO: SCLC Executive Committee
    SCLC Administrative Council
FROM: Diane Satchwell, Executive Director
SUBJECT: Executive Director Recruitment and Retirement Update

BACKGROUND: The Executive Director will be retiring December 31, 2019. To retain flexibility and potential training/transitioning of the new ED, a resolution is required. It was also discovered, SCLC had to vote to have a “blanket position” approved by Council to place the retiree to be called back before the 180 day wait period.

The resolution and contract are attached. The blanket position will be created for retirees only at the hourly rate of pay at the time of separation. There is an end date of 180 days. After the official 180 day wait period, a new contract can be created to hire the retiree up to 960 hours per year, if no other CalPERS jurisdiction hired the retiree.

FISCAL IMPACT: Hourly rate of $78.80.

RECOMMENDATION: First approve the “blanket position”. Approve and sign the resolution and contract.
Resolution Number

Date of Resolution: October 17, 2019

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, Diane Satchwell will retire from Southern California Library Cooperative in the position of Executive Director, effective December 31, 2019; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 30, 2020 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 Administrative Council, 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, the Administrative Council hereby appoints Diane Satchwell as a retired annuitant to the vacant position of Trainer for the Southern California Library Cooperative under Government Code section 21221(h), effective January 1, 2020; 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, 2020; 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; 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 $78.80 per hour, and the minimum base salary for this position is $78.80 per hour; and

WHEREAS, the hourly rate paid to Diane Satchwell will be $78.80; 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 Administrative Council hereby certifies the nature of the appointment of Diane Satchwell as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Training of the Executive Director for the Southern California Library Cooperative by January 1, 2020 because of the unique nature of the job responsibilities.

BY

________________________________ (Name of Official)

________________________________ (Title of Official)

Vote count: Ayes: Nays: Abstentions:
Agreement

This agreement is entered into as of January 1, 2020 by and between the Southern California Library Cooperative (“SCLC”) and Diane Satchwell, a consultant providing professional services and assistance.

I. Provisions:

Diane Satchwell agrees to provide services as the Retired System Coordinator and Executive Director of SCLC as outlined in the Attachment “Scope of Services.”

II. Payment:

A. SCLC shall pay to Diane Satchwell compensation for these services at a rate of $78.80 per hour, with a total not to exceed $37,824.

B. Payments shall be distributed by SCLC upon approval in the following manner:
   1. Invoices submitted to SCLC.
   2. Payments totaling a maximum of $37,824 as described in Attachment “Scope of Services,” receipt of signed agreement, and receipt of invoices. Invoices are payable thirty days following receipt by SCLC.
   3. Payments for travel expenses, which are in addition to payments for services and reimbursed through funds after receipt of SCLC reimbursement forms. Travel must be approved in advance to be reimbursed.

C. No payment for work or travel done after June 30, 2020 shall be made unless an extension is approved by the Administrative Council.

III. Miscellaneous

A. This agreement sets forth the entire understanding of the parties hereto relating to the subject matter hereof. No modification, amendment, waiver termination or discharge of this agreement shall be binding upon either party unless confirmed by a written instrument signed by both parties. No waiver by either party of any term or provision of this agreement
or of any default hereunder shall affect the respective rights of the parties thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

B. If any provision of this agreement shall be held void, invalid or inoperative, no other provision of this agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this agreement shall remain in full force and effect as though such void, invalid or inoperative provision had not been contained therein.

C. In the event any action, suit or proceeding arising from or based upon this agreement is brought by either party hereto against the other, the prevailing party shall be entitled to recover from the other its attorney's fees in connection therewith in addition to the costs of such action, suit, or proceeding. In that respect, the consultant agrees that, in any suit brought against SCLC, she will look solely to the assets of SCLC and shall not bring any action, suit or proceeding naming or joining the officers, directors, employees or other member libraries of SCLC, and, to the extent consultant has such rights, they are hereby waived.

D. This agreement has been entered into in the State of California and its validity, construction, interpretation and legal effect shall be governed by the laws of the State of California.

In witness whereof, the parties hereto set forth their names and signatures below.

Diane Satchwell Southern California Library Cooperative

Diane Satchwell  Janet Stone, Chair
551 Sunland Dr.  254 N. Lake Ave, #874
Bishop, CA 93514  Pasadena, CA 91101
Attachment “Scope of Services”

Retired System Coordinator and Executive Director

Project Summary:

Diane Satchwell will be available to transition and train the new Executive Director on responsibilities of a system coordinator, administrative and fiscal agent for four cooperatives, and the fiscal partner for statewide grants.

SCOPE OF WORK

The key contributions of the Retired Executive Director will be to provide detailed instructions on responsibilities of managing the systems, CLSA Rules and Regulations, fiscal partner responsibilities of statewide grants.

Reports to: The new Executive Director

Main duties and responsibilities:

1. Review required reports and forms to submit to the State Library for CLSA.
2. Review grants in place for 2019/20. Discussing the revenue potential for each.
3. Explain the CLSA Rules and Regulations, meetings of the CLSB, and differences of eligible and ineligible programs and services.
4. Status update of each system.
5. Agenda packets, budgets, and processes for each system.
6. Provide details of ongoing programs, projects and services of each system.
7. Other tasks as requested.
DATE: October 17, 2019
TO: SCLC Executive Committee
     SCLC Administrative Council
FROM: Diane Satchwell, Executive Director
SUBJECT: CLSA Update

BACKGROUND: There was a California Library Services Board (CLSB) meeting on September 17, 2019 to make decisions on some questions regarding eligible and ineligible items. There was considerable support from the field at the various conference call locations.

The CLSB voted to allow audits as an eligible expense under Baseline. This would mean moving over $10,000 in audit expenses to be paid with the Communication and Delivery funds, rather than with membership dues.

The CLSB also voted to allow for evaluation and assessment programs to be paid with Baseline. This means SCLC could purchase Analytics on Demand or other programs to assist member libraries with their community assessment.

Also, Simi Valley was voted to become a member of SCLC effective July 1, 2020.

FISCAL IMPACT: TBD

RECOMMENDATION: Direct staff to write an amended plan of service to shift items to the Baseline line items.
DATE: October 17, 2019
TO: SCLC Executive Committee
     SCLC Administrative Council
FROM: Diane Satchwell, Executive Director
SUBJECT: Delivery Tallies

BACKGROUND: This is a quick note that SCLC has created a form to record delivery counts during the year. There are four 2-week periods where delivery drivers place hash marks in a grid to report number of items moved within SCLC. The last few annual reports have been challenged by CSL. They question the high cost of moving materials. We are providing these to keep the awareness of delivery on everyone’s mind.

It might also be a good time to discuss alternative models. For now, this is just to keep you in the loop.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Informational
DATE: October 17, 2019  
TO: SCLC Administrative Council  
FROM: Patty Wong, Director of Library Services, Santa Monica Public Library  
Jennifer Addington, Director, Palos Verdes Library District  
Wayne Walker, Deputy Executive Director, SCLC  
SUBJECT: SCLC Committees and Interest Groups Update

BACKGROUND: A small task force was assembled to help draft definitions and requirements for both Committees and Interest Groups for Administrative Council review and discussion which were presented and approved at the July 25, 2019 Administrative Council meeting. An application form was finalized by the task force and is now ready to be distributed to the Interest Group inquiring to become a Committee with a review to occur at the March Administrative Council meeting.

A brief report on the findings will be provided.

FISCAL IMPACT: None at this time.

RECOMMENDATION: SCLC staff will distribute application to Interest Group who is currently interested in applying to become a committee with the application to be reviewed at the March meeting.
SCLC Committee Application

The SCLC Committee Application will be presented to the SCLC Administrative Council at the next available Council meeting. A decision may be made at the same Administrative Council Meeting or may be deferred should there be a need for fiscal or administrative research or review. Representatives from the applying Interest Group or SCLC Library Membership need to be present at the next Administrative Council Meeting when the application is reviewed and be prepared to speak on behalf of the application.

1.) Suggested Name of Committee:

2.) Statement of interest:

3.) Key leadership and contact information:

4.) Current members of Interest Group:

5.) If no current Interest Group, identify interested Members:
6.) **Goals (including regular scheduled meetings):**

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

Date: __________________

Submitted by: _________________________________

Name

_______________________________

SCLC Member Library

_______________________________

Email

_______________________________

Phone

Internal Note - Application Decision and Meeting Date:
Redondo Beach • The Library’s SRP finales were held on 8/10, and everyone loved the balloon performer. We had a 12% increase in adult participants, 15% increase in child participants, and a 61% increase in teen participants this year.  
• A Sewing Rebellion series was held at the Main Library and the North Branch in July through a Value of Libraries grant. This series has been nominated for a South Bay Business Environmental Coalition SEED award due to its anti-waste component. Sewing Rebellion has returned for free at the North Branch this fall.  
• A CoderDojo also started at the North Branch this fall.  
• Kanopy launched on August 1st, funded by the Friends of the Redondo Beach Public Library.  
• The Redondo Beach Public Library was accepted into California State Library’s Harwood Institute Training for Libraries; Youth Services Librarian Donia Sichler and a Library Commissioner will participate.  
• The Library will receive California State Library dementia/Alzheimer’s memory kits for both Main and North.  
• Youth Services Librarian Donia Sichler has begun using NASA STEM kits in children’s programming.  
• Youth Services Librarian Donia Sichler and a Library Commissioner staffed back-to-school night outreach tables in August and September as well as a table at the Redondo Beach Unified School District’s “State of Education” event.  
• On 9/10 SirsiDynix was upgraded, allowing the Library to move forward in October with new receipts stating the value of items checked out as well as automatic renewals.  
• Library Director Susan Anderson staffed an outreach table at the Senior Health Fair in Torrance on 9/27.  
• Library Commissioners staffed an outreach table at the Casa de Los Amigos Fall Celebration Event for seniors on 10/4.  
• A National Friends of Library Week Proclamation was presented at City Council on 10/15.  
• Public Services staff has begun the Ryan Dowd training on “A Librarian’s Guide to Homelessness.”

Santa Clarita • The Santa Clarita Public Library has opened our third Passport Acceptance Facility at the Canyon Country Library.  
• We are working with Census 2020 on becoming CAK locations for the upcoming Census as well as having two of our locations selected for LA County’s new voting centers for next year.  
• In November we will be launching Yawáyro, a program funded by the Talk Story Grant and provides California Indian, Native American/Alaska Native, and Indigenous Western Hemisphere picture books and conversational discussion questions for caretakers and their kids. The program will promote literacy and Indigenous cultural awareness for the entire community.  
• SCPL will also be sending all full time staff to CLA for a day and we are looking forward to what they will bring back from the experience.  
• On October 14th all Libraries were closed for an all staff training day focusing on strategic planning.  
• We also filed two Children’s Librarian positions in September.
Torrance

- The recruitment for the City Librarian position is in process. Cynthia Aguado was promoted to the Assistant City Librarian in charge of Operations and Jan Wierzbicki is on temporary appointment to City Librarian. We continue to seek temporary appointments for many vacant positions, from Library Page to Reference Librarian.

- We successfully completed the All Ages Summer Reading Program, “It’s Showtime at the Torrance Public Library.” It was a 10 week program and it included an online participation option. Participants were encouraged to self-select from 4 categories to best meet their summer reading goals. Due to the many participants who wanted to challenge themselves to read more over the summer, we saw a surge in popularity of the Bookworm program with a 16-hour reading goal. The Library conducted 49 adult programs with a total attendance of 999 participants. The Youth Services Department conducted 82 storytimes, 46 youth programs, 7 library visits and 2 family outreach events totaling over 5,705 happy participants. Overall, the number of both programs and attendance was up this year with a total of 186 programs and 6,704 participants. The Friends of the Torrance Library sponsored the 2019 All Ages Summer Reading Program with a generous donation.

- Katy Geissert Library is now open on Sundays and we have funding for 32 Sundays per year. We schedule those around the academic year. We have posted the open Sundays from August 25 – June 14 on the online Calendar of Events.

- The Library hosted the 3rd Annual Torrance Senior Health Fair at Katy Geissert Library on September 27. The event was coordinated in conjunction with Fall Prevention Awareness Week. Torrance Memorial Medical Center, Partners in Care Foundation, and the Torrance Fire Department were partners with the Library. The Senior Health Fair had 25 exhibitors both inside and outside on the patio. These included Meals on Wheels, Torrance Police Department, Alzheimer’s Greater LA, South Bay Village, HELP, and Focal Point on Aging. Approximately 200 people attended the event and learned about a wide variety of resources available to age safely and comfortably in the Torrance community.

- The Youth Services Department has begun First Grade Outreach for the month of October. Our goal is for every first grader in the Torrance community to register for a library card and Youth Services Librarians will be conducting school visits throughout October.