AGENDA

All items may be considered for action.

1. Opening  
   a. Chairperson’s Welcome  
   b. Roll Call  
   
2. Public Comment  
   Gary Shaffer  
   Opportunity for any guest or member of the public to address the Council on any item of SCLC business.

3. Consent Calendar  
   (ACTION)  
   Gary Shaffer  
   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 October 26, 2022 Executive Committee meeting.
4. Adoption of the Agenda  
   Gary Shaffer

5. SCLC Controller update  
   Gary Shaffer/Wayne Walker  
   (DISCUSSION)

   Caryn Shapiro  
   (DISCUSSION)

7. Strategic Plan Update  
   Elizabeth Goldman  
   (DISCUSSION)

8. PressReader and Los Angeles Times  
   Gary Shaffer  
   (DISCUSSION)

9. Other  
   Gary Shaffer  
   “…that is, matters initiated in the present meeting.” Robert’s Rules of  
   Order, Revised, III, p.21. Limited by Brown Act to discussion only.  
   2 minutes

10. Adjournment  
    Gary Shaffer
ACTION ITEMS

Meeting: ________SCLC Executive Committee Meeting ________________

Date: ______________November 30, 2022_______________________________

Library: ___________________________________________________________

Name: ____________________________________________________________________

Signature: ______________________ Date: _________________

Agenda Item:  ____________________
   _____ Aye  _____ Motion
   _____ Nay  _____ Second
   _____ Abstain

Agenda Item:  ____________________
   _____ Aye  _____ Motion
   _____ Nay  _____ Second
   _____ Abstain

Agenda Item:  ____________________
   _____ Aye  _____ Motion
   _____ Nay  _____ Second
   _____ Abstain

Agenda Item:  ____________________
   _____ Aye  _____ Motion
   _____ Nay  _____ Second
   _____ Abstain

Agenda Item:  ____________________
   _____ Aye  _____ Motion
   _____ Nay  _____ Second
   _____ Abstain
Minutes draft

Attendance
Addington, Jennifer – Palos Verdes
Broman, Susan – LAPL
Goldman, Elizabeth – Burbank
Herbert, Mark – El Segundo
Shaffer, Gary – Glendale
Walker-Lanz, Jesse - LACo

Other
Graver, Lori – SCLC
Shapiro, Caryn – SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne - SCLC

Absent
Billings, Cathy – South Pasadena
Torres, Anita - Pomona

1. Opening
   a. Chairperson’s Welcome
   b. Roll Call
      Meeting called to order at 1:03pm.

2. Public Comment
   Opportunity for any guest or member of the public to address the Council on any item of SCLC business.
   None.
3. Consent Calendar     Gary Shaffer
   (ACTION)
   All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
a. Minutes from the August 24, 2022 Executive Committee meeting.
   MSP (Addington/Walker-Lanz) to pass the Consent Calendar.
   5 yes, 0 no, 0 abstain

4. Adoption of the Agenda     Gary Shaffer
   Chair adopted the Agenda as presented, without objection.

5. SCLC Controller update     Wayne Walker
   (DISCUSSION)
   Walker introduced Interim Controller Shapiro, and shared that several promising applications have been received for the permanent Controller position.

6. Budget Status Report FY2022/23     Caryn Shapiro
   (DISCUSSION)
   All approved CLSA allocations and current grant awarded amounts have been approved. Membership Dues are being collected. Rollover CLSA Funds are being expended. Grant Funds have been received. Most expenditures have been personnel related along with a few operational costs.

7. CLSA FY2022/23 Update     Wayne Walker
   (DISCUSSION)
   The California Library Services Board (CLSB) met on October 5th. SCLC’s Plan of Service and Budget for FY2022/23 was approved. The CLSA funds will be distributed to SCLC by the end of the calendar year - $563,338 in baseline funds and $140,833 in System Administration funds.
8. Strategic Plan Update

Elizabeth Goldman

(DISCUSSION)

Goldman reviewed the Year One objectives, including: developing interest groups; increased transparency of budget and revenue sources; create an “Intro to SCLC” for all library staff members; identify and articulate SCLC mission; hire an executive director; hold an annual planning session for the Administrative Council. To this end, Goldman suggests that the Administrative Council appoint an ad hoc planning committee to develop a survey to gather input on the mission statement, planning session, and interest groups. Also to be decided is whether the Annual Planning Session is to be part of the regular meeting schedule, or a special meeting. Goldman suggested an ad hoc committee to explore the future of interest groups could be comprised of library staff representatives. Request that new directors be paired with a seasoned director for mentoring on function and purpose of SCLC and the Administrative Council.

9. PressReader and Los Angeles Times

Gary Shaffer

(DISCUSSION)

Beginning in September 2021, SCLC entered a two-year contract with Baker and Taylor for PressReader access to all SCLC jurisdictions. As of July 1, 2022, the LA Times no longer participates in PressReader. Shaffer is collecting survey responses from each jurisdiction on the dollar amount spent annually on Los Angeles Times subscriptions, to be included in a letter advising the LA Times management of the negative impact of LA Times removal from PressReader to SCLC member libraries’ residents, the amount of subscription revenue SCLC member libraries provide, and asking LA Times to please enter into negotiations with PressReader.

10. Closed Session

Gary Shaffer

Public Employee Appointment, Executive Director candidate interviews.
MSP (Walker-Lanz/Herbert) to enter Closed Session at 1:30pm.
6 yes, 0 no, 0 abstain

11. Reconvene from Closed Session

Gary Shaffer

Committee reconvened at 2:57pm.
MSP (Walker-Lanz/Broman) to recommend to the Administrative Council the hiring of Candidate #1.
6 yes, 0 no, 0 abstain

12. Other

Gary Shaffer

“…that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None.

13. Adjournment

Gary Shaffer

Meeting adjourned at 2:59pm.
DATE: November 30, 2022
TO: Executive Committee
FROM: Gary Shaffer – Administrative Council Chair
Wayne Walker – Interim Executive Director
SUBJECT: SCLC Controller Update – (DISCUSSION)

BACKGROUND: Carol Dinuzzo, SCLC Controller, accepted a position outside of SCLC in August leaving the position vacant. The Administrative Council at their August meeting authorized the Administrative Council Chair to enter into an agreement with a temporary agency or an accounting firm to fulfill controller duties on a temporary basis. In early September an agreement was entered into with contractor Caryn Shapiro, CPA, to assist with the Controller duties for a period of up to 3 months at $72 per hour (non-benefitted) up to 40 hours per week. (Hourly rate similar to approved 22/23 budget for SCLC Controller during same time period.)

In addition, the Administrative Council at their August meeting authorized the Administrative Council Chair to enter into an agreement for accounting consulting purposes with one of SCLC’s sister cooperatives on an as-needed basis. An agreement was entered into with the Pacific Library Partnership at $150 per hour through December 2022.

Recruitment for the permanent Controller was launched on October 7th, with application deadline of November 7th. Multiple applications were received and the process to review and evaluate the pool of candidates has begun.

FISCAL IMPACT: Caryn Shapiro contractor agreement value not to exceed $37,440. PLP contract agreement value not to exceed $12,000.

RECOMMENDATION: Informational
DATE: November 30, 2022
TO: SCLC Executive Committee
FROM: Caryn Shapiro, Interim Controller, SCLC
SUBJECT: Budget Status, FY2022/23 – (DISCUSSION)

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

REVENUE: All approved CLSA allocations and current grant awarded amounts have been approved. Membership Dues have been collected at 90%. Rollover CLSA Funds are being expended. Grant Funds have been received.

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

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

RECOMMENDATION: Informational.
## REVENUES/EXPENSES

### Projected vs Prior Year Actuals

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Unrealized</th>
<th>CLSA Communications &amp; Delivery</th>
<th>563,338</th>
<th>568,881</th>
<th>$563,338</th>
<th>- 100%</th>
<th>CLSA approved Oct 5, 2022 - Not yet received.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CLSA System Administration</td>
<td>343,401</td>
<td>342,926</td>
<td>$343,401</td>
<td>- 100%</td>
<td>CLSA approved Oct 5, 2022 - Not yet received.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>System Supplements to CLSA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>- 0%</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grant Project Revenue</td>
<td>3,364,024</td>
<td>3,395,065</td>
<td>965,754</td>
<td>2,398,270</td>
<td>29% Actual grants awarded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grant Indirect (All Systems)</td>
<td>286,970</td>
<td>271,409</td>
<td>44,697</td>
<td>242,273</td>
<td>16% Actual grants awarded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grant Staffing (All Systems)</td>
<td>94,078</td>
<td>90,641</td>
<td>44,590</td>
<td>49,488</td>
<td>47% Actual grants awarded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCLC Member Dues</td>
<td>210,681</td>
<td>203,984</td>
<td>189,077</td>
<td>21,604</td>
<td>90% $210,683 Total - $19,806 still due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCLC Califa Memberships</td>
<td>15,390</td>
<td>13,320</td>
<td>11,520</td>
<td>2,070</td>
<td>85% $13,590 Total - $1,800 still due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Investment Income</td>
<td>18,750</td>
<td>18,750</td>
<td>-</td>
<td>-</td>
<td>0% Projected FY22/23</td>
</tr>
<tr>
<td></td>
<td>TOTAL REVENUE</td>
<td></td>
<td>4,894,832</td>
<td>4,904,976</td>
<td>2,162,377</td>
<td>2,711,635</td>
<td></td>
</tr>
</tbody>
</table>

**Unrestricted 953,880** | 927,710 | 621,765 | 332,115 | Used toward Personnel/Overhead |
| **Restricted 3,927,362** | 3,963,946 | 1,529,092 | 2,398,270 | CLSA and Grant Passthrough Funds |

### EXPENDITURES

#### Personnel Services

| Salaries, Wages and Payroll taxes | 652,945 | 589,377 | 170,740 | 482,204 | 26% | SCLC Staff & Interim ED plus payroll taxes |
| Retirement Benefits             | 71,453 | 68,050 | 14,424 | 57,029 | 20% | CalPERS |
| Health Insurance - Current Employees | 50,280 | 48,000 | 10,673 | 39,607 | 21% | Health Stipend |
| Health Insurance - Retirees      | 80,448 | 76,800 | 17,377 | 63,071 | 22% | Actuals |
| Dental/Vision                    | 6,552 | 6,552 | 1,747 | 4,805 | 27% | Ameritas |
| Life Insurance                   | 1,244 | 1,244 | 360 | 864 | 29% | Dearborn |
| CalPERS Unfunded Accrued Liability | 154,223 | 133,737 | 152,775 | 1,448 | 98% | CalPERS - Annual Prepayment(PEPRA & Classic) |
| Other Personnel Expenses         | 3,101 | 3,101 | - | 3,101 | 0% | W C Ins-Paid in 06/22 good until 6/30/22 |
| **Personnel Service Subtotal**   | 1,020,225 | 926,841 | 368,096 | 652,129 |

#### Operating Expenses

| Office space Lease             | 32,000 | 32,000 | 8,572 | 23,428 | 27% | Lease TBD (unrestricted) |
| Professional & Contract Services | 65,000 | 65,000 | 26,241 | 38,759 | 40% | Legal, PR/HR, Cons/Controller(Unrestricted) |
| Telecommunications            | 30,000 | 30,000 | 2,100 | 27,900 | 7% | IT Support, Software, Internet, Phone, Website (CLSA*) and Communications Allowance |
| Delivery                      | 66,500 | 66,000 | 8,094 | 58,406 | 12% | FEMA-$9,760 for FY 20/21 last completed audit. |
| Audit Fees                    | 12,200 | 12,270 | 2,855 | 9,345 | 23% | Office Supplies, Postage, etc. (Unrestricted) |
| Software Licenses             | 3,479 | 3,479 | - | 3,479 | 0% | Keeper, Intuit (paid biennially) |
| Office Supplies & Printing    | 8,500 | 8,500 | 3,758 | 4,742 | 44% | Office Supplies, Postage, etc. (Unrestricted) |
| eResources                    | 445,338 | 137,180 | - | 445,338 | 0% | PressReader; 1,212 Gale Archives; 175,601 TIB |
| Memberships                   | 14,500 | 14,500 | 13,590 | 910 | 94% | Califa, CLA, etc. (Unrestricted)-Membership for year |
| Travel & Conferences          | 15,000 | 10,000 | 920 | 14,080 | 6% | Travel for meetings, Education, and audit (Unrestricted) |
| Postage                       | 800 | 800 | 89 | 711 | 11% |
| Other                         | 350 | 350 | 45 | 305 | 13% | Bank Analysis Fees |
| **Operating Expenses Subtotal** | 693,667 | 380,079 | 66,264 | 627,403 |

#### Grant Expenses

| Grant Projected Expenses       | 3,364,024 | 3,187,565 | - | 3,364,024 | 0% | Projected FY22/23 - Actual grants pending |
| **Grant Expenses Subtotal**    | 3,364,024 | 3,187,565 | - | 3,364,024 |

**TOTAL EXPENDITURES** | $5,077,916 | $4,494,485 | $434,360 | - |

**Surplus (Deficit)** | $(183,084) | $410,491 | $1,728,017 |

## SCLC ACCOUNT BALANCES

As of October 31, 2022 $2,669,899 Pacific Western Bank
As of September 30, 2022 $1,832,835 Local Agency Investment Fund (LAIF)
As of September 30, 2022 $82,304 California Employer’s Pension Prefunding Trust (CEPPT)
### CARRY OVER CLSA FUNDS

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

<table>
<thead>
<tr>
<th></th>
<th>Estimated</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Resources</td>
<td>65,848</td>
<td>-</td>
<td>65,848</td>
<td>Reallocation from Resource Sharing per CLSB 10/5</td>
</tr>
<tr>
<td>Resource Sharing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Digilabs - Approved on 10/5 by CLSB E-Resources</td>
</tr>
<tr>
<td>Delivery</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Reliant</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Total Estimated Carry Over</strong></td>
<td>65,848</td>
<td>-</td>
<td>65,848</td>
<td>Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Estimated</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Resources</td>
<td>288,419</td>
<td>-</td>
<td>288,419</td>
<td>To be allocated</td>
</tr>
<tr>
<td>Resource Sharing</td>
<td>35,000</td>
<td>-</td>
<td>35,000</td>
<td>Digilabs - to be reallocated?</td>
</tr>
<tr>
<td>Audit</td>
<td>6,905</td>
<td>6,905</td>
<td>-</td>
<td>Paid Audit Fees as of 9/30/22</td>
</tr>
<tr>
<td>Delivery</td>
<td>22,013</td>
<td>15,752</td>
<td>6,261</td>
<td>To be used toward future delivery expenses</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>21,742</td>
<td>2,100</td>
<td>19,642</td>
<td>Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software</td>
</tr>
<tr>
<td><strong>Total Estimated Carry Over</strong></td>
<td>374,079</td>
<td>24,757</td>
<td>349,322</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- Digilabs - Approved on 10/5 by CLSB E-Resources
- Reallocation from Resource Sharing per CLSB 10/5
- Paid Audit Fees as of 9/30/22
- To be used toward future delivery expenses
DATE: December 1, 2022
TO: Executive Committee
FROM: Elizabeth Goldman, Past Chair
SUBJECT: 2022-25 Strategic Plan Updates and Actions

BACKGROUND: The SCLC Administrative Council approved a three-year strategic plan (Plan) on August 24, 2022. The Plan includes a timeline with specific actions and activities to take throughout the three-year period in order to achieve the stated goals and objectives.

The Plan identifies three overarching strategic priorities:

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

DISCUSSION:

Fiscal Year 2022-23 activities identified in the Plan are:

Segment 1: Executive Director

- Hire an Executive Director (ED)

Segment 2: Transparency

- Develop SCLC 101 guide to the organization
- Explain budget and revenue sources as part of SCLC 101

Segment 3: Planning

- Review the SCLC mission and vision
- Conduct an annual membership survey
- Hold an annual planning session

Segment 4: Member library engagement

- Review and expand staff-driven interest groups
- Provide report on interest groups to Administrative Council
An ad hoc committee for the ED is wrapping up its work. The new ED will develop SCLC 101, responding to Segments 1 and 2.

Two new ad hoc committees are proposed to respond to Segments 3 and 4. For Segment 3, Planning, the ad hoc committee should consist of AC members. For Segment 4, the ad hoc committee could partly or primarily be made up of SCLC member library staff who participate in interest groups, with an AC member serving as chair and/or liaison to the AC. Both committees would have a term of service of December 2022-June 2023.

FISCAL IMPACT: None.

RECOMMENDATION: Identify individuals to chair and/or serve on an ad hoc planning committee and an ad hoc interest group committee.

ATTACHMENT: Strategic Plan timeline
## Proposed Timing for SCLC Priorities

<table>
<thead>
<tr>
<th>Resource Nexus</th>
<th>Transparency, Advocacy &amp; Engagement</th>
<th>Organizational Health &amp; Sustainability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Establish staff-driven interest groups (e.g. marketing, youth services, collections, etc.).</strong></td>
<td><strong>Create “Intro to SCLC” for all library staff members.</strong></td>
<td><strong>Identify and articulate SCLC mission.</strong></td>
</tr>
<tr>
<td><strong>Form a team/committee to explore and strategize the implementation of shared resources.</strong></td>
<td><strong>Increase transparency so that the SCLC Administrative Council has a clear understanding of budget and revenue sources.</strong></td>
<td><strong>Hire strong, knowledgeable, and dynamic executive director to provide support, guidance, and leadership.</strong></td>
</tr>
<tr>
<td><strong>Develop a centralized location of a collection of best practices and ideas to share.</strong></td>
<td><strong>Create an RFP to hire a digital media developer to establish a more robust online presence for SCLC.</strong></td>
<td><strong>Hold an annual planning session for SCLC Administrative Council.</strong></td>
</tr>
<tr>
<td><strong>Conduct annual (or semi-annual) SCLC regional public needs assessments, scalable to local and regional needs.</strong></td>
<td><strong>Communicate in a variety of publicity formats (social media, streaming, television, radio, etc.) with simple messages that apply to all our libraries and are designed to motivate the public to visit.</strong></td>
<td><strong>Diversify revenue by reviewing membership fees, looking for additional local grant opportunities.</strong></td>
</tr>
</tbody>
</table>

### Strategic Plan

**Southern California Library Cooperative**

**Fiscal Year 2022-23**

- Develop a centralized location of a collection of best practices and ideas to share.
- Conduct annual (or semi-annual) SCLC regional public needs assessments, scalable to local and regional needs.

**Fiscal Year 2023-24**

- Create “Intro to SCLC” for all library staff members.
- Increase transparency so that the SCLC Administrative Council has a clear understanding of budget and revenue sources.
- Create an RFP to hire a digital media developer to establish a more robust online presence for SCLC.
- Communicate in a variety of publicity formats (social media, streaming, television, radio, etc.) with simple messages that apply to all our libraries and are designed to motivate the public to visit.

**Fiscal Year 2024-25**

- Identify and articulate SCLC mission.
- Hire strong, knowledgeable, and dynamic executive director to provide support, guidance, and leadership.
- Hold an annual planning session for SCLC Administrative Council.
- Diversify revenue by reviewing membership fees, looking for additional local grant opportunities.
- Assess organizational structure, roles, and responsibilities to support operating efficiencies for a nimble and responsive organization.
- Contract with a financial expert to assess cost of current and enhanced services.
- Create a process for current directors to mentor upcoming/new directors.
- Develop fiscal sustainability by putting funds to best use.
DATE: November 30, 2022
TO: Executive Committee
FROM: Gary Shaffer, Administrative Council Chair
SUBJECT: PressReader Update and Next Steps – (DISCUSSION)

BACKGROUND: In September of 2021, SCLC enter into an agreement with Baker & Taylor (B&T) in the amount of $632,332 for a 2-year-period to procure PressReader on behalf of the Cooperative. July 1, 2022 the LA Times was abruptly removed from the platform without notice. SCLC later learned that this was at the direction of the LA Times. PressReader and Baker & Taylor were not made aware of this removal until it occurred.

At the August 24th Administrative Council meeting the following actions were approved in order for SCLC to approach the LA Times directly in an effort to convince them to re-enter the PressReader platform:

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

The survey was distributed to and completed by all SCLC members libraries. A letter was drafted by the Council Chair and shared with member libraries for feedback and to provide each of their signatures for the final copy of the letter.

Baker & Taylor has updated SCLC staff that talks are still ongoing between PressReader and the LA Times concerning this issue, but no details were made available.

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

RECOMMENDATION: Informational.
SCLC Meeting Dates
2022/23
Approved 05252022
Updated 10212022

Friday, July 22, 2022 - Special
4:00pm Executive Committee
Via Zoom

Wednesday, August 24, 2022
1:00pm Executive Committee
2:15pm Administrative Council
Alhambra

Wednesday, October 26, 2022
1:00pm Executive Committee, only
Glendale

Wednesday, November 30, 2022
1:00pm Executive Committee
2:15pm Administrative Council
Whittier

Wednesday, January 25, 2023
1:00pm Executive Committee, only
Via Zoom

Wednesday, March 22, 2023
1:00pm Executive Committee
2:15pm Administrative Council
Signal Hill

Wednesday, May 24, 2023
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD