



Southern California Library Cooperative
Administrative Council Meeting
Wednesday, August 23, 2023
2:15-4:15pm
Hybrid Meeting
Burbank Buena Vista Library
300 N. Buena Vista St., Burbank, CA 91502

Alternate locations:

Arcadia Public Library 20 W. Duarte Rd., Arcadia, CA 91006
Beverly Hills 444 S Rexford Dr., Beverly Hills, CA 90210
Camarillo City Library 4101 Las Posas Rd., Camarillo, CA 93010
Covina Public Library 1250 N. Hollenbeck Ave., Covina, CA 91722
Downey City Library 11121 Brookshire Ave., Downey, CA 90241
El Segundo Public Library 111 W Mariposa Ave., El Segundo, CA 90245
Inglewood Public Library 101 West Manchester Blvd., Inglewood, CA 90301
Irwindale Public Library 5050 N Irwindale Ave., Irwindale, CA 91706
Monrovia Public Library 321 S. Myrtle Ave., Monrovia, CA 91016
Moorpark City Library 699 Moorpark Ave., Moorpark, CA 93021
Palos Verdes Library District 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
Pasadena Park Center 221 E. Walnut St., Suite 199, Pasadena, CA 91101
Santa Fe Springs Library 11700 Telegraph Rd., Santa Fe Springs, CA 90670
Sierra Madre Public Library 440 W. Sierra Madre Blvd., Sierra Madre, CA 91024
Signal Hill Public Library 1800 E. Hill St., Signal Hill, CA 90755
Simi Valley Public Library 2969 Tapo Canyon Rd., Simi Valley, CA 93063
Ventura County Library 5600 Everglades Street, Suite A, Ventura, CA 93003

Join Zoom Meeting

<https://us02web.zoom.us/j/85088068651?pwd=TVduc29DdkNMWTdjaEsrNThuWHdFZz09>

Meeting ID: 850 8806 8651

Passcode: 648834

AGENDA

All items may be considered for action.

1. Opening Jesse Walker-Lanz
 - a. Chairperson's Welcome
 - b. Roll Call

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

- | | |
|---|---|
| 3. Consent Calendar
(ACTION)
<i>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.</i>
a. Minutes of the May 24, 2023 Administrative Council meeting | Jesse Walker-Lanz |
| 4. Adoption of Agenda | Jesse Walker-Lanz |
| 5. Budget Status Report FY2022/23 and FY2023/24
(DISCUSSION) | Andy Beck |
| 6. CLSA FY 2022/23 System Program Annual
Report
(ACTION) | Christine Powers |
| 7. Review of 2024 Health Premiums
(ACTION) | Andy Beck |
| 8. SCLC Banking Status
(DISCUSSION) | Andy Beck/Christine Powers |
| 9. Leadership and Professional
Development Committee Purpose,
Duties, and Composition
(ACTION) | Nikki Winslow/Christine Powers |
| 10. Appointments to Audit and Finance Committee
(DISCUSSION) | Jesse Walker-Lanz |
| 11. Committee Updates
a. Audit and Finance Committee
b. Technology Committee
c. Planning Ad Hoc Committee
d. Member Library Engagement Ad Hoc
Committee | Hilda LohGuan
Nikki Winslow
Elizabeth Goldman
Cathy Billings |
| 12. California State Library Report | Meg dePriest |
| 13. Executive Director's Report | Christine Powers |
| 14. Administrative Council Chair's Report | Jesse Walker-Lanz |
| 15. Other
<i>"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.</i> | Jesse Walker-Lanz |
| 16. Adjournment | Jesse Walker-Lanz |



ACTION ITEMS

Meeting: _____ SCLC Administrative Council Meeting _____

Date: _____ August 23, 2023 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



Southern California Library Cooperative
Administrative Council Meeting
Wednesday, May 24, 2023
2:15-5:15pm
Hybrid Meeting
Glendale Central Library
222 E. Harvard St., Glendale, CA 91205

Alternate locations:

Arcadia Public Library 20 W. Duarte Rd., Arcadia, CA 91006
Azusa City Library 729 N. Dalton Ave., Azusa, CA 91702
Beverly Hills 444 S Rexford Dr., Beverly Hills, CA 90210
Calabasas 200 Civic Center Way Calabasas, CA 91302
City of Commerce 5655 Jillson St., Commerce, CA 90040
Covina Public Library 1250 N. Hollenbeck Ave., Covina, CA 91722
Crowell Public Library 1890 Huntington Dr., San Marino, CA 91108
Downey City Library 11121 Brookshire Ave., Downey, CA 90241
El Segundo Public Library 111 W Mariposa Ave., El Segundo, CA 90245
Irwindale Public Library 5050 N Irwindale Ave., Irwindale, CA 91706
Long Beach Billie Jean Main Library 200 W. Broadway, Long Beach, CA 90802
Monterey Park Bruggemeyer Library 318 S. Ramona Ave., Monterey Park, CA 91754
Oxnard Main Library 251 S. A St., Oxnard, CA 93030
Palos Verdes Library District 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
Santa Monica Main Library 601 Santa Monica Blvd., Santa Monica, CA 90401
Signal Hill Public Library 1800 E. Hill St., Signal Hill, CA 90755
Ventura County Library 5600 Everglades Street, Suite A, Ventura, CA 93003

Minutes draft

Attendance

- Addington, Jennifer – Palos Verdes
- Arroyo, Kerri – Inglewood
- Behle, Kelli – Simi Valley
- Bradley, Darlene – Arcadia
- Broman, Susan – Los Angeles Public
- Buth, Karen – Beverly Hills
- Cisneros, Silvia – Commerce
- Conwell, Christine – Moorpark
- Cousin, Heather – Torrance
- Cuyugan, Erica – Santa Monica
- Evans, Lisa – Covina
- Garcia, Diana – Monterey Park
- Goldman, Elizabeth – Burbank
- Hassen, Leila – Azusa
- Herbert, Mark – El Segundo
- Lockwood, Barbara – Calabasas
- LohGuan, Hilda – Alhambra
- Maghsoudi, Paymaneh – Whittier
- McDonald, Tim – Pasadena
- Nasr, Many – Camarillo
- Schram, Nancy – Ventura
- Shaffer, Gary – Glendale
- Shupe, Robert – Palmdale
- Sidon, Yanira – Santa Clarita

- Stone, Janet – Glendora
- Torres, Anita – Pomona
- Walker-Lanz, Jesse – Los Angeles County
- Winslow, Nikki - Altadena

Other

- Beck, Andy – SCLC
- Graver, Lori – SCLC
- Powers, Christine – SCLC
- Sojoyner, Shana – CSL
- Snodgrass, Nerissa – SCLC
- Walker, Wayne - SCLC

Absent

- Balli, Shayna – Irwindale
- Billings, Cathy – South Pasadena
- DeLeon, Cathy – Long Beach
- Dickow, Ben – Downey
- Hughes, Charles – Signal Hills
- Neal, Alan – Oxnard
- Patterson, Jennifer – Thousand Oaks
- Raia, Deborah – Santa Fe Springs
- Vance, Carey – Monrovia
- Vera, Linda – San Marino
- Vinke, Dana – Redondo Beach

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

Meeting called to order at 2:24pm.

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 of the March 22, 2023 Administrative Council meeting
 - b. Proposed SCLC Holidays FY2023/24

MSP (Maghsoudi/Regan) to pass the Consent Calendar, without changes.

27 yes, 0 no, 0 abstain

4. Adoption of Agenda Gary Shaffer
Chair adopts the Agenda, as presented, without objection.
5. Budget Status Report Andy Beck
The Budget Status Report for Fiscal Year 2022/23 reflects reconciled bank statements through March 31, 2023. Membership dues are 91% received. Fiscal and administrative fees totaling \$151,926 (75%) were billed and received.
6. CLSA DigiLab Funds FY2021/22 Wayne Walker
SCLC has \$35,000 in remaining FY 2021/22 CLSA funds, which represent the last and final round of requested and approved CLSA funds for the DigiLab project. These funds must be spent on DigiLab related expenses by June 30, 2024. Staff propose utilizing the remaining FY 2021/22 CLSA funds (final project funds) of \$35,000 to purchase up to 8 sets of updated scanning equipment and related software for libraries with preference given to libraries that have contributed to Montage. This will be determined by a survey. Libraries receiving scanners will agree to loan scanners to other SCLC libraries if requested, in order to ensure the resource-sharing requirement is met.
MSP (Goldman/Schram) to approve plan to spend the remaining/final FY 2021/22 CLSA funds approved for DigiLab on additional replacement equipment and related software.
27 yes, 0 no, 0 abstain
7. Election of Chair and Gary Shaffer
Vice-Chair/Chair-Elect FY2023/24
MSP (Cousin/Maghsoudi) to
1. Suspend the 30-day rule for reporting the slate of candidates; and
2. Elect Walker-Lanz as Chair and Hilda LohGuan as Vice-Chair/Chair-Elect for FY 2023/24.
27 yes, 0 no, 0 abstain
8. Executive Committee Membership Process Christine Powers
and Selection FY2023/24
Appoint Conwell, Nasr and Regan to a bylaws ad hoc committee to review Bylaws and Standing Rules for incongruities, with special direction to update statistical group population parameters used for appointments to the Executive Committee so that systems are more evenly distributed among all groups. Ad hoc committee to report back to the Administrative Council in six months.
MSP (LohGuan/Regan) to appoint LohGuan (Group 2, Alhambra), Garcia (Group 3, Monterey Park) and Hassen (Group 4 Azusa) to the Executive Committee.
27 yes, 0 no, 0 abstain

9. Cooperative Library System Agreement Renewals FY2023/24 Christine Powers
 MSP (Maghsoudi/Shupe) to authorize the SCLC Executive Director to sign the agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2023/24.
 27 yes, 0 no, 0 abstain
10. Proposed Membership Dues FY2023/24 Christine Powers/Andy Beck
 SCLC's membership dues rate has not changed for more than a decade. Currently, the dues rate is based on a base rate of \$1,500 and a factor of 0.0280 (2.8%) of the population, except for a flat rate that is applied for the following members with the highest populations: Los Angeles City, Los Angeles County, and Long Beach. With the decreasing population in California and the current rate of inflation, SCLC is requesting an increase in the dues rate. Staff recommends that Council Members consider an increase of 10% to 15% in the overall rate. Additionally, in an effort to avoid having to revisit this issue periodically, staff recommend that the Administrative Council consider for FY 2024/25 and thereafter, an increase of 2% per year, should the annual increase due to population be less than 2%.
 MSP (Broman/Walker-Lanz) to increase dues by 10% for the cooperative, with a 20% increase for LAPL and LACo, and then a 2% increase for subsequent years, should the annual increase due to population be less than 2%, with a request to revisit membership dues in five years.
 27 yes, 0 no, 0 abstain
11. CLSA Plan of Service and Budget FY2023/24 Christine Powers
 MSP (Shupe/Maghsoudi) to authorize the Chair of SCLC to work with the Executive Director to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library by June 16, 2023.
 27 yes, 0 no, 0 abstain
12. Proposed Budget FY2023/24 Christine Powers/Andy Beck
 The Proposed Budget has been calculated based preliminary allocations of the California Library Services Act (CLSA), funding grants, and the assumption of an increase of 10% or 15% in membership dues. Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.
 Points to review:
 - Spending of CLSA funds must be approved by the Council.
 - SCLC will be managing three grants in FY 2023/24.
 - A deficit between \$27,920 and \$38,444 is projected based on the approved increase in membership dues.
 MSP (Goldman/Shupe) to approve the Proposed Budget pending final approval of the Governor's budget.
 25 yes, 0 no, 0 abstain

13. Banking Update and Signature Authority Nerissa Snodgrass
MSP (Maghsoudi/Nasr) to authorize signature authority for Southern California Library Cooperative's bank account at Bank of America for the following individuals: Christine Powers, Executive Director; Nerissa Snodgrass, Project Manager; Jesse Walker-Lanz, Chair; and Hilda LohGuan, Vice Chair.
25 yes, 0 no, 0 abstain

14. Committee Updates

- a. Audit and Finance Committee Jesse Walker-Lanz
Last met on April 5, 2023 and discussed budget and membership dues; placed revenue generation as a standing item, going forward.
- b. Technology Committee Nikki Winslow
No report.
- c. Planning Ad Hoc Committee Elizabeth Goldman
No report.
- d. Member Library Engagement Ad Hoc Committee Cathy Billings
Surveyed library staff on subject for potential interest groups. Will survey library staff again to measure interest in group ideas. Topics include: EDI, Volunteer Oversight, Circulation, Management, MakerSpace, Community Partnerships, Programming, Library Finance, Employee Development (to promote retention), Safety and Security, Sustainability.

15. Proposal to Establish a Leadership and Professional Development Committee Nikki Winslow
This Committee would emphasize building future library leaders and creating professional development opportunities for the member library systems. This Committee would work to establish a mentorship program and an annual training program.
MSP (Shupe/LohGuan) to support establishment of a Leadership and Professional Development Committee.
25 yes, 0 no, 0 abstain

16. Proposed Meeting Schedules FY2023/24: Gary Shaffer
Administrative Council, Executive Committee,
Audit and Finance Committee
MSP (Regan/Conwell) to approve the following meeting schedules and
locations:

Wednesday, July 5, 2023
3:30-4:30pm Audit and Finance
Committee
Via Zoom

Wednesday, January 24, 2024
1:00pm Executive Committee, only
Via Zoom

Wednesday, August 23, 2023
1:00pm Executive Committee
2:15pm Administrative Council
Whittier

Wednesday, February 7, 2024
3:30-4:30pm
Via Zoom

Wednesday, September 27, 2023
3:30-4:30pm
Via Zoom

Wednesday, March 27, 2024
1:00pm Executive Committee
2:15pm Administrative Council
Los Angeles County location TBD

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

Wednesday, April 3, 2024
3:30-4:30pm
Via Zoom

Wednesday, November 29, 2023
1:00pm Executive Committee
2:15pm Administrative Council
Burbank

Wednesday, May 22, 2024
1:00pm Executive Committee
2:15pm Administrative Council
Santa Clarita

25 yes, 0 no, 0 abstain

17. California State Library Report Shauna Sojoyner
New Library Programs Consultant is Kaela Villalobos, who will be
managing the Lunch at the Library program. Applications are open for the
Sustainable California Libraries program, eBooks for All applications open
on June 20, 2023. Reminder that the Parks Pass program has a toolkit
available to support marketing, circulation, programming and more.

18. Executive Director's Report Christine Powers
"Welcome to SCLC" program will soon be implemented, SCLC website is
being updated, in talks with the Dodgers Foundation for a collaboration,
CLSA Plan of Service FY2023/24 is due June 16, 2023, Employee
Handbook is being updated, SCLC expects to receive three LSTA grants
for FY2023/24: Digital Navigators, Public Library Staff Education Program
(PLSEP) and Parks Pass Support Program.

19. Administrative Council Chair Report Gary Shaffer
Reminder to attend the California Library Association (CLA) conference,
and to review work accomplished at Serving with a Purpose day.

20. 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.

21. Adjournment

Gary Shaffer

MSP (Walker-Lanz/Hassen) to adjourn meeting at 4:52pm.

DRAFT



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 23, 2023
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report FY 2022/23 & FY 2023/24 (DISCUSSION)**

BACKGROUND: The Budget Status Report for FY 2022/23 is attached for review and reflects reconciled bank statements through June 30, 2023. For FY 2022/23, all revenues and expenses were recorded. There is a deficit of \$121,602 compared to a deficit of \$183,084, as budgeted.

The Preliminary Budget Status Report for FY 2023/24 is also attached for review and reflects reconciled bank statements through July 31, 2023.

CLSA rollover funds from FYs 2020/21 through 2022/23, totaling \$861,942, were rolled to FY 2023/24. Rolled over CLSA funds are anticipated to be spent, with the exception of \$428,686 of e-Resources. Funds can be allocated as recommended by the Administrative Council.

For FY 2023/24, all revenues and expenses have not been recorded, as the month of July 2023 has not been closed. No unexpected expenditures have been noted.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget to Actual Report FY 2022/23
- b. Budget to Actual Report FY 2023/24

REVENUES/EXPENSES	Approved Budget FY 22/23	Prior Year	Current Year to Date Actuals	Balance	%	Notes
REVENUE						
				Unrealized		
CLSA Communications & Delivery	\$ 563,338	\$ 853,533	\$ 141,323	\$ 422,015	25%	Received
CLSA System Administration	\$ 343,401	\$ 372,007	\$ 352,535	\$ (9,134)	103%	Received (SCLC portion \$140,833)
System Supplements to CLSA	\$ -	\$ -	\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,364,024	\$ 3,659,072	\$ 2,377,231	\$ 986,793	71%	Actual grants awarded
Grant Indirect (All Systems)	\$ 286,970	\$ 170,364	\$ 161,330	\$ 125,640	56%	Actual grants awarded
Grant Staffing (All Systems)	\$ 94,078	\$ 86,472	\$ 84,781	\$ 9,297	90%	Actual grants awarded
SCLC Member Dues	\$ 210,681	\$ 211,552	\$ 210,681	\$ -	100%	Approved 03/15/2022
SCLC Califa Memberships	\$ 13,590	\$ 13,590	\$ 13,590	\$ -	100%	Approved 03/15/2022
Investment Income	\$ 18,750	\$ (29,290)	\$ 41,058	\$ (22,308)	219%	Increase in interest rate
Other revenues	\$ -	\$ 3,495	\$ 2,485	\$ (2,485)	0%	Rebates; Canceled checks (duplicates)
TOTAL REVENUE	\$ 4,894,832	\$ 5,340,795	\$ 3,385,014	\$ 1,509,818	69%	
Unrestricted	\$ 967,470	\$ 828,190	\$ 866,460	\$ 101,010	90%	Used toward Personnel/Overhead
Restricted	\$ 3,927,362	\$ 4,512,605	\$ 2,518,554	\$ 1,408,808	64%	CLSA and Grant Passthrough Funds
EXPENDITURES						
Personnel Services						
Salaries & Wages	\$ 652,945	\$ 609,635	\$ 517,555	\$ 135,390	79%	SCLC Staff
Retirement Benefits	\$ 71,453	\$ 73,764	\$ 46,628	\$ 24,825	65%	CalPERS
Health Insurance - Current Employees	\$ 50,280	\$ 37,020	\$ 46,491	\$ 3,789	92%	Health Stipend
Health Insurance - Retirees	\$ 80,448	\$ 41,632	\$ 47,102	\$ 33,346	59%	Actuals
Dental/Vision	\$ 6,552	\$ 6,951	\$ 5,063	\$ 1,489	77%	Ameritas
Life Insurance	\$ 1,224	\$ 1,520	\$ 1,214	\$ 10	99%	Dearborn/Lincoln
CalPERS Unfunded Accrued Liability	\$ 154,223	\$ 133,737	\$ 152,775	\$ 1,448	99%	CalPERS - Annual Prepayment
Other Personnel Expenses	\$ 3,101	\$ 13,781	\$ 14,394	\$ (11,293)	464%	Worker's Comp / Payroll taxes
Personnel Service Subtotal	\$ 1,020,225	\$ 918,040	\$ 831,222	\$ 189,003	81%	
Operating Expenses						
Office space Lease	\$ 32,000	\$ 25,716	\$ 25,716	\$ 6,284	80%	Lease TBD (unrestricted)
Professional & Contract Services	\$ 65,000	\$ 28,888	\$ 98,409	\$ (33,409)	151%	Legal, Payroll/HR, Consulting, etc. (Unrestricted)
Telecommunications	\$ 30,000	\$ 21,391	\$ 16,681	\$ 13,319	56%	IT Support, Software, Internet, Phone, Website (CLSA*) and Communications Allowance
Delivery	\$ 66,500	\$ 64,050	\$ 66,659	\$ (159)	100%	Reliant (CLSA)
Audit Fees	\$ 12,200	\$ 9,605	\$ 15,869	\$ (3,669)	130%	Fedak & Brown (CLSA)
Software Licenses	\$ 3,479	\$ 3,791	\$ 3,969	\$ (490)	114%	Keeper, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500	\$ 13,783	\$ 5,143	\$ 3,357	61%	Office Supplies, Printing, etc. (Unrestricted)
eResources	\$ 445,338	\$ 697,736	\$ 1,212	\$ 444,126	0%	\$368,435 PressReader; \$1,272
Resource Sharing	\$ -	\$ -	\$ 34,995	\$ (34,995)	0%	Scanners
Memberships	\$ 14,500	\$ 14,537	\$ 13,848	\$ 652	96%	Califa, CLA, etc. (Unrestricted)
Travel & Conferences	\$ 15,000	\$ 10,179	\$ 9,028	\$ 5,972	60%	Travel for meetings and conference
Postage	\$ 800	\$ 1,067	\$ 764	\$ 36	96%	
Other	\$ 350	\$ 6,467	\$ 5,870	\$ (5,520)	1677%	Bank Analysis Fees; other expense; insurance
Operating Expenses Subtotal	\$ 693,667	\$ 897,210	\$ 298,163	\$ 395,504	43%	
Grant Expenses						
Grant Projected Expenses	\$ 3,364,024	\$ 3,681,465	\$ 2,377,231	\$ 986,793	71%	Passthrough Funds Projected FY22/23 - Actual grants pending
Grant Expenses Subtotal	\$ 3,364,024	\$ 3,681,465	\$ 2,377,231	\$ 986,793		
TOTAL EXPENDITURES	\$ 5,077,916	\$ 5,496,715	\$ 3,506,616	\$ 1,571,300	69%	
Surplus (Deficit)	\$ (183,084)	\$ (155,920)	\$ (121,602)	\$ (61,482)		

SCLC FY2022/23
Budget Status Report
June 30, 2023

SCLC ACCOUNT BALANCES

As of June 30, 2023	\$ 1,767,320	Pacific Western Bank
As of June 30, 2023	\$ 1,861,139	Local Agency Investment Fund (LAIF)
As of June 30, 2023	\$ 89,059	California Employer's Pension Prefunding Trust (CEPPT)

SCLC MEMBER DEPOSIT ACCOUNT

As of June 30, 2023	\$ 66,806	Pacific Western Bank
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CARRY OVER CLSA FUNDS

FY2022/23 CLSA Communications & Delivery - Projected (Restricted)

	FISCAL YEAR 2022-23				
	FY2021-22	Addition	Deletions	FY2022-23	
E-Resources	\$ -	\$ 445,338	\$ -	\$ 445,338	Press Reader (\$16,652); Rolled over (\$428,686)
Delivery	-	66,500	(44,646)	21,854	Rolled over
Contracted services	-	12,200	(8,964)	3,236	Rolled over
Telecommunications	-	30,000	-	30,000	Rolled over
Office supplies	-	9,300	(5,907)	3,393	Rolled over
	<u>\$ -</u>	<u>\$ 563,338</u>	<u>\$ (59,517)</u>	<u>\$ 503,821</u>	

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

	FISCAL YEAR 2021-22				
	FY2021-22	Addition	Deletions	FY2022-23	
E-Resources	\$ 288,419	\$ -	\$ -	\$ 288,419	Press Reader (\$288,419)
Delivery	22,013	-	(22,013)	-	
Contracted services	6,905	-	(6,905)	-	
Telecommunications	21,742	-	(16,681)	5,061	Rolled over
Resource sharing	35,000	-	(34,995)	5	Rolled over
	<u>\$ 374,079</u>	<u>\$ -</u>	<u>\$ (80,594)</u>	<u>\$ 293,485</u>	

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

	FISCAL YEAR 2020-21				
	FY2021-22	Addition	Deletions	FY2022-23	
E-Resources	\$ 65,848	\$ -	\$ (1,212)	\$ 64,636	Press Reader (\$63,364) and Gale Archives (\$1,272)

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
CLSA baseline revenue (communications and delivery)	\$ 599,447	\$ 141,323	\$ 9,131	\$ 590,316	98%	2%	Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	11,658	128,242	92%	8%	Expected to be received in December 2023
Fiscal and administration revenues	223,784	211,702	16,851	206,933	92%	8%	CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	88,124	1,138,308	93%	7%	
Grant indirect revenues	131,523	161,330	4,036	127,487	97%	3%	
Grant staffing revenues	142,045	84,781	8,177	133,868	94%	6%	
Membership dues	237,064	210,681	237,066	(2)	0%	100%	
Califa membership dues	13,590	13,590	13,590	-	0%	100%	
Investment income	100,000	41,058	-	100,000	100%	0%	
Other	1,000	2,485	-	1,000	100%	0%	
Total revenues	2,814,785	3,385,014	388,633	2,426,152	86%	14%	
Expenditures:							
CLSA baseline expenditures:							
Office supplies	13,000	4,852	-	13,000	100%	0%	Pending
Duplication and photocopies	1,500	1,055	-	1,500	100%	0%	Pending
E-Resources	369,647	1,212	1,273	368,374	100%	0%	
Contract services for delivery	172,500	66,659	5,172	167,328	97%	3%	Reliant
Contract services	19,000	15,869	1,440	17,560	92%	8%	Audit; GASB 75
Telecommunications	21,800	16,681	1,246	20,554	94%	6%	Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-	-	-	PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	-	2,000	100%	0%	
Total CLSA baseline expenditures	599,447	141,323	9,131	590,316	98%	2%	
CLSA administration expenditures:							
Personnel							
Salary and wages	603,693	517,555	46,025	557,668	92%	8%	
Retirement benefits	62,700	46,628	4,775	57,925	92%	8%	
Unfunded pension liability	151,107	152,775	146,217	4,890	3%	97%	Discount with one time payment
Health insurance - current employees	56,000	46,491	4,268	51,732	92%	8%	
Health insurance - retired employees	46,300	47,102	3,809	42,491	92%	8%	
Dental and vision	5,400	5,063	446	4,954	92%	8%	Ameritas
Life insurance	2,300	1,214	183	2,117	92%	8%	Lincoln; Dearborn
Other personnel expenses	15,500	14,394	4,850	10,650	69%	31%	Payroll tax; Workers comp
Total personnel expenditures	943,000	831,222	210,573	732,427	78%	22%	
Other							
Payroll processing	7,000	7,766	725	6,275	90%	10%	Paychex; Paychex HR; Time/Attendance
Accounting software	4,000	3,969	-	4,000	100%	0%	Pending
Office space rent	25,800	25,716	2,143	23,657	92%	8%	
Insurance	2,400	2,280	197	2,203	92%	8%	General liability
Travel/conference/meeting	10,000	9,028	-	10,000	100%	0%	No monthly expense
Membership dues	14,600	13,848	13,590	1,010	7%	93%	Payment to Califa
Legal	12,000	11,220	-	12,000	100%	0%	Pending
Professional Other	-	79,423	-	-	-	-	PY Accountant; Consultant
Other	3,000	3,590	79	2,921	97%	3%	
Total other expenditures	78,800	156,840	16,734	62,066	79%	21%	
Total CLSA administration expenditures	1,021,800	988,062	227,307	856,559	84%	22%	
Grant project expenditure	1,226,432	2,377,231	88,124	1,138,308	93%	7%	
Total expenditure	2,847,679	3,506,616	324,562	2,585,183	91%	11%	
Deficit of revenues over expenditures	\$ (32,894)	\$ (121,602)	\$ 64,071	\$ (159,031)	483%	-195%	



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 23, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **CLSA FY 2022/23 System Program Annual Report (ACTION)**

BACKGROUND: Each year, the Southern California Library Cooperative (SCLC) receives California Library Services Act (CLSA) funds to promote resource sharing within the system. To receive these funds, Southern California Library Cooperative (SCLC) submits a Plan of Service each June outlining how it will spend funds for the upcoming fiscal year, which is reviewed and approved by the California Library Services Board (CLSB).

Each September, the California State Library (CSL) requires a System Program Annual Report from systems that receive CLSA funding. This report provides information to the CLSB about how CLSA funds were spent by the system and the resulting benefit to the communities served by the member libraries.

In order to complete SCLC's CLSA FY 2022/23 System Program Annual Report, a survey will be distributed to members requesting feedback on:

1. How delivery services directly benefitted their patrons in FY 2022/23.
2. How the PressReader subscription benefitted their patrons in FY 2022/23.
3. The benefits of the DigiLab program in FY 2022/23.

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Executive Director to work with the Chair to complete the CLSA FY 2022/23 Annual Report for submission to the State Library by the September deadline.

EXHIBIT: CLSA FY 2022/23 System Annual Report Template

CALIFORNIA LIBRARY SERVICES ACT
2022/23 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

System Name

System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: _____ Phone: _____

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

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

Date

Introduction

This packet contains the reporting documents to file the FY 2022/23 CLSA System Program Annual Report. The key areas to complete are:

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

Once you have completed the process, please email a copy with an electronic signature to monica.rivas@library.ca.gov .

All annual report documents are due by September 08, 2023.

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

CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

INSTRUCTIONS

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

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

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

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

Expenditure Source Definitions

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

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

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

Encumbered Funds from Prior Year and Rollover

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

Program Definition

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

Other Definitions

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

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

In summary:

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

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

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

CLSA Funding for Communications and Delivery

Section 1

Program Workload

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

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2022/23					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 15 – August 28, 2022	October 17-30, 2022	Jan. 23-February 05, 2023	April 24- May 07, 2023	Total multiplied by 6.5
a. System member public libraries					
b. Non-public libraries in System area					
Total					
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					
d. Number of miles traveled by all System vehicles					
e. Percentage of items delivered by:					
U.S. Mail _____% UPS _____% System Van _____% Contracted Van _____% Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					

4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

5. Is your System planning to roll over any funds from FY 2022/2023? Please provide the amount and the reason the funds will be rolled over.

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



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 23, 2023
FROM: Andy Beck, Controller

SUBJECT: **Review of 2024 Health Premiums (ACTION)**

BACKGROUND: Southern California Library Cooperative (SCLC) employees eligible for medical insurance receive a monthly allowance to be used toward medical insurance premiums. Currently, two out of the five SCLC employees are enrolled in the CalPERS Health Plan. CalPERS increases health premiums annually effective January 1st. The last health premium allowance increase from \$838.00/month to \$896.33/month was approved on March 22, 2023, by the Administrative Council for the 2023 calendar year.

The exhibit included with this report reflects calendar year 2024 health premium increases for CalPERS Health Plans. For SCLC's active employees, the average premium increase totaled 12.77%. The financial impact on an SCLC employee would be an additional \$50 per pay period. To negate this financial impact in proportion to the increase in health premiums, the health premium allowance would need to increase \$48.75 per pay period to \$462.44 per pay period, or \$1,001.95 per month. Alternatively, the financial impact can be split equally between the employee and SCLC, resulting in an increase of \$24.38 per pay period to \$438.07, or \$949.15 per month.

Per CalPERS regulations, any increase to the health premium allowance would apply to SCLC's current staff of five personnel, along with its eight retirees.

At the last Audit and Finance Committee meeting on August 2, the Committee made a recommendation to the Administrative Council to split the financial impact equally between the employee and SCLC, which increases the health premium allowance to \$949.15 per month.

FISCAL IMPACT: For retirees, health premiums increased \$3,500 annually. Since retiree premiums are below the current health premium allowance, any increases in the health allowance premium will not have a financial impact on SCLC.

For active employees, increasing the current health premium allowance by \$105.62/month or 11.78% would increase SCLC's cost by \$6,337 for the 2024 calendar year (5 actives x \$105.62/month = \$528 month). Alternatively, increasing the current health premium allowance by \$52.81/month or 5.89% would increase SCLC's cost by \$3,169 for the 2024 calendar year (5 actives x \$52.81/month = \$264/month).

RECOMMENDATION: Recommend to increase the health premium allowance by 5.89% (\$3,169 increase in cost annually) effective January 1, 2024, to address increasing health care premiums.

EXHIBITS: CalPERS Health Premium Increase Analysis

July Board of Administration Offsite

**Proposed Statewide 2024 Premiums Per Subscriber Per Month (PSPM)
One Risk Pool Three-Year Phase In with PPO Benefit Design Changes**

Basic Plans	2023			2024			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Blue Cross Select HMO	\$903.85	\$1,807.70	\$2,350.01	\$925.57	\$1,851.14	\$2,406.48	2.40%
Anthem Blue Cross Traditional HMO	1,116.65	2,233.30	2,903.29	1,197.94	2,395.88	3,114.64	7.28%
Blue Shield Access+ HMO	842.61	1,685.22	2,190.79	892.49	1,784.98	2,320.47	5.92%
Blue Shield Trio HMO	760.71	1,521.42	1,977.85	810.24	1,620.48	2,106.62	6.51%
Health Net Salud y Más	631.89	1,263.78	1,642.91	656.96	1,313.92	1,708.10	3.97%
Kaiser Permanente	852.68	1,705.36	2,216.97	964.15	1,928.30	2,506.79	13.07%
Kaiser Permanente Out of State	1,155.43	2,310.86	3,004.12	1,312.45	2,624.90	3,412.37	13.59%
Sharp Performance Plus	764.96	1,529.92	1,988.90	833.24	1,666.48	2,166.42	8.93%
UnitedHealthcare SignatureValue Alliance	841.72	1,683.44	2,188.47	882.98	1,765.96	2,295.75	4.90%
UnitedHealthcare SignatureValue Harmony	722.28	1,444.56	1,877.93	763.70	1,527.40	1,985.62	5.73%
Western Health Advantage HMO	760.17	1,520.34	1,976.44	807.23	1,614.46	2,098.80	6.19%
Basic HMO Weighted Average							10.50%
Anthem EPO Del Norte	\$1,083.89	\$2,167.78	\$2,818.11	\$1,215.87	\$2,431.74	\$3,161.26	12.18%
PERS Gold	766.11	1,532.22	1,991.89	859.31	1,718.62	2,234.21	12.17%
PERS Platinum	1,083.89	2,167.78	2,818.11	1,215.87	2,431.74	3,161.26	12.18%
Basic PPO Weighted Average							12.17%

Total Basic Percent Change

10.95%

Medicare Plans	2023			2024			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Medicare Preferred PPO	\$413.59	\$827.18	\$1,240.77	\$405.83	\$811.66	\$1,217.49	(1.88%)
Blue Shield Medicare PPO	361.90	723.80	1,085.70	392.68	785.36	1,178.04	8.51%
Kaiser Permanente Senior Advantage	283.25	566.50	849.75	324.79	649.58	974.37	14.67%
Kaiser Permanente Senior Advantage Summit	336.29	672.58	1,008.87	386.55	773.10	1,159.65	14.95%
Kaiser Permanente Senior Advantage Out of State	274.03	548.06	822.09	318.43	636.86	955.29	16.20%
Kaiser Permanente Senior Advantage Summit Out of State	N/A	N/A	N/A	380.21	760.42	1,140.63	N/A
Sharp Direct Advantage HMO	249.79	499.58	749.37	256.53	513.06	769.59	2.70%
UnitedHealthcare Group Medicare Advantage PPO	299.68	599.36	899.04	341.72	683.44	1,025.16	14.03%
UnitedHealthcare Group Medicare Advantage Edge PPO	357.70	715.40	1,073.10	366.01	732.02	1,098.03	2.32%
Western Health Advantage MyCare Select HMO	331.11	662.22	993.33	268.62	537.24	805.86	(18.87%)
Medicare Advantage Weighted Average							13.17%
PERS Gold	\$392.71	\$785.42	\$1,178.13	\$406.60	\$813.20	\$1,219.80	3.54%
PERS Platinum	420.02	840.04	1,260.06	448.15	896.30	1,344.45	6.70%
Medicare Supplement Weighted Average							6.62%

Total Medicare Percentage Change

9.55%

Combination Plans	2024					
	Subscriber in M & 1 Dependent in B	Subscriber in M & 2+ Dependents in B	Subscriber in M, 1 Dependent in B & 1 Dependent in M	Subscriber in B & 1 Dependent in M	Subscriber in B & 2+ Dependents in M	Subscriber in B, 1 Dependent in B & 1 Dependent in M
Anthem Blue Cross Select and Medicare Supplement	\$1,331.40	\$1,886.74	\$1,367.00	\$1,331.40	\$1,737.23	\$1,886.74
Anthem Blue Cross Traditional and Medicare Supplement	1,603.77	2,322.53	1,530.42	1,603.77	2,009.60	2,322.53
Blue Shield Access+ and Medicare	1,285.17	1,820.66	1,320.85	1,285.17	1,677.85	1,820.66
Blue Shield Trio and Medicare	1,202.92	1,689.06	1,271.50	1,202.92	1,595.60	1,689.06
Kaiser Permanente and Senior Advantage	1,288.94	1,867.43	1,228.07	1,288.94	1,613.73	1,867.43
Kaiser Permanente and Senior Advantage Summit	1,350.70	1,929.19	1,351.59	1,350.70	1,737.25	1,929.19
Kaiser Permanente and Senior Advantage Out of State	1,630.88	2,418.35	1,424.33	1,630.88	1,949.31	2,418.35
Kaiser Permanente and Senior Advantage Summit Out of State	1,692.66	2,480.13	1,547.89	1,692.66	2,072.87	2,480.13
PERS Gold and Medicare Supplement	1,265.91	1,781.50	1,328.79	1,265.91	1,672.51	1,781.50
PERS Platinum and Medicare Supplement	1,664.02	2,393.54	1,625.82	1,664.02	2,112.17	2,393.54
Sharp Direct Advantage	1,089.77	1,589.71	1,013.00	1,089.77	1,346.30	1,589.71
UnitedHealthcare Alliance and Medicare Advantage	1,224.70	1,754.49	1,213.23	1,224.70	1,566.42	1,754.49
UnitedHealthcare Alliance and Medicare Advantage Edge	1,248.99	1,778.78	1,261.81	1,248.99	1,615.00	1,778.78
UnitedHealthcare Harmony and Medicare Advantage	1,105.42	1,563.64	1,141.66	1,105.42	1,447.14	1,563.64
UnitedHealthcare Harmony and Medicare Advantage Edge	1,129.71	1,587.93	1,190.24	1,129.71	1,495.72	1,587.93
Western Health Advantage and Medicare Advantage	1,075.85	1,560.19	1,021.58	1,075.85	1,344.47	1,560.19

July Board of Administration Offsite

Proposed Regional 2024 Premiums Per Subscriber Per Month (PSPM)

One Risk Pool Three-Year Phase In with PPO Benefit Design Changes

Basic Plans	2023			2024			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Basic Premiums - Region 1							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Blue Cross Select HMO	\$1,128.83	\$2,257.66	\$2,934.96	\$1,138.86	\$2,277.72	\$2,961.04	0.89%
Anthem Blue Cross Traditional HMO	1,210.71	2,421.42	3,147.85	1,339.70	2,679.40	3,483.22	10.65%
Anthem EPO Del Norte	1,200.12	2,400.24	3,120.31	1,314.27	2,628.54	3,417.10	9.51%
Blue Shield Access+ HMO	1,035.21	2,070.42	2,691.55	1,076.84	2,153.68	2,799.78	4.02%
Blue Shield Trio HMO	888.94	1,777.88	2,311.24	946.84	1,893.68	2,461.78	6.51%
Kaiser Permanente	913.74	1,827.48	2,375.72	1,021.41	2,042.82	2,655.67	11.78%
PERS Gold	825.61	1,651.22	2,146.59	914.82	1,829.64	2,378.53	10.81%
PERS Platinum	1,200.12	2,400.24	3,120.31	1,314.27	2,628.54	3,417.10	9.51%
UnitedHealthcare SignatureValue Alliance	1,044.07	2,088.14	2,714.58	1,091.13	2,182.26	2,836.94	4.51%
UnitedHealthcare SignatureValue Harmony	N/A	N/A	N/A	937.39	1,874.78	2,437.21	N/A
Western Health Advantage HMO	760.17	1,520.34	1,976.44	807.23	1,614.46	2,098.80	6.19%
Basic Premiums - Region 2							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Blue Cross Select HMO	\$765.37	\$1,530.74	\$1,989.96	\$807.71	\$1,615.42	\$2,100.05	5.53%
Anthem Blue Cross Traditional HMO	935.12	1,870.24	2,431.31	1,034.38	2,068.76	2,689.39	10.61%
Blue Shield Access+ HMO	842.61	1,685.22	2,190.79	869.14	1,738.28	2,259.76	3.15%
Blue Shield Trio HMO	760.71	1,521.42	1,977.85	810.24	1,620.48	2,106.62	6.51%
Health Net Salud y Más	698.91	1,397.82	1,817.17	684.77	1,369.54	1,780.40	(2.02%)
Kaiser Permanente	756.21	1,512.42	1,966.15	904.95	1,809.90	2,352.87	19.67%
PERS Gold	695.93	1,391.86	1,809.42	799.44	1,598.88	2,078.54	14.87%
PERS Platinum	1,014.80	2,029.60	2,638.48	1,151.50	2,303.00	2,993.90	13.47%
Sharp Performance Plus	764.96	1,529.92	1,988.90	833.24	1,666.48	2,166.42	8.93%
UnitedHealthcare SignatureValue Alliance	793.63	1,587.26	2,063.44	837.88	1,675.76	2,178.49	5.58%
UnitedHealthcare SignatureValue Harmony	781.58	1,563.16	2,032.11	792.65	1,585.30	2,060.89	1.42%
Basic Premiums - Region 3							
Los Angeles, Riverside and San Bernardino							
Anthem Blue Cross Select HMO	\$737.91	\$1,475.82	\$1,918.57	\$841.13	\$1,682.26	\$2,186.94	13.99%
Anthem Blue Cross Traditional HMO	942.73	1,885.46	2,451.10	1,012.67	2,025.34	2,632.94	7.42%
Blue Shield Access+ HMO	738.29	1,476.58	1,919.55	756.65	1,513.30	1,967.29	2.49%
Blue Shield Trio HMO	661.49	1,322.98	1,719.87	704.69	1,409.38	1,832.19	6.53%
Health Net Salud y Más	606.34	1,212.68	1,576.48	630.13	1,260.26	1,638.34	3.92%
Kaiser Permanente	754.64	1,509.28	1,962.06	865.41	1,730.82	2,250.07	14.68%
PERS Gold	680.37	1,360.74	1,768.96	785.28	1,570.56	2,041.73	15.42%
PERS Platinum	992.59	1,985.18	2,580.73	1,131.47	2,262.94	2,941.82	13.99%
UnitedHealthcare SignatureValue Alliance	790.46	1,580.92	2,055.20	826.44	1,652.88	2,148.74	4.55%
UnitedHealthcare SignatureValue Harmony	713.55	1,427.10	1,855.23	734.76	1,469.52	1,910.38	2.97%
Basic Premiums - Out of State							
Kaiser Permanente Out of State	\$1,155.43	\$2,310.86	\$3,004.12	\$1,312.45	\$2,624.90	\$3,412.37	13.59%
PERS Platinum	1,003.90	2,007.80	2,610.14	1,146.86	2,293.72	2,981.84	14.24%



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 23, 2023
FROM: Christine Powers, Executive Director
Andy Beck, Controller

SUBJECT: **SCLC Banking Status (DISCUSSION)**

BACKGROUND: With the recommendation of the Audit & Finance Committee, the Administrative Council approved to switch Southern California Library Cooperative's (SCLC's) banking institution from Pacific Western Bank to a "larger bank" earlier this calendar year.

Initially, SCLC staff decided to switch to Bank of America, as two of the other five cooperatives utilized this bank; however, staff discovered that Bank of America does not accommodate governmental organizations and funds over FDIC coverage (\$250,000) would not be collateralized. As a result, SCLC staff has selected an alternative "larger bank" JP Morgan Chase, which does support governmental organizations and will be able to provide coverage over the FDIC limit to SCLC's account. The application process was started in July 2023 and staff anticipates being able to transfer funds to the new account and close SCLC's Pacific Western Bank in the coming weeks.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 23, 2023
FROM: Nikki Winslow, Council Member, Altadena Library District
Christine Powers, Executive Director

SUBJECT: **Leadership and Professional Development
Committee Purpose, Duties, and Composition (ACTION)**

BACKGROUND: At the last meeting of the Southern California Library Cooperative (SCLC) in May 2023, the Administrative Council voted to establish a new standing committee – the Leadership and Professional Development Committee. This item is returning to the Council to approve the logistics of this newly established committee, such as its purpose, duties, and composition.

Purpose/Description

The Leadership and Professional Development Committee emphasizes building future library leaders, creating professional development opportunities for the member library systems, and facilitating networking and relationship building between members of the 40 library systems.

One initiative of this committee would include implementation of a mentorship program. The SCLC Mentorship Program would provide training and mentoring to SCLC library staff members by offering opportunities for librarians and other library personnel to work together, network, and build leadership and other developmental skills. Other efforts of this committee would include the development of an annual regional training program, where members can send their staff to learn about regional library resources, best practices, and innovative programs.

This Committee will establish programs that will offer experienced library staff the opportunity to assist mentees in their library career aspirations, while strengthening their own leadership skills. It will foster mutually beneficial opportunities for leadership and staff, while creating meaningful relationships between different library cultures. Training programs will offer staff of member libraries the opportunity to learn from one another and receive training in a cost-effective manner. The activities of this Committee will support and strengthen SCLC's initiatives and objectives, as laid out in its Strategic Plan.

Duties of the Committee

- Create and maintain the operation of SCLC's Mentorship Program.
- Develop an annual regional training program, to be considered and approved by the Administrative Council.
- Suggest and help implement any new programs that support members in their professional growth.

Committee Composition

- The Committee will consist of up to six Administrative Council members, appointed by the Chair. They will be appointed to a two-year term.
- Two members will serve as officers, specifically: Chair and Vice-Chair. Each officer will serve a one-year term; nominations and voting will occur at an annual meeting to be held annually.
- Additional appointments at the discretion of the Committee Chair.

FISCAL IMPACT: There is no fiscal impact associated with this report. Future activities implemented by this Committee may have a fiscal impact, and can be considered by the Administrative Council, as needed.

RECOMMENDATION: Recommend feedback and direction on the purpose, duties, and composition of SCLC's Leadership and Professional Development Committee.

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 23, 2023
FROM: Jesse Walker-Lanz, Chair

SUBJECT: **Appointments to Audit & Finance Committee (DISCUSSION)**

BACKGROUND: The Audit and Finance Committee of the Southern California Library Cooperative (SCLC) is a standing committee tasked with providing recommendations to the Administrative Council regarding the system's finances, investments, insurance, reserves, and any financial concerns. Members are appointed to this committee by the Administrative Council Chair.

According to the Standing Rules of SCLC, the Committee will consist of at least six (6) Council members. The Vice Chair/Chair-Elect, Hilda LohGuan, serves as the Chair of the Committee. The other remaining members of the Committee are as follows:

- Erica Cuyugan
- Barbara Lockwood
- Nancy Schram

There are currently two vacancies on the committee, one of which was created upon the retirement of Ann Graff from the Azusa Public Library. The other vacancy was created when Diana Garcia, who served on the Committee, stepped down after being appointed to the Executive Committee in June.

Heather Cousin and Shannon Vonnegut have been appointed to fill these vacancies, effective immediately.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT: None

California State Library, Library Development Services Report

Southern California Library Cooperative

August 23, 2022

State Library News

- LSTA News: This is a reminder about the federal government’s transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](https://sam.gov). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.
- The portal for reporting FY22-23 data for the California Public Libraries Survey dataset will open on Tuesday, September 5th. **Data will be due no later than Monday, November 6, 2023.** Reporting forms and definitions will be posted to LibPAS by August 18, 2023, and an information session, which will be recorded, will occur on Thursday, August 31st and 2:00. Data submitters and directors will be notified. Contact LibraryStatistics@library.ca.gov with any questions.
- Lunch at the Library Application announcement:** The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!
- This year applications to receive funding for *Lunch at your Library* will open in **mid-September and close December 1, 2023.** Funding for Summer 2024 will begin in February 2024, and end January 2025. Additionally, funding will be on an annual basis, moving forward.

To view the most current information on this and other grant opportunities, please visit the [Grant Opportunities](#) page. To join the ongoing Lunch at the Library conversation, please subscribe to our listserv by emailing lunch@library.ca.gov with the subject “Listserv”.

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at lunch@library.ca.gov.
- LSTA Inspiration Grants 2023–24:** The opportunity will open in early September 2023 and will close November 30, 2023, or once all available funds have been awarded. Two rounds of reviews will be conducted. Applications received by October 31 will be reviewed and decisions will be made in November. Pending funding availability, applications received by November 30 will be reviewed and decisions will be made in December.

Open Opportunities

Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates

The [California Library Connect Program](#) is now accepting applications. Libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

For California Library Connect questions, please contact us at admin@californialibraryconnect.com, the California Library Connect Grants Coordinator email grants@californialibraryconnect.com or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

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

Career Online High School

The [Career Online High School](#) (COHS) program **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Current Projects and Services

California Library Literacy Services - Ongoing

The [annual final report](#) for CLLS libraries for 2022/2023 opened in Counting Opinions on August 1 and is due September 28, 2023. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly.

CALL will be launching a printable schedule in August for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit www.internetforallnow.org/applytoday and to find resources to promote the Affordable Connectivity Program at your library visit www.internetforallnow.org/acp-toolkit.

For more information on getting involved in the State Digital Equity Plan visit:

<https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>

State of CA funded.

Digital Navigators / Connected California – July Info Session Recording Now Available

The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under [Digital Navigators and Your Library](#). Extend your library staff capacity and support digital equity. English & Spanish Navigators are current or former library staff. No application or reporting.

An information session was held on July 18, 2023 for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities.

[View the recorded session on CALL Academy.](#)

The information session covers:

- What the Digital Navigators service does, including connecting patrons to the internet, getting them devices, and helping them learn to navigate the digital world
- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

For more information, email: DigNavs@library.ca.gov

Tutoring Project – Ongoing

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

Ready or Not

The "[Ready—Or Not](#)" [Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to join them for information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Secure your spot by registering in advance at nedcc.org/CAready. State of CA funded.

- **Getting Started with a Disaster Plan:** August 23rd, 10 am-10:30 am (PDT)
- **Disaster Preparedness for Community Archives:** September 6th, 2:30 pm-3:00 pm (PDT)
- **Disaster Preparedness with Limited Resources:** September 14th, 9:30 am-10 am (PDT)
- **Disaster Planning for Remote and Rural Museums:** September 29th, 10 am-10:30 am (PDT)
- **Disaster Planning for Tribal Cultural Heritage Organizations:** October 12th, 12:30 pm-1 pm (PDT)
- **Getting Your Library Ready for Disaster:** October 23rd, 9:30 am-10 am (PDT)

If you have additional questions, reach out to the team at CAready@nedcc.org

Zip Books Program - Ongoing

2023-24 [Zip Books](#) grant award notifications were sent out. State of CA funded. For questions, please contact zipbooks@library.ca.gov

Networking and Training

2023 Sustainability Symposium Recording Now Available on CALL Academy

The Symposium featured stories, solutions, partnerships, and promising practices from California libraries, including (but not limited to) the inaugural year of the [Sustainable California Libraries 2022-2023](#) LSTA grant projects. From earthen seed libraries to Earth Day workshops, there's something for everyone!

- [View the 2023 Sustainability Symposium recording](#) and resources on CALL Academy.
- [View the 2023 Sustainability Symposium Agenda](#).
- Listen to Alameda County's [Moonlight Gardening playlist](#).

Questions? Email sustainability@library.ca.gov.

Career Pathways Workforce & Upskilling Resources: Upcoming Webinars Open to All Library Staff

Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Northstar for Admins](#)
Wednesday, October 4, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using LinkedIn Learning](#)
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel](#).

New to the library or not sure which platforms your library offers? Check out the [CAreer Pathways Services Locator map](#). State of CA funded. Questions? CAPathways@library.ca.gov

Online Tutoring Training 2023

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. All trainings are archived on [our tutoring page](#).

Projects marked "LSTA funded" are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: August 23, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **Executive Director's Report**

Since the last meeting in May, staff at Southern California Library Cooperative (SCLC) have been very busy with transitions, meetings, and reports to the California State Library.

Progress on Strategic Plan

Transparency, Advocacy & Engagement

The "Introduction to SCLC" member orientation was presented to the Executive Committee during their meeting on August 23rd for review and feedback. With the completion of this presentation, we will schedule one to two online sessions for interested members to attend this fall.

During this time, I have had the opportunity to meet one-on-one with almost half the membership of SCLC and look forward to meeting with the remaining members in the coming months. I have also held transitional meetings for the incoming Chairs of both the Administrative Council and the Audit and Finance Committee.

One thing I learned early on from my meetings with Council members was a desire for members to have a clearer understanding of SCLC's operations and budget. To address this, we presented SCLC's budget in such a manner to help members understand how and where funds are received and expended. Additionally, I provided a cover email with FY 2023/24 membership dues invoices to not only thank members for their continued support of SCLC, but to serve as a reminder of what SCLC does – both for members and the staff they work with as questions are asked during the payment and their upcoming budget processes.

With these combined efforts, I am confident that Council members will have a better understanding of SCLC before the end of the year.

I have been working with the Strategic Planning Ad Hoc Committee, to help facilitate SCLC's annual planning retreat, which will be held on Thursday, January 18. This retreat will allow members the opportunity to connect with one another in person, revisit the mission and vision of SCLC, discuss interest groups, and learn from one another.

Staff have been working on updating SCLC's current website to build subpages for the other four cooperatives it manages. This was done primarily as an effort to maintain transparency and comply with the Brown Act when posting agendas online. Early next year in January, we will work to transition SCLC to a new website, as well as work to update SCLC's logo, as the current logo does not have a high-resolution version and has not been updated in several years. Given the high costs of creating a new website, we are planning on doing as much of the work ourselves as possible.

I also attended my first two conferences in June: the California Library Association (CLA) conference in Sacramento, California, and the American Library Association (ALA) conference in Chicago, Illinois. At the CLA conference, I was able to meet with the State Librarian, Greg Lucas, and have additional meetings with his staff. The sessions were quite informative and helped me learn more about the various State Library programs, as well as gain a better understanding of the needs of libraries in the state. At the ALA conference, I attended a pre-conference daylong workshop focused on cooperatives, and focused most of my time at the conference meeting with vendors and learning about the various services they provide. At both conferences, I was able to meet with members and learn more about their work and thoughts on library services.

Organizational Health & Sustainability

Over the course of the past two Administrative Council meetings, staff presented two new revenue generators: an increase in membership dues and additional investments of current SCLC funds, both of which were approved by the Council. We are now exploring how expenditures can be further reduced. Additionally, staff have worked on spreading some overhead costs onto the other four cooperatives that SCLC provides financial and administrative oversight for and will continue to bring some financial equity for SCLC. Other ideas on how to ensure the long-term financial stability of the organization will take more time, and staff will continue to explore these ideas in conjunction with the Council.

Significant Issues

Legal Case

SCLC received a legal filing we received in the mail this week, Cari McCormick vs. California Public Employees' Retirement System, wherein SCLC is named as

one of over 1,500 defendants in a discrimination complaint tied to CalPERS. This is a claim that is making its rounds around the state. The plaintiff worked for Lake County. According to our attorney, it is probable that she has no connection to SCLC and that the claim probably should be rejected. Apparently, there are also discussions of joint defense between different PERS members. We are awaiting further information from our attorney, but it seems that this will not have an impact on SCLC.

Operations

Delivery Services

In response to complaints that staff had been receiving complaints from member libraries regarding the delivery of materials, I had initially wanted to issue a request for proposals for a new delivery vendor but have decided to stay with our current vendor for two reasons. First, going with a new vendor would likely increase delivery costs significantly, and I did not want to increase the organization's budget deficit. Second, the owner of the delivery company replaced the staff that had been the cause for the complaints from member libraries; so far, the new staff has been doing a good job and we are no longer receiving complaints.

Plans of Service and Annual Reports to the California Library Services Board

In June, staff worked with the Chairs of all five cooperatives it manages to complete and submit their FY 2023/24 Plans of Service to the California Library Services Board (CLSB). Staff is currently in the process of completing the FY 2022/23 Annual Reports, which are due to the CLSB in September.

Grant Projects

For FY 2023/24, SCLC applied for and was awarded three grants from the California State Library (CSL): Digital Navigators, Public Library Staff Education Program (PLSEP), and Backpack Program, which is a compliment to the State Library Parks Pass Support Program.

The Digital Navigators grant is an extension of the current program in place for FY 2022/23. The PLSEP grant, however, has been significantly expanded. Previously, the PLSEP grant was assigned to each system, to manage their respective system's students. This year, CSL awarded the program to one partner (SCLC) to manage the grant statewide. As CSL's partner for this statewide grant, SCLC will be involved in reworking the application and screening process using a DEI lens for the selection of students who will participate in the program – something that was only a CSL activity in previous fiscal years.

New to SCLC this year is the Backpack Program grant. This is a new grant to complement the State Library's Parks Pass Program and will offer libraries hiking backpack kits. The hiking backpack kits will be loaned through select public libraries in the state to patrons to use on their adventures in the outdoors whether

it be at a California State Park utilizing one of the loaned parks pass, or simply on a local hiking trail. The details of the hiking backpacks project are still in development, but SCLC will be responsible for this program. CSL reached out to SCLC to partner on this grant given its success with previous grants involving the assembly and distribution of specialized kits.

I am looking forward to continuing to work with you as I complete my first year with SCLC in a few months, and meeting with those of you who I have not yet had an opportunity to meet with on a one-on-one basis.



SCLC Meeting Dates

2023/24

Approved 05242023

Updated 07142023

Wednesday, August 23, 2023

1:00pm Executive Committee

2:15pm Administrative Council

~~Whittier~~

Burbank, Buena Vista branch

Wednesday, October 25, 2023

1:00pm Executive Committee, only

Via Zoom

Wednesday, November 29, 2023

1:00pm Executive Committee

2:15pm Administrative Council

~~Burbank~~

Whittier

Wednesday, January 24, 2024

1:00pm Executive Committee, only

Via Zoom

Wednesday, March 27, 2024

1:00pm Executive Committee

2:15pm Administrative Council

Los Angeles County, East Los Angeles branch

Wednesday, May 22, 2024

1:00pm Executive Committee

2:15pm Administrative Council

Santa Clarita

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