



SCLC Leadership and Professional Development Committee Meeting

**Monday, April 22, 2024
3:00 pm**

Meeting Locations:

Altadena Main Library, 600 E. Mariposa St., Altadena, California 91001
Crowell Public Library of San Marino, 1890 Huntington Dr., San Marino CA 91108
Long Beach Public Library, 200 W. Broadway, Long Beach, CA 90802
Palmdale City Library, 38300 Sierra Highway, Palmdale, CA 93550
Santa Monica Main Library, 601 Santa Monica, Blvd., Santa Monica, CA 90401

Join Zoom Meeting

<https://us02web.zoom.us/j/89239087602?pwd=MjVqeINGTUdpanBmOHVJU0gxL2hZZz09>

Meeting ID: 892 3908 7602
Passcode: 173999

AGENDA

All items may be considered for action.

1. Opening Christine Powers
 - a. Welcome and Introductions
 - b. Roll Call

2. Public Forum Christine Powers

Opportunity for any guest or member of the public to address the committee on any item of SCLC Leadership and Professional Development Committee business. Three minutes per speaker on any Leadership and Professional Development Committee-related business topic.

3. Adoption of Agenda Christine Powers

4. Selection of Chair and Vice Chair
(ACTION) Christine Powers
5. Committee Meeting Schedule for FY 2024/25
(ACTION) Christine Powers
6. Establishment of Mentorship Program
(ACTION) Christine Powers
7. Other Christine Powers
“...that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
8. Adjournment Christine Powers

Southern California Library Cooperative
222 E. Harvard St. Glendale, CA 91205
(626) 283-5949

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



**REPORT TO THE
LEADERSHIP AND PROFESSIONAL DEVELOPMENT COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

DATE: April 22, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Selection of Chair and Vice Chair (ACTION)**

BACKGROUND: The Standing Rules for the Southern California Library Cooperative (SCLC) establish the composition of the Leadership and Professional Development Committee. It consists of six (6) Councilmembers, appointed by the Chair, on August 23, 2023, to serve a two-year term. Two (2) members will serve as officers, specifically: Chair and Vice-Chair. Each officer will serve a one-year term; nominations and voting will occur at a meeting, annually.

FISCAL IMPACT: None

RECOMMENDATION: Nominate and vote for members of the Leadership and Professional Development Committee to serve as Chair and Vice Chair.

EXHIBITS: None



**REPORT TO THE
LEADERSHIP AND PROFESSIONAL DEVELOPMENT COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

DATE: April 22, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Committee Meeting Schedule for FY 2024/25 (ACTION)**

BACKGROUND: The Administrative Council, Executive Committee, and Audit and Finance Committee of the Southern California Library Cooperative (SCLC) all meet on a quarterly basis, with each body setting its meeting schedule for each fiscal year.

As a new standing committee, the Leadership and Professional Development Committee may establish its meetings for the upcoming fiscal year. To avoid scheduling conflicts, the meeting schedules for each body's meetings for the current fiscal year, as the new fiscal year meeting dates have yet to be established. Additionally, the meeting schedules for the other four cooperatives that SCLC manages are also included.

FISCAL IMPACT: None

RECOMMENDATION: Discuss and approve a quarterly meeting schedule for the Leadership and Professional Development Committee for FY 2024/25.

EXHIBITS:

- a. SCLC Administrative Council and Executive Committee Meeting Schedule FY 2023/24
- b. Audit and Finance Committee Meeting Schedule FY 2023/24
- c. 49-99 Cooperative Library System Meeting Schedule FY 2023/24
- d. Inland Library System Meeting Schedule FY 2023/24
- e. Santiago Library System Meeting Schedule FY 2023/24
- f. Serra Cooperative Library System Meeting Schedule FY 2023/24



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~~

Wednesday, May 29, 2024

1:00pm Executive Committee

2:15pm Administrative Council

~~Santa Clarita~~

Location TBD

Southern California Library Cooperative
222 E. Harvard St. • Glendale, California 91205
(626) 283-5949 • Fax (626) 283-5949

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



SCLC Audit and Finance Committee Meeting Dates
Approved May 24, 2023

2023/24

~~Wednesday, July 5, 2023~~ – *rescheduled*

Wednesday, August 2, 2023

3:00 – 4:00 pm

Via Zoom

Wednesday, September 27, 2023

3:30 – 4:30 pm

Via Zoom

Wednesday, February 7, 2024

3:30 – 4:30 pm

Via Zoom

~~Wednesday, April 3, 2024~~ – *canceled*

3:30 – 4:30 pm

Via Zoom

Meetings will be held via Zoom.
Locations will be determined if needed.



49-99 Meeting Schedule

FY 2023/24

Approved May 4, 2023

Thursday, September 7, 2023

10:30am

Calaveras, San Andreas branch

Thursday, December 7, 2023 - canceled

10:30am

Virtual

Thursday, March 7, 2024

10:30am

Virtual

Thursday, May 2, 2024

10:30am

Stanislaus



Inland Meeting Schedule FY 2023/24

Adopted May 11, 2023

Updated March 14, 2024

Thursday, September 14, 2023

9am Executive

10am Administrative

Ontario

Thursday, December 14, 2023

9am Executive

10am Administrative

Riverside Public

Thursday, March 14, 2024

9am Executive

10am Administrative

Rancho Mirage

~~**Thursday, May 9, 2024**~~

Wednesday, May 8, 2024

9am Executive

10am Administrative

Riverside Public, Arlington



Santiago Meeting Dates FY 2023/24

Approved May 16, 2023

Tuesday, August 15, 2023

2:00pm

Placentia

Tuesday, November 14, 2023

2:00pm

Newport Beach

Tuesday, February 13, 2024

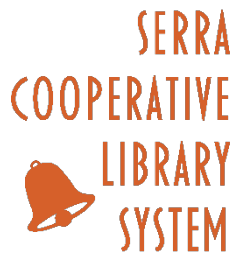
2:00pm

Yorba Linda

Tuesday, May 14, 2024

2:00pm

Anaheim



Serra Cooperative Library System
c/o SCLC • 222 E. Harvard St. • Glendale, CA 91205
Phone: 626-359-6111
www.serralib.org

**Serra Meeting Dates
FY 2023/24**

Approved May 18, 2023

Thursday, August 17, 2023

9:30am Executive Committee
11:00am Administrative Council
San Diego Public Library, Central

Thursday, October 12, 2023

9:30am Executive Committee
11:00am Administrative Council
Oceanside

Thursday, February 15, 2024

9:30am Executive Committee
11:00 Administrative Committee
El Centro

Thursday, May 16, 2024

9:30am Executive Committee
11:00 Administrative Council
National City



**REPORT TO THE
LEADERSHIP AND PROFESSIONAL DEVELOPMENT COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

DATE: April 22, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Establishment of Mentorship Program (ACTION)**

BACKGROUND: The Administrative Council of the Southern California Library Cooperative (SCLC) established the Leadership and Professional Development Committee in August 2023 to emphasize building future library leaders, creating professional development opportunities for the member library systems, and facilitating network and relationship-building between member systems, including the implementation of a mentorship program. This Committee will allow experienced library staff to mentor others, strengthen leadership skills, create meaningful relationships between library cultures, in a cost-effective manner, and will support and strengthen SCLC's initiatives and objectives, as laid out in its Strategic Plan.

The Committee's first priority is to establish and maintain the operation of SCLC's Mentorship Program.

As the Committee approaches this task, the following will need to be considered:

- Designing the mentorship program
- Attracting participants
- Connecting mentors and mentees
- Guidance during mentorship program
- Measuring program effectiveness

Designing the Mentorship Program

In establishing this mentorship program, it will be important to identify the goal of the program, as well as what success looks like for participants and SCLC. Some of the language in establishing this Committee can be utilized for setting the goal for this program, including:

Building future library leaders, creating professional development opportunities for the member library systems, and facilitating network and relationship building between member systems.

A few other things to consider in designing this program include the following:

- Enrollment
 - Will all staff members of member libraries be able to enroll, or will participation be decided by each Administrative Council member for their respective staff?

- Connection type
 - Will mentors and mentees be paired 1:1, or will one mentor have multiple mentees?
 - Will mentors and mentees be free to choose how they will meet (i.e. via Zoom or in person)?

- Connection duration
 - How long will the program run? Some options include having it run for an entire year, or having it run for 9 months.
 - When does the Committee plan to launch the program?

- Requirements
 - Should there be a requirement for mentors and mentees to have their respective supervisors sign off on their participation in the program?
 - Additionally, does the Committee want to set meeting requirements or goals for each mentor/mentee pairing?

- Application
 - What information would the Committee like to collect in the applications to help pair participants?

Attracting Participants

To have a successful program, the Committee will need to have a good amount of participants on both sides. Recruiting mentors can be a challenge, especially given the increased workloads of many libraries. To address this challenge, the benefits of mentorship and its value to the organization will need to be communicated during the recruitment process. This Committee may wish to consider formally recognizing mentors to motivate and attract mentors to the program.

Connecting Mentors and Mentees

Given that a productive mentoring relationship depends on a good match, matching mentors to mentees is a crucial part of this program. Things to consider when matching mentors to mentees include understanding the wants and needs of participants, as well as considerations of diversity, equity, and inclusion (DEI) to have diverse mentor-

mentee pairs across gender, ethnicity, location, size of library, etc. that promote a supportive and inclusive environment.

Additionally, this Committee will also need to determine who will be responsible for matching mentors to mentees. Does the entire Committee wish to do this collectively, or should an ad hoc committee (no more than two members) take on this role?

Guidance During Mentorship Program

Does this Committee wish to provide training to mentors (and possibly to mentees) at the start of this program? Training could include the goals of the mentorship program, mentoring participant roles, mentoring best practices, and clarifying mentor and mentee mentoring objectives.

Measuring Program Effectiveness

Does the Committee wish to create a tool to measure program effectiveness, and to get feedback from mentors and mentees to help improve the program in future years?

Once the Committee provides this feedback, the planning for the program can commence within the timelines identified by the Committee.

FISCAL IMPACT: None

RECOMMENDATION: Provide feedback on the establishment of SCLC's Mentorship Program, considering the information and questions provided in this report.

EXHIBITS: None