



Southern California Library Cooperative
Executive Committee Meeting
Wednesday, October 25, 2023
1:00 - 2:00 pm
Via Zoom

Alternative Meeting locations:
Alhambra Library, 101 S. First St., Alhambra, CA 91801
Azusa City Library, 729 North Dalton Ave., Azusa, CA 91702
Los Angeles Public Library, 630 W. Fifth St., Los Angeles, CA 90242
Monterey Park City Hall, 320 West Newmark Ave., Monterey Park, CA
91754

Minutes

Attendance

Broman, Susan – LAPL
Garcia, Diana – Monterey Park
Hassen, Leila – Azusa
Walker-Lanz, Jesse - LACo

Other

Beck, Andy – SCLC
Graver, Lori - SCLC
Herbert, Mark – El Segundo, as member of the public
Powers, Christine – SCLC
Walker, Wayne - SCLC

Absent

LohGuan, Hilda - Alhambra

1. Opening Jesse Walker-Lanz
Meeting began at 1:02 pm.
2. Public Comment Jesse Walker-Lanz
Opportunity for any guest or member of the public to address the Council on any item of SCLC business.
None.

3. Consent Calendar Jesse Walker-Lanz
(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 23, 2023 Executive Committee meeting.
MSP (Broman/Garcia) to pass the Consent Calendar, without changes.
4 yes, 0 no, 0 abstain

4. Adoption of the Agenda Jesse Walker-Lanz
Chair adopted the Agenda as presented, without objection.

5. Budget Status Report FY2023/24 Andy Beck
The Budget Status Report for FY 2023/24 reflects reconciled bank statements through August 31, 2023. Financial highlights for revenues include the receipt of 61% membership dues. There are no unexpected expenses. California Library Services Act (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 for e-Resources. Funds can be allocated as recommended by the Administrative Council.

6. CLSA FY2023/24 Update Christine Powers
Each year, the Southern California Library Cooperative (SCLC) receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. To receive these funds, SCLC must complete and submit a Plan of Service to be approved by the California Library Services Board (CLSB). The Plan, which was submitted in June, outlines how the system intends to expend funds and how those expenditures will benefit the communities served by SCLC member libraries. The CLSB agenda for October 19, 2023, included the review and approval of CLSA FY 2023/24 Plans of Service for all library cooperatives. At that meeting, the CLSB approved SCLC's Plan of Service, as submitted. SCLC will now work with State Library staff to complete the required paperwork to claim CLSA funds for the system. It is anticipated that these funds will be distributed by the end of the calendar year.

7. LAIF Account Update Andy Beck
The Local Agency Investment Fund (LAIF) is considered an investment or a money market fund for governmental organizations. SCLC has maintained a LAIF account since May 2008. Any changes to LAIF must be approved by the Administrative Council. SCLC has opened a new bank account with JP Morgan Chase; to transfer funds to and from LAIF, this banking institution must be updated with LAIF.
MSP (Hassen/Broman) to recommend to the Administrative Council to include JP Morgan Chase as an authorized bank for SCLC's LAIF account.
4 yes, 0 no, 0 abstain

8. Banking Status and Reconsideration of Financial Authority Christine Powers/Andy Beck

The Administrative Council grants financial authority to two members of SCLC staff, as well as to the Chair and Vice Chair. This long standing practice was likely implemented to increase transparency, though it is not a legal requirement, nor is it mandated in the system's JPA, Bylaws, and Standing Rules. The practice does pose some drawbacks, including Council Members disclosing personal financial information, annual work to switch members on and off the account, and potential liability when financial authority is granted to persons outside of SCLC's authority.

Were SCLC to abandon this practice, staff can implement other transparency measures, such as providing bank statements during budget status reports to the Audit and Finance Committee and/or to the Executive Committee and the Administrative Council.

MSP (Hassen/Broman) to recommend to the Administrative Council to discontinue the practice of having Council Members on the accounts, and, instead, include bank statements with budget reports to the Administrative Council, the Executive Committee and to the Audit and Finance Committee.
4 yes, 0 no, 0 abstain

9. System Website Christine Powers

One goal of the SCLC Strategic Plan is to hire a digital media developer to establish a more robust online presence for SCLC. Staff is updating SCLC's website. Staff obtained authority from each of the other four managed systems to build microsites for each. These microsites will redirect with their own URL but will also be linked to SCLC's main website. The Strategic Plan directs issuance a request for proposals (RFP) to hire a digital media developer. Staff identified a vendor for this project, are prepared to issue an RFP for services. The RFP process will take a couple months, and a proposal will not come before the Administrative Council until the March 2024 meeting.

The Executive Committee agreed that issuing a RFP for this smaller project is not necessary, and will discuss further at the Administrative Council meeting in November 2023.

Garcia left the meeting at 1:59 pm.

10. Status of Technology Committee Christine Powers

MSP (Hassen/Broman) to recommend to the Administrative Council to revert the Technology Committee back to an interest group, per the request of the Technology Committee.

3 yes, 0 no, 0 abstain

11. Other Jesse Walker-Lanz
“...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.

12. Adjournment Jesse Walker-Lanz
MSP (Broman/Hassen) to adjourn the meeting at 2:10 pm.

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