



**Southern California Library Cooperative
Executive Committee Meeting**

**Thursday, November 21, 2024
1:00 – 2:00 pm**

Hybrid Meeting

**Los Angeles Public Library - Central Library
630 W. 5th St., 3rd Floor**

**Alternate Location:
Azusa City Library, 729 N Dalton Ave, Azusa, CA 91702**

Join Zoom Meeting:

<https://us02web.zoom.us/j/86260628915?pwd=EqBqW4pa8CJbE4yQlsZb5Y36T4JYEe.1>

Meeting ID: 862 6062 8915

Passcode: 667897

AGENDA

All items may be considered for action.

1. Opening Hilda LohGuan
 - a. Chairperson's Welcome
 - b. Roll Call

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

3. Consent Calendar Hilda LohGuan
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the October 24, 2024, Executive Committee regular meeting

4. Adoption of Agenda Hilda LohGuan

5. Budget Status Report for FY 2024/25 Andy Beck
(DISCUSSION)

- | | |
|--|------------------|
| 6. SCLC Annual Planning Meeting
(ACTION) | Christine Powers |
| 7. Other
“...that is, matters initiated in the present meeting.” <i>Robert’s Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.</i> | Hilda LohGuan |
| 8. Adjournment | Hilda LohGuan |



ACTION ITEMS

Meeting: SCLC Executive Committee Meeting

Date: November 21, 2024

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
Executive Committee Meeting**

Thursday, October 24, 2024

Via Zoom

Alternative Meeting Locations:

- Alhambra Library, 101 S 1st St, Alhambra, CA 91801
- Azusa City Library, 729 North Dalton Ave., Azusa, CA 91702
- Camarillo Public Library, 4101 Las Posas Rd, Camarillo, CA 93010
- Commerce Public Library, 5655 Jillson St., Commerce, CA 90040
- Long Beach Public Library, 200 W Broadway, Long Beach, CA 90802
- Santa Monica Main Library, 601 Santa Monica Blvd., Santa Monica, CA 90401
- Simi Valley Public Library, 2969 Tapo Cyn Rd., Simi Valley, CA 93063
- Temple City Library, 5939 Golden West Ave, Temple City, CA 91780.

MINUTES - Draft

Attendance

- Bautista, Sonia – CMM
- Behle, Kelly – SVPL
- Cuyugan, Erica – SAM
- DeLeon, Cathy – LBPL
- Hassen, Leila – AZU
- LohGuan, Hilda, Chair – AHM
- Nasr, Mandy – CAM
- Walker-Lanz, Jesse – LACo

Other

- Beck, Andy – SCLC
- Powers, Christine – SCLC
- Snodgrass, Nerissa – SCLC
- Walker, Wayne – SCLC
- Winslow, Nikki – ALT

1. Opening Hilda LohGuan
Meeting called to order at 1:02 pm.

2. Public Comment
Opportunity for any guest or member of the public to address the Committee on any item of SCLC business.
None

3. Consent Calendar Hilda LohGuan
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.

- a. Minutes of the August 22, 2024, Executive Committee regular meeting MSP (Cuyugan/ Hassen) to pass the Consent Calendar, as presented.

7 yes, 0 no, 1 abstain

4. Adoption of the Agenda Hilda LohGuan
The Chair adopted the agenda as presented, without objection.

5. Budget Status Report for FY 2024/25 Andy Beck
(DISCUSSION)
Controller, Andy Beck, presented the Budget Status Report for fiscal year 2024/25, reflecting reconciled bank statements through August 31, 2024.

6. CLSA FY 2024/25 Plan of Service Update Christine Powers
(DISCUSSION)
Executive Director, Christine Powers, presented an update for the SCLC 2024/25 Plan of Service.

7. Member Requested Discussion Regarding Employee Compensation and Budget Hilda LohGuan
(ACTION)
Council Member Nikki Winslow presented her report to the Executive Committee.
 - a. MSP (Walker-Lanz/Bautista) to change the description of the current budget line item of “Health Insurance – Current Employees” to “Health Insurance Allotment”, keep it as one line item, and have details and breakdown included in the notes of the budget.
8 yes, 0 no, 0 abstain
 - b. MSP (Nasr/ Walker-Lanz) to create an ad hoc committee to review and revise the Employee Handbook. The group will consist of Jesse Walker-Lanz and Many Nasr; Leila Hassen will be added to the group if staff confirms that three members will not trigger quorum for the committee.
8 yes, 0 no, 0 abstain
 - c. MSP (Nasr/Behle) to not have a closed session to review and discuss current employee contracts and benefit packages.
8 yes, 0 no, 0 abstain

8. Other Hilda LohGuan
“...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

9. Adjournment Hilda LohGuan
MSP (Walker-Lanz/Nasr) to adjourn the meeting at 2:10 pm.



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 21, 2024
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report for FY 2024/25 (DISCUSSION)**

BACKGROUND: Budget Status Report for Fiscal Year 2024/25 is attached for review and reflects reconciled bank statements through September 30, 2024.

For revenues, membership dues of \$241,103 were recorded as financial resources available for use. Other revenues include communication and delivery of \$507,005, system administration of \$18,051, fiscal and administrative revenues of \$55,613, grant revenues of \$147,147, and investment returns of \$38,320 which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$507,005, personnel expenses of \$363,262, other administrative expenses of \$24,745, and grant expenses of \$89,255. These expenses do not reflect what was paid but amounts that were incurred.

The “Medical Insurance – Current Employees” line item description in the budget report was recently changed to “Health Insurance Allotment” based on direction received at the last Executive Committee meeting in October. Additionally, a note has been included for this line item to provide a breakdown of expenses to indicate health premium expenses of \$3,075 and IRS §457 employer employee contributions of \$9,199.

As of September 30, 2024, the System has a surplus of \$36,584 and cash balance and investments totals \$2,822,936.

FISCAL IMPACT: None

RECOMMENDATION: Informational item only

EXHIBITS:

- a. Budget Status Report
- b. Bank Statements September 2024

	Actual FY 23/24	Approved Budget FY 24/25	Actual FY 24/25	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
CLSA baseline revenue (communications and delivery)	\$ 436,575	\$ 936,245	\$ 507,005	\$ 429,240	46%	54%	
CLSA system administration	139,900	72,204	18,051	54,153	75%	25%	
Fiscal and administration revenues	221,285	222,102	55,613	166,489	75%	25%	
Grant project revenues	1,918,829	590,002	89,255	500,747	85%	15%	
Grant indirect revenues	154,802	66,103	10,802	55,301	84%	16%	
Grant staffing revenues	167,702	71,014	47,090	23,924	34%	66%	
Membership dues	237,066	241,805	241,103	702	0%	100%	Lump sum billing
Califa membership dues	13,590	13,590	13,590	-	0%	100%	Lump sum billing
Investment income	115,955	100,000	38,320	61,680	62%	38%	Reported quarterly
Other	1,867	1,000	22	978	98%	2%	
Total revenues	3,407,571	2,314,065	1,020,851	1,293,214	56%	44%	
Expenditures:							
CLSA baseline expenditures:							
Office supplies	6,977	8,500	1,250	7,250	85%	15%	
Duplication and photocopies	1,439	1,500	360	1,140	76%	24%	
E-Resources	321,638	811,305	478,088	333,217	41%	59%	
Contract services for delivery	63,026	70,000	17,686	52,314	75%	25%	Reliant
Contract services	19,250	20,565	3,060	17,505	85%	15%	Audit; GASB 75
Telecommunications	24,245	24,375	6,561	17,814	73%	27%	Internet; website; IT; Phone; VOIP; Zoom
Total CLSA baseline expenditures	436,575	936,245	507,005	429,240	46%	54%	
CLSA administration expenditures:							
Personnel							
Salary and wages	626,536	542,030	144,509	397,521	73%	27%	
Retirement benefits	60,668	58,591	15,774	42,817	73%	27%	
Unfunded pension liability	146,217	179,143	173,314	5,829	3%	97%	Discount with one time payment
Health insurance allotment	55,083	47,040	12,274	34,766	74%	26%	Health premium = 3,075 / SIP457 = 9,199
Health insurance - retired employees	44,973	34,326	13,342	20,984	61%	39%	
Dental and vision	5,236	4,053	1,014	3,039	75%	25%	Ameritas
Life insurance	1,554	1,190	353	837	70%	30%	Lincoln; Dearborn
Other personnel expenses	15,034	14,544	2,682	11,862	82%	18%	Payroll tax; Workers comp
Total personnel expenditures	955,301	880,917	363,262	517,655	59%	41%	
Other							
Payroll processing	6,950	500	446	54	11%	89%	Service ended July 2024
Accounting software	4,118	3,000	616	2,384	79%	21%	
Office space rent	25,716	21,000	5,040	15,960	76%	24%	
Insurance	2,373	2,500	601	1,899	76%	24%	
Travel/conference/meeting	8,075	10,000	274	9,726	97%	3%	
Membership dues	13,943	14,600	13,815	785	5%	95%	
Legal	6,560	5,000	3,160	1,840	37%	63%	
Other	2,015	1,500	793	707	47%	53%	
Total other expenditures	69,750	58,100	24,745	33,355	57%	43%	
Total CLSA administration expenditures	1,025,051	939,017	388,007	551,010	59%	41%	
Grant project expenditure	1,918,829	590,002	89,255	500,747	85%	15%	
Total expenditure	3,380,455	2,465,264	984,267	1,480,997	60%	40%	
Deficit of revenues over expenditures	\$ 27,116	\$ (151,199)	\$ 36,584	\$ (187,783)	124%	-24%	

SCLC ACCOUNT BALANCES

Chase	\$ 590,170
Local Agency Investment Fund	167,831
CA Employer's Pension Prefunding Trust	100,331
US Treasuries	1,964,604
Total	\$ 2,822,936

CLSA FUNDS

	FISCAL YEAR 2024-25			
	Beginning	Addition	Deletions	Ending
eMaterials	\$ -	\$ 224,189	\$ -	\$ 224,189
Contracted services	-	20,565	(3,060)	17,505
Telecommunications	-	15,931	-	15,931
Delivery	-	28,137	-	28,137
Total	\$ -	\$ 288,822	\$ (3,060)	\$ 285,762

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
eMaterials	\$ 445,532	\$ -	\$ (1,333)	\$ 444,199
Office supplies	10,000	-	(1,610)	8,390
Delivery	41,863	-	(17,686)	24,177
Total	\$ 497,395	\$ -	\$ (20,628)	\$ 476,766

	FISCAL YEAR 2022-23			
	Beginning	Addition	Deletions	Ending
eMaterials	\$ 337,103	\$ -	\$ (337,103)	\$ -
eLearning	64,196	-	(64,196)	-
Telecommunication	9,274	-	(6,562)	2,713
Total	\$ 410,573	\$ -	\$ (407,860)	\$ 2,713

	FISCAL YEAR 2021-22			
	Beginning	Addition	Deletions	Ending
eMaterials	\$ 75,456	\$ -	\$ (75,456)	\$ -
Total	\$ 75,456	\$ -	\$ (75,456)	\$ -



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

August 31, 2024 through September 30, 2024

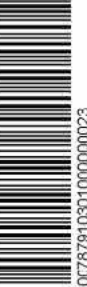
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

00078791 DRE 703 210 27724 NNNNNNNNNN 1 000000000 Z9 0000

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE
 OPERATING ACCOUNT
 222 E HARVARD ST
 GLENDALE CA 91205-1017



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$1,270,639.11
Deposits and Additions	2	702,500.00
Checks Paid	31	-643,803.42
Electronic Withdrawals	21	-542,314.90
Fees	1	-25.15
Ending Balance	55	\$786,995.64

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
09/10	Remote Online Deposit 1	\$202,500.00
09/12	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:SEP 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000021478078 Eed:240912 Ind ID:031-05744-13 Ind Name:Southern California Li Red 912797Kk2 United Stat Es T 2024 Trn: 2561478078Tc	500,000.00
Total Deposits and Additions		\$702,500.00

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1224 ^		09/10	\$3,000.00
1264 * ^		09/26	6,428.00
1265 ^		09/09	4,592.00
1266 ^		09/11	5,199.00
1269 * ^		09/12	7,535.00
1270 ^		09/11	3,641.00



August 31, 2024 through September 30, 2024

Account Number: [REDACTED]

CHECKS PAID (continued)

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1271 ^		09/12	5,856.00
1272 ^		09/26	3,127.00
1274 * ^		09/19	13,546.00
1276 * ^		09/20	3,134.00
1277 ^		09/13	7,855.00
1278 ^		09/26	3,360.00
1279 ^		09/18	11,669.00
1280 ^		09/30	4,991.00
1282 * ^		09/12	2,625.00
1283 ^		09/25	23,406.00
1286 * ^		09/11	4,342.00
1287 ^		09/17	5,380.00
1290 * ^		09/18	5,703.00
1291 ^		09/19	9,083.00
1296 * ^		09/10	3,070.00
1298 * ^		09/23	8,471.00
1299 ^		09/19	3,805.00
1301 * ^		09/24	9,371.00
1302 ^		09/19	14,238.00
1303 ^		09/12	6,713.00
1304 ^		09/16	457,248.42
1305 ^		09/19	445.00
1306 ^		09/26	1,680.00
1307 ^		09/20	1,530.00
1308 ^		09/30	2,760.00

Total Checks Paid **\$643,803.42**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
09/03	09/03 Online ACH Payment 11143561401 To Scldelivery (_#####3792)	\$2,614.00
09/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000015274799 Eed:240904 Ind ID:7503917825 Ind Name:Southern California Li 100000017646878 Pab Trm: 2485274799Tc	5,472.40
09/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015274791 Eed:240904 Ind ID:7503917825 Ind Name:Southern California Li 100000017607075 Cur Trm: 2485274791Tc	2,020.45
09/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000025274802 Eed:240904 Ind ID:7503917825 Ind Name:Southern California Li 100000017660919 Irc Trm: 2485274802Tc	1,749.21
09/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015274793 Eed:240904 Ind ID:7503917825 Ind Name:Southern California Li 100000017607143 Cur Trm: 2485274793Tc	1,524.52



August 31, 2024 through September 30, 2024

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
09/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:042000015274796 Eed:240904 Ind ID:7503917825 Ind Name:Southern California Li 100000017644646 Gb68 Trn: 2485274796Tc	700.00
09/04	Orig CO Name:+Lincoln Nationa Orig ID:6203950959 Desc Date: CO Entry Descr:EDI Pymntssec:CCD Trace#:091000015274788 Eed:240904 Ind ID:J4Clkh9Sjn Ind Name:Southern California Li Rmr*IV*910000112530011253444Ardis-P Re\ EDI Trn: 2485274788Tc	81.32
09/12	Orig CO Name:Intuit Payroll S Orig ID:1722616679 Desc Date:240912 CO Entry Descr:Quickbookssec:CCD Trace#:021000021724461 Eed:240912 Ind ID:953877419 Ind Name:Southern California Li Ervice 953877419 Trn: 2561724461Tc	14,272.41
09/12	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:240911 CO Entry Descr:8007939400Sec:CCD Trace#:091000011724463 Eed:240912 Ind ID:9924347510 Ind Name:Southern California Li 20240911073000Pgcach Trn: 2561724463Tc	275.00
09/13	Zelle Payment To Nataly Martinez Jpm99Anmw3Tz	1.00
09/13	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:SEP 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000020746171 Eed:240913 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381399 United Stat Es T 2024 Trn: 2570746171Tc	480,996.03
09/16	Zelle Payment To Nataly Martinez Jpm99ANSI3Yx	4,499.00
09/17	Orig CO Name:Irs Orig ID:3387702000 Desc Date:091724 CO Entry Descr:Usatxpymtsec:CCD Trace#:061036018540769 Eed:240917 Ind ID:225466160605322 Ind Name:Southern California Li Trn: 2618540769Tc	3,869.78
09/17	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:091624 CO Entry Descr:Edd Eftpmtsec:CCD Trace#:042000012651189 Eed:240917 Ind ID:486269792 Ind Name:Southern California Li Payment Trn: 2612651189Tc	1,323.06
09/17	09/17 Online ACH Payment 11145169704 To Scldelivery (#####3792)	2,423.00
09/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:240917 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000024228459 Eed:240917 Ind ID:A6044 Ind Name:Christine Powers Am Trn: 2614228459Tc	594.19
09/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000019704575 Eed:240918 Ind ID:7503917825 Ind Name:Southern California Li 100000017638709 Cur Trn: 2629704575Tc	2,020.45
09/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000029704572 Eed:240918 Ind ID:7503917825 Ind Name:Southern California Li 100000017668239 Irc Trn: 2629704572Tc	1,749.21
09/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000019704577 Eed:240918 Ind ID:7503917825 Ind Name:Southern California Li 100000017638753 Cur Trn: 2629704577Tc	1,524.52
09/20	Orig CO Name:Mastercard Orig ID:1465106539 Desc Date: CO Entry Descr:Payment Sec:Web Trace#:091000017060712 Eed:240920 Ind ID:547544Xxxxx9920 Ind Name:Bl Acct 00001010-10000 Trn: 2647060712Tc	332.97
09/26	Orig CO Name:Intuit Payroll S Orig ID:1722616679 Desc Date:240926 CO Entry Descr:Quickbookssec:CCD Trace#:021000029344366 Eed:240926 Ind ID:953877419 Ind Name:Southern California Li Ervice 953877419 Trn: 2709344366Tc	14,272.38

Total Electronic Withdrawals \$542,314.90



1C787910302000000063



August 31, 2024 through September 30, 2024

Account Number: [REDACTED]

FEES

DATE	DESCRIPTION	AMOUNT
09/05	Service Charges For The Month of August	\$25.15
Total Fees		\$25.15

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
09/03	\$1,268,025.11	09/12	1,897,831.65	09/20	864,862.02
09/04	1,256,477.21	09/13	1,408,979.62	09/23	856,391.02
09/05	1,256,452.06	09/16	947,232.20	09/24	847,020.02
09/09	1,251,860.06	09/17	933,642.17	09/25	823,614.02
09/10	1,448,290.06	09/18	910,975.99	09/26	794,746.64
09/11	1,435,108.06	09/19	869,858.99	09/30	786,995.64

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$7.50
Total Service Charges	\$7.50 Will be assessed on 10/3/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	1	Unlimited	0	\$0.40	\$0.00
Electronic Credits	1	Unlimited	0	\$0.40	\$0.00
Credits					
Non-Electronic Transactions	48	500	0	\$0.40	\$0.00
Cash Management Services					
Standard ACH Pmnts Initial Fee	3	0	3	\$2.50	\$7.50
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	25	0	25	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges (Will be assessed on 10/3/24)					\$7.50

ACCOUNT 00000529823372

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	1
Electronic Credits	1
Credits	
Non-Electronic Transactions	48
Cash Management Services	
Standard ACH Pmnts Initial Fee	3
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	25
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



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REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 21, 2024
FROM: Christine Powers, Executive Director, SCLC

SUBJECT: **SCLC Annual Planning Meeting (ACTION)**

BACKGROUND: The Southern California Library Cooperative's (SCLC) strategic plan calls for an annual planning session of the Administrative Council. In January of this year, SCLC held its annual planning session, during which a facilitator worked with the Council to help develop its mission and vision statements. An annual planning session can be scheduled for 2025 at the direction of the Council. The goal would be to hold this session in the first quarter of the calendar year. Staff could work with the Chair and the Membership Engagement Ad Hoc Committee to set the agenda for this meeting.

There is an opportunity to utilize funding from California Libraries Learn (CALL) towards obtaining a presenter/trainer for this meeting, should the Council be interested. CALL, a collaborative project of the California Library Association and the California State Library, is currently providing an opportunity for libraries to host learning events by providing financial support. Local CALL is a program intended to provide support for customized training at the regional level, as well as to encourage networking and connections between libraries with similar training needs. The use of California trainers/presenters is also encouraged.

Local CALL events must be hosted by a California public library or library cooperative. However, staff from other library types may be invited to participate. Those interested may apply for financial support up to \$5,000. Funds may be used for presenters/trainers and facility fees, if the event happens outside of the host library. The host library must invite other library staff within its region or cooperative library system. Local CALL cannot support training for a single library jurisdiction, such as a staff training day. The host library will handle registration, promotion, logistics and distribution of a required LSTA evaluation. Additionally, CALL staff can provide guidance and assistance on topics and presenters when requested.

Local CALL interest forms will be accepted starting October 24 and reviewed on a rolling basis until December 31, 2024. All Local CALL events must be complete by July 31, 2025.

FISCAL IMPACT: Dependent on the success of obtaining funding from the Local CALL opportunity. Currently, there is \$5,000 in the budget for use towards this annual planning session. Any eligible funds obtained through Local CALL would be utilized first, then the budgeted funds currently on hand.

RECOMMENDATION: Provide a recommendation to the Administrative Council on whether an annual planning session of the Administrative Council should be held in 2025, and if so, request that the Membership Engagement Ad Hoc Committee, along with the Chair, work to set the agenda of the meeting.

EXHIBITS: None