Southern California Library Cooperative
Administrative Council Special Meeting
June 3, 2021
2:30-4:00pm

Join Zoom Meeting
https://us02web.zoom.us/j/83730431621?pwd=OFQ5VDF2SXVJWkRKaXE5aGF1elcwUT09

Meeting ID: 837 3043 1621
Passcode: 340806

AGENDA

All items may be considered for action.

1. Opening   Robert Shupe
   a. Chairperson's Welcome
   b. Roll Call

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

3. Lease for SCLC Office Space   Diane Bednarski

4. CLSA Plan of Service and Budget FY2021/22   Diane Bednarski

5. Proposed Budget FY2021/22   Carol Dinuzzo

6. Other   Robert Shupe
   *"…that is, matters initiated in the present meeting." Robert's Rules of
   Order, Revised, III, p.21. Limited by Brown Act to discussion only.*

7. Adjournment   Robert Shupe

Meeting: _____SCLC Administrative Council Meeting_____

Date: _____June 3, 2021_____

Library: _____

Name: _____

Signature: _____   Date: _____

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Email completed forms to: lgraver@socallibraries.org

DATE: June 03, 2021
TO: SCLC Administrative Council
FROM: Diane Z. Bednarski, Executive Director, SCLC
SUBJECT: Lease for SCLC Office Space

BACKGROUND:

On November 19, 2020, the SCLC Administrative Council authorized the Executive Director to pursue a one-year extension to its office space lease with the City of Pasadena under the existing lease terms. On May 3, 2021, SCLC learned that the Pasadena Central Library would need to close immediately due to seismic safety concerns and would remain closed for at least two years. Consequently, SCLC will need to move into alternative office space.

Pasadena is examining the rental of commercial office space for some of its staff and is including SCLC in consideration of potential needs. At the same time, SCLC has reached out to other SCLC member libraries in the vicinity of Pasadena to determine if they might have office space available. One member library has identified potential space and is reaching out to their legal counsel regarding a possible lease. SCLC has also begun exploration of coworking spaces and storage units as solutions for what is not a predominantly telecommuting workforce with intermittent in-office needs.

It is anticipated that SCLC will be required to sign a new lease before the next scheduled Administrative Council meeting. The Executive Director is seeking advanced approval to execute a new lease agreement for up to three years for an annual cost not to exceed $32,000 per year. The funds might alternatively be used for storage space for business files and subscription fees for coworking space.

There will also be additional expenses related to relocation, including packing, moving, and installation of a new network environment.

FISCAL IMPACT: Up to $32,000 per year for up to three years for office space lease, plus up to $4,000 for relocation costs.

RECOMMENDATION: Authorize the Executive Director to execute a new lease for office space and storage space (if required) for a term of up to three years.

Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101
(626) 283-5949 • Fax (626) 283-5949
Website: http://www.socallibraries.org • E-mail: sclcadmin@socallibraries.org

DATE: June 03, 2021
TO: SCLC Administrative Council
FROM: Diane Z. Bednarski, Executive Director, SCLC
SUBJECT: CLSA Plan of Service 2021/22

BACKGROUND: Each year SCLC receives California Library Services Act (CLSA) funds that are appropriated 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. The Plan outlines how the system plans on expending the funds and how those expenditures will benefit the communities served by SCLC libraries.

The CLSA preliminary system budget allocation for FY 2021/22 represents a continued 50% reduction from FY 2019/20. 20% of the funds can be used to pay for system administration services provided by SCLC, while the remaining 80% (known as Baseline funds) can be used for services. In the most recent year, SCLC appropriated its Baseline funds toward courier delivery services, the Digilab project, Gale Archives of Sexuality and Gender, the annual audit, and digital resources. Appropriated funds can be used over a period of three years.

A copy of the FY 2020/21 approved Plan of Service is attached for reference.

Please review the attached template for the CLSA Plan of Service 2021/22 and come prepared to discuss priorities and content for the report. Questions to consider are:

1. Should SCLC continue to fund the Digilab project beyond 6/30/2022?
2. What do you see as priorities for SCLC in 2021/22 and beyond?
3. Do you have specific examples as to how CLSA funded efforts (courier delivery, Digilab, Gale Archives) benefitted your community in the past year?

FISCAL IMPACT: $368,283 in 2021/22 CLSA funding.

RECOMMENDATION: Authorize the Executive Director to work with the Chair and incoming Chair on completing the Plan of Service and authorize the incoming Chair to sign the completed Plan for submission.

ATTACHMENTS:
- CLSA Plan of Service 2020/21 - Submitted
- CLSA Plan of Service 2021/22 - In process

Southern California Library Cooperative

CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET
For use with 2020/21 Communication & Delivery Program

California State Library
Sacramento
April 2020

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2020/21 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 3, 2020
2. Demographics of System Service Area – Due June 3, 2020
3. Budget:
   - C&D Service Program Budget Request and Budget Summary – Due June 3, 2020
   - System Detailed Budget – Due September 3, 2020 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 3, 2020
5. Future Plans for Cooperative System – Due June 3, 2020

Once you have completed the process, please email your Plan of Service and Budget Request to Monica Rivas at monica.rivas@library.ca.gov.

Dates for physical delivery counts – FY 2020/21:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2020/21, due at the State Library on September 1, 2021. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 24- September 7, 2020
October 12 – October 26, 2020
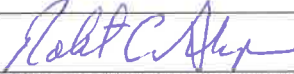January 11 – January 25, 2021
April 26 - May 10, 2021
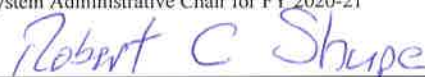
If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-653-7532.

System Information
FY 2020/21

System Name:			
Southern California Library Cooperative			
Director:	Email:		
Diane Bednarski	dbednarski@socallibraries.org		
Address:	City:	State:	Zip:
254 North Lake Avenue, #874	Pasadena	CA	91101
Phone:	Fax:		
(626) 283-5949	(626) 283-5949		

System Chair for FY 2020/21 (if known):	Fiscal Agent:
Janet Stone	Southern California Library Cooperative

Date approved by Administrative Council:
6/30/2020

X _[signature]_	7-29-2020
Signature of System Administrative Chair for FY 2020-21	Date
Print Name: _Robert C Shupe_	

3

7

Conditions of Award

1. Accounting

   Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. Budget adjustments within approved programs

   Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

   Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. Earning interest

   Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 3, 2020).

4. Personal memberships and travel

   Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. Credit line

   Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

   "This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board."

   As appropriate, this disclaimer should be added:

   "The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred."

   This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. Funding alternatives

   Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

Demographics of System Service Area
System Population Profile, FY 2020/21

Total Population of System Service Area: <u>10,809,615</u>
Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	1,670,014	15.44%
Institutionalized	190,081	1.75%
Aged (65+)	1,422,712	13.16%
Children & Youth: • Under 5	676,463	6.25%
• 5 to 9	661,381	6.11%
• 10 to 14	685,769	6.34%
• 15 to 19	712,542	6.59%
Handicapped	1,085,139	10.03%
Speakers of limited English or English as a Second Language	Limited: 916,229 ESL: 5,671,151	Limited: 8.47% ESL: 52.46%
Non-English Speaking	465,521	4.30%
Ethnicity • Black	957,883	8.86%
• Hispanic	5,253,620	48.60%
• Asian	1,531,740	14.17%
• Native American	77,596	0.71%
• Other (specify)	2,627,477	24.30%
Geographically Isolated (RURAL) * see note	85,149	0.78%
Functionally Illiterate	1,684,023	15.57%
Shut-In	458,539	4.24%

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

Disability characteristics, 2014-2018 ACS 5-year estimates, 2018 figures

Speakers of limited English

    Speak English "not well" - Nativity by language spoken at home by ability to speak English for the population 5 years and over, ACS 5-year estimates, 2018 figures

English as a Second Language

    Language spoken at home, 2014-2018 ACS 5-year estimates, 2018 figures, "speak language other than English"

Non-English Speaking

    Speak English "not at all" - Nativity by language spoken at home by ability to speak English for the population 5 years and over, ACS 5-year estimates, 2018 figures

Ethnicity:

    ACS demographic and housing estimates, 2014-2018 ACS 5-year estimates, 2018 figures

        Black alone

        Hispanic alone

        Asian alone

        Native American and Alaska native alone

        Other (specify):

            some other race + Native Hawaiian and other Pacific Islander alone; plus 2 or more races

Geographically Isolated:

    Rural Urban and rural universe: total population 2010 census summary file 1

Functionally Illiterate:

    18+ w/o high school diploma – educational attainment, 2018 ACS 5-year estimates, 2018 figures

Shut In:

    Disability characteristics, ACS 5-year estimates, 2018 figures – disability by type, noninstitutionalized, with independent living difficulty

---

Describe briefly how this data will be used to plan CLSA-funded services:

Comments/ Additional Information:

---

* <u>Geographically Isolated/ Rural</u>

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

Budget Documents

<u>Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Wednesday, June 3, 2020</u>

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery*

6

Program may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions
As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

b. **PC& E**: Planning, Coordination, & Evaluation

c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services where provided.

d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

e. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.

f. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

The total of a-e must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Thursday, September 3, 2020

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions
As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.

b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.

c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.

d. **Interest** - enter all interest earned on System funds.

e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.

f. **Total budgeted** - is the sum of Columns a through e.

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

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resouces or Resource Sharing.

Other Definitions
Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget
The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

Encumbered Funds from Prior Year
State (CLSA), Federal and Local funds encumbered from prior year and not yet expended.

C&D Service Program Budget Request FY 2020-2021 (Section 18745)

System Administration

(a) Personnel (Salaries & Personnel)

Classification	FTE/NO of positions	Salary	Benefits	Total
Executive Director	.18/1	$31,500	$5,485	$36,985
Deputy Director	.07/1	$8,027	$1,262	$9,289
Controller	.091/1	$10,435	$2,131	$12,566
Project Manager	.064/1	$6,472	$1,398	$7,870
Administrative Assistant	.079/1	$5,452	$1,302	$6,754
Total of (a)	.484/1	$61,886	$11,578	$73,464

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	$

(c) Indirect Cost (Do not include PC&E and provide description of services	
Total of (c)	$

Total of (a-c)	**$73,464**

Baseline Budget

(d) Operations	
1. Office supplies	$
2. Duplication/Photocopy	$
3. Training (C&D program related)	$
4. E-Resources (Enki, Zinio,OverDrive, etc.)	$113,993
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) – Contracted Delivery and Audit Services	$84,020
6. System van/vehicle (fuel/insurance/maintenance)	$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software) . Web hosting and internet service provider fees	$30,000
Specify what funds were used for:	$
8. Resource Sharing (Zipbooks, Link+, document depository) – DigiLab and shared e-resources	$65,848
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	$
Total of (d)	$293,861

(e)Capital Outlay		
1. Equipment (specify)	$	
2. Equipment revolving fund	$	
Total of (e)	$	

(f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund
$

Total of (a-e)	$367,325

2020/21 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	$73,464
PC&E	
Indirect	
Sub-total	$73,464
Operations	$293,861
Equipment	
Sub-total	$293,861
TOTAL	$367,325

C&D FUNDING: System Administration 20%
System Baseline 80%

Funding for Communications and Delivery – FY 2020/21

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

<u>**Section 1**</u>
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	16,500	0	16,500
b. Non-public libraries in System area	0	0	0
TOTAL	16,500	0	16,500
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items		0	2
d. Frequency/schedule of physical delivery service		0	Twice a Week

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
1%	%	%	99%	%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) by residents of System member libraries	TBD
g. Percentage of CLSA funds to be spent on e-resources?	41%
h. Percentage of CLSA funds to be used for Broadband technology improvements	0%

i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list) Not Applicable

Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

Considering reductions to local budgets and clarification from the CLSB on authorized uses of baseline CLSA funds, SCLC will take a modified approach to its use of CLSA funds in FY20/21. $34,748 has been allocated for the selection and adoption of a systemwide shared digital resource subscription to leverage volume discount pricing – this is in addition to the $1,100 already allocated for the renewal of the shared license to the Gale Archives of Sexuality and Gender. For the first time, SCLC will also distribute a portion of funds to member libraries using a population based formula, anticipating that approximately $25,000 of those distributed funds will be used by jurisdictions to offset their internet service provider fees and $113,993 will be used by the members to license digital resources to address local community needs.

The system will continue offer and grow its DigiLab project, which provides member libraries with software, equipment and training to digitize materials in their local collections and store them in a hosted, publicly accessible environment. Thirty of SCLC's 39 member libraries have opted to participate in the DigiLab program, and twelve have uploaded digitized content to the hosted solution. Funds in the current fiscal year ($30,000) will cover the costs of the hosted content management software and annual maintenance for the digital scanning equipment.

SCLC will also continue to use a courier delivery service ($72,000) to transport materials to the 39 member libraries in support of system-level interlibrary loan. Remaining fund allocations include $5,000 in hosting fees for the system's website and $12,020 for the annual audit.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

54% of the funds will be used for services that directly benefit all member libraries, namely administrative costs, courier delivery services, the SCLC website, the annual audit, the Gale Archives of Sexuality and Gender database, and an additional shared e-resource service to be selected during the fiscal year. 8% percent of the funds will be used for the DigiLab program which benefits the 30 member libraries who chose to participate. The remaining funds will be distributed across the 39 member libraries on a population-based formula for use on local e-resource subscriptions and/or internet service provider fees.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

Up until now, the SCLC member libraries have used local funds to cover charges for internet service providers fees – this year, $25,000 in CLSA funds will be allocated as an option for libraries to offset those fees. Additionally, the member libraries continue to make significant investments in e-resources for their communities, with the adoption rate of downloadable and streaming content increasing due to general usage trends and recent facility closures due to Covid-19.

The system also provides staffing required to coordinate the licensing and logistics associated with each of the services funded in whole or in part with CLSA funds. Staff work with the courier and libraries to track material, respond to calls from the public on lost or late materials, bring contracts to the Council for approval, pay invoices, work with vendors to implement programs and services, trouble shoot, collect statistics, coordinate with four systems for agreements, write and submit CLSA reports, manage websites, update listservs, update CSL of any new directors, forward communications to member libraries, and prepare agenda packets on a quarterly basis.

SCLC staff are contracted by four systems for administrative and fiscal support. The same tasks are required for the four systems.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

The system offers the Gale Archive Sexuality and Gender database to all 39 member libraries. During FY19/20, affiliated patrons retrieved 43,053 records.

5. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

15

SCLC continues to provide delivery to the member libraries. The libraries receive delivery twice a week on the same days.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

The estimated average cost to move one item is $4.36 for the delivery service and $5.24 including staff cost. A contracted courier service drops off and picks up items twice a week from each library. One SCLC staff is assigned to the more labor-intensive tracking and monitoring of the couriers. Other tasks include contracts with the courier service and communication with the member libraries; providing routing slips; printing routing slips; occasionally mailing items.

7. Will the System be using any of the communications funding to address broadband connectivity issues?
No
If so what were the funds used for and what were the connectivity issues? Not applicable

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?

SCLC has been conscientious about establishing cash reserves in the event of economic uncertainty. With the reduction in CLSA funds, administrative costs for the system will be underfunded and the reserves may need to be tapped. In addition, CLSA funding for digital resources will be decreased precisely at a time when closed facilities are driving increased usage of downloadable and streaming content. To leverage the limited funds, the system will seek to pool resources to license shared resources where opportunities for cost savings exist. The system also approved the formation of a new Technology Committee which will allow for a deeper assessment as to the member's shared technology needs.

Currently, SCLC supplements its CLSA revenue with fees to manage administrative and fiscal matters for four other cooperative systems. Additionally, SCLC manages several State Library grants, which provide indirect cost reimbursements and more recently salaries associated with managing the grants. Going forward, SCLC will seek grant opportunities beyond the State Library to serve the needs of its members.

16

Demographics of System Service Area
System Population Profile, FY 2020/2021

Total Population of System Service Area:

Underserved Population	Number Los Angeles/Ventura	Percentage of Total Population
Economically Disadvantaged (Below poverty level)/ poverty status in past 12 months, ACS 5-year estimates, 2018 figures	(1,774,321) 1,670,014/1,589,956/80,058	15.44%
Institutionalized	(188,180) 190,081/177,480/12,601	1.75%
Aged (65+)	(1,384,230) 1,422,712/1,299,277/123,435	13.16%
Children & Youth: • Under 5	(684,670) 676,463/624,754/51,709	6.25%
• 5 to 9	(679,462) 661,381/607,905/53,476	6.11%
• 10 to 14	(685,251) 685,769/626,594/59,175	6.34%
• 15 to 19	(727,988) 712,542/654,903/57,639	6.59%
Handicapped	(1,085,561) 1,085,139/993,035/92,104	10.03%
Speakers of limited English or English as a Second Language	Limited English: (934,480) 916,229/874,111/42,118 ESL: (5,673,128) 5,671,151/5,365,375/305,776	ESL: 8.47% Limited: 52.46%
Non-English Speaking	(476,136) 465,521/430,257/35,264	4.30%
Ethnicity • Black	(843,786) 957,883/935,091/22,792	8.86%
• Hispanic	(5,251,823) 5,253,620/4,893,603/ 360,017	48.60%
• Asian	(1,521,494) 1,531,740/1,469,968/61,772	14.1%
• Native American	(75,140) 77,596/70,527/7,069	0.71%
• Other (specify	(2,603,291) 2,627,477/2,543,603/ 83,874	24.30%
Geographically Isolated	(85,149) 85,149/59,424/ 25,725	0.78%
Functionally Illiterate	(1,722,752) 1,684,023/1,585,823/98,200	15.57%

Shut-In	(457,843) 458,539/422,739/35,800	4.24%

California State Library
FOUNDED 1850
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET
For use with 2021/2022 Communication & Delivery Program

California State Library
Sacramento
April 2021

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2021/2022 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 3, 2021
2. Demographics of System Service Area – Due June 3, 2021
3. Budget:
   - C&D Service Program Budget Request and Budget Summary – Due June 3, 2021
   - System Detailed Budget – Due September 3, 2021 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 3, 2021
5. Future Plans for Cooperative System – Due June 3, 2021

Once you have completed the process, please email your Plan of Service and Budget Request to Natalie Cole at natalie.cole@library.ca.gov.

Dates for physical delivery counts – FY 2021/2022:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2021/2022, due at the State Library on September 1, 2022. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 24- September 7, 2021
October 12 – October 26, 2021
January 11 – January 25, 2022
April 26 - May 10, 2022

If you have any questions about any portion of the process, please do not hesitate to contact Natalie Cole at natalie.cole@library.ca.gov or at 916-701-6694.

System Information
FY 2021/2022

System Name:			
Southern California Library Cooperative			
Director: Diane Z. Bednarski	Email: dbednarski@socallibraries.org		
Address: 254 N. Lake Ave. #874	City: Pasadena	State: CA	Zip: 91101
Phone: 626-283-5949	Fax:		

System Chair for FY 2021/2022 (if known): Elizabeth Goldman	Fiscal Agent: Southern California Library Cooperative

Date approved by Administrative Council: 5/27/2021

X	
Signature of System Administrative Chair for FY 2021/2022	Date
Print Name: Elizabeth Goldman	

Conditions of Award

1. Accounting

    Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. Budget adjustments within approved programs

    Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

    Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. Earning interest

    Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 3, 2021).

4. Personal memberships and travel

    Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. Credit line

    Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

    "This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board."

    As appropriate, this disclaimer should be added:

    "The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred."

    This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. Funding alternatives

    Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

4

Demographics of System Service Area

System Population Profile, FY 2021/2022

Total Population of System Service Area: _____

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)		
Institutionalized		
Aged (65+)		
Children & Youth: • Under 5		
• 5 to 9		
• 10 to 14		
• 15 to 19		
Handicapped		
Speakers of limited English or English as a Second Language		
Non-English Speaking		
Ethnicity • Black		
• Hispanic		
• Asian		
• Native American		
• Other (specify)		
Geographically Isolated (RURAL) * see note		
Functionally Illiterate		
Shut-In		

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

Describe briefly how this data will be used to plan CLSA-funded services:

The data informs the system as to population changes that might warrant changes to service offerings, including programming and collections. Data is also helpful in raising awareness of underserved and vulnerable populations served by SCLC.

5

Comments/ Additional Information:

* **Geographically Isolated/ Rural**

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Wednesday, June 3, 2021

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery Program* may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions

As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

b. **PC& E**: Planning, Coordination, & Evaluation

c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services where provided.

d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

e. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.

f. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

6

The total of a-e must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Thursday, September 3, 2021

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions
As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.

b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.

c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.

d. **Interest** - enter all interest earned on System funds.

e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.

f. **Total budgeted** - is the sum of Columns a through e.

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

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resouces or Resource Sharing.

Other Definitions
Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget
The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

Encumbered Funds from Prior Year
State (CLSA), Federal and Local funds encumbered from prior year and not yet expended.

7

C&D Service Program Budget Request FY 2021/2022 (Section 18745)

System Administration

(a) Personnel (Salaries & Personnel)

Classification	*FTE/NO of positions*	*Salary*	*Benefits*	*Total*
Executive Director	.17/1	$29,750	$5,973	$35,723
Deputy Director	.059/1	$7,103	$1,348	$8,451
Controller	.096/1	$11,557	$2,742	$14,299
Project Manager	.064/1	$6,472	$1,652	$8,124
Administrative Assistant	.079/1	$5,453	$1,606	$7,059
Total of (a)	.468/1	$60,335	$13,321	$73,656

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	$

(c) Indirect Cost (Do not include PC&E and provide description of services	
Total of (c)	$

Total of (a-c)	**$73,656**

Baseline Budget

(d) Operations	
1. Office supplies	$
2. Duplication/Photocopy	$
3. Training (C&D program related)	$
4. E-Resources (Enki, Zinio,OverDrive, etc.)	==$186,357==
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) Delivery and Audit fees	$78,270
6. System van/vehicle (fuel/insurance/maintenance)	$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software) Web hosting, internet, Zoom, tech support, phones.	$30,000
Specify what funds were used for:	$
8. Resource Sharing (Zipbooks, Link+, document depository) ==Digilab??==	$
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	$
Total of (d)	$294,627

(e)Capital Outlay		
1. Equipment (specify)	$	
2. Equipment revolving fund	$	
Total of (e)	$	

(f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund	
	$

Total of (a-e)	$368,283

2021/2022 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	$73,656
PC&E	
Indirect	
Sub-total	$73,656
Operations	$294,627
Equipment	
Sub-total	$294,627
TOTAL	$368,283

C&D FUNDING: System Administration 20%
System Baseline 80%

10

Funding for Communications and Delivery – FY 2021/2022

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	17,000	0	17,000
b. Non-public libraries in System area	0	0	0
TOTAL	17,000	0	17,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items		0	2
d. Frequency/schedule of physical delivery service		0	Twice a Week
e. Percentage of items to be physically delivered by:			
U.S. Mail — 1% UPS — % System Van — % Contracted Van — 99% Other — %			

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) by residents of System member libraries	TBD – eBooks or eMagazines
g. Percentage of CLSA funds to be spent on e-resources?	63%
h. Percentage of CLSA funds to be used for Broadband technology improvements	0%

i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds?
(please list) No 2021/22 CLSA funds have been allocated to Broadband improvements.

Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

SCLC plans to use 2021/22 CLSA funds to support the following service areas:
1. eResources = $186,357. Council is examining options to use these funds accumulated from prior years to adopt a multi-year shared digital content solution. Options include shared eBooks and shared eMagazines. A shared eBook solution would help to feed the insatiable patron appetite for eBooks while reducing fees associated with each library having to pay individual platform fees and expanding the range of available titles. Challenges that need to be overcome include reconciling different vendor solutions already in place at local libraries and upholding regulations around resource sharing that are difficult to apply to digital materials. A shared eMagazine solution would address the need for timely content spanning the variety of languages represented in the SCLC service area and backfill library magazine collections that in many cases were suspended during the pandemic. Challenges include identifying ongoing funding in light of reduced CLSA allocations and marketing of a new service to the public.
2. Contract Services = $78,720. SCLC's mandatory annual audit ($12,720) will continue to be funded from baseline funds, and courier delivery services ($66,000) will move materials between SCLC's 40 member libraries through weekly pickups and deliveries.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.). Funds allocated toward courier delivery and the annual audit serve all member libraries. Funds use toward eMagazines would likely benefit all but the systems two largest members (Los Angeles Public Library and Los Angeles County Library) as current CLSA funding levels are insufficient to cover associated subscription costs for all 40 member libraries. If funds are allocated to eBooks, adoption by member libraries would depend on the ability of each library system to either join into an existing shared eBook network or obtain approval from their local governing board to create a new shared eBook relationship with other SCLC libraries (to uphold CLSA regulations pertaining to resource sharing). *Modify if planning to fund Digilab beyond June 2022

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support

12

communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California. SCLC member libraries have over $20 million invested in eBook and eAudio titles, demonstrating an overwhelming commitment of local funds to this need. While CLSA funds may represent only a fraction of those funds, their impact is notable in small to midsized libraries with limited collection budgets. For courier delivery services, SCLC supplements CLSA funds with local funds used to lease space for sorting and overnight storage of materials.
Any other details??

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available) In the current year, SCLC used 20/21 CLSA funds to support a shared license to the Gale Archives of Sexuality and Gender, a compilation of books, monographs, manuscripts on the study of gender and sexuality.

5. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

SCLC continues to provide courier delivery of materials between the member libraries. The libraries receive delivery twice a week on designated days.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

The estimated average cost to move one item is $3.88 for the delivery service and $4.66 including staff cost. A contracted courier service drops off and picks up items twice a week from each library. One SCLC staff is assigned to the more labor-intensive tracking and monitoring of the couriers. Other tasks include contracts with the courier service and communication with the member libraries; providing routing slips; printing routing slips; occasionally mailing items.

7. Will the System be using any of the communications funding to address broadband connectivity issues? If so what were the funds used for and what were the connectivity issues? No 2021/22 CLSA funds are being allocated to Broadband connectivity.

Future Plans for Cooperative System
Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve? Seek input from Admin Council.

13

DATE: June 03, 2021
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Proposed Budget, FY2021/22

BACKGROUND: The Proposed Budget for FY2021/22 is attached for your review.

REVENUE: CLSA preliminary system budget allocations remain at the fifty percent reduced rate. Contracted System's match to cover administrative costs are included. At this time two grant applications have been submitted and are currently pending, with those anticipated revenues reflected. PLSEP is to be determined. SCLC membership dues and the LAIF projected interest are also included.

Below is a breakdown of carry forward CLSA funds from FY2019/20, as well as the projected carry forward for FY2020/21:

CLSA FY19/20 - Expend by June 30, 2022		
Digilabs	$	82,535
eResources	$	383,513
Total	$	466,048

CLSA FY20/21 - Expend by June 30,2023		
eResources	$	113,993
Resource Sharing	$	65,848
Delivery	$	19,086
Telecommunication	$	8,345
Total	$	207,272

EXPENSES: Projected expenses were calculated using vendor estimates and third quarter totals from the current fiscal year.

SALARY SCHEDULES: Each year SCLC presents the salary schedule for the upcoming fiscal year for Administrative Council approval. These need to be adopted at a Regular meeting and will be presented for Council review at its August 2021 meeting.

Southern California Library Cooperative

FISCAL IMPACT: Preliminary budget indicates a deficit of $327,795, which does not reflect: (1) Revenue from grant opportunities advertised and awarded after July 1, 2021; and (2) Staff salary adjustments for 2021/22.

RECOMMENDATION: Approve Proposed Budget, with intent to revisit salary schedules and receive updates to revenue in the August 2021 meeting.

(Executive Committee Minutes, 12/19/13)

REVENUES/EXPENSES	Proposed	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE						
				Unrealized		
CLSA Communications & Delivery	$ 294,627		$ -	$ 294,627	0%	Preliminary System Allocation
CLSA System Administration	$ 177,603		$ -	$ 177,603	0%	Preliminary System Allocation
System Supplements to CLSA	$ 102,560		$ -	$ 102,560	0%	Approved
Grant Project Revenue	$ 730,000		$ -	$ 730,000	0%	Applications Pending*
Grant Indirect	$ 22,045		$ -	$ 22,045	0%	Applications Pending*
Grant Staffing	$ 15,445		$ -	$ 15,445	0%	Applications Pending*
SCLC Member Dues	$ 205,717		$ -	$ 205,717	0%	Approved 03/25/2021
Investment Income	$ 18,750		$ -	$ 18,750	0%	Projected LAIF Interest
TOTAL REVENUE	**$ 1,566,747**	**$ -**	**$ -**	**$ 1,547,997**		
EXPENDITURES						
Personnel Services						
Salaries & Wages	$ 589,377		$ -	$ 589,377	0%	**Does not reflect 21/22 Salary adjustments**
Retirement Benefits	$ 68,050		$ -	$ 68,050	0%	CalPERS
Health Insurance - Current Employees	$ 48,000		$ -	$ 48,000	0%	Health Stipend
Health Insurance - Retirees	$ 76,800		$ -	$ 76,800	0%	Health Stipend
Dental/Vision	$ 6,552		$ -	$ 6,552	0%	Ameritas
Life Insurance	$ 1,224		$ -	$ 1,224	0%	Dearborn
Unfunded Accrued Liability	$ 138,339		$ -	$ 138,339	0%	CalPERS
Other Personnel Expenses	$ 3,101		$ -	$ 3,101	0%	Worker's Comp
Personnel Service Subtotal	**$ 931,443**	**$ -**	**$ -**	**$ 931,443**		

SCLC Proposed Budget
June 3, 2021

REVENUES/EXPENSES	Proposed		Prior Year Actuals		Actuals		Balance	%	Notes
Operating Expenses									
Office space Lease	$	25,000			$	-	$	25,000	0%	Lease TBD
Professional & Contract Services	$	65,000			$	-	$	65,000	0%	Legal, Payroll/HR, Consulting, etc.
Telecommunications	$	30,000			$	-	$	30,000	0%	Progent, Microsoft, Internet, RingCentral, A2 (CLSA*) and Communications Allowance
Delivery	$	66,000			$	-	$	66,000	0%	Reliant (CLSA)
Audit Fees	$	12,270			$	-	$	12,270	0%	Fedak & Brown (CLSA)
Software Licenses	$	3,479			$	-	$	3,479	0%	Dashlane, Intuit (paid biennially)
Office Supplies & Printing	$	4,500			$	-	$	4,500	0%	Office Supplies, etc.
E-Resources	$	1,200			$	-	$	1,200	0%	Gale (CLSA)
Resource Sharing	$	-			$	-	$	-	0%	Placeholder (CLSA)
Memberships	$	14,500			$	-	$	14,500	0%	Califa, CLA, etc.
Travel & Conferences	$	10,000			$	-	$	10,000	0%	Travel for meetings, conference, and audit
Postage	$	800			$	-	$	800	0%	
Other	$	350			$	-	$	350	0%	Bank Analysis Fees
Operating Expenses Subtotal	**$**	**233,099**	**$**	**-**	**$**	**-**	**$**	**233,099**		
Grant Expenses									
CLCI	$	650,000			$	-	$	650,000	0%	Application Pending*
Dia de los Ninos	$	80,000			$	-	$	80,000	0%	Application Pending*
PLSEP	$	-			$	-	$	-	0%	TBD
Grant Expenses Subtotal	**$**	**730,000**	**$**	**-**	**$**	**-**	**$**	**730,000**		
TOTAL EXPENDITURES	**$**	**1,894,542**	**$**	**-**	**$**	**-**	**$**	**1,894,542**		
Surplus (Deficit)	**$**	**(327,795)**	**$**	**-**	**$**	**-**				

SCLC Proposed Budget
June 3, 2021

*Telecommunications defined by the CLSA Plan of Service as: Internet, web/tech support, phone/fax/VOIP/telecomm equipment maintenance, and web software

SCLC ACCOUNT BALANCES				
As of March 31, 2021	$ 3,151,177	$	-	Pacific Western Bank
As of March 31, 2021	$ 1,922,059	$	-	Local Agency Investment Fund (LAIF)

SCLC MEMBER DEPOSIT ACCOUNT				
As of March 31, 2021	$ 215,795.00	$	-	Pacific Western Bank

CARRY OVER CLSA FUNDS

FY2019/20 CLSA Communications & Delivery

	Estimated	Expended	Balance	Notes
Digilabs	$ 82,535	$ -	$ 82,535	
Digital Resources	$ 383,513	$ -	$ 383,513	
Total Estimated Carry Over	$ 466,048	$ -	$ 466,048	

FY2020/21 CLSA Communications & Delivery - Projected

	Estimated	Expended	Balance	Notes
E-Reources	$ 113,993	$ -	$ 113,993	
Resource Sharing	$ 65,848	$ -	$ 65,848	
Delivery	$ 19,086	$ -	$ 19,086	
Telecommunication	$ 8,345	$ -	$ 8,345	
Total Estimated Carry Over	$ 207,272	$ -	$ 207,272	