



**Southern California Library Cooperative  
Administrative Council Meeting**

**Wednesday, November 29, 2023  
2:15-4:15 pm**

Hybrid Meeting

Whittier Library, Central Branch  
7344 Washington Ave., Whittier, CA 90602

Alternate locations:

- Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
- Beverly Hills, 444 S. Rexford Dr., Beverly Hills, CA 90210
- Burbank Public Library, 110 N. Glenoaks Blvd., Burbank, 91502
- Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
- Camarillo Public Library, 4101 Las Posas Rd., Camarillo CA 93010
- Commerce Library, 5655 Jillson St., Commerce, CA 90040
- Covina Public Library, 1250 N. Hollenbeck Avenue, Covina 91722
- El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245
- Irwindale Public Library, 5050 N. Irwindale Ave., Irwindale, 91706
- Pasadena Public Library, 221 E. Walnut St. Suite 199, Pasadena, CA 91101
- Santa Fe Springs City Library, 11700 Telegraph Rd., Santa Fe Springs, CA 90670
- Santa Monica Main Library, 601 Santa Monica Blvd., Santa Monica, CA 90401
- Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
- South Pasadena Public Library, 1100 Oxley St., South Pasadena, CA 91030
- Torrance Public Library, 3301 Torrance Blvd., Torrance CA 90503
- Ventura County Library, 5600 Everglades St. Suite A, Ventura, CA 93003

<p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/86789298126?pwd=MnZQYjRrbnlFdnd1bFyWFBEb0hyUT09">https://us02web.zoom.us/j/86789298126?pwd=MnZQYjRrbnlFdnd1bFyWFBEb0hyUT09</a> Meeting ID: 867 8929 8126 Passcode: 347933</p>
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**AGENDA**

All items may be considered for action.

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

Jesse Walker-Lanz

2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*
  
3. Consent Calendar 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 of the August 23, 2023, Administrative Council meeting
  
4. Adoption of Agenda Jesse Walker-Lanz
  
5. Budget Status Report FY 2023/24 Andy Beck  
(DISCUSSION)
  
6. FY 2023/24 CLSA Plan of Service Update Christine Powers  
(DISCUSSION)
  
7. LAIF Account Update Andy Beck  
(ACTION)
  
8. Banking Status and Reconsideration of Christine Powers/  
Andy Beck  
Financial Authority  
(ACTION)
  
9. New Website Proposal Christine Powers  
(ACTION)
  
10. Status of Technology Committee Christine Powers  
(ACTION)
  
11. Executive Committee Structure Christine Powers  
(ACTION)
  
12. Amendments to the SCLC Bylaws and Standing Christine Powers  
Rules  
(ACTION)
  
13. Executive Director Evaluation Jesse Walker-Lanz  
(CLOSED SESSION)
  
14. Appointment of Vacancies on the Executive Christine Powers  
Committee  
(ACTION)

- |  |                   |
|--|-------------------|
| 15. Consideration of Adding <i>The Economist</i> to SCLC's PressReader Subscription (ACTION)   | Christine Powers  |
| 16. FY 2023/24 Grants Update   | Wayne Walker      |
| 17. Committee Updates  |                   |
| a. Audit and Finance Committee   | Hilda LohGuan     |
| b. Technology Committee  | Nikki Winslow     |
| c. Planning Ad Hoc Committee   | Elizabeth Goldman |
| d. Member Library Engagement Ad Hoc Committee  | Cathy Billings    |
| 18. California State Library Report  | Meg dePriest      |
| 19. Executive Director's Report  | Christine Powers  |
| 20. Administrative Council Chair's Report  | Jesse Walker-Lanz |
| 21. Other  | Jesse Walker-Lanz |
| <i>"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.</i> |                   |
| 22. Adjournment  | Jesse Walker-Lanz |



ACTION ITEMS

Meeting: \_\_\_\_\_ SCLC Administrative Council Meeting \_\_\_\_\_

Date: \_\_\_\_\_ November 29, 2023 \_\_\_\_\_

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Page 2

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

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain



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

Alternate locations:

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

Minutes draft**Attendance**

Addington, Jennifer – Palos Verdes  
 Alba, Samantha - Arcadia  
 Balli, Shayna – Irwindale  
 Bautista, Sonia – City of Commerce  
 Behle, Kelli – Simi Valley  
 Billings, Cathy – South Pasadena  
 Broman, Susan – LAPL  
 Buth, Karen – Inglewood  
 Conwell, Christine – Moorpark  
 Cuyugan, Erica – Santa Monica  
 DeLeon, Cathy – Long Beach  
 Garcia, Diana – Moorpark  
 Garza, Lori – Sierra Madre  
 Goldman, Elizabeth – Burbank  
 Hassen, Leila – Azusa  
 Herbert, Mark – El Segundo  
 Hughes, Charles – Signal Hill  
 Lockwood, Barbara – Calabasas  
 LohGuan, Hilda – Alhambra  
 McDonald, Tim – Pasadena  
 Nasr, Mandy – Camarillo  
 Raia, Deborah – Santa Fe Springs  
 Schram, Nancy – Ventura  
 Schaffer, Gary – Glendale

Shupe, Robert – Palmdale  
 Stone, Janet – Glendora  
 Torres, Anita – Pomona  
 Vance, Carey – Monrovia  
 Vera, Linda – San Marino  
 Vonnegut, Shannon – Santa Clarita  
 Walker-Lanz, Jesse – Los Angeles County  
 Winslow, Nikki - Altadena

**Other**

Beck, Andy – SCLC  
 dePriest, Meg – CSL  
 Graver, Lori – SCLC  
 Powers, Christine SCLC  
 Walker, Wayne - SCLC

**Absent**

Arroyo, Keri – Inglewood  
 Cousin, Heather – Torrance  
 Dickow, Ben – Downey  
 Evans, Lisa – Covina  
 Maghsoudi, Paymaneh – Whittier  
 Neal, Alan – Oxnard  
 Patterson, Jennifer – Thousand Oaks  
 Vinke, Dana – Redondo Beach

1. Opening Jesse Walker-Lanz  
 Meeting called to order at 2:17am.
2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
 None.
3. Consent Calendar Jesse Walker-Lanz  
*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*
  - a. Minutes of the May 24, 2023 Administrative Council meeting MSP (Addington/Billings) to pass the Consent Calendar, without changes.  
 25 yes, 0 no, 0 abstain
4. Adoption of Agenda Jesse Walker-Lanz  
 Chair passed Agenda as presented, without objection.

5. Budget Status Report FY2022/23 and FY2023/24 Andy Beck  
The Budget Status Report for FY 2022/23 reflects reconciled bank statements through June 30, 2023. The budgeted deficit of \$183,084 has is reduced to \$121,602. The Preliminary Budget Status Report for FY 2023/24 reflects reconciled bank statements through July 31, 2023. CLSA rollover funds from FYs 2020/21 through 2022/23, totaling \$861,942, were rolled to FY 2023/24. Rolled over CLSA funds are anticipated to be spent, with the exception of \$428,686 of e-Resources. No unexpected expenditures have been noted.
6. CLSA FY 2022/23 System Program Annual Report Christine Powers  
MSP (Addington/Lockwood) to authorize the Executive Director to work with the Chair to complete the CLSA FY 2022/23 Annual Report for submission to the State Library by the September deadline.  
29 yes, 0 no, 1 abstain
7. Review of 2024 Health Premiums Andy Beck  
Motion was recommended by both the Audit and Finance and the Executive Committees.  
MSP (Billings/Shupe) to increase the health premium allowance by 5.89% (\$3,169 increase in cost annually) effective January 1, 2024, to address increasing health care premiums.  
31 yes, 0 no, 0 abstain
8. SCLC Banking Status Andy Beck/Christine Powers  
With the recommendation of the Audit & Finance Committee, the Administrative Council approved to switch Southern California Library Cooperative's (SCLC's) banking institution from Pacific Western Bank to a "larger bank" earlier this calendar year. SCLC staff has selected JP Morgan Chase, which supports governmental organizations and will provide account coverage over the FDIC limit. The application process was started in July 2023 and staff anticipates transferring funds to the new account and closing SCLC's Pacific Western Bank in the coming weeks.
9. Leadership and Professional Development Committee Purpose, Duties, and Composition Nikki Winslow/Christine Powers  
The Leadership and Professional Development Committee emphasizes 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. Additional efforts include an annual regional training program, in which library staff learn about regional library resources, best practices, and innovative programs. This Committee will allow experienced library staff to mentor others, strengthening 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.  
Duties of the Committee
- Create and maintain the operation of SCLC's Mentorship Program.



- Develop an annual regional training program, to be considered and approved by the Administrative Council.
- Suggest and help implement programs that support members in their professional growth.

Committee Composition

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

MSP (Shupe/Addington) to approve the further development of the Committee, for eventual addition to the Bylaws.

31 yes, 0 no, 0 abstain

10. Appointments to Audit and Finance Committee      Jesse Walker-Lanz  
 There are currently two vacancies on the committee. Cousin and Vonnegut have been appointed to fill these vacancies, effective immediately.

11. Committee Updates

- a. Audit and Finance Committee      Hilda LohGuan  
 Last met on August 2, 2023, and discussed the budget, investments and SCLC staff health care premiums.
- b. Technology Committee      Nikki Winslow  
 Summer meeting was rescheduled for September, and Committee plans to discuss becoming an interest group rather than a committee.
- c. Planning Ad Hoc Committee      Elizabeth Goldman  
 Last met over the summer, and began planning an all director planning retreat on January 18, 2024. At the next meeting, Committee will plan agenda for retreat, and start updating the SCLC mission statement.
- d. Member Library Engagement Ad Hoc Committee      Cathy Billings  
 Survey will be sent to gain library staff input on potential interest groups.

12. California State Library Report

Meg dePriest

The portal for reporting FY2022/23 data for the California Public Libraries Survey dataset will open on Tuesday, September 5th. Data will be due no later than Monday, November 6, 2023. Reporting forms and definitions will be posted to LibPAS by August 18, 2023, and an information session, which will be recorded, will occur on Thursday, August 31st and 2:00. Data submitters and directors will be notified. Contact [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov) with any questions. Coming soon is a statewide subscription to Policy map. Career Online High School no longer requires a local cash match for student participation.

13. Executive Director's Report Christine Powers  
 The "Introduction to SCLC" member orientation was presented to the Executive Committee for review and feedback. Powers has met one-on-one with almost half of SCLC directors. A cover email was included with FY 2023/24 membership dues invoices to thank members for their continued support and outline SCLC benefits and services. Staff is updating SCLC's website with subpages for the four contracted cooperatives, to maintain transparency and comply with the Brown Act. In early 2024, SCLC will transition to a new website, and update SCLC's logo. In June, Powers attended both the California Library Association (CLA) and the American Library Association (ALA) conferences. Staff is exploring how to further reduce expenditures and spreading some overhead costs onto the other four contracted cooperatives, to bring financial equity for SCLC. Staff continues to explore pathways to ensure the long-term financial stability of SCLC. SCLC received the legal filing, Cari McCormick vs. California Public Employees' Retirement System, wherein SCLC is named one of over 1,500 defendants in a discrimination complaint tied to CalPERS. Legal council postulates that this will not have an impact on SCLC. Our delivery company replaced troublesome staff, and SCLC is no longer receiving delivery complaints. For FY 2023/24, SCLC applied for and was awarded three grants from the California State Library (CSL): Digital Navigators, Public Library Staff Education Program (PLSEP), and Backpack Program, which is a compliment to the State Library Parks Pass Support Program.
14. Administrative Council Chair's Report Jesse Walker-Lanz  
 Walker-Lanz thanked Shaffer for his year serving as Chair. LAPL and CoLA will be extending invitations to all jurisdictions to join One Book, One County program for Summer 2024.
15. 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.*  
 Council reviewed quality of hybrid meeting for those attending via Zoom. The CLA conference will be in Pasadena in 2024, and the ALA conference will be in San Diego. Shaffer requested that directors share with him any public records requests regarding LGBTQIA+, so that these inquiries can be collated into a single database.
16. Adjournment Jesse Walker-Lanz  
 MSP (LohGuan/Shaffer) to adjourn meeting at 3:36pm.



**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Andy Beck, Controller

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

BACKGROUND: The Budget Status Report for FY 2023/24 is attached for review and reflects reconciled bank statements through September 30, 2023.

Financial highlights for revenues include the receipt of 70% membership dues. There are no unexpected expenses.

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.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget to Actual Report FY 2023/24

Southern California Library Cooperative  
Budget Status Report  
September 30, 2023

AC Agenda Item 05a

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
<b>Revenues:</b>							
CLSA baseline revenue (communications and delivery)	\$ 599,447	\$ 142,870	\$ 29,879	\$ 569,568	95%	5%	Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	34,975	104,925	75%	25%	Expected to be received in December 2023
Fiscal and administration revenues	223,784	211,702	55,946	167,838	75%	25%	CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	221,736	1,004,696	82%	18%	
Grant indirect revenues	131,523	161,330	12,010	119,513	91%	9%	
Grant staffing revenues	142,045	84,781	37,948	104,097	73%	27%	
Membership dues	237,064	210,681	237,065	(1)	0%	100%	Lump sum billing; 70% received
Califa membership dues	13,590	13,590	13,591	(1)	0%	100%	Lump sum billing; 70% received
Investment income	100,000	40,115	34,601	65,399	65%	35%	Reported quarterly
Other	1,000	2,485	496	504	50%	50%	
<b>Total revenues</b>	<u>2,814,785</u>	<u>3,385,618</u>	<u>678,247</u>	<u>2,136,538</u>	<u>76%</u>	<u>24%</u>	
<b>Expenditures:</b>							
<b>CLSA baseline expenditures:</b>							
Office supplies	13,000	4,172	2,942	10,058	77%	23%	
Duplication and photocopies	1,500	1,735	360	1,140	76%	24%	
E-Resources	369,647	1,212	1,273	368,374	100%	0%	
Contract services for delivery	172,500	68,206	15,327	157,173	91%	9%	Reliant
Contract services	19,000	15,869	2,880	16,120	85%	15%	Audit; GASB 75
Telecommunications	21,800	16,681	7,097	14,703	67%	33%	Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-	-	-	PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	-	2,000	100%	0%	
<b>Total CLSA baseline expenditures</b>	<u>599,447</u>	<u>142,870</u>	<u>29,879</u>	<u>569,568</u>	<u>95%</u>	<u>5%</u>	
<b>CLSA administration expenditures:</b>							
<b>Personnel</b>							
Salary and wages	603,693	517,555	161,087	442,606	73%	27%	
Retirement benefits	62,700	46,628	16,711	45,989	73%	27%	
Unfunded pension liability	151,107	152,775	146,217	4,890	3%	97%	Discount with one time payment
Health insurance - current employees	56,000	46,491	14,118	41,882	75%	25%	
Health insurance - retired employees	46,300	47,102	11,428	34,872	75%	25%	
Dental and vision	5,400	5,063	1,337	4,063	75%	25%	Ameritas
Life insurance	2,300	1,214	387	1,913	83%	17%	Lincoln; Dearborn
Other personnel expenses	15,500	14,394	6,613	8,887	57%	43%	Payroll tax; Workers comp
<b>Total personnel expenditures</b>	<u>943,000</u>	<u>831,222</u>	<u>357,898</u>	<u>585,102</u>	<u>62%</u>	<u>38%</u>	
<b>Other</b>							
Payroll processing	7,000	7,766	1,821	5,179	74%	26%	Paychex; Paychex HR; Time/Attendance
Accounting software	4,000	3,969	4,118	(118)	-3%	103%	Lump sum payment
Office space rent	25,800	25,716	6,429	19,371	75%	25%	
Insurance	2,400	2,280	590	1,810	75%	25%	General liability
Travel/conference/meeting	10,000	9,028	337	9,663	97%	3%	
Membership dues	14,600	13,848	13,590	1,010	7%	93%	Payment to Califa
Legal	12,000	11,220	700	11,300	94%	6%	
Professional other	-	79,423	-	-	-	-	PY Accountant; Consultant
Other	3,000	3,590	1,424	1,576	53%	47%	GASB 68 report
<b>Total other expenditures</b>	<u>78,800</u>	<u>156,840</u>	<u>29,009</u>	<u>49,791</u>	<u>63%</u>	<u>37%</u>	
<b>Total CLSA administration expenditures</b>	<u>1,021,800</u>	<u>988,062</u>	<u>386,907</u>	<u>634,893</u>	<u>62%</u>	<u>38%</u>	
<b>Grant project expenditure</b>	<u>1,226,432</u>	<u>2,377,231</u>	<u>221,736</u>	<u>1,004,696</u>	<u>82%</u>	<u>18%</u>	
<b>Total expenditure</b>	<u>2,847,679</u>	<u>3,508,163</u>	<u>638,522</u>	<u>2,209,157</u>	<u>78%</u>	<u>22%</u>	
<b>Deficit of revenues over expenditures</b>	<u>\$ (32,894)</u>	<u>\$ (122,545)</u>	<u>\$ 39,725</u>	<u>\$ (72,619)</u>	<u>221%</u>	<u>-121%</u>	

**SCLC ACCOUNT BALANCES**

Pacific Western Bank	\$ 342,673
Chase	3,044,818
Local Agency Investment Fund	150,751
CA Employer's Pension Prefunding Trust	85,990
<b>Total</b>	<u>\$ 3,624,232</u>

Southern California Library Cooperative  
Budget Status Report  
September 30, 2023

**CLSA FUNDS**

	<b>FISCAL YEAR 2023-24</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ -	\$ 379,630	\$ -	\$ 379,630
Delivery	-	150,487	-	150,487
Contracted services	-	15,764	-	15,764
Office supplies	-	11,723	-	11,723
Capital outlay	-	2,000	-	2,000
	<u>\$ -</u>	<u>\$ 559,604</u>	<u>\$ -</u>	<u>\$ 559,604</u>

	<b>FISCAL YEAR 2022-23</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 445,338	\$ -	\$ -	\$ 445,338	Pressreader \$16,653; Remaining \$428,686
Delivery	21,854	-	(15,327)	6,527	
Contracted services	3,236	-	(2,880)	356	
Telecommunications	30,000	-	(3,855)	26,145	
Office supplies	3,393	-	(3,302)	91	
	<u>\$ 503,821</u>	<u>\$ -</u>	<u>\$ (25,364)</u>	<u>\$ 478,457</u>	

	<b>FISCAL YEAR 2021-22</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 288,419	\$ -	\$ -	\$ 288,419	Pressreader
Telecommunications	3,519	-	(3,347)	172	
	<u>\$ 291,938</u>	<u>\$ -</u>	<u>\$ (3,347)</u>	<u>\$ 288,591</u>	

	<b>FISCAL YEAR 2020-21</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 64,636	\$ -	\$ (1,273)	\$ 63,363	Pressreader
	<u>\$ 64,636</u>	<u>\$ -</u>	<u>\$ (1,273)</u>	<u>\$ 63,363</u>	



**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **FY 2023/24 CLSA Plan of Service Update (DISCUSSION)**

BACKGROUND: 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.

Exhibit A consists of the CLSA Final System Budget Allocations for the current fiscal year, broken down by each cooperative system. Exhibit B is a summary of SCLC's FY 2023/24 Plan of Service, as presented to the CLSB by State Library staff.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

- a. CLSA Final System Budget Allocations – FY 2023/24
- b. SCLC FY 2023/24 Plan of Service Summary

**CLSA Final System Budget Allocations- FY 2023/24****Communications and Delivery Program**

<b>System</b>	<b>Baseline Budget</b>	<b>System Administration</b>	<b>Total</b>	<b>Zipbooks</b>
<b>Black Gold</b>	\$ 111,082	\$ 27,770	<b>\$ 138,852</b>	
<b>49-99</b>	\$ 120,101	\$ 30,025	<b>\$ 150,126</b>	
<b>Inland</b>	\$ 299,065	\$ 74,767	<b>\$ 373,832</b>	
<b>NorthNet</b>	\$ 663,910	\$ 165,977	<b>\$ 829,887</b>	
<b>PLP</b>	\$ 569,046	\$ 142,261	<b>\$ 711,307</b>	
<b>SJVLS</b>	\$ 191,525	\$ 47,881	<b>\$ 239,407</b>	
<b>Santiago</b>	\$ 177,074	\$ 44,268	<b>\$ 221,342</b>	
<b>Serra</b>	\$ 212,595	\$ 53,149	<b>\$ 265,743</b>	
<b>SCLC</b>	\$ 559,604	\$ 139,900	<b>\$ 699,504</b>	
<b>Total funding</b>	<b>\$ 2,904,000</b>	<b>\$ 726,000</b>	<b>\$ 3,630,000</b>	<b>\$ 1,000,000</b>

**Southern California Library Cooperative (SCLC): 40 Members****Total CLSA Budget: \$699,504****Previous year(s) CLSA funds being used: \$490,748.**

- **\$3,519** from FY 2021-2022 originally allocated to **Telecommunications** will be used for Telecommunications in FY 2023-2024
- **\$3,236** from FY 2022-2023 originally allocated to Audit will be used for the **Audit** in FY 2023-2024
- **\$21,854** from FY 2022-2023 originally allocated to Delivery will be used for **Delivery** in FY 2023-2024
- **\$30,000** from FY 2022-2023 originally allocated to **Telecommunications** will be used for Telecommunications in FY 2023-2024
- **\$428,746** from FY 2022-2023 originally allocated to **E-Resources** will be used for E-Resources in FY 2023-2024
- **\$3,393** from FY 2022-2023 originally allocated to **Office Supplies** will be used for Office Supplies in FY 2023-2024

**CLSA Baseline Funding Budget: \$559,604**

- **Delivery of Physical Materials: (\$150,487)**

Courier delivery services will move materials between SCLC's 40 member libraries through weekly pickups and deliveries. While courier delivery had previously been viewed as a means of transporting materials back to owning libraries. Delivery is now being adopted as a tool for low-cost interlibrary loan, whereby a patron could request an item from any library within SCLC and have it delivered to the library that is most convenient to them.

Estimated average cost to move one item in the region: \$3.80 and \$4.56 including staff cost.

- **Telecommunications: (\$33,519 from FY 2021-2022 and 2022-2023; \$11,719 will be rolled over to 2024-2025)**

Website Updates/Hosting (\$700)

An online presence is necessary for SCLC member libraries and the public to be able to get real-time updates and document retrieve relating to the System.

Internet (\$800)

Internet connectivity is crucial to maintain SCLC System operations. With an almost fully remote staff, the daily work of the organization is conducted remotely requiring high speed and a secure connectivity.

Tech Support (\$8,000)

IT support for System staff is essential to ensure staff can respond when System hardware is not working as intended.



Phone/Fax (\$9,100)

Web Software (\$200)

VOIP (\$3,000)

- **E-Resources: (\$379,630)**

Press Reader (\$368,435)

Systemwide purchase that provides all member libraries with access to newspapers across the world and enables patrons of diverse backgrounds to receive news and information from their home country, in their language.

Gale Archives of Sexuality and Gender (\$1,218)

This extensive and unique collection of primary sources covers the depth and breadth of 20<sup>th</sup> and 21<sup>st</sup> century human sexuality.

E-Resource To be Determined (\$9,977)

SCLC is in the process of determining whether to enhance existing e-resources or to put these funds towards an additional, approved e-resource.

- **Other: Audit (\$15,764)**

The System participates in an annual audit of its financial records to ensure the accuracy of its records and financial bookkeeping.

- **Office Supplies: (\$13,723)**

Duplication/Photocopy (\$1,500)

Postage (\$800)

General Office Supplies (\$11,423)

**CLSA System Administrative Funding Budget: \$139,900**

Salary and Benefits for:

- Executive Director: \$31,611 (FTE .156/1)
- Deputy Director: \$33,556 (FTE .212/1)
- Controller: \$24,345 (FTE .185/1)
- Project Manager: \$21,663 (FTE .158/1)
- Administrative Assistant: \$28,725 (FTE .272/1)

**Program Support using non-CLSA funding:**

Access to these vital resources isn't being funded locally, which is why the CLSA funds are being used to fund Systemwide selections. Given that most System members are smaller libraries with smaller budgets, Systemwide funding of this kind is essential to ensure their patrons have access to these vital and robust international resources.

Meeting the Goals of the community:

System members continually survey patrons to determine satisfaction with their current selection of materials and services. Member libraries refine their services, start new programs and services, or stop offering some products and services based on low usage and feedback from staff or the public.

The System's goal remains to offer the best variety of materials and services distributed equitably across the service area. Given how geographically diverse the System is, with a mix of urban, rural, and suburban systems, and having two of the largest library members in the state, it is critical that a variety of culturally diverse resources is offered in a manner that is as timely and efficient as possible.

**Total CLSA BASELINE Funds with ROLLOVER for SCLC: \$1,050,352**

<b>Fiscal Year</b>	<b>Administrative Funding</b>	<b>Baseline Program Funding</b>	<b>Intentions for funding</b>	<b>Status of funding</b>	<b>Previously approved purpose</b>
2023-2024	\$139,900	\$559,604	E-Resources: \$379,630 <ul style="list-style-type: none"> <li>• Press Reader: \$368,435</li> <li>• Gayle Archives: \$1,218</li> <li>• To Be Determined: \$9,977</li> </ul> Delivery: \$150,487 Other: Audit \$15,764 Office Supplies: \$13,723 <ul style="list-style-type: none"> <li>• Postage: \$800</li> <li>• General Office Supplies: \$11,423</li> <li>• Duplication/photocopy \$1,500</li> </ul>	Not yet approved	N/A
2022-2023		\$3,393	Office Supplies	rollover; will use in Fiscal Year 2023-2024	Office Supplies
2022-2023		\$428,746	E-Resources		E-Resources
2022-2023		\$21,854	Delivery		Delivery
2022-2023		\$3,236	Audit		Audit
2022-2023		\$30,000	Telecommunications		Telecommunications
2021-2022	\$0	\$3,519	Telecommunications		Telecommunications

<b>TOTAL:</b>	\$139,900	\$1,050,352
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**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Andy Beck, Controller

SUBJECT: **LAIF Account Update (ACTION)**

BACKGROUND: The Local Agency Investment Fund (LAIF) is considered a 2a7 like investment or a money market fund for governmental organizations. The Southern California Library Cooperative (SCLC) has maintained a LAIF account since May 2008. Any changes to LAIF must be approved by the Administrative Council, which is verified by the State of California. SCLC has opened a new bank account with JP Morgan Chase. To transfer funds to and from LAIF, the banking institution must be updated with LAIF.

FISCAL IMPACT: None

RECOMMENDATION: Recommend that the Administrative Council include JP Morgan Chase as an authorized bank for LAIF, as recommended by the Executive Committee.

EXHIBITS:

- a. LAIF Bank Account Authorization Form



**California State Treasurer's Office  
Local Agency Investment Fund (LAIF)**

**Bank Account Authorization**

Effective Date \_\_\_\_\_

Agency Name \_\_\_\_\_

LAIF Account # \_\_\_\_\_

Agency's LAIF Resolution # \_\_\_\_\_ or Resolution Date \_\_\_\_\_

**ONLY** the following bank account(s) listed in the table below are hereby authorized for agency transfers with LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF.***

Bank Name, Branch Number, Address & Telephone	Account & ABA (Routing) Number*	LAIF Bank
	Account #: ABA #:	
	Account #: ABA #:	
	Account #: ABA #:	
	Account #: ABA #:	

**\*Subject to verification by the State Treasurer's Office. For all new bank account(s) being added: 1) Bank account must be in the agency's name. 2) Attach an original voided check or bank statement showing the name on the account and full bank account number.**

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

Please provide email address to receive LAIF email notifications.

Name	Email

Please email the completed form for review to [laif@treasurer.ca.gov](mailto:laif@treasurer.ca.gov) and allow 2 days for the review. **DO NOT** mail the original form until you receive a response from LAIF that the form is acceptable.

Mail the approved form to: CA State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001



**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director  
Andy Beck, Controller

SUBJECT: **Banking Status and Reconsideration of Financial Authority  
(ACTION)**

BACKGROUND:

Status of SCLC's Bank Accounts

Earlier this calendar year, the Administrative Council approved switching Southern California Library Cooperative's (SCLC's) banking institution from Pacific Western Bank to a "larger bank." Upon careful consideration, staff moved forward with JP Morgan Chase as SCLC's new bank, as this bank does support governmental organizations and is able to provide coverage over the FDIC limit to SCLC's account. The application process was started in July 2023 and the account was established by the end of August. Financial authority was provided to the following individuals:

- Christine Powers, Executive Director, Authorized Representative
- Nerissa Snodgrass, Project Manager, Authorized Representative
- Jesse Walker-Lanz, Chair, Authorized Signer
- Hilda LohGuan, Vice Chair, Authorized Signer

Currently, SCLC's Pacific Western Bank account is still open. This is because SCLC's LAIF account is currently tied to the Pacific Western Bank account, and formal authority from the Administrative Council is required before staff can close the account. The Pacific Western Bank account will remain open until the Administrative Council takes formal action on this item. After this process is completed, staff can move forward with transferring the remaining funds to the Chase account, and permanently close the Pacific Western Bank account.

### Banking Status of Other Cooperatives

After establishing SCLC's new account, staff moved forward with streamlining its operations by obtaining authority from the other four cooperatives they manage to also switch their banks to JP Morgan Chase. Staff obtained this authority from the other four cooperatives and are currently in the process of switching their banking status.

### Reconsideration of Financial Authority

As mentioned above, the Administrative Council has granted financial authority to two members of SCLC staff, as well as the Chair and Vice Chair. In order to obtain financial authority, each individual who will be added to the bank account must provide their name, address, social security number, a copy of their driver's license (or some other form of official identification, such as a passport), as well as a secondary form of identification. This information is collected by the bank and is not, at any point, collected by or provided to SCLC staff members.

While having Council Members on bank accounts has been a practice for SCLC and for the other four cooperatives that it serves for several years, there does not seem to be any sort of legal requirement for this practice. In reviewing the system's JPA, Bylaws, and Standing Rules, there is no explicit requirement for Council Members to be authorized signers on any financial accounts. The only requirement listed in the JPA Agreement (section 8a), states that "the Treasurer of the System shall be the Director, who shall have custody of all the money of the System from whatever source." Furthermore, when reviewing the duties of the Chair and Vice Chair in the Standing Rules, there is no mention of having financial authority for either position.

While having members of the Administrative Council on SCLC's bank accounts is likely an effort to increase transparency, it also poses some drawbacks. First, it puts pressure on Council Members to disclose financial information that they may not be comfortable sharing, especially as they are probably not required to provide this information in the course of their work in their respective library systems. Secondly, while the process is much easier now with Chase, it does create additional work to switch members on and off the account: for the Administrative Council to vote on, for staff to draft the appropriate communications/reports and to coordinate the changes with the bank, and for the bank itself to make these changes on an annual basis. Finally, having additional members on the account who are not under SCLC's authority does pose a liability.

The current practice of having the Chair and Vice Chair as authorized signers on the account could continue, but staff wanted to bring this item up for discussion and potential recommendation to the Administrative Council. Should there be a desire to discontinue having Council Members on bank accounts, other transparency measures can be implemented, 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.

At its last meeting on October 25, 2023, the Executive Committee made a recommendation to the Administrative Council to discontinue the practice of having

Council Members on the accounts, and, instead, include bank statements with budget reports.

FISCAL IMPACT: None

RECOMMENDATION: Consideration of the Executive Committee's recommendation to discontinue the practice of having Council Members on SCLC's bank accounts, and, instead, include bank statements with budget reports.

Should this be the direction of the Council, staff requests the following direction:

- when to discontinue the practice of having Council Members on the accounts (end of this calendar or fiscal year); and
- To which bodies the bank statements should be distributed to (Audit and Finance Committee, Executive Committee, and/or Administrative Council).

EXHIBITS: None





**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **New Website Proposal (ACTION)**

BACKGROUND: The Southern California Library Cooperative's (SCLC) Strategic Plan is broken down into three main priorities: Resource Nexus; Transparency, Advocacy, and Engagement; and Organizational Health and Sustainability. As part of its Transparency, Advocacy, and Engagement efforts, one goal includes hiring a digital media developer to establish a more robust online presence for SCLC. The timing for this goal is set for this current fiscal year.

As part of this effort, staff has been looking into potential vendors to redo the entire website. Prior to hiring a vendor, staff has begun slowly updating SCLC's website to reflect not only the work of SCLC, but to also reflect that it provides administrative and fiscal services to four of the other nine library cooperatives in the state. As part of this effort, as well as to maintain compliance with the Brown Act, staff obtained authority from each of the other four systems to build microsites for each of these systems that would be controlled by SCLC staff. Prior to this request, staff did not have access to systems' websites to post agendas and minutes. These sites will have a redirect with their own URL and will also be linked to SCLC's main website.

In the Strategic Plan, there is direction to issue a request for proposals (RFP) to hire a digital media developer. Staff has identified a vendor that would be a good fit for this project; however, given the direction in the Strategic Plan, staff was prepared to issue an RFP for services. During their October 25, 2023, meeting, the Executive Committee provided a recommendation to not conduct an RFP for this project, noting that the small size of this project did not justify the efforts involved in releasing and responding to an RFP. Pursuing an RFP would have also significantly delayed the timeline for this project.

After researching various vendors, staff decided to request a proposal from Streamline, a company that specializes in creating software and providing web services to small local government organizations, especially special districts. They have worked with more than 1,500 special districts to provide digital tools and assistants to reduce district risks through compliance with state and federal mandates, and better engage with their communities through their website, email, and social media. Recognizing a need from such smaller government entities for simple, back-office operations that can be managed by one person, Streamline found their niche in providing such services.

Streamline has an easy-to-use website tool that will allow SCLC staff to fully control content. It provides built-in ADA compliance and ensures that websites meet state-specific transparency laws. Their site has agenda reminders, and uploading agendas to the site is extremely easy. They offer ongoing improvements to existing features at no cost, so that software will never be out of date.

Streamline will build a new site for SCLC and migrate existing content, and the timeline for this will allow the new site to go live early 2024. This will include the pages for the other cooperatives, as described above. They will also be able to build SCLC a members-only portal so that members can share resources and best practices. They provide staff training and unlimited ongoing support and will cover the cost of acquiring and maintaining domains. They also provide an SSL security certificate so that the site is served over https and visitors are protected. There is unlimited hosting of content and files, which means staff will not have to worry about upgrading the account. They have an extensive knowledge base, provide articles and guides, and have a technical support number for staff to use whenever assistance is needed. They also provide support with hosting larger virtual conferences, should SCLC ever want to host such an event.

The attached exhibit provides more information about Streamline and the proposal to SCLC.

**FISCAL IMPACT:** The cost is \$445 per month (\$5,340 annually) and includes all services described in this report and the exhibit.

**RECOMMENDATION:** Consider approving Streamline as SCLC's vendor to create and host its website.

**EXHIBITS:** Streamline Proposal for SCLC



# STREAMLINE

Christine Powers  
Executive Director  
Southern California Library Cooperative

Dear Christine,

I am pleased to submit this proposal to design Southern California Library Cooperative's website utilizing Streamline.

Streamline has worked with more than 1,500 special districts to provide digital tools and assistants to reduce district risks through compliance with state and federal mandates, better engaging with their communities through their website, email, and social media, and saving time and money.

We are excited to have the opportunity to serve Southern California Library Cooperative with our website services. To proceed, here is the link to the proposal - [Southern California Cooperative Agreement](#).

Sincerely,

**Mac Clemmens**  
CEO, Streamline

 (916) 238-1802 direct (916) 900-6619 office

 [www.getstreamline.com](http://www.getstreamline.com)

 [mac@getstreamline.com](mailto:mac@getstreamline.com)

 3301 C Street Suite 1000 Sacramento, CA 95816

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## Experience and Qualifications

Streamline has nearly 1,500 special districts on its Web platform in 26 states with a 98% retention rate year over year for the past five years. Streamline has worked with special districts of all types since its inception and brings on an average of ten new districts weekly.



*Our staff of 40 is here to serve you!*

### Key personnel

**Mac Clemmens, CEO**, has a passion for accessible technology. In 2018, Mac won the “access award” from Disability Rights California, the nation’s largest disability advocacy group, for his work creating ADA-compliant websites for various disabilities.

**Lindsay Hardy, Head of Product Design**, is a thought leader in user experience and has designed some of the largest institutional websites in the United States. Prior to Streamline, he served in marketing leadership and design at the University of California, Davis, and Apple.

**Maria Lara, National Director**, leads our customer exploration, discovery, and onboarding process. Maria walks through the process with the customer entirely to ensure Streamline is the right fit for their district. Maria speaks on issues of particular importance to districts, such as how to be sure your website is ADA compliant, how to fight fake news about your district, and cybersecurity best practices.

**Karey Hansen, Head of Customer Happiness**, ensures all customers are onboarded, trained, and supported for their website. He leads customer training sessions, webinars, and is available first-hand for any support needed.

**Stephen Potenza, Head of Engineering**, brings almost 20 years of experience developing web-based applications. In addition to his technical expertise, he has an eye for design and brings an empathetic approach to user interface architecture.

**Annelise Spargo, Director of Marketing**, leads our thought leadership and public outreach efforts. Managing our social media channel, marketing campaigns, and national events, Annelise provides all communication needs to spread the word about Streamline.

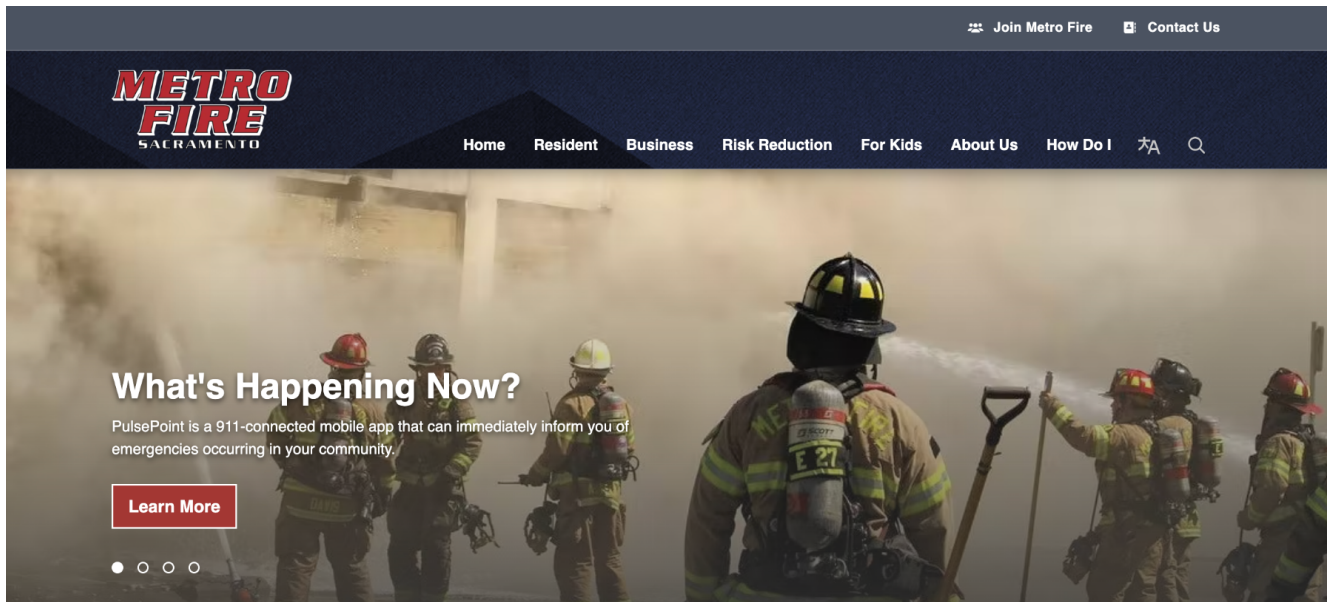
**Rachel Stern, Chief Strategy Officer**, brings over 10 years of GovTech experience. Rachel leads Streamline's data team in supporting special districts needs and helping local government agencies obtain equal access to online tools that serve their community.








### 3 Examples of Past Projects

The Streamline platform has the ability to implement custom designs. They are unparalleled in their effectiveness and impact.

Sacramento Metropolitan Fire District - [metrofire.ca.gov](http://metrofire.ca.gov)

The team from Streamline worked with the Sacramento Metropolitan district to create a unique design that features their involvement in the community and real-time updates from social media.



-  Station Locations
-  Active Incidents
-  Agendas and Minutes
-  Request a Report
-  Invite Metro Fire
-  Employment Opportunities
-  Submit Plans

#### Metro Fire on Social



Alpha Park Library - <https://www.alphapark.org/>

Since switching to Streamline, the district now has multiple staff members who can manage the website. Site engagement metrics and the email list have reached record-breaking levels, which include more community trust and involvement than ever before. They can now share posts directly from the website to social media or email blast with one click.

**ALPHA PARK PUBLIC LIBRARY**  
BARTONVILLE, ILLINOIS

Catalog | Contact Us

Search... Go!

Home | Library Catalog | How Do I...? | Online Resources | Digital Materials | Library of Things | Departments | Services | About Us

# POP-UP LIBRARY

at GLASFORD

Every Tuesday through December 3:30-5 p.m.  
at the Glasford Village Hall

Check out books, get homework help, play games, get tech help, and socialize!  
*Everyone's Welcome - Drop In!*

**EVENTS CALENDAR** | **LIBRARY CATALOG** | **EXPLORE MORE ILLINOIS** | **FIND YOUR NEXT READ** | **PEORIA STATE HOSPITAL PODCAST** | **PROGRAM GUIDE**

**WE'RE SELLING RADA CUTLERY** SHOP NOW TO SUPPORT OUR GROUP

**Friends' RADA Cutlery Fundraiser**

The Friends of Alpha Park Public Library are hosting another RADA Cutlery Fundraiser through January! Whether you're an avid chef or hate to cook, there are plenty of

**News and Events**

- APL is Seeking Your Help This Fall!
- The Peoria State Hospital Podcast is Here
- Book Matching Service
- APL's 2023 Reading Challenge is here!

READ MORE -

**VOLUNTEER**

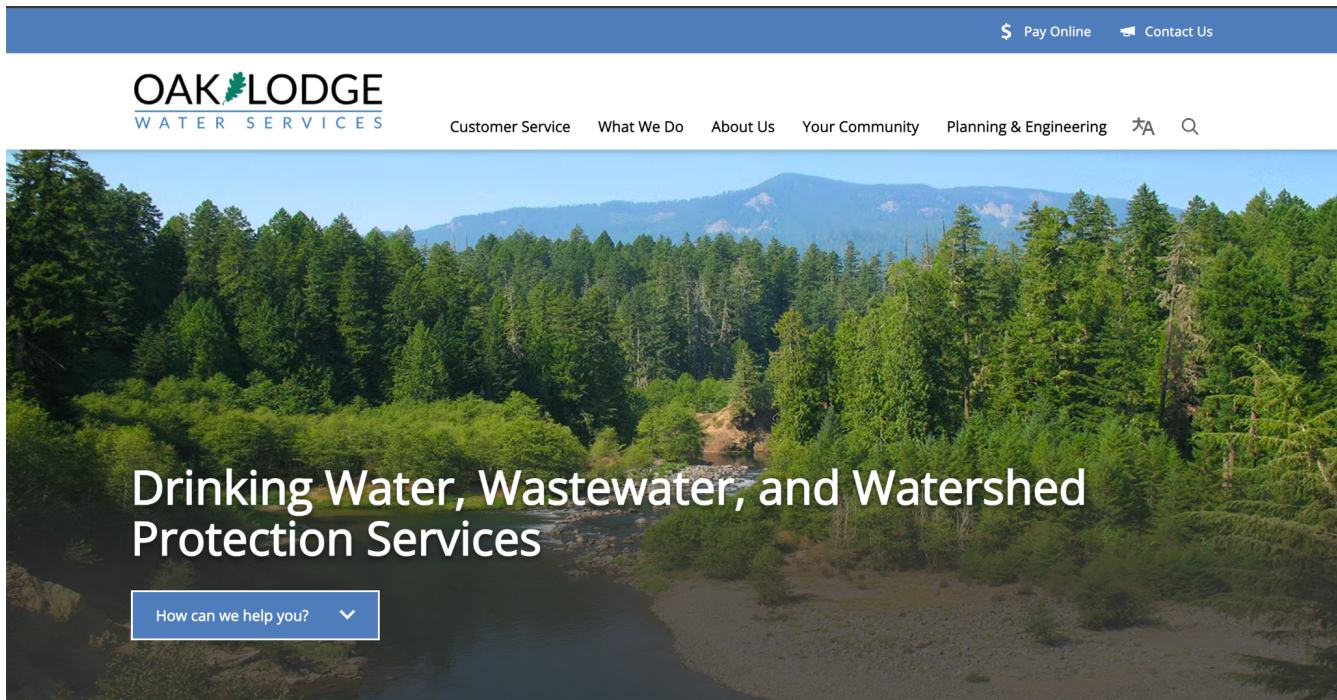
**Volunteer Opportunities**

Want to be a volunteer at the Alpha Park Library? Great! Click here to find out how!







READ MORE -



Maria Lara, and Lindsay Hardy from Streamline worked with the Oak Lodge Water District to create a unique design that educates the community about their services and the importance of protecting the watershed.



### Your Community Infrastructure

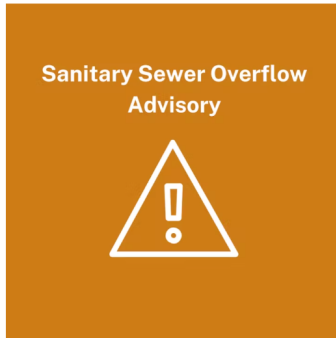
					
24/7 Water Services	9,100 Customer Connections	200 miles of water and wastewater pipes	3,123 watershed protection catch basins	773 fire hydrants	1.5 billion gallons annual wastewater treated

### How We Serve You

# Our Commitments to Customers

- » Protect Public Health
- » Provide Excellent Customer Service
- » Keep Rates Affordable
- » Keep Our Rivers Clean

## News & Events



Heavy Rain Causes Sanitary Sewer Overflowing to the Willamette River

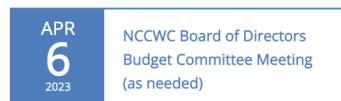
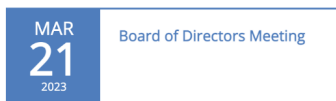


We're Investing in a Resilient Water Future



Stormdrain Cleaning Assistance Program open March 1 - April 30

## Calendar



[Customer Service](#)

[What We Do](#)

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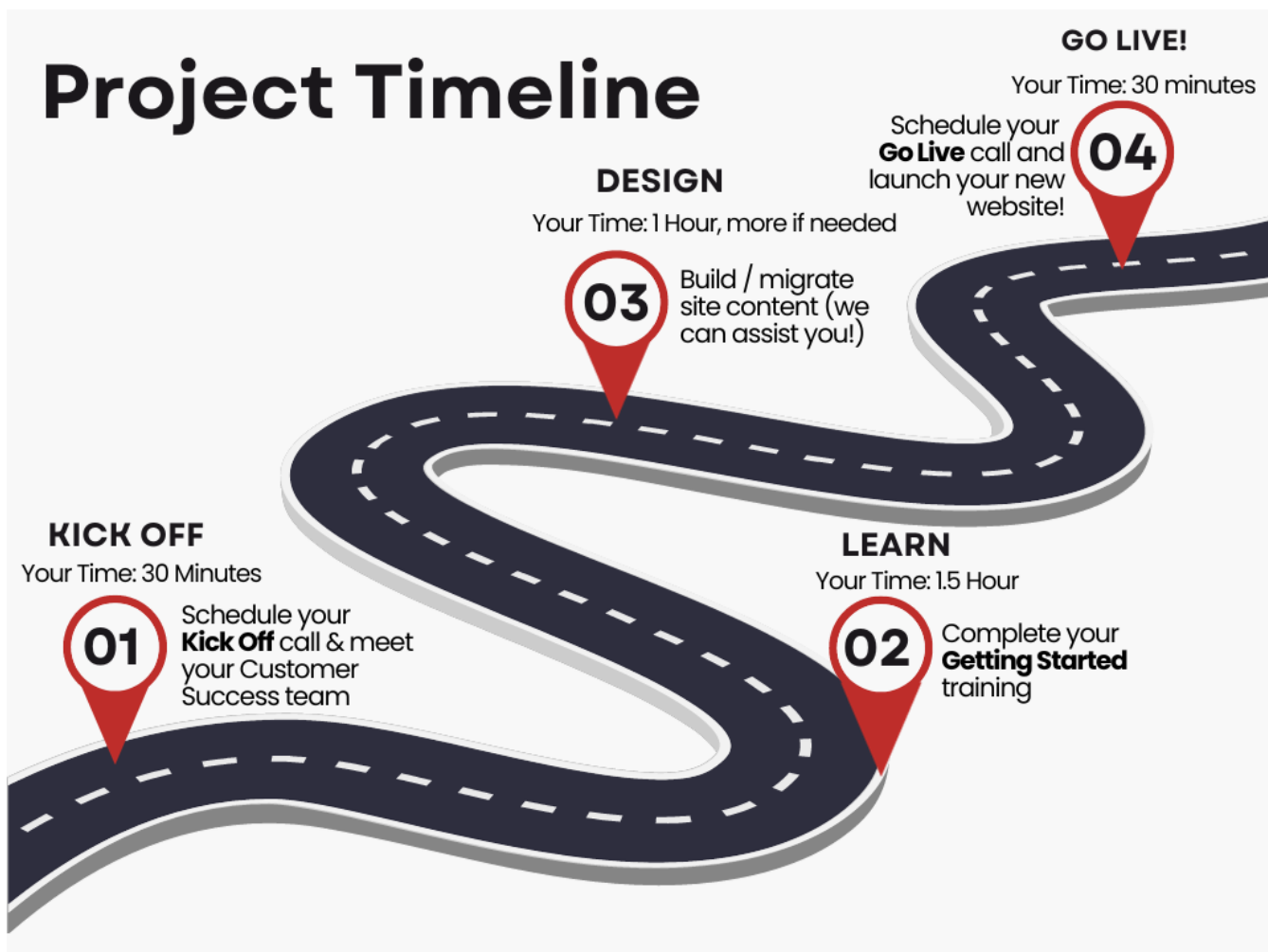


Powered by Streamline | [Sign In](#)

[Join our mailing list](#)

## Your Timeline to Go Live

Website redesigns are slow and painful, yet Streamline is fast. Based on our conversation with your team, your website will be ready in roughly 1 month.



### Staff Members Included in this Project:

- **Head of Customer Success: Karey Hansen** is known for her distinguished 15-year career at Sunrise Recreation and Park District, where she worked in various capacities to assist with district operations while managing more than 100 employees. She went to work for a special district because she was inspired by her father’s passion to serve others as a general manager of a water district.
- **Customer Success Account Managers: Adrianna Sells, Kurt Danilson, and Lindsee Green** are all highly experienced customer success account managers. Combined, they have over 10+ years of experience in helping special districts launch effective websites.

## Unlimited Support

*Small things, big things, and anywhere in between. Our US-based support team is always here to jump on a call, address your support ticket, or train that new staff member. We've got your back!*

Free training and support from a real human whenever you need it

### **Training**

*We'll teach you how to use your website*

- 1-hour start-up training for all users
- New staff member training as needed
- Hundreds of on-demand tutorials
- Monthly Masterclass webinars

### **Support**

*We'll jump in if you need help getting it done*

- Dedicated phone support hotline
- Request help through your website
- One-on-one Zoom session
- Email support

*When you reach out, a real-human will get back to you in **less than 1-hour***

---

Unlimited support is one of the things our customers love most

**94% of all submitted support issues receive a positive resolution rating by customers**



“Streamline has made my life so much easier! I don't procrastinate because I'm intimidated and I know that if I need help, I can ask. Thank you for taking a daunting task and making it easy, even fun, so that our patrons can find the information they need when they need it.”

*- Su Liudahl, Creswell Library District*



“When I needed help getting more detailed work done on the website, I was able to schedule a one-on-one with Chris in no time. During our meeting, he showed me some cool tricks and got our website looking outstanding! Plus he's just friendly and great to work with. Definitely recommend Streamline to everyone who needs it.”

*- Taylor Gullikson, Los Olivos Community Services District*

## Why choose Streamline?

By choosing Streamline Web, you will become part of a community of special districts working together to improve the platform and advocate for the features districts need. We also work closely with our customers to advocate against onerous, unfunded state mandates, and community engagement.

Our customers work together to improve website options for special districts—over the past year, every feature we've built has come from customer requests. The platform is constantly updated with new features and improvements, including everything needed to keep you compliant with state and federal regulations.

We believe the most local forms of government are the most effective, and we are doing everything in our power to support your work. By becoming part of our community, you'll have access to ongoing education (webinars, blog posts, talks) related to compliance, and be a part of helping us make online compliance easier for local governments.

For any further requests or additional questions, please contact:

Associate Partner  
Michael Rivera  
[michael.rivera@getstreamline.com](mailto:michael.rivera@getstreamline.com)  
(916) 647-8346

# Streamline Security & Business Continuity

## Proactive support

- **Uptime monitoring:** We are notified within a minute of any issue with the platform due to ongoing automated checks.

## Rapid response

- **US-based support:** our team will respond immediately to business-critical issues. All responses are tracked and routed using an online ticketing system.

## Best practices

- **Code security:** our architecture features an immutable codebase, so platform code cannot be changed outside of our normal dev-test-release process.
- **Secure headers:** We enforce HSTS and Content Security Policy headers.
- **SSL certificates:** We work with the LetsEncrypt certificate service to automatically issue and renew your certificates.
- **Best Practices:** We monitor NIST, MS-ISAC, and use package managers to monitor the code status of all code. Any security patch is deployed within 24 hours of public disclosure. Follows the [Twelve-Factor Methodology](#) for application design.

## SEO Practices

- The platform automatically supports short, keyword-optimized URLs. It uses an elegant HTML5 semantic structure and meets WCAG 2.1 AA standards out of the box. It automatically generates a sitemap.xml file, and more.
- Most importantly, the unique "POC" taxonomy structure of Streamline allows for content to be enriched and cross-referenced with ease, avoiding duplicate content penalties and broken links.
- For example, during the pandemic, Streamline customers were able to quickly build a COVID-19 landing page and add content to it using teasers. This created a page for the keyword that would quickly rank in search engines, while each included piece of content would reference back to the landing page.
- We are adding additional advanced capabilities, such as setting custom URLs, custom meta keywords, and meta descriptions, although these are generally no longer necessary for a successful top-rank for strategic keywords, thanks for District's ability to get a .gov, which is one of the easiest ways dominate the results against other domains. (If they don't have one, Streamline can help them add one and redirect their old URLs using type-301 redirects to ensure no loss of rank.)
- We created a checklist for districts to improve their SEO: [getstreamline.com/seo](https://getstreamline.com/seo)

## Reliability and backups

- **Best-in-class cloud hosting:** US-based Infrastructure on Amazon Web Services
- **99.95% uptime:** even when accounting for scheduled maintenance, the reliability of the platform exceeds industry standards
- **Multi-region redundancy:** we use multiple Amazon availability zones for seamless failovers in the case of a broad outage
- **Hourly backups:** made possible with Amazon Aurora, a distributed, fault-tolerant, self-healing storage system that auto-scales up to 128TB per database instance. It delivers high performance and availability with up to 15 low-latency read replicas, point-in-time recovery, continuous backup to Amazon S3, and replication across three Availability Zones (AZs)

## Independently-verified security

- **Security audits:** we conduct two types of audits: Automated security scans through industry-standard tools and manual penetration testing via 3rd party security firms
- **Security awareness training:** ensuring that your staff are aware of phishing attacks and other schemes is essential
- **Independent site scans:** we have partnered with numerous industry leaders including Secureworks to independently scan and certify the security of the platform on behalf of the systems we serve
- **Secure by design:** we have designed our platform to reduce the attack surface as much as possible at the platform architecture level

## Insured

- **Full COI coverage included:** we take a holistic approach to managing the integrity of our hosting platform by extending our company's \$2 million cyber insurance to your organization through a certificate of additional insured (COI) upon request.
- **Proven track record:** Though we have been incident-free in our 10+ years of hosting websites and applications, we are still proactive and protective.



**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **Status of Technology Committee (ACTION)**

BACKGROUND: At its June 30, 2020, meeting, the SCLC Administrative Council authorized the formation of a Technology Committee to act in an advisory role to the Council. This came shortly after the Administrative Council had approved a process allowing an interest group to apply to become a committee.

The application listed the following statement of interest:

The SCLC Technology Committee discusses how technology can be used for library services including topics of automation, infrastructure improvement, digital literacy, digital equity, and emerging technology.

It also listed the following goals for the committee:

- Learn and Grow
  - Learn from one another and increase the exchange of ideas and information.
  - Meet at various library locations in order to better understand each library, their community, and their needs.
  - Invite both IT professionals and Library staff to the SCLC meetings to get a better understanding of each respective profession, their process, and their goals.
- Collaborate and Share
  - Research various technology, weigh pros and cons of each, and find solution that best fits the needs of the library.
  - Share grant and funding opportunities with one another.
  - Discuss common goals, threads, missions, and best practices.



- Stay Engaged and Connected
  - Meet quarterly in order to keep topics fresh and to keep the group active and engaged.
  - SCLC structure allows us to stay connected by e-mail through listservs or physically in meetings.
  - Important to keep our Library Directors involved to show the importance of technology as a critical thread in today's library service.
  - Support SCLC technology goals as subject matter experts.

At the last Technology Committee meeting on September 28, 2023, there was an item on the agenda to discuss the status of the Technology Committee. The members discussed the challenges and constraints that the Brown Act placed on their ability to meet and share new ideas. The group ultimately voted to make a recommendation to the Administrative Council to no longer be a standing committee, and to revert to an interest group instead.

At its last meeting on October 25, 2023, the Executive Committee made a recommendation to the Administrative Council to revert the Technology Committee back to an interest group, as requested.

**FISCAL IMPACT:** Currently, the costs associated with administering the Technology Committee are approximately \$2,300 in staff time. Reverting to an interest group would likely take less staff time, and thus, allow staff to spend this time elsewhere.

**RECOMMENDATION:**

- a. Recommendation to revert the Technology Committee back to an interest group;  
or
- b. Recommendation to retain the Technology Committee as it currently stands.

**EXHIBITS:** None



## **REPORT TO THE ADMINISTRATIVE COUNCIL** SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **Executive Committee Structure (ACTION)**

**BACKGROUND:** Each year, the Administrative Council appoints members to its Executive Committee (EC) at its annual May meeting. The Southern California Library Cooperative (SCLC) Bylaws state that the EC will be composed of the following eight members: Council Chair, Vice-Chair/Chair-Elect, immediate Past Chair, and one member from each of the five California State Library (CSL) Statistical Groups as published annually in the California Library Statistics. The members that are selected from each of those groups each serve a two-year term, and terms are staggered so that the majority of the EC does not change in a single year. Interim or acting directors are not eligible for selection to the EC.

At the May 2022 Administrative Council meeting, there was direction from the Council to revisit the staggered term system at the May 2023 meeting. There was a significant amount of movement at the Director level among SCLC libraries for a few years, which resulted in changes in membership of the EC. This item was discussed, and it was determined that the ad hoc committee tasked with revising the Bylaws and Standing Rules would address this issue.

Currently, the member libraries are arranged in the following CSL Statistical Groups:

- SG1: Population over 150,000
- SG2: Population 70,000 - 150,000
- SG3: Population 50,000 - 70,000
- SG4: Population 20,000 - 50,000
- SG5: Population under 20,000

During the SCLC Bylaws/Standing Rules Ad Hoc Committee meetings, the members discussed the makeup of the EC. In reaching out to the CSL, it was confirmed that these Statistical Groups were set up several years ago to enable library staff to

compare libraries with similar sized library service area populations, and were most likely created with input from library directors. These Statistical Groups are not used by CSL staff in any official capacity, and there is nothing that compels SCLC to continue using them.

Upon careful consideration, the ad hoc committee recommends keeping five Statistical Groups and adjusting the populations in each category. Doing so will create an even number of members in each group and make the population range in each category closer to one another. The table below provides the newly proposed Statistical Groups; bolded members currently serve on the EC:

<b>SG1: Over 150,000</b>	
<b>Los Angeles City</b>	<b>3,819,538</b>
Los Angeles County	3,273,354
Long Beach	460,682
Ventura County	247,563
Santa Clarita	228,835
Oxnard	200,050
Glendale	193,116
Palm dale	167,398

<b>SG2: 100,000 - 150,000</b>	
Pomona	149,766
Torrance	144,433
Pasadena	138,310
Simi Valley	124,985
Thousand Oaks	124,592
Downey	112,584
Inglewood	106,481
Burbank	105,451

<b>SG3: 55,000 - 99,999</b>	
Santa Monica ( <i>currently in SG2</i> )	92,408
Whittier ( <i>currently in SG2</i> )	87,931
Alhambra ( <i>currently in SG2</i> )	81,834
Cam arillo ( <i>currently in SG2</i> )	70,171
Redondo Beach	68,972
Palos Verdes District	66,636
<b>Monterey Park</b>	<b>60,207</b>
Arcadia	55,934

<b>SG4: 25,000 - 54,999</b>	
Glendora ( <i>currently in SG3</i> )	51,821
Covina ( <i>formerly in SG4</i> )	50,449
<b>Azusa</b>	<b>49,704</b>
Altadena	42,778
Monrovia	37,563
Moorpark	35,399
Beverly Hills	32,265
South Pasadena	26,580

<b>SG5: Under 25,000</b>	
Calabasas ( <i>currently in SG4</i> )	22,926
Santa Fe Springs	18,763
<b>El Segundo</b>	<b>17,084</b>
San Marino	12,257
Commerce	12,140
Signal Hill	11,597
Sierra Madre	10,865
Irwindale	1,490

FISCAL IMPACT: None

RECOMMENDATION: Recommend approval of the proposed Statistical Groups for the makeup of the Executive Committee or provide an alternative method of selecting members.

EXHIBITS: None



**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **Amendments to SCLC Bylaws and Standing Rules (ACTION)**

BACKGROUND: At the May 2023 meeting, the Administrative Council selected members of an ad hoc committee to revise the Southern California Library Cooperative's (SCLC) Bylaws and Standing Rules and asked that the revisions be brought back before the Council at the November meeting for consideration and approval.

The Revisions Ad Hoc Committee, comprised of Christine Conwell (Moorpark), Mandy Nasr (Camarillo), and Leila Regan (Sierra Madre), met twice via Zoom, and engaged in subsequent follow up items via email.

As stated in the Bylaws and Standing Rules, either document may be amended at any meeting of the Council by a two-thirds (2/3) vote of the members present, provided that the amendment has been submitted to the members at least two (2) weeks in advance and is part of the call for the meeting. This report, along with the proposed amendments to the Bylaws and Standing Rules, was provided to members of the Administrative Council via email on November 15, 2023.

**Proposed Amendments to Bylaws**

There were a few proposed changes made to the Bylaws. The major changes are summarized below:

ARTICLE IV. ADMINISTRATIVE COUNCIL, Section 1

Added a sentence to formally document the current practice in place for the two largest library systems, in which Assistant Directors serve as Regular Members.

## ARTICLE VII. COMMITTEES

The Technology Committee has formally requested to revert to an interest group. The members discussed the challenges and constraints that the Brown Act placed on their ability to meet and share new ideas. The group ultimately voted to make a recommendation to the Administrative Council to no longer be a standing committee, and to revert to an interest group instead. At their October meeting, the Executive Committee made a recommendation to support the Technology Committee's request. This item will be presented to the Administrative Council as a separate item for consideration. Based on the Council's direction, any reference to the Technology Committee will be either removed or retained.

Reference to the Leadership and Professional Development Committee was added to this section based on direction from the Administrative Council over the past two meetings.

### **Proposed Amendments to Standing Rules**

There were several proposed changes made to the Standing Rules. The major changes are summarized below:

#### 3. Council meetings, meeting attendance, and duties of Council members

Under Section E, Duties of Council members, the approval of proposed grant applications was removed. As it stands, this has not been a practice of the Administrative Council for several years now. The timing of some grant opportunities does not line up with the regular meetings of the Administrative Council, and it is helpful for the Executive Director to have some flexibility with applying for grants. Grant activities will be reported to the Council on a regular basis. Furthermore, the duties of the Chair were amended to include grant opportunities as one of the activities they oversee in regard to the Executive Director (Section 5).

#### 5. Election of Officers and their duties

An amendment was made to the role of the Nominating Committee to help identify (rather than select) candidates for the offices of Chair and Vice-Chair/Chair-Elect. Additionally, the requirement to report candidates to all Council members was reduced from 30 days to 2 weeks, and the voting procedure was modified regarding ballot voting. Similarly, any vacancies in these offices have been amended to reflect a two-week notice period.

#### 6. Committees

The list of Standing Committees was revised to include the newly formed Leadership and Professional Development Committee. Additionally, any reference to the Technology Committee in this section will be removed or retained, based on direction from the Administrative Council.

The makeup of the Executive Committee was modified slightly to reflect new Statistical Groups. A separate report will review these proposed changes, but

essentially, the proposed changes are only regarding the population threshold of each Statistical Group, and these changes do result in equal distribution of member libraries among these five groups.

A sentence was added to this section to propose a solution in the event that the position of the immediate past Chair becomes vacant, allowing the individual who last held that position to serve on the Executive Committee for the duration of the term.

#### 8. System Advisory Board

This section is proposed to be removed, as SCLC's System Advisory Board was dissolved as of January 1, 2013. Then-Governor Jerry Brown signed Senate Bill 1044, which updated several sections of the California Library Services Act, including sections referencing the System Advisory Board (Section 18747 (b), Section 18749, Section 20136 (c)).

FISCAL IMPACT: None

RECOMMENDATION: Accept the amendments to the Bylaws and Standing Rules, as recommended by the Revisions Ad Hoc Committee.

#### EXHIBITS:

- a. Bylaws of the Southern California Library Cooperative (with proposed amendments)
- b. Standing Rules of the Southern California Library Cooperative (with proposed amendments)

BYLAWS

OF THE SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

Adopted May 28, 2009<sub>1</sub> by the MCLS Administrative Council  
Effective July 1, 2009

Adopted July 23, 2009<sub>1</sub> by the SCLC Administrative Council  
Revised March 24, 2016

Adopted November 19, 2020<sub>1</sub> by the SCLC Administrative Council

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ARTICLE I. NAME

The name of this organization shall be the "SOUTHERN CALIFORNIA LIBRARY COOPERATIVE."

ARTICLE II. PURPOSE

The Southern California Library Cooperative (SCLC) is a service organization for public libraries in the greater Los Angeles County, ~~Orange-Ventura~~ County<sub>1</sub> and surrounding communities. SCLC offers support in those areas mandated by the State of California and those determined by the member libraries. SCLC is subject to the appropriate laws of the State of California.

ARTICLE III. MEMBERSHIP

The Regular Members of the Southern California Library Cooperative shall be limited to those libraries that:

- (1) have been admitted as Regular Members by the System's Administrative



Council;

- (2) are recognized as members by the Library of California Board;
- (3) agree to adhere to the requirements of these Bylaws;
- (4) are current on dues and any other required fees.

All Regular Members are required to abide by the terms of the Amended Joint Powers Agreement dated October 1, 1983.

#### ARTICLE IV. ADMINISTRATIVE COUNCIL

Section 1. The Southern California Library Cooperative shall be governed by an Administrative Council comprised of the directors of each library that is a Regular Member. Any library director whose system serves a population over 1,000,000 may appoint a direct report to serve as their representative on the Administrative Council.

Section 2. The Administrative Council shall have such power, authority, and duties as set forth in the appropriate laws of the State of California.

Section 3. The Administrative Council shall be responsible for the development and administration of the System's Standing Rules. The Standing Rules will be of an administrative nature. The Standing Rules may be amended by the Administrative Council by a two-thirds (2/3) vote of the members present and voting, provided that the proposed changes have been submitted to the members at least two (2) weeks in advance, and are part of the call for the meeting.

Section 4. All directors are encouraged to make a good-faith effort to attend at least one meeting per year.

a. In case of unavoidable absence from a meeting, a director may designate a voting representative to attend an announced Council meeting.

b. In the event of a vacancy in the position of library director of any member agency, any person appointed by the local jurisdiction to fill that position temporarily shall be deemed to be a library director and shall serve as a member of the Administrative Council until the position of permanent library director is filled.

#### ARTICLE V. OFFICERS AND DUTIES

##### Section 1.

a. The elected officers shall be a Chair and a Vice-Chair/Chair-Elect. These officers shall be elected in accordance with the procedures outlined in the organization's Standing Rules.

b. These officers shall perform all duties prescribed by the Standing Rules and by the parliamentary authority adopted by the System.

c. The Chair, as instructed by the Council, shall oversee the activities of the Executive Director.

d. The Chair shall serve as Chair of the Executive Committee.

e. The Chair shall appoint members to all standing Council committees, subject to ratification by the Council.

f. The Chair shall serve as an ex-officio member of all standing Council committees except the Nominating Committee.

g. The Chair or his/her appointee shall represent the System at Library of

California Board meetings.

h. In the absence of the Chair, the Vice-Chair/Chair-Elect shall preside over Council meetings.

Section 2. The Executive Director or his/her appointee shall serve as Secretary to the Administrative Council.

Section 3.

a. The Executive Director shall be the Treasurer of the System.

b. The System shall operate under the auditing rules established in the Amended Joint Powers Agreement.

Section 4. The elected officers of the System shall be elected at the annual meeting to serve for one (1) fiscal year, or until their successors have been elected.

#### ARTICLE VI. MEETINGS AND QUORUM

Section 1. The Council shall meet once a year for an annual meeting. Election of officers shall take place at the annual meeting.

Section 2. The Council shall also meet upon call of the Chair, or upon petition of the majority of the members.

Section 3. A majority of the members of the Council shall constitute a quorum.

Section 4. All meetings shall be open and accessible to the public and shall be in compliance with the Ralph M. Brown Act and all other applicable state and federal laws.

The agenda for each Council meeting shall be posted as required by the Ralph M. Brown Act. All member jurisdictions shall receive written notice of the meeting no later

than the date when the Brown Act notice is posted.

ARTICLE VII. COMMITTEES

Section 1. Committees will be appointed according to the Standing Rules.

Section 2. The following committees are standing committees: Executive, Nominating, Audit and Finance, and ~~Technology Leadership and Professional Development.~~

Section 3. All meetings shall be open and accessible to the public and shall be in compliance with the Ralph M. Brown Act and all other applicable state and federal laws. The agenda for each Council meeting shall be posted as required by the Ralph M. Brown Act.

Section 4. The Executive Committee shall be chaired by the Administrative Council Chair and will include the Vice-Chair/Chair-Elect and the immediate past Administrative Council Chair. Additional members of the Executive Committee shall be appointed as established in the Standing Rules.

Section 5. The immediate past Administrative Council Chair shall serve as Chair of the Nominating Committee. Additional members of the Nominating Committee shall be appointed as established in the Standing Rules.

Section 6. The Vice-Chair/Chair-Elect shall chair the Audit and Finance Committee. Additional members of the Audit and Finance Committee shall be appointed as established in the Standing Rules.

Section 7. ~~A member library representative shall serve as Chair of the Technology Committee. Additional officers and members of the Technology Committee shall be~~

**Commented [CP1]:** The Tech Committee has requested to revert to an interest group. This deletion is subject to Admin. Council approval at 11/29 meeting.

~~appointed as established in the Standing Rules. The Leadership and Professional Development Committee will consist of up to six Administrative Council members, appointed by the Chair, as established in the Standing Rules.~~

Section 8. For purposes of conducting committee business, a quorum shall be deemed to exist when the committee chair and any other two committee members meet, providing that proper notification of the meeting has been sent to all committee members and others.

#### ARTICLE VIII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the System shall be the current edition of Robert's Rules of Order.

#### ARTICLE IX. AMENDMENT

These Bylaws may be amended at any meeting of the Council by a two-thirds (2/3) vote of the members present (via any method delineated in the Standing Rules) and voting, providing that the amendment has been submitted to the members at least two (2) weeks in advance, and is part of the call for the meeting. Should one section of these Bylaws be invalidated or changed, the rest of the document will remain in effect.

~~Resolve conflict at May 2022 meeting – 5B and section 6~~

### **Standing Rules of the Southern California Library Cooperative**

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Adopted May 28, 2009, by the MCLS Administrative Council  
Effective July 1, 2009  
Adopted July 23, 2009, by the SCLC Administrative Council  
Adopted November 19, 2020, by the SCLC Administrative  
Council

#### **1. Introduction**

These Standing Rules of the Southern California Library Cooperative are administrative rules of a semi-permanent nature.

These Standing Rules may be amended at any meeting of the Administrative Council by a two-thirds (2/3) vote of the members present and voting, provided that the proposed changes have been submitted to the members at least two (2) weeks in advance, and are part of the call for the meeting. Should one section of these Standing Rules be invalidated or changed, the rest will remain in effect.

#### **2. Fiscal year**

The System's fiscal year will be July 1 to June 30.

#### **3. Council meetings, meeting attendance and duties of Council members**

- A. Council meetings: The Administrative Council will meet at least twice a year in July/August and May. Additional meetings during the fiscal year may be called by the Chair.
- B. Meeting attendance: Council members may attend meetings in person, electronically or via conference phone call. All attendance methods shall count toward the quorum.
- C. Proxy: If a Council member is unable to attend a meeting, he/she may designate a voting representative. A proxy form must be filed no later than 24 hours prior to the meeting start time.
- D. The July/August meeting will include approval of the CLSA annual narrative and expenditure reports. The May meeting will include approval of the forthcoming fiscal year's budget and the System's Plan of Service.
- E. Duties of Council members: The duties of the Council members include (but are not limited to)
  - a. Approving the organization's budget and any changes to it during the fiscal year;
  - b. Approving the organization's CLSA-mandated annual Plan of Service,

SCLC Standing Rules, 11/20

1

~~Resolve conflict at May 2022 meeting — 5B and section 6~~

- Annual Report and Expenditure Report;
- c. Reviewing and approving the annual evaluation of the Executive Director done by the Executive Committee;
  - d. Approving changes to the membership dues and other fees;
  - e. Reviewing changes to the Personnel Policies and Employee Handbook that have been approved by the Executive Committee;
  - ~~f. Approving any proposed grant applications.~~

#### 4. Associate membership

Associate membership in the System is available to academic, school, and special libraries. Public libraries that are not eligible to be regular members may also apply to be associate members.

Associate members must pay their membership fees no later than August 15 of the fiscal year. Failure to pay their fees by August 15 shall result in suspension of all membership rights and privileges.

Associate membership rights and privileges and fees will be established by the Administrative Council at its annual meeting.

#### 5. Election of Officers and their duties

##### Election of Officers:

- A. The Nominating Committee shall ~~select~~ help identify a slate of at least two candidates from the members of the Council for the offices of Chair and Vice-Chair/Chair-Elect.
- B. The Nominating Committee shall report the slate of candidates to all Council members at least ~~thirty (30) days~~ two (2) weeks prior to an election. The report to Council members will include a call for additional nominations.
- C. The vote for officers shall be conducted at the last regular meeting of the fiscal year. If more than one candidate is nominated for a position, an electronic ~~Ballots~~ listing all candidates for the both offices shall be prepared by System staff and distributed, collected, and tallied. Results shall be announced at the ~~last regular meeting of the fiscal year.~~ meeting, prior to adjournment.

##### Officer vacancy:

If the office of Chair becomes vacant, the Vice-Chair/Chair-Elect shall serve as Chair for the unexpired term. The Nominating Committee shall select a slate of one or more candidates from the Council members for the office of Vice-Chair/Chair Elect. Notice of the slate of candidates shall be given to Council members via electronic mail (email) at least ~~thirty (30) days~~ two (2) weeks prior to the election. Electronic ballots shall be prepared by the organization's staff. Results shall be certified by the Nominating SCLC Standing Rules, 11/20

Committee and reported to Council Members.

If the office of Vice-Chair/Chair-Elect becomes vacant, the Nominating Committee shall select a slate of one or more candidates from the Council members for the office of Vice-Chair/Chair Elect. Notice of the slate of candidates shall be given to Council members via electronic mail (email) at ~~least thirty (30) days~~two (2) weeks prior to the election. Electronic ballots shall be prepared by the organization's staff. Results shall be certified by the Nominating Committee and reported to Council Members.

**Duties of Chair and Vice-Chair/Chair-Elect:**

Duties of the Chair:

- A. The Chair shall preside over the meetings of the System's Administrative Council.
- B. The Chair shall serve as chair of the Executive Committee.
- C. With guidance and instruction from the Administrative Council, the Chair shall oversee the activities of the Executive Director, including an annual review and grant opportunities.
- D. The Chair shall appoint members to ad hoc committees.
- E. The Chair shall serve as an ex-officio member of all standing and ad hoc committees except the Nominating Committee.
- F. The Chair or his/her appointee shall represent the System at Library of California Board meetings.

Duties of the Vice-Chair/Chair-Elect:

- A. The Vice-Chair/Chair-Elect shall preside over Council meetings and act as Chair in the absence of the Chair.
- B. The Vice-Chair/Chair-Elect shall chair the Audit and Finance Committee.

**6. Committees**

Standing Committees: There will be four standing committees: Executive, Nominating, Audit and Finance, and Leadership and Professional Development.

**Executive Committee:** The Executive Committee will be composed of the Council Chair, Vice-Chair/Chair-Elect, immediate Past Chair and one member from each of the ~~California State Library~~ five (5) Statistical Groups as approved by the Administrative Council published annually in the California Library Statistics. Each representative shall serve a two-year term. Terms will be staggered so that three or four representatives rotate off the committee each year. Interim or Acting directors are not eligible for selection to SCLC Standing Rules, 11/20



the Executive Committee.

The Council Chair will serve as Chair of the Executive Committee. In his/her absence, the Vice-Chair will serve as chair. In the absence of both, the immediate past Chair shall serve as chair.

In the absence of any of these positions, it reverts to the Nominating Committee.

If the position of immediate past Chair becomes vacant, the individual who last held that position shall serve as immediate past Chair for the duration of the term.

The purpose of the Executive Committee is to work with the Chair on matters related to the administration of the System. Additionally, the committee will review budgetary adjustments and will act on behalf of the Administrative Council in emergency situations or as directed by the Council.

The Executive Committee will also

- handle formal grievances by staff as set forth in the System’s Personnel Policies and Employee Handbook;
- perform an annual review of the Executive Director’s performance and recommend a salary adjustment if appropriate;
- approve extended leaves of absence requested by the Executive Director; and
- approve salaries and benefits for system staff.

All actions of the Executive Committee are subject to review and approval by the Administrative Council.

**Nominating Committee:**

The Nominating Committee will consist of at least three (3) Council members. The immediate past chair will serve as chair of the Nominating Committee and will count as one of the three committee members. The other two committee members will be appointed by the Council Chair. The duties of the Nominating Committee are

- to solicit nominations for the positions of Chair and Vice-Chair/Chair-Elect;
- to announce the slate of nominees at least ~~four~~ two (2) -weeks prior to the annual meeting;
- to make certain that the annual election of officers is held at the annual meeting.

**Audit and Finance Committee:**

The Audit and Finance Committee will consist of at least six (6) Council members. The Vice-Chair/Chair-Elect will serve as chair of the Audit and Finance Committee and will count as one of the six committee members. The other five committee members will be appointed by the Council Chair. The duties of the Audit and Finance Committee are

~~—Resolve conflict at May 2022 meeting — 5B and section 6~~

- to ensure the completion of the annual audit, review the resulting document and findings and report to Council;
- to confirm that the terms of the System’s Investment Policy are being met;
- to do a quarterly review of the System’s investments for compliance and performance;
- to review the System’s insurance coverage to make sure it is adequate according to the JPA;
- to review the amount in reserves each year and to recommend the level of funding for the reserve at the annual meeting; and
- to consider and report to Council on any other financial concerns that may be brought to its attention.

~~**Technology Committee**~~

~~The Technology Committee will consist of at most one representative from each SCLC full member library system. Three (3) Committee members will serve as officers, specifically: Chair, Vice-Chair/Chair-Elect and Secretary. Each officer will serve a one-year term and nominations and voting will occur at an annual meeting to be held in October. The duties of the Technology Committee are:~~

- ~~▪ to serve as an advisory group to the Administrative Council on library technology policies and practices;~~
- ~~▪ to provide leadership in technology and data management and incorporate best practices throughout the cooperative;~~
- ~~▪ to help manage and implement SCLC regional technology projects~~

**Leadership and Professional Development**

The Leadership and Professional Development Committee will consist of up to six (6) Council members, appointed by the Chair. They will be appointed to 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.

The duties of the Leadership and Professional Development Committee are:

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

**Other Council Committees:**

Other Council committees may be established as needed on an ad hoc basis. Such committees will be given a specific charge and may disband once the charge is met. The Council Chair will be responsible for appointing the members of such committees and a Council member to chair each committee.

### **Interest Groups:**

Interest Groups dealing with service or functional areas may be established as appropriate. Such interest groups will be composed only of member library staff. Their purposes are

- to encourage networking and information exchange among member library staff;
- to serve as a forum for discussion and ideas related to their particular needs;
- to provide leadership development opportunities to member library staff;
- to provide continuing education/development opportunities to member library staff.

These Interest Groups will be responsible for

- electing their own chairs,
- scheduling and running their own meetings,
- choosing their information exchange topics,
- if appropriate and desired, scheduling at least one continuing education activity each year.

SCLC staff will assist the interest groups as appropriate.

### **7. Member Dues**

The Executive Committee will work with the Executive Director to recommend a level and formula for membership dues on an annual basis. Any and all changes to the membership dues levels and formula will be presented to Council no later than December of the current fiscal year.

Membership dues levels and the formula will be re-evaluated annually to ensure that current population levels are taken into account. The latest California Dept. of Finance population figures will be used.

### **~~8. System Advisory Board~~**

~~**Meetings:** The System Advisory Board (SAB) will meet separately from the Council two times a year: July/August meeting and May meeting.~~

~~**Chair:** The SAB members will elect a chair for the new fiscal year at its May meeting.~~



**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **Appointment of Vacancies on the Executive Committee (ACTION)**

BACKGROUND: Each year, the Administrative Council appoints members to its Executive Committee (EC) at its annual May meeting. The Southern California Library Cooperative (SCLC) Standing Rules state that the EC will be composed of the following eight members: Council Chair, Vice-Chair/Chair-Elect, immediate Past Chair, and one member from each of the five California State Library (CSL) Statistical Groups as published annually in the California Library Statistics. Should the Standing Rules be revised to reflect the newly formed Statistical Groups, the Bylaws will then state that the EC will be composed of the following eight members: Council Chair, Vice-Chair/Chair Elect, immediate Past Chair, and one member from each of the five Statistical Groups as approved by the Administrative Council.

During the May 2023 meeting, Council Member Hilda LohGuan (Alhambra) volunteered and was selected to serve on the EC as the representative for Statistical Group 2. During that meeting, she was also appointed to serve as Vice-Chair/Chair-Elect. This inadvertently created a vacancy on the EC; and as such, a member from Statistical Group 2 should be appointed to serve on the EC for the term ending June 30, 2025.

The amendments to the Standing Rules also included a provision should the position of immediate Past Chair become vacant. Should this occur, the individual who last held that position shall serve as immediate Past Chair for the duration of the term.

Since the last Council meeting, Council Member Gary Shaffer (Glendale), who served as immediate Past Chair on the EC, has left his position as the Director of the Glendale Public Library, creating a vacancy on the EC. Should the proposed amendment regarding this position be approved by the Administrative Council, it is recommended that the most recent immediate Past Chair be appointed to serve the duration of the term ending June 30, 2024.

FISCAL IMPACT: None

RECOMMENDATION: Recommend the appointment of two members to the Executive Committee: one representing Statistical Group 2, and the other to serve as immediate Past Chair.

EXHIBITS: None



**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **Consideration of Adding *The Economist* to SCLC's PressReader Subscription (ACTION)**

BACKGROUND: The Southern California Library Cooperative (SCLC) currently maintains a systemwide subscription to PressReader, which provides the patrons of all member libraries with interactive, digital access to nearly 7,000 newspapers and magazines, including international publications. Earlier this year, the Administrative Council took action to renew its PressReader subscription with Baker & Taylor for an additional year, effective October 1, 2023, for \$368,434.50. This subscription constitutes the majority of the California Library Services Act (CLSA) funds that SCLC expends, which falls under the category of eResources.

Baker & Taylor has approached SCLC to inform staff that several members have inquired about adding *The Economist* to SCLC's existing PressReader subscription. As previously reported to Council, doing so would cost an additional \$75,496.00 for one year of access to this publication.

Should the Administrative Council wish to add *The Economist* to its existing PressReader subscription, the funding would come from unexpended CLSA funds. Should the Council not wish to add this publication systemwide, each member library that would like to add *The Economist* could work with Baker & Taylor one-on-one to obtain the publication for their individual library system.

The exhibit enclosed in this report includes the eight (8) member libraries that have approached Baker & Taylor about adding *The Economist* to PressReader (highlighted), as well as what the breakdown of costs would be for each individual library, should the Council not wish to add this publication systemwide.

FISCAL IMPACT: Baker & Taylor has indicated that should SCLC (or individual member libraries) add *The Economist* to PressReader, the rate will be prorated based on when the subscription starts.

RECOMMENDATION: Recommendation to provide direction on whether to add *The Economist* systemwide to SCLC's current PressReader subscription.

EXHIBITS:

- a. Pricing per Library for *The Economist*

<b>Library</b>	<b>Population</b>	<b><i>The Economist</i> \$/year</b>
Irwindale IRW	1,506	\$797.00
Sierra Madre SMD	11,135	\$797.00
<b>Signal Hill SIG</b>	<b>11,795</b>	<b>\$797.00</b>
Commerce CMM	13,021	\$797.00
San Marino SMAR	13,352	\$797.00
El Segundo ELS	17,066	\$797.00
Santa Fe Springs SFE	18,261	\$797.00
Calabasas CAB	24,239	\$797.00
South Pasadena SOPAS	26,245	\$930.00
Beverly Hills BEV	34,627	\$930.00
Moorpark MOOR	37,020	\$930.00
Monrovia MON	38,529	\$930.00
Covina COV	48,876	\$930.00
Azusa AZU	51,313	\$1,328.00
Glendora DORA	52,122	\$1,328.00
Altadena ALT	52,924	\$1,328.00
Arcadia ARC	58,891	\$1,328.00
Monterey Park MPK	61,828	\$1,328.00
Redondo Beach RED	68,473	\$1,328.00
Palos Verdes District PVP	68,943	\$1,328.00
Camarillo CAM	69,880	\$1,328.00
<b>Alhambra AHM</b>	<b>86,931</b>	<b>\$1,328.00</b>
Whittier WHI	87,526	\$1,328.00
Santa Monica SAM	93,593	\$1,328.00
Burbank BUR	105,952	\$1,727.00
Inglewood ING	112,549	\$1,727.00
Downey DOW	114,212	\$1,727.00
Simi Valley SIM	127,716	\$1,727.00
<b>Thousand Oaks THO</b>	<b>129,557</b>	<b>\$1,727.00</b>
<b>Pasadena PAS</b>	<b>146,312</b>	<b>\$1,727.00</b>
Torrance TOR	148,054	\$1,727.00
Pomona	154,310	\$2,185.00
Palmdale PALM	157,854	\$2,185.00
Glendale GDL	206,283	\$2,185.00
Oxnard OXN	209,879	\$2,185.00
<b>Santa Clarita SCL</b>	<b>218,103</b>	<b>\$2,185.00</b>
Ventura County VEN	251,767	\$2,588.00
<b>Long Beach LBPL</b>	<b>475,013</b>	<b>\$3,220.00</b>
<b>Los Angeles County LACO</b>	<b>3,382,355</b>	<b>\$10,000.00</b>
<b>Los Angeles City LAPL</b>	<b>4,040,079</b>	<b>\$11,040.00</b>





**REPORT TO THE ADMINISTRATIVE COUNCIL**  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: November 29, 2023  
FROM: Wayne Walker, Deputy Director

**SUBJECT: FY 2023/24 Grants Update (DISCUSSION)**

BACKGROUND: The following is the current list of FY2023/24 grants awarded by the California State Library to the Southern California Library Cooperative (SCLC). SCLC has also applied for an additional grant which is under review as of the publication of this report. Any updates will be provided during the meeting.

<b>Grant Name:</b>	Digital Navigators - LSTA FY2023/24
<b>Primary Partner:</b>	CA State Library
<b>Total Project Amount:</b>	\$500,000
<b>Projected Indirect:</b>	\$40,613
<b>Reimbursable Wages:</b>	\$50,000
<b>Status:</b>	Awarded
<b>End Date:</b>	September 13, 2024
<b>Brief Description:</b>	Continue to refine and expand the Digital Navigator base assisting individuals statewide in key areas of digital inclusion: (1) sharing information on sources of low-cost internet services and devices for home adoption, (2) basic instruction on connecting internet devices supplied to libraries through the Bridging the Digital Divide and Home Connectivity Kits projects and performing common online tasks, and (3) promote and provide guidance on the use of online instructional tools licensed by the California State Library to assist with digital literacy, workforce development, and pandemic recovery.

<b>Grant Name:</b>	PLSEP – LSTA FY2023/24
<b>Primary Partner:</b>	CA State Library
<b>Total Project Amount:</b>	\$500,000
<b>Project Indirect:</b>	\$45,455
<b>Reimbursable Wages:</b>	\$54,500
<b>Status:</b>	Awarded
<b>End Date:</b>	September 13, 2024
<b>Brief Description:</b>	Provide tuition reimbursement to library staff currently in school and working towards their library degree. SCLC is the sole manager of this now statewide grant.

<b>Grant Name:</b>	Backpack Program – State FY2023/24
<b>Primary Partner:</b>	CA State Library
<b>Total Project Amount:</b>	\$609,586
<b>Projected Indirect:</b>	\$55,417
<b>Reimbursable Wages:</b>	\$42,045
<b>Status:</b>	Awarded
<b>End Date:</b>	May 31, 2024
<b>Brief Description:</b>	New to SCLC this year is the Backpack Program grant. This is a new grant to complement the State Library’s Parks Pass Program and will offer libraries hiking backpack kits. The hiking backpack kits will be loaned through select public libraries in the state to patrons to use on their adventures in the outdoors whether it be at a California State Park utilizing one of the loaned parks pass, or simply on a local hiking trail.

<b>Grant Name:</b>	eBooks for All – LSTA FY2023/24
<b>Primary Partner:</b>	CA State Library
<b>Total Project Amount:</b>	TBD
<b>Projected Indirect:</b>	TBD
<b>Reimbursable Wages:</b>	TBD
<b>Status:</b>	Partner Application Submitted – Under Review
<b>End Date:</b>	TBD
<b>Brief Description:</b>	Participating libraries offer their cardholders access to the free, shared statewide collection of eBooks and eAudiobooks. Libraries can make their Overdrive, CloudLibrary, and Axis 360 collections available alongside the statewide collection, all in

	one seamless, searchable app. Users can access all through the Palace Project's eReader app. Libraries can simplify the way their users find their eBooks at the same time as expanding their collection with the statewide catalog.
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**FISCAL IMPACT:** The management of the Digital Navigators, PLSEP, and Backpack Program grants provides revenues to SCLC in the amount of \$197,417 (\$100,872 in indirect and \$96,545 in staff wages) for FY 2023/24.

**RECOMMENDATION:** Informational

**EXHIBITS:** None

California State Library, Library Development Services  
 Cooperative Library System Liaison Report  
*Updated November 14, 2023*

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## State Library News

**LSTA News:** This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact [LSTAGrants@library.ca.gov](mailto:LSTAGrants@library.ca.gov).

### Survey: Technology Needs for California Libraries

The California State Library is seeking your input on anticipated need for technology infrastructure funding at your library. This survey is designed to gauge the cost of needed upgrades, replacements and expansions to library networks and broadband connections over the next few years. **Responses due by 11/14/2023.** You may submit your responses here: <https://forms.office.com/g/zzbkJLDKgv>

### FY22-23 California Public Libraries Survey

The portal for reporting FY22-23 data for the California Public Libraries Survey dataset opened on Tuesday, September 5<sup>th</sup>. **Data were due on Tuesday, November 7, 2023.** Contact [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov) if you have not submitted your statistics. Resources necessary to complete reporting are available on the [State Library's Statistics page](#).

## Open Opportunities

### Partner Opportunity: State Broadband Aggregator for Libraries

The California State Library's agreement with CTC to provide Broadband grant administration and act as Aggregator for public libraries connected to the CENIC/CalREN network is expiring on December 31, 2023. A Request For Application (RFA) has been issued for the Aggregator portion of this work. Links to the application portal and to PDF copies of the relevant documents are provided below.

### Applications due November 22, 2023

[Apply to be the State Broadband Aggregator](#)

[Download the application documents, including necessary attachments.](#)

A separate RFA for grant administration shall be issued soon.

### LSTA Inspiration Grants

The FY23-24 Inspiration Grants opportunity is now open. The opportunity closes **November 30, 2023 at 12:00 noon**, or once all available funds have been awarded. Inspiration Grants provide

Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library’s other funding opportunities. Inspiration Grants provide funding for projects that may not fit within the bounds of the other grants offered by the State Library and/or for ideas that are generated outside of other funding opportunity application timeframes. For full information, including timeline, guidelines and a link to the online application, visit the [LSTA Inspiration Grants](#) website.

### Lunch at the Library

The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!

This year’s applications to receive funding for *Lunch at your Library* **opened September 13<sup>th</sup> and will close November 29th, 2023.**

Funding for Summer 2024 will begin in February 2024, and end January 2025.

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

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at [lunch@library.ca.gov](mailto:lunch@library.ca.gov).

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

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

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

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

### Career Online High School

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

### Current Projects and Services

#### Building Forward Library Facilities Improvement Program

The out-of-state advisory panel has completed their reviews of the Building Forward Round 2 applications. Funding announcements are forthcoming shortly. We received funding requests totaling approximately \$500 million, and there is approximately \$175 million to award.

#### California Library Literacy Services - Ongoing

The Writer to Writer Challenge for adult learners will be held on a statewide basis for the 40<sup>th</sup> anniversary of CLLS in 2023-2024, with **entries due no later than Feb. 15, 2024**. More information is available in the [October CLLS networking call](#) and additional webinars. We have also added networking calls for small/rural CLLS libraries and anticipate additional communities of practice to be announced later this year. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#).

We anticipate that the Year 4/5 application for currently participating ESL libraries will open in November. Please note that no new libraries will be added to the ESL funding cohort. LSTA and state funded.

#### California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting [www.callacademy.org](http://www.callacademy.org) and the CALL [calendar](#) to explore the options. Based on the strong interest in Catalyst, the new statewide library leadership program, staff may subscribe to the [Leadership for All monthly mailings](#). CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

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

For more information on getting involved in the State Digital Equity Plan visit:  
<https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>  
State of CA funded.

### **Digital Navigators / Connected California – Info Session Recording Available**

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

For more information, email: [DigNavs@library.ca.gov](mailto:DigNavs@library.ca.gov)

### **Tutoring Project – Ongoing**

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

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

For Online Tutoring questions, email [catutoring@library.ca.gov](mailto:catutoring@library.ca.gov).

### **Parks Pass Program – Ongoing**

Cindy Zalog, who is the full-time Parks Pass manager, can be reached at [cindy.zalog@library.ca.gov](mailto:cindy.zalog@library.ca.gov) for all questions, ideas, and feedback.



Current Parks Pass Program priorities include:

- The SCLC Backpack Project is accepting applications **through November 30, 2023**.
  - Application Link: <https://www.surveymonkey.com/r/C6LYKRH>
  - Overview Presentation can be [found here](#).

A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#).

For any questions, email [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov). State of CA funded.

### Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year. Thank you to those who applied, and applicants will be notified of selection status in December 2023. LSTA funded.

### Ready or Not

The [“Ready – Or Not” Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to view information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. State of CA funded.

Recordings can be viewed at ["Ready – Or Not": Cultural Heritage Disaster Preparedness Project](#). If you have additional questions, reach out to the team at [CAready@nedcc.org](mailto:CAready@nedcc.org)

### Zip Books Program - Ongoing

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

## Networking and Training

### Community-Centered Libraries: Harnessing the Power of Data to Equitably Serve Your Community

A yearlong initiative brought to you by the State Library and the Pacific Library Partnership, [Community-Centered Libraries](#) offers training and tools to help libraries make data-driven decisions for community impact. Training is offered in multiple formats to meet the needs of all California Library Staff. Read more in the CALL blogpost [Choose Your Own Data Adventure!](#)

CAreer Pathways Workforce & Upskilling Resources: Webinars Open to All Library Staff  
Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)  
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel.](#)

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

### Online Tutoring Training 2023

HelpNow New Year Reminders for Your Students  
Tuesday, January 9, 2024, 3:30–4:30 pm

As students head back to the classroom after the holidays, now is the perfect time to share the many ways HelpNow can help students achieve their academic goals. Learn what’s new with HelpNow and discover strategies for sharing this statewide service with your community.

This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing.

[Register in advance for the New Year Reminders webinar](#)

### Next Directors Networking Call

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups.

The next Public Library Directors Networking Call is scheduled for **Wednesday November 15, 2023, from 3:30 to 4:30 p.m.** This meeting will include a guest speaker from CalMatters, who will provide an update about [CalMatters for Learning](#), a free learning hub for library staff and educators. Please use this [Zoom link](#) to register for the call and to submit possible discussion topics.

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

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



## **REPORT TO THE ADMINISTRATIVE COUNCIL** SOUTHERN CALIFORNIA LIBRARY COOPERATIVE


DATE: November 29, 2023  
FROM: Christine Powers, Executive Director

SUBJECT: **Executive Director's Report**

Over the past 11 months, I have had the privilege of serving as the Executive Director of the Southern California Library Cooperative (SCLC). Given that I have been leading the organization for almost a year now, I would like to provide members with a progress report of SCLC's Strategic Plan as it stands today.

A snapshot of SCLC's progress can be found on the table on the next page of this report. I utilized the Proposed Timing table from the Strategic Plan and layered it with the following symbols:




 Indicates that the objective has been met and completed.

 Indicates that the objective is in progress.

Following this table provides a more detailed explanation of where SCLC stands today regarding the three main areas of focus within its Strategic Plan:

- Resource Nexus
- Transparency, Advocacy & Engagement
- Organizational Health & Sustainability

# SCLC Strategic Plan Progress Report

		FISCAL YEAR 2022-23				FISCAL YEAR 2023-24				FISCAL YEAR 2024-25			
		QUARTER				QUARTER				QUARTER			
		1	2	3	4	1	2	3	4	1	2	3	4
 <p>Resource Nexus</p>	Establish staff-driven interest groups (e.g. marketing, youth services, collections, etc.).			●				●					
	Form a team/committee to explore and strategize the implementation of shared resources.							●					
	Develop a centralized location of a collection of best practices and ideas to share.							●					
	Conduct annual (or semi-annual) SCLC regional public needs assessments, scalable to local and regional needs.												●
 <p>Transparency, Advocacy &amp; Engagement</p>	Create "Intro to SCLC" for all library staff members.		●					✓					
	Increase transparency so that the SCLC Administrative Council has a clear understanding of budget and revenue sources.			●				✓					
	Create an RFP to hire a digital media developer to establish a more robust online presence for SCLC.							✓					
 <p>Organizational Health &amp; Sustainability</p>	Identify and articulate SCLC mission.			●									
	Hire strong, knowledgeable, and dynamic executive director to provide support, guidance, and leadership.			●									
	Hold an annual planning session for SCLC Administrative Council.			✓									
	Diversify revenue by reviewing membership fees, looking for additional local grant opportunities.							●					
	Assess organizational structure, roles, and responsibilities to support operating efficiencies for a nimble and responsive organization.							✓					
	Contract with a financial expert to assess cost of current and enhanced services.							✓					
	Create a process for current directors to mentor upcoming/new directors.							●					
Develop fiscal sustainability by putting funds to best use.							●					●	

## Resource Nexus

The goals of this first section of the Strategic Plan pertain to growing the values and resources provided by SCLC to members and providing dynamic resources responsive to current needs. Most of the objectives of these goals are currently in the process of being met, in large part to two efforts.

First is the upcoming SCLC Annual Planning Retreat, scheduled for January 18, 2024, which will include discussions about interest groups (first objective) so that members can share which groups they would like to include moving forward.

Second is the new SCLC website that is up for consideration and approval by the Administrative Council during this meeting. This proposed website will have a password-protected portal which members will be able to use to share information and resources with one another. The portal will serve as the centralized location for SCLC's collection of best practices and ideas that members, and their staff from various interest groups, can share with one another (third objective). Once interest groups have been established and the portal is in place, a team can be formed to help explore what resources each of these interest groups can share (second objective).

The final objective of this section, conducting the annual SCLC regional public needs assessment, will occur sometime after the Annual Planning Retreat, later this fiscal year.

### Transparency, Advocacy, and Engagement

The goals of this section consist of transparency of SCLC endeavors, the increased awareness and marketing of such endeavors, and the growth of sound business practices.

The first objective of this area of focus has been completed, as I have created the “Intro to SCLC” presentation and scheduled sessions in early December for members and their staff to participate. This should not only help members have a clear understanding of SCLC’s work, but also allow for staff of member libraries to learn about the work of cooperatives and the role they may play in the organization.

The second objective of this section was completed during the May 2023 meeting, where I presented a PowerPoint presentation of SCLC’s budget, providing members clarity and a better understanding of the organization’s revenues and expenditures. This will be a recurring presentation every May when Council is approving its budget. Similar to SCLC’s regional public needs assessment, an annual membership survey to gauge member satisfaction will be conducted sometime after the Annual Planning Retreat.

In an effort to increase the awareness and marketing of SCLC endeavors, I have presented Council with a proposal to approve an agreement for web services that will provide SCLC with a new, ADA-compliant website, along with a portal for members to engage in resource sharing (third objective). Once the new website is launched, a marketing campaign for the public can be considered and discussed with the Administrative Council (fourth objective).

Although not specifically listed in the Strategic Plan, I have noted that SCLC has not reviewed its record retention policy for several years. While there is no law that dictates how often record retention policies must be reviewed, I plan to bring SCLC’s record retention policy to the Administrative Council for review this fiscal year and plan on having this policy reviewed by the Administrative Council every 5 years.

### Organizational Health and Sustainability

The goal of this last section of the Strategic Plan is the growth of sound business practices. Although the hiring of the Executive Director (second objective) was two quarters behind the proposed timeline, almost all the objectives have remained on track, except for the identification of SCLC’s mission (first objective). Since this was not accomplished during the Strategic Planning process, it will be accomplished at the Annual Planning Retreat in January (third objective).

The objectives identified for year two have either been completed or are in progress. The fourth objective of this area of focus consists of diversifying SCLC’s revenue by reviewing membership fees and looking for additional grant opportunities. Just this past

May, I brought forth a proposed membership dues increase – something that had not been considered in over a decade – and it was met with support. Additionally, I put a mechanism in place to address inflation and cost of living increases so that the organization will not have to discuss this item annually. With regard to additional grant opportunities for SCLC, the Backpack Program grant we secured this fiscal year is a new grant from the California State Library, which brings in additional revenue. I also applied for the eBooks-for-All grant, which is still pending review by the State Library. I will continue to work with the State Library to bring new grants to SCLC as opportunities arise.

In my role as Executive Director, I have been, and continue to assess the organization's structure, roles, and responsibilities to support operating efficiencies for a nimble and responsive organization (fifth objective). I will also provide a revised Employee Handbook for the Administrative Council's consideration and approval, as the current one has not been updated in some time.

Although the sixth objective of the Strategic Plan requests that the organization contract with a financial expert to assess the cost of current and enhanced services, this has been addressed by myself and our Controller, Andy Beck. Given our professional backgrounds and experience, we have been able to identify mechanisms to better measure the costs of our current services, especially as they pertain to the services provided to the other four cooperatives by SCLC. Additionally, we have been able to identify and act upon both revenue enhancing and cost saving opportunities. While SCLC can move forward with paying a contractor for these services, I am confident that we as staff can continue to provide this service.

The final objective of the second year is the creation of a process for current directors to mentor incoming/new directors (seventh objective). The newly established Leadership and Professional Development Committee and I will work closely to bring this mentorship program to SCLC this fiscal year.

The last objective of the Strategic Plan falls in year three and consists of developing fiscal sustainability by putting funds to best use. The Controller and I have already begun and will continue to work on this for the foreseeable future. As we work together through the goals in the Strategic Plan, I continue to collaborate with SCLC's various committees, as well as the Administrative Council, to identify and complete additional goals. Work in this area includes the streamlining of various internal operations. One such effort was updating the organization's address to reflect our physical office space so that we may discontinue use of our PO Box in Pasadena. This will result in time savings and allow staff to receive and respond to mail in a timelier manner. Another streamlining effort consists of moving the banking of all five cooperatives managed by SCLC staff to one bank: JP Morgan Chase. This will result in significant savings in time, as staff travel to four different banks to make physical deposits will not be necessary. Moving forward, staff will have a check scanner in the office which will eliminate the need to physically visit the bank to deposit checks. This will also streamline the process

of adding members as signatories to bank accounts, a practice that is currently being reevaluated.

In order to carry out the goals and objectives of this organization, it is important that I maintain effective, clear communication. If there is ever anything I can do to be of service to you as a member, or if there are ever any concerns, please do not hesitate to reach out to me so that we can discuss it together. It has been my pleasure to serve SCLC for almost a year now, and I look forward to deepening my working relationship with you all in your capacity as members of the Administrative Council.



**SCLC Meeting Dates**

2023/24

*Approved 05242023*

*Updated 07142023*

**Wednesday, August 23, 2023**

1:00pm Executive Committee

2:15pm Administrative Council

*Whittier*

*Burbank, Buena Vista branch*

**Wednesday, October 25, 2023**

1:00pm Executive Committee, only

*Via Zoom*

**Wednesday, November 29, 2023**

1:00pm Executive Committee

2:15pm Administrative Council

*Burbank*

*Whittier*

**Wednesday, January 24, 2024**

1:00pm Executive Committee, only

*Via Zoom*

**Wednesday, March 27, 2024**

1:00pm Executive Committee

2:15pm Administrative Council

*Los Angeles County, East Los Angeles branch*

**Wednesday, May 22, 2024**

1:00pm Executive Committee

2:15pm Administrative Council

*Santa Clarita*

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