



Southern California Library Cooperative
Executive Committee Meeting
Wednesday, May 24, 2023
1:00-2:00pm
Hybrid Meeting
Glendale Central Library
222 E. Harvard St., Glendale, CA 91205

Alternate locations:
El Segundo Public Library 111 W Mariposa Ave., El Segundo, CA 90245

Join Zoom Meeting
<https://us02web.zoom.us/j/89722313915?pwd=UnFoWVFidmV6NTRRdzNXMjRIT0pqUT09Me>
Meeting ID: 897 2231 3915
Passcode: 087154

AGENDA

All items may be considered for action.

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

2. Public Comment Gary Shaffer

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

Southern California Library Cooperative
254 North Lake Avenue #874 • Pasadena, California 91101
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Website: <http://www.socallibraries.org> • E-mail: sclcadmin@socallibraries.org

3. Consent Calendar Gary Shaffer
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
a. Minutes from the March 22, 2023 Executive Committee meeting.
b. Proposed SCLC Holidays FY2023/24
4. Adoption of the Agenda Gary Shaffer
5. Budget Status Report Andy Beck
(DISCUSSION)
6. CLSA Digilab Funds FY2021/22 Wayne Walker
(ACTION)
7. Executive Committee Membership Process Christine Powers
and Selection FY2023/24
(ACTION)
8. Proposed Membership Dues FY2023/24 Christine Powers/Andy Beck
(ACTION)
9. CLSA Plan of Service and Budget FY2023/24 Christine Powers
(ACTION)
10. Proposed Budget FY2023/24 Christine Powers/Andy Beck
(ACTION)
11. Other Gary Shaffer
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only. 2 minutes
12. Adjournment Gary Shaffer



ACTION ITEMS

Meeting: _____ SCLC Executive Committee Meeting _____

Date: _____ May 24, 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

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Agenda Item: _____

_____ Aye _____ Motion

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Agenda Item: _____

_____ Aye _____ Motion

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_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



Southern California Library Cooperative
Executive Committee Meeting
Wednesday, March 22, 2023
1:00-2:00pm
Hybrid Meeting
Signal Hill Public Library
1770 E. Hill St., Signal Hill, CA 90755

Alternate locations:

Palos Verdes Library District 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
Pomona Public Library 625 S. Garey Ave., Pomona, CA 91766

Minutes draft

Attendance

Addington, Jennifer – Palos Verdes
Billings, Cathy – South Pasadena
Broman, Susan – Los Angeles Public
Shaffer, Gary – Glendale
Torres, Anita – Pomona
Walker-Lanz, Jesse – LA County

Other

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

Absent

Goldman, Elizabeth – SCLC
Herbert, Mark – El Segundo

1. Opening Gary Shaffer
Meeting called to order at 1:05pm.
2. Public Comment Gary Shaffer
None.

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3. Consent Calendar Gary Shaffer
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes from the January 25, 2023 Executive Committee meeting.
MSP (Billings/Walker-Lanz) to pass the Consent Calendar, without changes.
5 yes, 0 no, 0 abstain

4. Adoption of the Agenda Gary Shaffer
Chair adopts the Agenda as presented.

5. Brown Act Teleconferencing Requirements: Christine Powers
End of COVID-19 Emergency Order
Powers presented information on the end of AB 361, and the introduction of AB 2449. Going forward, meetings must be hosted at a site accessible to the public, and members who chose to teleconference into meetings must list their location on the agenda, and the site must be open and accessible to the public. Under AB 2449, if a member has an emergency and must teleconference without their location published on the agenda, this triggers a requirement for meeting quorum at the host site.

6. Financial Audit FY2021/22 Andy Beck
Committee reviewed the Financial Audit.
MSP (Billings/Broman) to recommend to the Administrative Council to accept the Financial Audit.
5 yes, 0 no, 0 abstain

7. Budget Status Report Andy Beck
This Budget Status Report reflects reconciled bank statements through January 31, 2023. The California Library State Act (CSLA) funds were received in December 2022. The Public Library Staff Education Program (PLSEP) grant has been awarded, but not yet received. Membership dues are 91% received. Fiscal Year 2021/22 Digital Navigators and Home Connectivity Kits grants concluded in December 2022, and are reflected in grant expenditures.

8. Health Premium Update Andy Beck
MSP (Walker-Lanz/Billings) to provide recommendation to the Administrative Council regarding an increase in the health premium allowance to 6.96% (\$3,500 increase in cost) retroactive to January 1, 2023, to address increasing health care premiums.
5 yes, 0 no, 0 abstain

9. Pre-planning Budget FY2023/24 Christine Powers/Andy Beck
As requested by the Audit and Finance Committee, staff has produced a preliminary budget with available information. The California State Library releases allocations of the California Library Services Act funding and other grant funding between the months of April and May. The budget for revenues will be updated as SCLC receives the information. Projected expenses have been calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up. SCLC has been appointed to run the PLSEP grant for the State of California and the Digital Navigators grant. While the PLSEP grant is projected to increase, the final grant award is currently unknown.
10. PressReader Update and Next Steps Gary Shaffer
In late February, Baker & Taylor informed SCLC staff that the reason that the LA Times pulled its publication from PressReader was due to an existing exclusivity clause it has in place with NewsBank. Baker & Taylor provided renewal fees for October 1, 2023, which included an additional cost to add The Economist.
11. California Library Services Act Christine Powers
Planning FY2023/24
Suggest to the Administrative Council to form an ad hoc committee to examine current member usage of e-resources and make a recommendation for CLSAFY2023/24 e-resource spending.
12. SCLC Banking Status Andy Beck
On Friday, March 10, 2023, Silicon Valley Bank (SVB) failed and was taken over by the FDIC. Most of SVB's deposits came from venture funding. SCLC banks with Pacific Western Bank, whose lending portfolio is tied to real estate owned by these venture capital firms. Based on SCLC's deposit amount, the Administrative Council may wish to consider exploring other banking options.
MSP (Billings/Walker-Lanz) to recommend to the Administrative Council to direct staff to look into consolidating the bank accounts used for SCLC and all contracted systems, with the intent of streamlining and choosing a larger banking institution that is not based on venture capital investing.
5 yes, 0 no, 0 abstain

Gary Shaffer

13. Other

"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None.

14. Adjournment

Chair adjourned meeting at 2:07 pm.

Gary Shaffer

DRAFT



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 24, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **Proposed SCLC Holidays FY 2023/24**

BACKGROUND: According to the Personnel Policies and Employee Handbook of the Southern California Library Cooperative (SCLC), the schedule of paid holidays observed by SCLC will be determined by the SCLC Executive Committee and approved prior to July 1.

The list of holidays presented in this report for consideration in FY 2023/24 are consistent with the holidays that were approved for the current fiscal year:

Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Veteran's Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Day After Thanksgiving	Friday, November 24, 2023
Christmas	Monday, December 25, 2023
New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Presidents' Day	Monday, February 19, 2024
Cesar Chavez Day	Monday, April 1, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Floating Holidays	Two per year for each employee

FISCAL IMPACT: None

RECOMMENDATION: Recommend to the Administrative Council approval of the SCLC holidays, as presented, for FY 2023/24.

EXHIBITS: None



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 24, 2023
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report FY 2022/23 (DISCUSSION)**

BACKGROUND: The Budget Status Report for Fiscal Year 2022/23 is attached for review and reflects reconciled bank statements through March 31, 2023.

Membership dues are 91% received. Fiscal and administrative fees totaling \$151,926 (75%) were billed and received.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:
a. Budget to Actual Report

Southern California Library Cooperative

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REVENUES/EXPENSES	Approved Budget FY 22/23	Prior Year	Current Year to Date Actuals	Balance	%	Notes
REVENUE						
						Unrealized
CLSA Communications & Delivery	\$ 563,338	\$ 853,533	\$ 83,818	\$ 479,520	15%	Received
CLSA System Administration	\$ 343,401	\$ 372,007	\$ 343,401	\$ -	100%	Received (SCLC portion \$140,833)
System Supplements to CLSA	\$ -	\$ -	\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,364,024	\$ 3,659,072	\$ 2,034,297	\$ 1,329,727	60%	Actual grants awarded
Grant Indirect (All Systems)	\$ 286,970	\$ 170,364	\$ 114,369	\$ 172,601	40%	Actual grants awarded
Grant Staffing (All Systems)	\$ 94,078	\$ 86,472	\$ 60,248	\$ 33,830	64%	Actual grants awarded
SCLC Member Dues	\$ 210,681	\$ 211,552	\$ 191,235	\$ 19,446	91%	Approved 03/15/2022
SCLC Califa Memberships	\$ 13,590	\$ 13,590	\$ 11,430	\$ 2,160	84%	Approved 03/15/2022
Investment Income	\$ 18,750	\$ (29,290)	\$ 29,678	\$ (10,928)	158%	Reflects increase in interest rate
Other revenues	\$ -	\$ 3,495	\$ 806	\$ (806)	0%	Reflects increase in interest rate
TOTAL REVENUE	\$ 4,894,832	\$ 5,340,795	\$ 2,869,282	\$ 2,025,550	59%	
Unrestricted	\$ 935,130	\$ 843,890	\$ 710,059	\$ 225,071	76%	Used toward Personnel/Overhead
Restricted	\$ 3,927,362	\$ 4,512,605	\$ 2,118,115	\$ 1,809,247	54%	CLSA and Grant Passthrough Funds
EXPENDITURES						
Personnel Services						
Salaries & Wages	\$ 652,945	\$ 609,635	\$ 379,567	\$ 273,378	58%	SCLC Staff
Retirement Benefits	\$ 71,453	\$ 73,764	\$ 48,647	\$ 22,806	68%	CalPERS
Health Insurance - Current Employees	\$ 50,280	\$ 37,020	\$ 18,651	\$ 31,629	37%	Health Stipend
Health Insurance - Retirees	\$ 80,448	\$ 41,632	\$ 35,674	\$ 44,774	44%	Actuals
Dental/Vision	\$ 6,552	\$ 6,951	\$ 3,740	\$ 2,812	57%	Ameritas
Life Insurance	\$ 1,224	\$ 1,520	\$ 841	\$ 383	69%	Dearborn/Lincoln
CalPERS Unfunded Accrued Liability	\$ 154,223	\$ 133,737	\$ 152,775	\$ 1,448	99%	CalPERS - Annual Prepayment
Other Personnel Expenses	\$ 3,101	\$ 13,781	\$ 8,616	\$ (5,515)	278%	Worker's Comp / Payroll taxes
Personnel Service Subtotal	\$ 1,020,225	\$ 918,040	\$ 648,511	\$ 371,714	64%	
Operating Expenses						
Office space Lease	\$ 32,000	\$ 25,716	\$ 21,430	\$ 10,570	67%	Lease TBD (unrestricted)
Professional & Contract Services	\$ 65,000	\$ 28,888	\$ 65,717	\$ (717)	101%	Legal, Payroll/HR, Consulting, etc. (Unrestricted)
Telecommunications	\$ 30,000	\$ 21,391	\$ 13,801	\$ 16,199	46%	IT Support, Software, Internet, Phone, Website (CLSA*) and Communications Allowance
Delivery	\$ 66,500	\$ 64,050	\$ 49,625	\$ 16,875	75%	Reliant (CLSA)
Audit Fees	\$ 12,200	\$ 9,605	\$ 15,869	\$ (3,669)	130%	Fedak & Brown (CLSA)
Software Licenses	\$ 3,479	\$ 3,791	\$ 3,744	\$ (265)	108%	Keeper, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500	\$ 13,783	\$ 3,824	\$ 4,676	45%	Office Supplies, Printing, etc. (Unrestricted)
eResources	\$ 445,338	\$ 697,736	\$ -	\$ 445,338	0%	\$368,435 PressReader; \$1,212 Gale Archives; \$75,691 TBD
Memberships	\$ 14,500	\$ 14,537	\$ 13,848	\$ 652	96%	Califa, CLA, etc. (Unrestricted)
Travel & Conferences	\$ 15,000	\$ 10,179	\$ 4,276	\$ 10,724	29%	Travel for meetings, conference, and audit (Unrestricted)
Postage	\$ 800	\$ 1,067	\$ 699	\$ 101	87%	
Other	\$ 350	\$ 6,467	\$ 5,207	\$ (4,857)	1488%	Bank Analysis Fees; other expense; insurance
Operating Expenses Subtotal	\$ 693,667	\$ 897,210	\$ 198,040	\$ 495,627	29%	
Grant Expenses						
						Passthrough Funds
Grant Projected Expenses	\$ 3,364,024	\$ 3,681,465	\$ 2,034,297	\$ 1,329,727	60%	Projected FY22/23 - Actual grants pending
Grant Expenses Subtotal	\$ 3,364,024	\$ 3,681,465	\$ 2,034,297	\$ 1,329,727		
TOTAL EXPENDITURES	\$ 5,077,916	\$ 5,496,715	\$ 2,880,848	\$ 2,197,068	57%	
Surplus (Deficit)	\$ (183,084)	(155,920)	(11,566)	(171,518)		

SCLC FY2022/23
Budget Status Report
March 31, 2022

SCLC ACCOUNT BALANCES

As of March 31, 2023	\$	2,290,291			Pacific Western Bank
As of March 31, 2023	\$	1,848,679			Local Agency Investment Fund (LAIF)
As of March 31, 2023	\$	88,551			California Employer's Pension Prefunding Trust (CEPPT)

SCLC MEMBER DEPOSIT ACCOUNT

As of March 31, 2023	\$	70,947			Pacific Western Bank
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CARRY OVER CLSA FUNDS

FY2020/21 CLSA Communications & Delivery - Projected (Restricted)

		Estimated	Expended	Balance	
E-Reources	\$	65,848	\$ -	\$ 65,848	Reallocation from Resource Sharing per CLSB 10/5
Resource Sharing		-	-	-	Digilabs - Approved on 10/5 by CLSB E-Resources
Delivery		-	-	-	Reliant
Telecommunication		-	-	-	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software
Total Estimated Carry Over	\$	65,848	\$ -	\$ 65,848	

FY2021/22 CLSA Communications & Delivery - Projected (Restricted)

		Estimated	Expended	Balance	
E-Reources	\$	288,419	\$ -	\$ 288,419	To be allocated
Resource Sharing		35,000	-	35,000	Digilabs - to be reallocated?
Audit		6,905	6,905	-	To be used toward finalized audit reports
Delivery		22,013	22,013	-	To be used toward future delivery expenses
Telecommunication		21,742	13,801	7,941	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software
Total Estimated Carry Over	\$	374,079	\$ 42,719	\$ 331,360	



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 24, 2023
FROM: Wayne Walker, Deputy Director

SUBJECT: **CLSA Digilab Funds FY 2021/22 (ACTION)**

BACKGROUND: For several years, the Southern California Library Cooperative (SCLC) has utilized California Library Services Act (CLSA) funds to support resource sharing through the Digilab project. CLSA funds can be used for an assigned project for three years, including the fiscal year in which they were granted and two successive years. This project has focused on digitization of historical material and has funded purchase of scanners for member libraries as well as a software platform, Montage, to provide public access to scanned images. The Administrative Council voted in the Spring of 2022 to begin the process of sunsetting the DigiLab project during FY 2022/23.

DISCUSSION: Currently, SCLC has \$35,000 in remaining FY 2021/22 CLSA funds, which represent the last and final round of requested and approved CLSA funds for the DigiLab project. These funds must be spent on DigiLab related expenses by June 30, 2024, or reappropriated to another project (ie: eResources) by way of a formal request through at minimum an amended FY 2021/22 Plan of Service to submitted to the California Library Services Board for their review and approval at their fall meeting. If the funds are reallocated, they would also need to be spent by June 30, 2024.

In March 2022, the Administrative Council approved the plan to spend the remaining FY 2019/20 CLSA DigiLab funds on software and replacement equipment, with a plan to end SCLC support of the project by June 2023; and reallocate the remaining FY 2020/21 CLSA DigiLab funds to PressReader or a different project. These remaining FY20/21 funds were approved by the CA Library Services Board at their Fall 2022 meeting to be reallocated for eResources (PressReader).

Based on a review of alternatives and options, staff propose utilizing the remaining FY 2021/22 CLSA funds (final project funds) of \$35,000 to purchase up to 8 sets of updated scanning equipment and related software for libraries with preference given to libraries that have contributed to Montage. This will be determined by a survey. Libraries receiving scanners will agree to loan scanners to other SCLC libraries if requested, in order to ensure the resource-sharing requirement is met.

FISCAL IMPACT: None. All financial commitments are within previously allocated funds for this project.

RECOMMENDATION: Recommend to the Administrative Council to approve plan to spend the remaining/final FY 2021/22 CLSA funds approved for DigiLab on additional replacement equipment and related software.

EXHIBITS: None



REPORT TO THE EXECUTIVE COMMITTEE SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 24, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **Executive Committee Membership Process and Selection for FY 2023/24 (ACTION)**

BACKGROUND: Each year, the Administrative Council appoints members to its Executive Committee at its annual May meeting. The Southern California Library Cooperative (SCLC) Bylaws state that the Executive Committee 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 Executive Committee does not change in a single year. Interim or acting directors are not eligible for selection to the Executive Committee.

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 Executive Committee.

The current Executive Committee consists of the following members:

- Gary Shaffer, Chair (will serve in FY 2023/24 as Immediate Past Chair)
- Jesse Walker-Lanz, Vice-Chair/Chair-Elect (will serve in FY 2023/24 as Chair)
- Elizabeth Goldman, Immediate Past Chair (term ending FY 2022/23; will be replaced by incoming Vice-Chair/Chair-Elect)
- Susan Broman, Statistical Group 1 (term ending FY 2023/24)
- Anita Torres, Statistical Group 2 (term ending FY 2022/23)
- Jennifer Addington, Statistical Group 3 (term ending FY 2022/23)
- Cathy Billings, Statistical Group 4 (term ending FY 2022/23)
- Mark Herbert, Statistical Group 5 (term ending FY 2023/24)

The member libraries are arranged in CSL Statistical Groups as follows:

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

SG2: 70,000 - 150,000	
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
Santa Monica*	92,408
Whittier	87,931
Alhambra	81,834
Camarillo (<i>formerly in SG3</i>)	70,171

SG3: 50,000 - 70,000	
Redondo Beach	68,972
Palos Verdes District	66,636
Monterey Park*	60,207
Arcadia	55,934
Glendora	51,821
Covina (<i>formerly in SG4</i>)	50,449

SG4: 20,000 - 50,000	
Azusa*	49,704
Altadena (<i>formerly in SG3</i>)	42,778
Monrovia	37,563
Moorpark	35,399
Beverly Hills	32,265
South Pasadena	26,580
Calabasas	22,926

SG5: Under 20,000	
Santa Fe Springs	18,763
El Segundo	17,084
San Marino	12,257
Commerce	12,140
Signal Hill	11,597
Sierra Madre	10,865
Irwindale	1,490

At the end of this fiscal year, there will be vacancies in Statistical Groups 2, 3, and 4. SCLC maintains records of past Executive Committee appointees and, in preparation for the new cycle, presents to the Administrative Council the list of libraries who are due to be offered the opportunity to serve. Those member libraries are marked with an asterisk in the tables above.

FISCAL IMPACT: None

RECOMMENDATION: Recommend to the Administrative Council to appoint three members to the Executive Committee based on Statistical Groups and process identified above, or discuss alternative methods for selecting members.

EXHIBITS: None



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 24, 2023
FROM: Andy Beck, Controller
Christine Powers, Executive Director

SUBJECT: **Proposed Membership Dues FY 2023/24 (ACTION)**

BACKGROUND: There are currently 9 library cooperative systems in the state charged with administering a variety of programs, services, and distribution of grant funds. In order to receive these funds, a library must be a member of one of these cooperative organizations.

As members of one of these cooperatives, members of the Southern California Library Cooperative (SCLC) receive the following benefits:

- Receive funds disbursed under the California Library Services Act (CLSA) for communication and delivery services. SCLC uses these funds to pay for:
 - Shared delivery between member libraries – provide communication with couriers and contract management.
 - eResources - If purchased and managed separately, each contract would represent a significant allocation of staff time and financial resources per library.
- Advocacy support – This has meant advocating for changes in CLSA regulatory language, to expand the definition of CLSA acceptable use of funds for resource sharing and to identify and support regional priorities related to CLSA and non-CLSA work at the regional and State level.
- Additional supplemental grant funding, including LSTA funding.
- Ensure that the goals of the Strategic Plan are executed/accomplished.
- Provide member libraries the opportunity to collaborate and share best practices (interest groups, local training opportunities, mentorships, listserv)
- Oversee CLSA Fund requirements, including:
 - File all required reports, such as the CLSA Plan of Service and Annual Report.

- Facilitate quarterly and committee meetings in accordance with the Brown Act.
- Facilitate audits, as required by the State.
- Califa Cooperative Membership – SCLC members also enjoy reduced joint membership fees to the Califa consortium enabling discounts for digital products, training, and other materials.

SCLC's membership dues rate has been unchanged for over a decade. Currently, the dues rate is based on a base rate of \$1,500 and a factor of 0.0280 (2.8%) of the population, except for a flat rate that is applied for the following members with the highest populations: Los Angeles City, Los Angeles County, and Long Beach. Beginning in FY 2022/23, California populations began to decline, which is a more recent development due to COVID, opportunities for remote working, and the cost of living in California. This trend is continuing this year as well for FY 2023/24.

With the decreasing population in California and the current rate of inflation, SCLC is requesting an increase in the dues rate. staff recommends that Council Members consider an increase of 10% to 15% in the overall rate. An increase of 10% or 15% would increase the base rate to \$1,650 or \$1,725, respectively, and the factor to 0.0308 (3.08%) or 0.0322 (3.22%), respectively, of the population for FY 2023/24.

Additionally, in an effort to avoid having to revisit this issue periodically, staff recommend that the Administrative Council consider for FY 2024-25 and thereafter, an increase of 2% per year, should the annual increase due to population be less than 2%.

FISCAL IMPACT: An increase ranging from 10% to 15% would increase membership dues from \$20,830 to \$31,354.

RECOMMENDATION: Recommend that the Administrative Council increase SCLC membership dues for FY 2023/24, along with the annual increase for subsequent years.

EXHIBITS:

- a. Schedule of Membership Dues

SCLC
FY22/23 DUES

Agenda Item 04c1

LIBRARY	FY22/23 DUES	2022 Population	Current Rate DUES	10% Increase DUES	15% Increase DUES	Current Rate Change	10% Increase Change	15% Increase Change
Alhambra - AHM	\$3,915	81,834	\$3,791	\$ 4,170	\$4,360	-\$124	\$255	\$445
Altadena - ALT	\$2,706	42,778	\$2,698	\$ 2,968	\$3,102	-\$8	\$261	\$396
Arcadia - ARC	\$3,114	55,934	\$3,066	\$ 3,373	\$3,526	-\$48	\$258	\$412
Azusa - AZU	\$2,888	49,704	\$2,892	\$ 3,181	\$3,325	\$3	\$292	\$437
Beverly Hills - BEV	\$2,435	32,265	\$2,403	\$ 2,644	\$2,764	-\$32	\$209	\$329
Burbank - BUR	\$4,411	105,451	\$4,453	\$ 4,898	\$5,121	\$41	\$487	\$709
Calabasas - CAB	\$2,182	22,926	\$2,142	\$ 2,356	\$2,463	-\$40	\$175	\$282
Camarillo - CAM	\$3,452	70,171	\$3,465	\$ 3,811	\$3,985	\$13	\$359	\$533
Commerce - CMM	\$1,858	12,140	\$1,840	\$ 2,024	\$2,116	-\$18	\$166	\$258
Covina - COV	\$2,867	50,449	\$2,913	\$ 3,204	\$3,349	\$45	\$337	\$482
Downey - DOW	\$4,620	112,584	\$4,652	\$ 5,118	\$5,350	\$32	\$498	\$730
El Segundo - ELS	\$1,966	17,084	\$1,978	\$ 2,176	\$2,275	\$12	\$210	\$309
Glendale - GD	\$7,207	193,116	\$6,907	\$ 7,598	\$7,943	-\$300	\$391	\$736
Glendora - DORA	\$2,943	51,821	\$2,951	\$ 3,246	\$3,394	\$8	\$303	\$451
Inglewood - ING	\$4,584	106,481	\$4,481	\$ 4,930	\$5,154	-\$103	\$345	\$569
Irwindale - IRW	\$1,540	1,490	\$1,542	\$ 1,696	\$1,773	\$1	\$156	\$233
Long Beach - LBPL	\$13,750	460,682	\$13,750	\$ 15,125	\$15,813	\$0	\$1,375	\$2,063
Los Angeles City - LAPL	\$27,750	3,819,538	\$27,750	\$ 30,525	\$31,913	\$0	\$2,775	\$4,163
Los Angeles County - LACO	\$27,750	3,273,354	\$27,750	\$ 30,525	\$31,913	\$0	\$2,775	\$4,163
Monrovia - MON	\$2,577	37,563	\$2,552	\$ 2,807	\$2,935	-\$26	\$230	\$357
Monterey Park - MPK	\$3,191	60,207	\$3,186	\$ 3,504	\$3,664	-\$5	\$314	\$473
Moorpark - MOOR	\$2,507	35,399	\$2,491	\$ 2,740	\$2,865	-\$16	\$233	\$357
Oxnard - OXN	\$7,231	200,050	\$7,101	\$ 7,812	\$8,167	-\$130	\$581	\$936
Palmdale - PALM	\$5,870	167,398	\$6,187	\$ 6,806	\$7,115	\$317	\$936	\$1,245
Palos Verdes District - PVP	\$3,374	66,636	\$3,366	\$ 3,702	\$3,871	-\$8	\$329	\$497
Pasadena - PAS	\$5,569	138,310	\$5,373	\$ 5,910	\$6,179	-\$196	\$341	\$610
Pomona - POM	\$5,737	149,766	\$5,693	\$ 6,263	\$6,547	-\$43	\$526	\$811
Redondo Beach - RED	\$3,362	68,972	\$3,431	\$ 3,774	\$3,946	\$70	\$413	\$584
San Marino - SMAR	\$1,863	12,257	\$1,843	\$ 2,028	\$2,120	-\$20	\$165	\$257
Santa Clarita - SCL	\$7,704	228,835	\$7,907	\$ 8,698	\$9,093	\$203	\$994	\$1,389
Santa Fe Springs - SFE	\$2,008	18,763	\$2,025	\$ 2,228	\$2,329	\$18	\$220	\$322
Santa Monica - SAM	\$4,103	92,408	\$4,087	\$ 4,496	\$4,701	-\$16	\$393	\$597
Sierra Madre - SMD	\$1,798	10,865	\$1,804	\$ 1,985	\$2,075	\$6	\$186	\$277
Signal Hill - SIG	\$1,825	11,597	\$1,825	\$ 2,007	\$2,098	-\$1	\$182	\$273
Simi Valley - SIM	\$4,985	124,985	\$5,000	\$ 5,500	\$5,750	\$14	\$514	\$764
South Pasadena - SOPAS	\$2,219	26,580	\$2,244	\$ 2,469	\$2,581	\$26	\$250	\$362
Thousand Oaks - THO	\$5,012	124,592	\$4,989	\$ 5,487	\$5,737	-\$23	\$476	\$725
Torrance - TOT	\$5,555	144,433	\$5,544	\$ 6,099	\$6,376	-\$11	\$543	\$820
Ventura County - VEN	\$8,340	247,563	\$8,432	\$ 9,275	\$9,697	\$92	\$935	\$1,357
Whittier - WHI	\$3,913	87,931	\$3,962	\$ 4,358	\$4,556	\$49	\$445	\$643
TOTALS	\$210,684	10,614,912	\$210,467	\$ 231,514	\$ 242,038	\$ (216)	\$ 20,830	\$ 31,354

	Current	10% Increase	15% Increase
Base	\$1,500	\$1,650	\$1,725
Factor	0.0280	0.0308	0.0322



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 24, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **CLSA Plan of Service and Budget for FY 2023/24 (ACTION)**

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 outlines how the system intends to expend funds and how those expenditures will benefit the communities served by SCLC member libraries. The CLSB is scheduled to meet on May 23, 2023, to consider approving the CLSA's preliminary system budget allocation.

For this current fiscal year, SCLC appropriated its Baseline funds towards courier delivery services, Gale Archives of Sexuality and Gender, the annual audit, Press Reader, office supplies, and telecommunications.

At the March 2023 meeting, an ad hoc committee was formed to examine current member usage of e-resources, explore alternatives, and make a recommendation for CLSA FY2023/24 e-resource spending. The group considered a few proposals received by SCLC: LINK+, Biblioboard, and Gale Analytics; but ultimately recommended continuing with PressReader for FY 2023/24. The group also would like to consider an alternative method of obtaining *Los Angeles Times* in digital format for its members, and staff is in the process of obtaining additional information pursuant to this request.

Based on this recommendation, the FY 2023/24 Baseline funds may be expended on:

- e-Resources
 - Gale Archives of Sexuality and Gender
 - PressReader
 - *Los Angeles Times*, if available
- Contracted Services for Delivery
 - Courier

- Telecommunications
 - Website Updates
 - Internet
 - Phone/Fax
 - Equipment
 - Zoom
- Other
 - Annual Audit
 - Office Supplies

Given the goals of SCLC as outlined in its Strategic Plan, staff recommends the allocation of additional funding under Telecommunications to update and enhance SCLC’s website.

FISCAL IMPACT: The CLSA Preliminary System Allocations for SCLC are \$699,504 for FY 2023/24. Of this funding, \$559,604 (80%) is allocated as Baseline Budget, which is used to fund services, including delivery and audit. The remaining balance of \$139,900 (20%) is allocated as System Administration funding, which is utilized to pay for system administration services provided by SCLC staff. The overall CLSA budget allocation for SCLC decreased by \$4,667 when compared to last year’s funds, primarily due to the drop in population of SCLC’s jurisdiction.

The FY 2023/24 allocations to SCLC are dependent upon approval by the CLSB, and ultimately, approval of the State Budget by the Governor. FY 2023/24 CLSA funds are not received by SCLC until late fall of the fiscal year. Appropriated funds can be used over a period of three years.

While an invoice for FY 2023/24 has not yet been received, it should be noted that the fee for maintaining the Gale Archives of Sexuality and Gender for this current fiscal year was \$1,212.18.

Baker & Taylor provided the following renewal fees for October 1, 2023:

- PressReader: \$368,434.50
- Add *The Economist*: \$75,496.00

RECOMMENDATION: Recommend to the Administrative Council to authorize the Chair of SCLC to work with the Executive Director to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library by June 16, 2023.

EXHIBIT:

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

CLSA Preliminary System Budget Allocations- FY 2023/24

Communications and Delivery Program

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



**CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET**
For use with 2023/2024 Communication & Delivery Program

California State Library
Sacramento
April 2023

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2023/2024 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 5, 2023
2. Demographics of System Service Area – Due June 5, 2023
3. Budget:
 - C&D Service Program Budget Request and Budget Summary – Due June 5, 2023
 - System Detailed Budget – Due September 8, 2023 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 5, 2023
5. Future Plans for Cooperative System – Due June 5, 2023

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

Dates for physical delivery counts – FY 2023/2024:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2023/2024, due at the State Library on September 1, 2024. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 07- August 20, 2023

October 09 – October 22, 2023

January 15 –January 28, 2024

April 22 - May 05, 2024

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-603-7159.

**System Information
FY 2023/2024**

System Name:			
Director:		Email:	
Address:		City:	State: Zip:
			CA
Phone:		Fax:	

System Chair for FY 2023/2024 (if known):	Fiscal Agent:
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Date approved by Administrative Council:
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X	
Signature of System Administrative Chair for FY 2023/2024	Date
Print Name:	

Conditions of Award

1. Accounting
Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.
2. Budget adjustments within approved programs
Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

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

3. Earning interest
Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2023).
4. Personal memberships and travel
Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.
5. Credit line
Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

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

As appropriate, this disclaimer should be added:

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

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

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

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Monday, June 05, 2023

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

Section Definitions

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

- a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.
- b. **PC& E:** Planning, Coordination, & Evaluation
- c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services were provided.
- d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

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

System Detailed Budget – Due at the State Library by Friday, September 8, 2023

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

Column Definitions

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

- a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.
- b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.
- c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.
- d. **Interest** - enter all interest earned on System funds.
- e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.
- f. **Total budgeted** - is the sum of Columns a through e.

Program Definition

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

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

Other Definitions

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

Grand Total System Budget

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

E-Resources

Electronic resources (or **e-resources**) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing

Resource Sharing refers to the allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

**Demographics of System Service Area
System Population Profile, FY 2023/24**

Total Population of System Service Area: _____

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

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

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

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

Comments/ Additional Information:

* **Geographically Isolated/ Rural**

"Rural" is essentially "that which is not named as urban." "Urban areas represent densely developed territory, and encompass residential, commercial, and other nonresidential urban land uses. Each urban area must encompass at least 2,000 housing units or at least 5,000 people. This is a change from the previous minimum of 2,500 people which had been in place since the 1910 Census."

Funding for Communications and Delivery – FY 2023/2024

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

Section 1

Estimated Workload of Physical Delivery

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

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

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

“It is the intent of the California Library Services Act is to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.” (Education Code 18702)

When submitting your Library Systems’ proposals, they shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery, and resource sharing include the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

Section 2 Funding Goal (What have you done, for whom, and for what benefit?)

1. How will the Library System determine the needs of their community. Please describe the **goals** for the Communication and Delivery funding for your Library System and how it addresses that need.
2. Please specify how the Library System **will spend its 2023-2024 CLSA allocation of funding** and **provide specifics amounts** allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.
3. How did you determine the funding amounts per your C&D Service Program Budget Request?
4. If it will take you longer than 1 year to spend 2023-2024 funding specify why?
5. If you plan on using roll-over funds from a previous year to supplement 2023-2024 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?
6. How will the System’s Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not, all libraries are participating in programs/services indicate which ones are and why others are not served (i.e., choice, funds, etc.).

7. How will the System determine and evaluate that the funding goals for their community were met?

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, **how much**, and **what percentage** of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

9. If the System is providing e-resources, what exactly are those e-resources? (How many libraries are you providing this service to)

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

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

12. Will the System be using any of the communications funding to address broadband connectivity issues? If so, what were the funds used for and what were the connectivity issues? If this includes **installation along or service fees, please specify the cost and** which member libraries will benefit (please list libraries)?

Future Plans for Cooperative System

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



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 24, 2023
FROM: Andy Beck, Controller

SUBJECT: **Proposed Budget FY 2023/24 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY 2023/24 is attached for review.

Revenues

The California State Library has released the preliminary allocations of the California Library Services Act (CLSA) funding. The budget has been calculated based on this information, grants, and the assumption of an increase of 10% or 15% in membership dues.

Expenses

Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

Points to review:

- Spending of CLSA funds must be approved by the Council.
- SCLC will be managing three grants in FY 2023/24.
- A deficit between \$27,920 and \$38,444 is projected based on the approved increase in membership dues.

FISCAL IMPACT: Next step is approval of funds at the next California Library Service Board (CLSB) meeting and final approval of the Governor's budget.

RECOMMENDATION: Recommend to the Administrative Council to approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBITS:

- a. Proposed Budget with 10% member dues increase, FY 2023/24
- b. Proposed Budget with 15% member dues increase, FY 2023/24

	Proposed Budget FY 23/24	FY22/23 Actual	Note
Revenues:			
CLSA baseline revenue (communications and delivery)	\$ 599,447		Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900		Expected to be received in December 2023
Fiscal and administration revenues	223,784		CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432		
Grant indirect revenues	131,523		
Grant staffing revenues	142,045		
Membership dues	231,514		Based on increase of 10%
Califa membership dues	13,590		
Investment income	100,000		
Other	1,000		
Total revenues	2,809,235	-	
Expenditures:			
CLSA baseline expenditures:			
Office supplies	13,000		
Duplication and photocopies	1,500		
E-Resources	369,647		
Contract services for delivery	172,500		Reliant
Contract services	19,000		Audit; GASB 75
Telecommunications	21,800		Internet; website; IT; Phone; VOIP; Zoom
Capital Outlay	2,000		
Total CLSA baseline expenditures	599,447	-	
CLSA administration expenditures:			
Personnel			
Salary and wages	603,693		
Retirement benefits	62,700		
Unfunded pension liability	151,107		
Health insurance - current employees	56,000		
Health insurance - retired employees	46,300		
Dental and vision	5,400		
Life insurance	2,300		
Other personnel expenses	15,500		Payroll tax; Workers comp
Total personnel expenditures	943,000	-	
Other			
Payroll processing	7,000		
Accounting software	4,000		
Office space rent	25,800		
Insurance	2,400		General liability
Travel/conference/meeting	10,000		
Membership dues	14,600		
Legal	12,000		
Other	3,000		Office expense
Total other expenditures	78,800	-	
Total CLSA administration expenditures	1,021,800	-	
Grant project expenditure	1,226,432	-	
Total expenditure	2,847,679	-	
Deficit of revenues over expenditures	\$ (38,444)	-	

	Proposed Budget FY 23/24	FY22/23 Actual	Note
Revenues:			
CLSA baseline revenue (communications and delivery)	\$ 599,447		Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900		Expected to be received in December 2023
Fiscal and administration revenues	223,784		CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432		
Grant indirect revenues	131,523		
Grant staffing revenues	142,045		
Membership dues	242,038		Based on increase of 15%
Califa membership dues	13,590		
Investment income	100,000		
Other	1,000		
Total revenues	<u>2,819,759</u>	<u>-</u>	
Expenditures:			
CLSA baseline expenditures:			
Office supplies	13,000		
Duplication and photocopies	1,500		
E-Resources	369,647		
Contract services for delivery	172,500		Reliant
Contract services	19,000		Audit; GASB 75
Telecommunications	21,800		Internet; website; IT; Phone; VOIP; Zoom
Capital Outlay	2,000		
Total CLSA baseline expenditures	<u>599,447</u>	<u>-</u>	
CLSA administration expenditures:			
Personnel			
Salary and wages	603,693		
Retirement benefits	62,700		
Unfunded pension liability	151,107		
Health insurance - current employees	56,000		
Health insurance - retired employees	46,300		
Dental and vision	5,400		
Life insurance	2,300		
Other personnel expenses	15,500		Payroll tax; Workers comp
Total personnel expenditures	<u>943,000</u>	<u>-</u>	
Other			
Payroll processing	7,000		
Accounting software	4,000		
Office space rent	25,800		
Insurance	2,400		General liability
Travel/conference/meeting	10,000		
Membership dues	14,600		
Legal	12,000		
Other	3,000		Office expense
Total other expenditures	<u>78,800</u>	<u>-</u>	
Total CLSA administration expenditures	<u>1,021,800</u>	<u>-</u>	
Grant project expenditure	<u>1,226,432</u>	<u>-</u>	
Total expenditure	<u>2,847,679</u>	<u>-</u>	
Deficit of revenues over expenditures	<u>\$ (27,920)</u>	<u>-</u>	