



SCLC Audit and Finance Committee
Thursday, July 1, 2021
10 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/87657229735?pwd=RWZVK0UvZ0oxU216dTQ0Qms5VUxMQT09>

AGENDA

All items may be considered for action

1. Opening Gary Shaffer
 - a. Chairperson's welcome
Chairperson introduces any guests or new members.
 - b. Roll call

2. Public Forum
Opportunity for any guest or member of the public to address the committee on any item of SCLC Audit and Finance Committee business.

3. Consent Calendar
All items on the consent calendar may be approved by a single motion. Any committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the April 22, 2021 Audit and Finance Committee meeting.

4. Adoption of Agenda Gary Shaffer

5. Investment Report Carol Dinuzzo

6. Fiscal Sustainability Diane Bednarski

7. Other

8. Adjournment Gary Shaffer

Southern California Library Cooperative

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ACTION ITEMS

Meeting: _____ Audit and Finance Committee _____

Date: _____ July 1, 2021 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

_____ Aye

_____ Nay

_____ Abstain

Agenda Item: _____

_____ Aye

_____ Nay

_____ Abstain

Agenda Item: _____

_____ Aye

_____ Nay

_____ Abstain

Agenda Item: _____

_____ Aye

_____ Nay

_____ Abstain

Agenda Item: _____

_____ Aye

_____ Nay

_____ Abstain

Agenda Item: _____

_____ Aye

_____ Nay

_____ Abstain



SCLC Audit and Finance Committee
Thursday, April 22, 2021
10am

Minutes *draft*

Attendance

Anderson, Susan – Redondo Beach
Cousin, Heather – Thousand Oaks
Lockwood, Barbara – Calabasas
Wong, Patty – Santa Monica

Other

Bednarski, Diane – SCLC
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC

Absent

Graf, Ann – Azusa
Ryan, Joyce – Santa Fe Springs

1. Opening Heather Cousin
Meeting called to order at 10:05am.
2. Public Forum
Opportunity for any guest or member of the public to address the committee on any item of SCLC Audit and Finance Committee business.
None.
3. Consent Calendar
All items on the consent calendar may be approved by a single motion. Any committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the February 4, 2021 Audit and Finance Committee meeting.

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MSP (Lockwood/Anderson) to approve the minutes from the February 4, 2021 Audit and Finance Committee meeting.

4. Adoption of Agenda Heather Cousin
Lockwood moved to adopt agenda, as presented.
5. Investment Report Carol Dinuzzo
Reviewed Local Agency Investment Fund (LAIF), which reflects a capital gain of \$14,063 since the beginning of the fiscal year.
6. Reserve Fund Carol Dinuzzo
Projected CalPERS payment for FY21/22 is ~\$150,000, then payments will reduce and stabilize. Based on discussion with auditors, review of California State practices, and the fact SCLC receives funds once a year, Dinuzzo suggested retaining one year's worth of operating expenses in the reserve fund, which amounts to approximately \$1,000,000. Current reserve level is \$2,024,059. Members noted that potential reasons to adjust the reserve level would be to invest the funds for a higher rate of return or spend down pension liability. Committee requests that future discussions include historical perspective and informed conversation, with recommendations from staff. MSP (Wong/Anderson) to make no changes to the Reserve Fund because the current level is adequate to meet the operating expenses, if needed.
7. FY19/20 Audited Financial Statement Draft Carol Dinuzzo
MSP (Lockwood/Wong) to recommend acceptance of the FY19/20 audit to the Administrative Council.
8. Budget Format Carol Dinuzzo
Request to flip order of expenses and revenue and to repeat the header on the second page. Wong to request discussion to diversify revenue at the May 2021 Administrative meeting.
9. Other
10. Adjournment Heather Cousin
MSP (Lockwood/Anderson) to adjourn meeting at 10:42am.



DATE: July 1, 2021
TO: SCLC Audit & Finance Committee
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Investments Report

INVESTMENTS: The investment overview reflects the balance of the LAIF account as of May 2021.

The Local Agency Investment Fund (LAIF) reflects a capital gain of \$16,163 since the beginning of fiscal year 2020/21:

Beginning Balance as of July 1, 2020: \$1,907,996

Ending Balance as of May 31, 2021: \$1,924,159

PMIA Average Monthly Effective Yields (May 2021) : 0.315%

*Interest is paid quarterly on the 15th of the month following quarter-end

FISCAL IMPACT: None at this time.

RECOMMENDATION: Informational

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DATE: July 1, 2021
TO: SCLC Audit & Finance Committee
FROM: Diane Bednarski, Executive Director
SUBJECT: Fiscal Sustainability

BACKGROUND: In light of the recent action to accept the FY2021/22 deficit budget, Administrative Council requested the Audit and Finance Committee to work with the Executive Director to work out details of how to manage the deficit.

Two major factors that lend uncertainty to SCLC's budget projections are annual CLSA allocations and grant funding, which are not typically known in time for the May budget approval. Should these funding sources be reduced, SCLC would need to cover expenses by using reserves in the short-term and implementing new fiscal measures in the long-term.

Ideas to address SCLC Fiscal Sustainability include:

- Identifying SCLC services that would involve copays from participating member libraries
- Switch from a JPA to a 501c3 in order to qualify for additional grant funding
- Reduce reliance on grant revenue (and adjust staff accordingly)
- Performing a deep mid-year review of the budget status with the Audit & Finance Committee, by which time most grants will have been awarded and projected revenues will be better known.
- Switching to an October – September fiscal year so that CLSA and grant funding projections are better known when the proposed budget is presented

Documents that have been included to provide additional background:

- Approved Budget from beginning of FY2020/21
- Budget Status Report as presented at the 05/27/2021 meeting
- Approved budget for FY2021/22 with prior year actuals up to 06/16/2021
- Grant Award Detail, reflecting on grants from FY2019/20 and FY2020/21

Please review all documents and come prepared to discuss ideas on how to ensure fiscal sustainability of SCLC if faced with a start-of-year deficit budget.

FISCAL IMPACT: None at this time.

RECOMMENDATION: TBD

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SCLC PROPOSED BUDGET: FY20/21
June 30, 2020

<i>Revenues and Expenses</i>	<i>Proposed FY20/21 Budget</i>	<i>Actuals as of July 1, 2020</i>	<i>Balance</i>	<i>Percentage Received / Expended</i>	<i>Notes</i>
Revenues			<i>Unrealized</i>		
CLSA System Administration	\$ 177,882		\$ 177,882	0%	SCLC, Serra, 49-99, ILS, SLS
CLSA Baseline	\$ 293,861		\$ 293,861	0%	CLSA funds for FY20/21
-Grants	\$ -		\$ -		TBD
-Grant Indirect **	\$ -		\$ -		TBD
Member Dues	\$ 206,587		\$ 206,587	0%	Approved 10/17/2019
Investment Income					
Total Revenues	\$ 678,330	\$ -	\$ 678,330	0%	
Projected Expenses					
Salaries & Benefits					
Salaries	\$ 589,377		\$ 589,377	0%	Projected cost for all current staff
PERS Health Benefits	\$ 48,000		\$ 48,000	0%	Health Benefits for all current .staff
PERS Retiree Health Benefits	\$ 43,992		\$ 43,992	0%	Health Benefits for retired staff
PERS Unfunded Liabilities	\$ 117,819		\$ 117,819	0%	FY 20/21 projected cost
Total Salaries & Benefits	\$ 799,188	\$ -	\$ 799,188	0%	
Operations					
-Rent	\$ 20,160		\$ 20,160	0%	Lease expires 8/2018
-Utilities/Operating	\$ 4,920		\$ 4,920	0%	Elec, phone
-Delivery	\$ 72,000.00		\$ 72,000	0%	Delivery to libraries
Memberships	\$ 14,500		\$ 14,500	0%	Califa; CLA; SHRM
Total Operations	\$ 111,580	\$ -	\$ 111,580	0%	
Professional/Contract Services					
System Support / IT	\$ 12,000		\$ 12,000	0%	IT Support & Maintenance
Audit Fees	\$ 12,020		\$ 12,020	0%	Audit for FY19/20
Legal Fees	\$ 1,000		\$ 1,000	0%	Legal counsel
Consulting	\$ 85,000		\$ 85,000	0%	
Payroll Services	\$ 4,000		\$ 4,000	0%	Payroll/1099 processing
Professional Services	\$ 350		\$ 350	0%	Bank Analysis Fees
Total Professional/Contract Services	\$ 114,370	\$ -	\$ 114,370	0%	
Total Expenses	\$ 1,025,138	\$ -	\$ 1,025,138	0%	
Surplus (Deficit)	\$ (346,808)	\$ -			
RESERVE BALANCE					
Pacific Western Bank	\$2,601,870				
LAIF	\$ 1,907,996				
Estimated Reserve Balance as of July 1, 2020	\$ 4,509,866	\$ -	\$ -		
DEPOSIT ACCOUNTS					
	Beginning Balance	Amt Change	Balance		
SCLC Deposit Accounts	\$ 126,177	\$ -			
PROJECTS					
	Appropriated	Expenditures	Balance		
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		

SCLC BUDGET: FY20/21
May 27, 2021

<i>Revenues and Expenses</i>	<i>FY20/21 Budget</i>	<i>Actuals as of March 31, 2021</i>	<i>Balance</i>	<i>Percentage Received / Expended</i>	<i>Notes</i>
Revenues					
			<i>Unrealized</i>		
CLSA System Administration	\$ 177,882	\$ 177,882	\$ -	100%	SCLC, Serra, 49-99, ILS, SLS
CLSA Baseline	\$ 293,861	\$ 293,861	\$ -	100%	CLSA funds for FY20/21
Individual System Admin Allocations	\$ 109,954	\$ -	\$ 109,954	0%	Approved by each system
Grants	\$ 3,523,839	\$ 1,472,974	\$ 2,050,865	42%	increase of \$191,937
Grant Indirect	\$ 304,472	\$ -	\$ 304,472	0%	Increase of \$21,218
Grant Support Staff	\$ 82,039	\$ -	\$ 82,039	0%	Increase of \$2,386
Member Dues	\$ 206,587	\$ 196,341	\$ 10,246	95%	Awaiting payments from OXN and COV
Investment Income					
Total Revenues	\$ 4,698,634	\$ 2,141,058	\$ 2,557,576	46%	
Projected Expenses					
Salaries & Benefits					
Salaries	\$ 589,377	\$ 443,612	\$ 145,765	75%	Cost for all current staff
PERS Health Benefits	\$ 48,000	\$ 36,000	\$ 12,000	75%	Health Benefits for all current .staff
PERS Retiree Health Benefits	\$ 67,200	\$ 31,631	\$ 35,569	47%	Health Benefits for retired staff
PERS Unfunded Liabilities	\$ 117,819	\$ 113,901	\$ 3,918	97%	Payment made July 1, 2020
Total Salaries & Benefits	\$ 822,396	\$ 625,144	\$ 197,252	76%	
Operations					
-Rent	\$ 20,160	\$ 15,120	\$ 5,040	75%	Lease expires 08/2021
-Utilities/Operating	\$ 4,920	\$ 4,173	\$ 747	85%	Elec, phone
-Delivery	\$ 72,000.00	\$ 36,535	\$ 35,465	51%	Delivery to libraries
Memberships	\$ 14,500	\$ 13,679	\$ 821	94%	Califa; CLA; SHRM
Total Operations	\$ 111,580	\$ 69,507	\$ 42,073	62%	
Professional/Contract Services					
System Support / IT	\$ 12,000	\$ 3,249	\$ 8,751	27%	IT Support & Maintenance
Audit Fees	\$ 12,020	\$ 13,276	\$ (1,256)	110%	Audit for FY19/20
Legal Fees	\$ 1,000	\$ 1,420	\$ (420)	142%	Legal counsel
Consulting	\$ 85,000	\$ 3,000	\$ 82,000	4%	
Payroll Services	\$ 4,000	\$ 2,873	\$ 1,127	72%	Payroll/1099 processing
Professional Services	\$ 350	\$ -	\$ 350	0%	Bank Analysis Fees
Total Professional/Contract Services	\$ 114,370	\$ 23,818	\$ 90,552	21%	
Total Expenses	\$ 1,048,346	\$ 718,469	\$ 329,877	69%	
Surplus (Deficit)	\$ 3,650,288	\$ 1,422,589			
Surplus (Deficit) excluding Grant Passthrough	\$ 126,449				
SCLC ACCOUNT BALANCES					
Pacific Western Bank as of July 1, 2020	\$ 2,016,837		\$ 3,151,177		As of March 31, 2021
LAIF as of June 30, 2020	\$ 1,907,996		\$ 1,922,059		As of December 31, 2020
SCLC MEMBER DEPOSIT ACCOUNTS					
	Beginning Balance	Amt Change	Balance		
SCLC Deposit Accounts	\$ 215,795	\$ -	\$ 182,988		
PROJECTS					
	Appropriated	Expenditures	Balance		
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		

REVENUES/EXPENSES	Proposed	Prior Year Actuals	Actuals	Balance	%	Notes
6/16/2021						
REVENUE						
				Unrealized		
CLSA Communications & Delivery	\$ 294,627	\$ 293,861	\$ -	\$ 294,627	0%	Preliminary System Allocation
CLSA System Administration	\$ 177,603	\$ 177,882	\$ -	\$ 177,603	0%	Preliminary System Allocation
System Supplements to CLSA	\$ 102,560	\$ 109,954	\$ -	\$ 102,560	0%	Approved
Grant Project Revenue	\$ 730,000	\$ 3,523,839	\$ -	\$ 730,000	0%	Applications Pending*
Grant Indirect	\$ 22,045	\$ 304,472	\$ -	\$ 22,045	0%	Applications Pending*
Grant Staffing	\$ 15,445	\$ 82,039	\$ -	\$ 15,445	0%	Applications Pending*
SCLC Member Dues	\$ 205,717	\$ 206,587	\$ -	\$ 205,717	0%	Approved 03/25/2021
Investment Income	\$ 18,750	\$ 16,163	\$ -	\$ 18,750	0%	Projected LAIF Interest
TOTAL REVENUE	\$ 1,566,747	\$ 4,714,797	\$ -	\$ 1,547,997		

EXPENDITURES						
Personnel Services						
Salaries & Wages	\$ 589,377	\$ 556,290	\$ -	\$ 589,377	0%	SCLC Staff
Retirement Benefits	\$ 68,050	\$ 59,868	\$ -	\$ 68,050	0%	CalPERS
Health Insurance - Current Employees	\$ 48,000	\$ 48,000	\$ -	\$ 48,000	0%	Health Stipend
Health Insurance - Retirees	\$ 76,800	\$ 41,244	\$ -	\$ 76,800	0%	Health Stipend
Dental/Vision	\$ 6,552	\$ 5,691	\$ -	\$ 6,552	0%	Ameritas
Life Insurance	\$ 1,224	\$ 1,159	\$ -	\$ 1,224	0%	Dearborn
Unfunded Accrued Liability	\$ 138,339	\$ 113,901	\$ -	\$ 138,339	0%	CalPERS
Other Personnel Expenses	\$ 3,101	\$ 3,003	\$ -	\$ 3,101	0%	Worker's Comp
Personnel Service Subtotal	\$ 931,443	\$ 829,156	\$ -	\$ 931,443		

REVENUES/EXPENSES (cont.)	Proposed	Prior Year Actuals	Actuals	Balance	%	Notes
Operating Expenses						
Office space Lease	\$ 32,000	\$ 16,800	\$ -	\$ 32,000	0%	Lease TBD
Professional & Contract Services	\$ 65,000	\$ 9,530	\$ -	\$ 65,000	0%	Legal, Payroll/HR, Consulting, etc.
Telecommunications	\$ 30,000	\$ 18,226	\$ -	\$ 30,000	0%	Progent, Microsoft, Internet, RingCentral, A2 (CLSA*) and Communications Allowance
Delivery	\$ 66,000	\$ 43,788	\$ -	\$ 66,000	0%	Reliant (CLSA)
Audit Fees	\$ 12,270	\$ 15,076	\$ -	\$ 12,270	0%	Fedak & Brown (CLSA)
Software Licenses	\$ 3,479	\$ 3,234	\$ -	\$ 3,479	0%	Dashlane, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500	\$ 2,760	\$ -	\$ 8,500	0%	Office Supplies, etc. (includes \$4,000 relocation)
E-Resources	\$ 1,200	\$ 1,154	\$ -	\$ 1,200	0%	Gale (CLSA)
Resource Sharing	\$ -	\$ -	\$ -	\$ -	0%	Placeholder (CLSA)
Memberships	\$ 14,500	\$ 13,679	\$ -	\$ 14,500	0%	Califa, CLA, etc.
Travel & Conferences	\$ 10,000	\$ 6,078	\$ -	\$ 10,000	0%	Travel for meetings, conference, and audit
Postage	\$ 800	\$ 989	\$ -	\$ 800	0%	
Other	\$ 350	\$ -	\$ -	\$ 350	0%	Bank Analysis Fees
Operating Expenses Subtotal	\$ 244,099	\$ 131,314	\$ -	\$ 244,099		
Grant Expenses						
		Total FY20/21				
CLCI	\$ 650,000	\$ 3,523,839	\$ -	\$ 650,000	0%	Application Pending*
Dia de los Ninos	\$ 80,000	\$ -	\$ -	\$ 80,000	0%	Application Pending*
PLSEP	\$ -	\$ -	\$ -	\$ -	0%	TBD
Grant Expenses Subtotal	\$ 730,000	\$ 3,523,839	\$ -	\$ 730,000		
TOTAL EXPENDITURES	\$ 1,905,542	\$ 4,484,309	\$ -	\$ 1,905,542		
Surplus (Deficit)	\$ (338,795)	\$ 230,488	\$ -			

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

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

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

CARRY OVER CLSA FUNDS

FY2019/20 CLSA Communications & Delivery				
	Estimated	Expended	Balance	Notes
Digilabs	\$ 82,535	\$ -	\$ 82,535	
Digital Resources	\$ 383,513	\$ -	\$ 383,513	
Total Estimated Carry Over	\$ 466,048	\$ -	\$ 466,048	

FY2020/21 CLSA Communications & Delivery - Projected				
	Estimated	Expended	Balance	Notes
E-Resources	\$ 113,993	\$ -	\$ 113,993	
Resource Sharing	\$ 65,848	\$ -	\$ 65,848	
Delivery	\$ 19,086	\$ -	\$ 19,086	
Telecommunication	\$ 8,345	\$ -	\$ 8,345	
Total Estimated Carry Over	\$ 207,272	\$ -	\$ 207,272	

Southern California Library Cooperative Grants - FY2019/20 & FY2020/21

FISCAL YEAR 2019/20

Grant Name	Project Funds	Actual Indirect	Staffing	Total
SCLC				
CLCI	\$ 1,445,577.00	\$ 58,097.00	\$ 11,425.00	\$ 1,515,099.00
Makerspaces	\$ 280,149.00	\$ 26,615.00		\$ 306,764.00
ELF	\$ 362,420.00	\$ 6,251.00		\$ 368,671.00
Harwood	\$ 215,939.00	\$ 14,045.00		\$ 229,984.00
MHI	\$ 243,250.00	\$ 21,269.00	\$ 4,050.00	\$ 268,569.00
MLS	\$ 248,182.00	\$ 24,818.00		\$ 273,000.00
PLSEP	\$ 92,000.00	\$ 8,900.00		\$ 100,900.00
Subtotals	\$ 2,887,517.00	\$ 159,995.00	\$ 15,475.00	\$ 3,062,987.00
Serra				
Creando	\$ 38,879.00	\$ 1,944.00	\$ -	\$ 40,823.00
PSLEP	\$ 22,347.00	\$ 1,834.00		\$ 24,181.00
Subtotals	\$ 61,226.00	\$ 3,778.00	\$ -	\$ 65,004.00
49-99				
PLSEP	\$ 13,000.00	\$ 547.00		\$ 13,547.00
Subtotals	\$ 13,000.00	\$ 547.00	\$ -	\$ 13,547.00
Inland				
PLSEP	\$ 8,000.00	\$ 800.00		\$ 8,800.00
Subtotals	\$ 8,000.00	\$ 800.00	\$ -	\$ 8,800.00
Santiago				
PLSEP	\$ 49,422.00	\$ 4,727.00		\$ 54,149.00
Subtotals	\$ 49,422.00	\$ 4,727.00	\$ -	\$ 54,149.00
Totals	\$ 3,019,165.00	\$ 169,847.00	\$ 15,475.00	\$ 3,204,487.00
CLSA System Admin		\$ 341,735.00		
Anticipated	\$ 3,058,044.00	\$ 269,936.00	\$ -	\$ 3,327,980.00

FISCAL YEAR 2020/21

Grant Name	Project Funds	Indirect	Staffing	Total
SCLC				
CLCI	\$ 1,233,190.00	\$ 69,278.00	\$ 19,220.00	\$ 1,321,688.00
ELF	\$ 462,705.00	\$ 35,667.00	\$ 13,835.00	\$ 512,207.00
Shared Vision	\$ 108,500.00	\$ 10,850.00		\$ 119,350.00
BDD	\$ 1,616,164.00	\$ 163,401.00	\$ 21,477.00	\$ 1,801,042.00
VYPA	\$ 33,636.00	\$ 3,364.00	\$ 1,386.00	\$ 38,386.00
PLSEP	\$ 92,507.00	\$ 9,251.00	\$ 9,200.00	\$ 110,958.00
Subtotals	\$ 3,546,702.00	\$ 291,811.00	\$ 65,118.00	\$ 3,903,631.00
Serra				
Creando	\$ 37,153.00	\$ 3,715.00	\$ 8,521.00	\$ 49,389.00
PSLEP	\$ 26,054.00	\$ 2,605.00	\$ 2,000.00	\$ 30,659.00
Subtotals	\$ 63,207.00	\$ 6,320.00	\$ 10,521.00	\$ 80,048.00
49-99				
PLSEP	\$ 6,488.00	\$ 649.00	\$ 800.00	\$ 7,937.00
Subtotals	\$ 6,488.00	\$ 649.00	\$ 800.00	\$ 7,937.00
Inland				
PLSEP	\$ 26,466.00	\$ 2,647.00	\$ 2,800.00	\$ 31,913.00
Subtotals	\$ 26,466.00	\$ 2,647.00	\$ 2,800.00	\$ 31,913.00
Santiago				
PLSEP	\$ 30,446.00	\$ 3,045.00	\$ 2,800.00	\$ 36,291.00
Subtotals	\$ 30,446.00	\$ 3,045.00	\$ 2,800.00	\$ 36,291.00
Totals	\$ 3,673,309.00	\$ 304,472.00	\$ 82,039.00	\$ 4,059,820.00
CLSA System Admin		\$ 177,882.00		



SCLC Audit and Finance Committee Meeting Dates

2021/22
10am

Thursday, July 1, 2021

Thursday, October 7, 2021

Thursday, January 6, 2022

Thursday, April 7, 2022

Meetings will be held by conference call.
Locations will be determined if needed.

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