Southern California Library Cooperative
Executive Committee Meeting

Wednesday, November 29, 2023
1:00 pm

Hybrid Meeting

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

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

Join Zoom Meeting
https://us02web.zoom.us/j/84820927145?pwd=VElDNWxCQTBBNEw0Nk01OEd3Tm11QT09
Meeting ID: 848 2092 7145
Passcode: 056050

AGENDA

All items may be considered for action.

1. Opening — Jesse Walker-Lanz
   a. Chairperson's Welcome
   b. Roll Call

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

3. Consent Calendar — 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 October 25, 2023, Administrative Council meeting

4. Adoption of Agenda — Jesse Walker-Lanz

5. Budget Status Report FY2023/24 (DISCUSSION) — Andy Beck

6. New Website Proposal (ACTION) — Christine Powers

7. Executive Committee Structure (ACTION) — Christine Powers

8. Amendments to the SCLC Bylaws and Standing Rules (ACTION) — Christine Powers

9. Executive Director Evaluation (CLOSED SESSION) — Jesse Walker-Lanz

10. 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.

11. Adjournment — Jesse Walker-Lanz

ACTION ITEMS

Meeting: _____SCLC Executive Committee 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

Southern California Library Cooperative
Executive Committee Meeting
Wednesday, October 25, 2023
1:00 - 2:00 pm
Via Zoom

Alternative Meeting locations:
Alhambra Library, 101 S. First St., Alhambra, CA 91801
Azusa City Library, 729 North Dalton Ave., Azusa, CA 91702
Los Angeles Public Library, 630 W. Fifth St., Los Angeles, CA 90242
Monterey Park City Hall, 320 West Newmark Ave., Monterey Park, CA 91754

Minutes *draft*

Attendance
Broman, Susan – LAPL
Garcia, Diana – Monterey Park
Hassen, Leila – Azusa
Walker-Lanz, Jesse - LACo

Other
Beck, Andy – SCLC
Graver, Lori - SCLC
Herbert, Mark – El Segundo, as member of the public
Powers, Christine – SCLC
Walker, Wayne - SCLC

Absent
LohGuan, Hilda - Alhambra

1. Opening — Jesse Walker-Lanz
   Meeting began at 1:02 pm.

2. Public Comment — Jesse Walker-Lanz
   Opportunity for any guest or member of the public to address the Council on any item of SCLC business.
   None.

DRAFT

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 from the August 23, 2023 Executive Committee meeting.
    MSP (Broman/Garcia) to pass the Consent Calendar, without changes.
    4 yes, 0 no, 0 abstain

4. Adoption of the Agenda — Jesse Walker-Lanz
Chair adopted the Agenda as presented, without objection.

5. Budget Status Report FY2023/24 — Andy Beck
The Budget Status Report for FY 2023/24 reflects reconciled bank statements through August 31, 2023. Financial highlights for revenues include the receipt of 61% membership dues. There are no unexpected expenses. California Library Services Act (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.

6. CLSA FY2023/24 Update — Christine Powers
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.

7. LAIF Account Update — Andy Beck
The Local Agency Investment Fund (LAIF) is considered an investment or a money market fund for governmental organizations. SCLC has maintained a LAIF account since May 2008. Any changes to LAIF must be approved by the Administrative Council. SCLC has opened a new bank account with JP Morgan Chase; to transfer funds to and from LAIF, this banking institution must be updated with LAIF.
MSP (Hassen/Broman) to recommend to the Administrative Council to include JP Morgan Chase as an authorized bank for SCLC's LAIF account.
4 yes, 0 no, 0 abstain

DRAFT

8. Banking Status and Reconsideration of Financial Authority — Christine Powers/Andy Beck

The Administrative Council grants financial authority to two members of SCLC staff, as well as to the Chair and Vice Chair. This long standing practice was likely implemented to increase transparency, though it is not a legal requirement, nor is it mandated in the system's JPA, Bylaws, and Standing Rules. The practice does pose some drawbacks, including Council Members disclosing personal financial information, annual work to switch members on and off the account, and potential liability when financial authority is granted to persons outside of SCLC's authority.

Were SCLC to abandon this practice, staff can implement other transparency measures, 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.

MSP (Hassen/Broman) to recommend to the Administrative Council to discontinue the practice of having Council Members on the accounts, and, instead, include bank statements with budget reports to the Administrative Council, the Executive Committee and to the Audit and Finance Committee.
4 yes, 0 no, 0 abstain

9. System Website — Christine Powers

One goal of the SCLC Strategic Plan is to hire a digital media developer to establish a more robust online presence for SCLC. Staff is updating SCLC's website. Staff obtained authority from each of the other four managed systems to build microsites for each. These microsites will redirect with their own URL but will also be linked to SCLC's main website. The Strategic Plan directs issuance a request for proposals (RFP) to hire a digital media developer. Staff identified a vendor for this project, are prepared to issue an RFP for services. The RFP process will take a couple months, and a proposal will not come before the Administrative Council until the March 2024 meeting.

The Executive Committee agreed that issuing a RFP for this smaller project is not necessary, and will discuss further at the Administrative Council meeting in November 2023.

Garcia left the meeting at 1:59 pm.

10. Status of Technology Committee — Christine Powers

MSP (Hassen/Broman) to recommend to the Administrative Council to revert the Technology Committee back to an interest group, per the request of the Technology Committee.
3 yes, 0 no, 0 abstain

DRAFT

11. 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.
None.

12. Adjournment — Jesse Walker-Lanz
MSP (Broman/Hassen) to adjourn the meeting at 2:10 pm.

DRAFT

Southern California Library Cooperative
222 E. Harvard St. • Glendale, California 91205
(626) 283-5949 • Fax (626) 283-5949
Website: http://www.socallibraries.org • E-mail: sclcadmin@socallibraries.org

REPORT TO THE EXECUTIVE COMMITTEE
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

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
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%	
Total revenues	2,814,785	3,385,618	678,247	2,136,538	76%	24%	
Expenditures:							
CLSA baseline expenditures:							
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%	
Total CLSA baseline expenditures	599,447	142,870	29,879	569,568	95%	5%	
CLSA administration expenditures:							
Personnel							
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
Total personnel expenditures	943,000	831,222	357,898	585,102	62%	38%	
Other							
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
Total other expenditures	78,800	156,840	29,009	49,791	63%	37%	
Total CLSA administration expenditures	1,021,800	988,062	386,907	634,893	62%	38%	
Grant project expenditure	1,226,432	2,377,231	221,736	1,004,696	82%	18%	
Total expenditure	2,847,679	3,508,163	638,522	2,209,157	78%	22%	
Deficit of revenues over expenditures	$ (32,894)	$ (122,545)	$ 39,725	$ (72,619)	221%	-121%	

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
Total	$ 3,624,232

Southern California Library Cooperative
Budget Status Report
September 30, 2023

CLSA FUNDS

FISCAL YEAR 2023-24

	Beginning	Addition	Deletions	Ending	
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	
	$ -	$ 559,604	$ -	$ 559,604	

FISCAL YEAR 2022-23

	Beginning	Addition	Deletions	Ending	
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	
	$ 503,821	$ -	$ (25,364)	$ 478,457	

FISCAL YEAR 2021-22

	Beginning	Addition	Deletions	Ending	
E-Resources	$ 288,419	$ -	$ -	$ 288,419	Pressreader
Telecommunications	3,519	-	(3,347)	172	
	$ 291,938	$ -	$ (3,347)	$ 288,591	

FISCAL YEAR 2020-21

	Beginning	Addition	Deletions	Ending	
E-Resources	$ 64,636	$ -	$ (1,273)	$ 63,363	Pressreader
	$ 64,636	$ -	$ (1,273)	$ 63,363	

REPORT TO THE EXECUTIVE COMMITTEE
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

mac@getstreamline.com

3301 C Street Suite 1000 Sacramento, CA 95816

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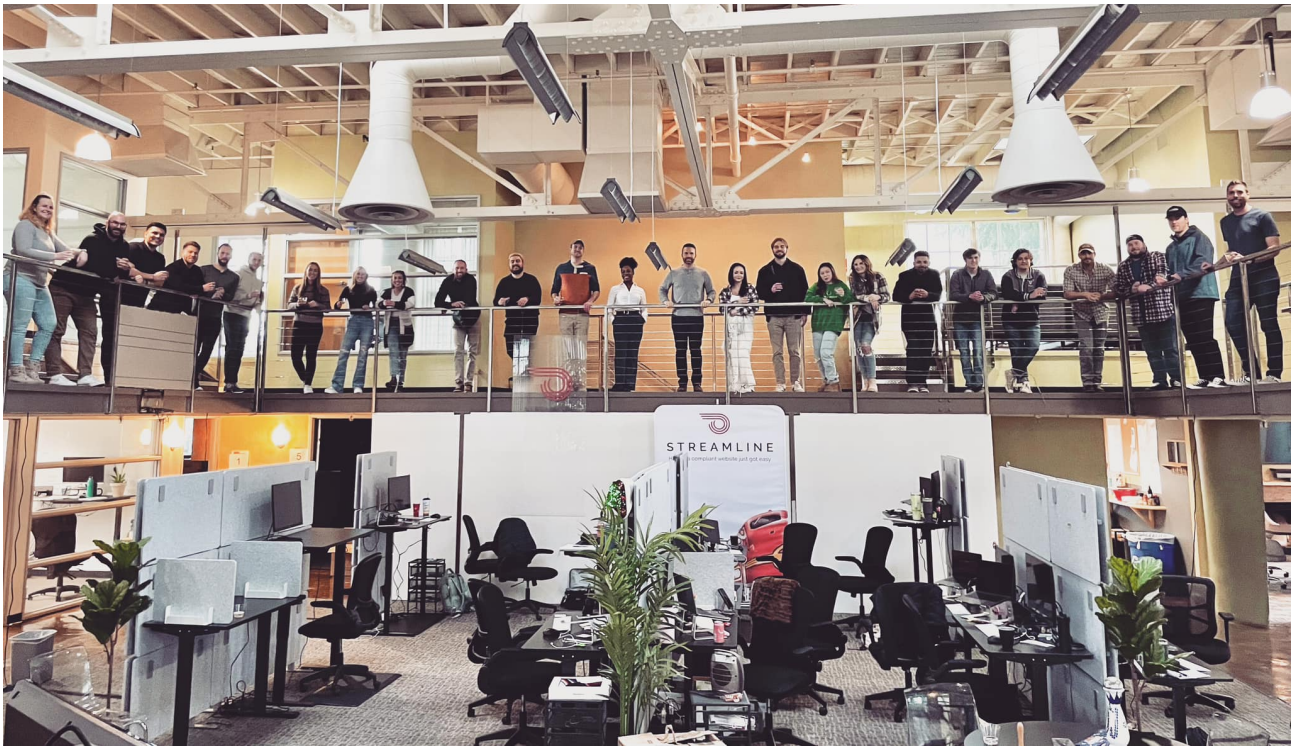
Experience and Qualifications

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.

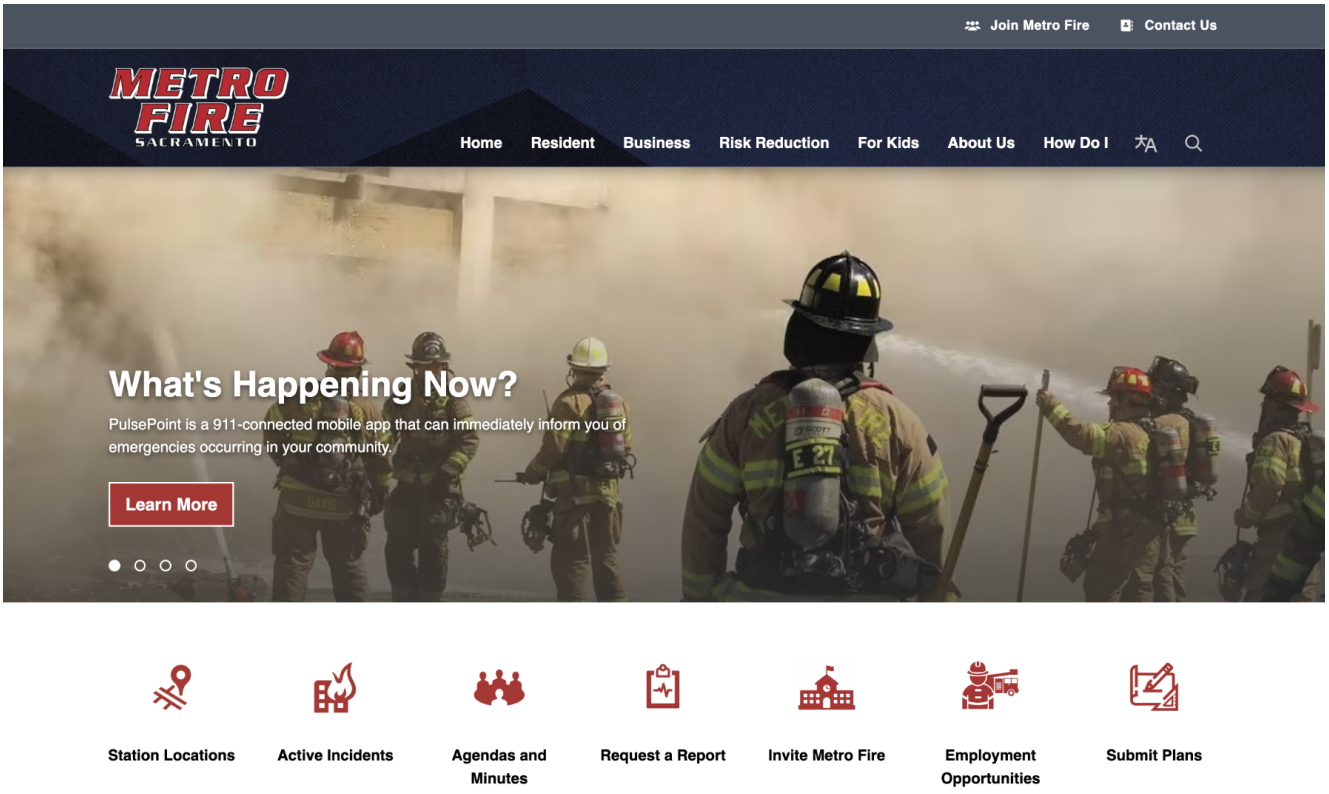
Rachel Stern, Chief Strategy Officer, brings over 10 years of GovTech experience. Rachel leads Streamline's data team in supporting special districts needs and helping local government agencies obtain equal access to online tools that serve their community.

3 Examples of Past Projects

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

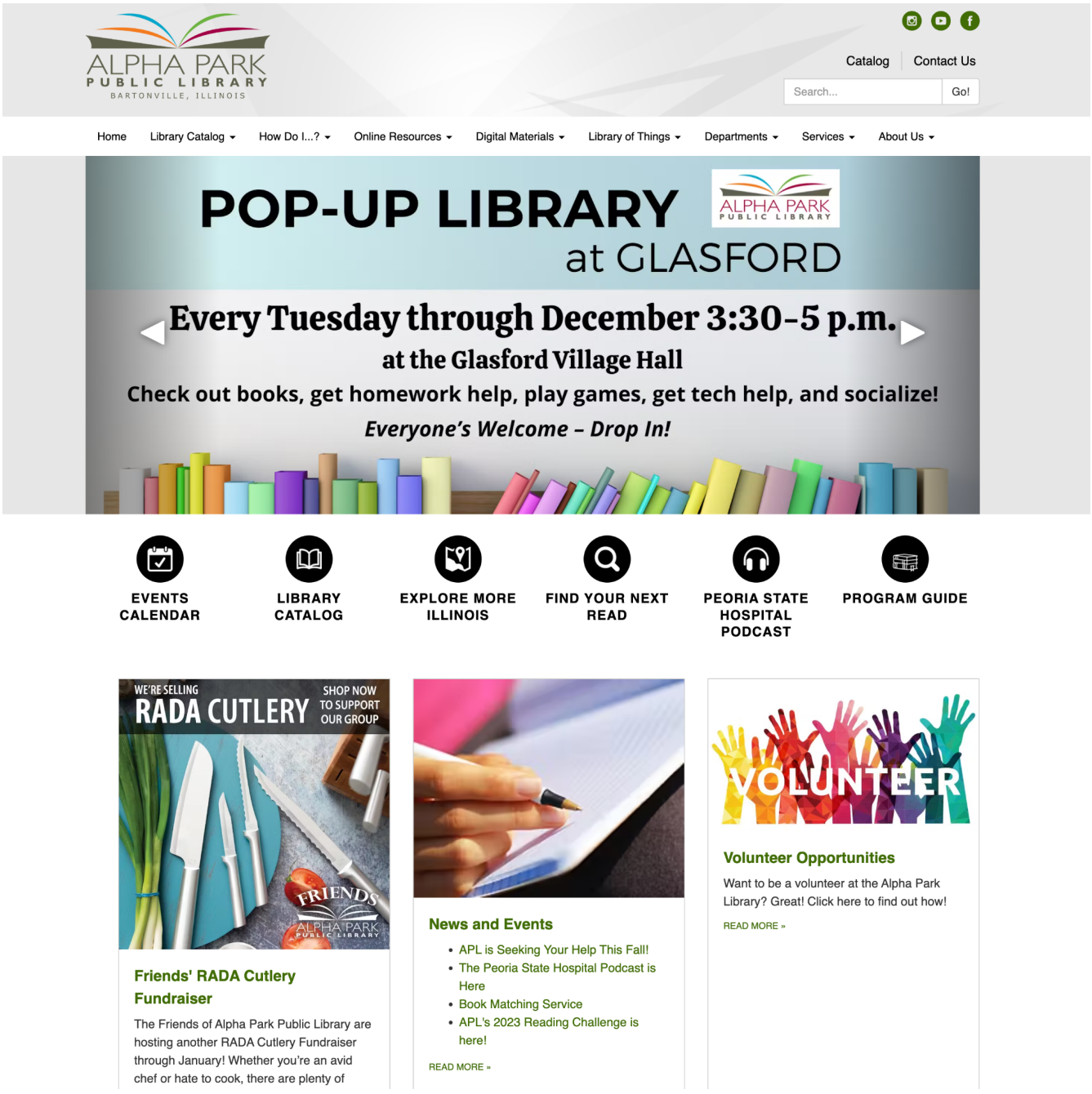
Sacramento Metropolitan Fire District - metrofire.ca.gov

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.



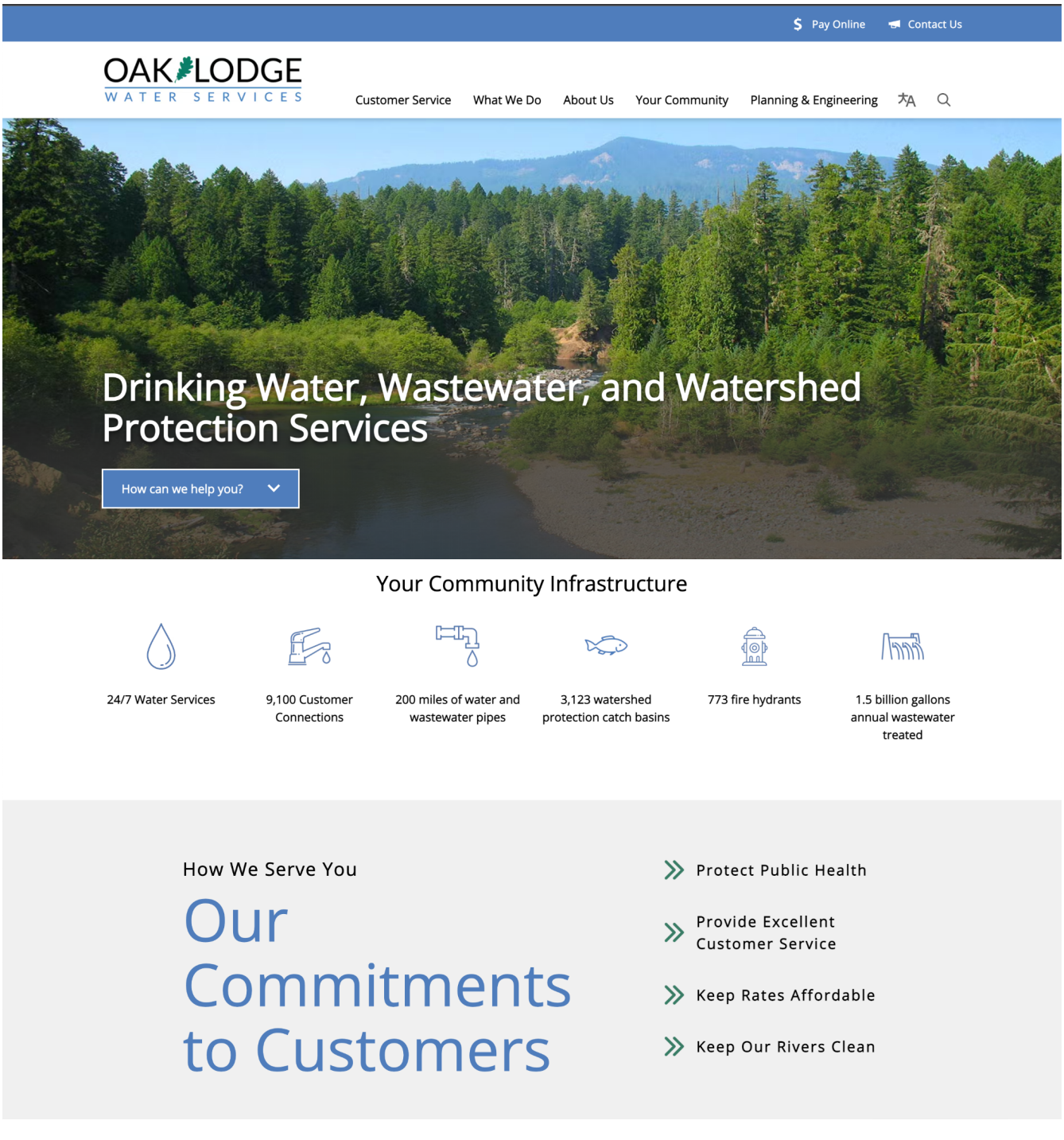
Alpha Park Library - https://www.alphapark.org/

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.



Oak Lodge Water Services - oaklodgewaterservices.org

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.



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

MAR 21 2023 — Board of Directors Meeting

MAR 23 2023 — NCCWC Board of Directors & Budget Committee Meeting

APR 6 2023 — NCCWC Board of Directors Budget Committee Meeting (as needed)

OAK LODGE WATER SERVICES

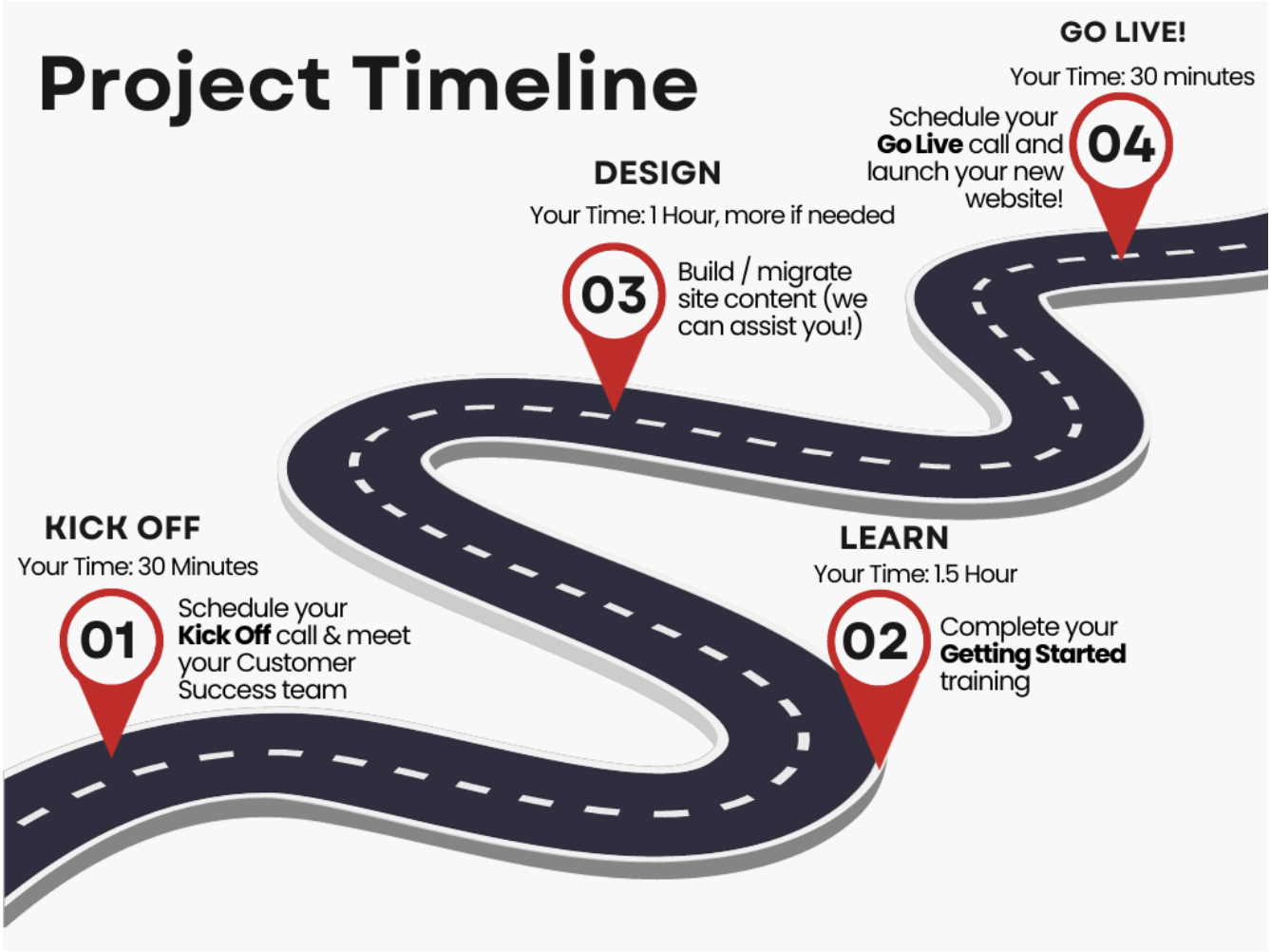
Customer Service
What We Do
About Us
Your Community
Planning & Engineering

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
(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

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 EXECUTIVE COMMITTEE
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:

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: 100,000 - 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

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

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

SG5: Under 25,000	
Calabasas *(currently in SG4)*	22,926
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

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 EXECUTIVE COMMITTEE
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, by the MCLS Administrative Council
Effective July 1, 2009
Adopted July 23, 2009, by the SCLC Administrative Council
Revised March 24, 2016
Adopted November 19, 2020, by the SCLC Administrative Council

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ARTICLE I. NAME

The name of this organization shall be the "SOUTHERN CALFORNIA 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, 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.

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.

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~~

~~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

Formatted: Centered

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,

~~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 b~~B~~allot~~s~~ listing all candidates for the ~~both~~ office~~s~~ 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

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

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

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

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.

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

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.~~

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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