



Southern California Library Cooperative  
Executive Committee  
Meeting March 25, 2021  
9:00am-10:00am

Join Zoom Meeting

<https://us02web.zoom.us/j/83731937074?pwd=UFBYbEE2N04zMnd1TnMzSVI4dmdEQT09>

Meeting ID: 837 3193 7074  
Passcode: 315087

### AGENDA

All items may be considered for action.

1. Opening Robert Shupe
  - a. Chairperson's Welcome
  - b. Roll Call
  
2. Public Forum  
*Opportunity for any guest or member of the public to address the Committee on any item of SCLC business.*
  
3. Consent Calendar Robert Shupe  
*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 January 28, 2021 Executive Committee meeting.
  
4. Adoption of Agenda Robert Shupe
  
5. Budget Status Report FY20/21 Carol Dinuzzo
  
6. SCLC Shared eResource Planning Diane Bednarski
  
7. Membership Dues FY21/22 Carol Dinuzzo

Southern California Library Cooperative  
254 North Lake Avenue #874 • Pasadena, California 91101  
(626) 283-5949 • Fax (626) 283-5949  
Website: <http://www.socallibraries.org> • E-mail: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)

8. Digilab

Diane Bednarski

9. Staff Training

Heather Cousin

10. Adjournment

Robert Shupe



ACTION ITEMS

Meeting: \_\_\_\_\_ SCLC Executive Committee Meeting \_\_\_\_\_

Date: \_\_\_\_\_ March 25, 2021 \_\_\_\_\_

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  
January 28, 2021  
9:00 – 10:00am

**Attendance**

- Conwell, Christine – Moorpark
- Cousin, Heather – Thousand Oaks
- Perera, Michelle – Pasadena
- Shupe, Robert – Palmdale
- Stone, Janet – Glendora
- Walker-Lanz, Jesse - LACo

**Other**

- Bednarski, Diane – SCLC
- Dinuzzo, Carol – SCLC
- Graver, Lori – SCLC
- Shaffer, Gary – Glendale
- Walker, Wayne - SCLC

**Absent**

- Crosby, Patricia – Camarillo
- Hughes, Charles – Signal Hill

Minutes draft

All items may be considered for action.

1. Call to Order and Roll Call Robert Shupe  
Meeting called to order at 9:02am.
  
2. Public Forum Robert Shupe  
*Opportunity for any guest or member of the public to address the committee on any item of Executive Committee business.*  
None.
  
3. Consent Calendar Robert Shupe
  - a. Minutes from November 19, 2020  
MSP (Cousin/Walker-Lanz) to approve minutes.

**SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

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

4. Adoption of Agenda Robert Shupe  
MSP (Sone/Walker-Lanz) to approve agenda.
  
5. Budget Status Report FY20/21 Carol Dinuzzo  
Expenditures currently fall within the projected cost for the fiscal year apart from legal fees, which included counsel re a claim of unpaid fees by a former contractor and consulting on grant-related contracts. Discussed impacts of reduced 2020/21 CLSA funding, which has been offset by strong grant revenue for FY20/21; the grant revenue may soften impacts of any reductions to CLSA funding for FY21/22.
  
6. SCLC Managed Grants Diane Bednarski  
Bednarski reviewed current grants that SCLC manages, with anticipated projections into FY21/22. SCLC is currently working with the State Library on an opportunity to manage a technology grant funded by CARES Act funding. If launched, the program will offer CIPA compliant libraries funding for hotspots and Chromebooks. Bednarski is still awaiting feedback from the State Library re CARES Act funding for a public library ad campaign.
  
7. eResources Task Force Status Report Gary Shaffer  
A survey conducted by the Task Force to rank possible eResources to acquire with CLSA funding yielded four frontrunners: Press Reader, eBooks on a shared platform, distributing the funds to members for local purchases, or LinkedIn Learning. Committee requests that SCLC obtain pricing information on the three digital resource solutions and if within budget, conduct a second system-wide survey narrowing choices to these four options. Discussed possibility of holding a special meeting of the Administrative Council earlier than the scheduled March 2021 meeting to engage all Councilmembers in the discussion of how to spend the funds.
  
8. Executive Director Evaluation Process Task Force Status Report Robert Shupe  
Task force reviewed existing policies and procedures and is now developing evaluation tools that will likely include: (1) surveys to the other cooperatives managed by SCLC, (2) an opportunity for SCLC staff to provide feedback, (3) a self-evaluation from the ED and (4) a meeting with the SCLC Chair, past Chair and ED.
  
9. Technology Committee Update Diane Bednarski  
Following the inaugural meeting on October 29, 2020, SCLC staff briefed the Committee Secretary on the responsibilities of that position. The January 21, 2021 meeting was cancelled for lack of agenda content. The Committee expects to meet again in March 2021.
  
10. Adjournment Robert Shupe  
Meeting adjourned at 10:38am.



DATE: March 25, 2021  
TO: SCLC Executive Committee  
FROM: Carol Dinuzzo, Controller, SCLC  
SUBJECT: Budget Status, FY20/21

**BACKGROUND:** The Budget Status Report for Fiscal Year 20/21 is attached for your review and reflects the reconciled bank statements through December 31, 2020.

**REVENUE:** The revenue has been updated to reflect the Digital Divide grant (CARES) award amounts, with an overall increase of \$1,601,024. Most membership dues have been paid, with three payments outstanding.

**EXPENSES:** Expenditures currently fall within the projected cost for the fiscal year, apart from legal fees.

**OTHER:** An additional line to reflect the Surplus (Deficit) has been added in green to reflect the overall balance excluding the grant passthrough funds. We are currently working on adapting the layout of the budget report and will work with the Audit and Finance Committee to make sure that it is clear and comprehensive. We hope to implement the new layout of the budget for the upcoming fiscal year.

**FISCAL IMPACT:** Overall increase of \$1,601,024 in revenue.

**RECOMMENDATION:** Informational

## Southern California Library Cooperative

248 East Foothill Boulevard • Suite 101 • Monrovia, California 91016

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: [scclhq@socallibraries.org](mailto:scclhq@socallibraries.org)

**SCLC BUDGET: FY20/21**  
**March 25, 2021**

| <i>Revenues and Expenses</i>                         | <i>FY20/21 Budget</i> | <i>Actuals as of<br/>December 31,<br/>2020</i> | <i>Balance</i>      | <i>Percentage<br/>Received /<br/>Expended</i> | <i>Notes</i>                           |
|--|-----------------------|--|---------------------|---|--|
| <b>Revenues</b>                                      |                       |  |                     |   |  |
|  |                       |  | <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   | \$ 3,331,902          | \$ 1,472,974                                   | \$ 1,858,928        | 44%   | CARES increase of \$1,435,000          |
| Grant Indirect                                       | \$ 283,254            | \$ -   | \$ 283,254          | 0%  | CARES increase of \$145,547            |
| Grant Support Staff                                  | \$ 79,653             | \$ -   | \$ 79,653           | 0%  | CARES increase of \$20,477             |
| Member Dues  | \$ 206,587            | \$ 168,592                                     | \$ 37,995           | 82%   | Three libraries outstanding            |
| Investment Income                                    |                       |  |                     |   |  |
| <b>Total Revenues</b>                                | <b>\$ 4,483,093</b>   | <b>\$ 2,113,309</b>                            | <b>\$ 2,369,784</b> | <b>47%</b>                                    |  |
| <b>Projected Expenses</b>                            |                       |  |                     |   |  |
| <b>Salaries &amp; Benefits</b>                       |                       |  |                     |   |  |
| Salaries   | \$ 589,377            | \$ 308,399                                     | \$ 280,978          | 52%   | Cost for all current staff             |
| PERS Health Benefits                                 | \$ 48,000             | \$ 24,000                                      | \$ 24,000           | 50%   | Health Benefits for all current .staff |
| PERS Retiree Health Benefits                         | \$ 67,200             | \$ 21,319                                      | \$ 45,881           | 32%   | Health Benefits for retired staff      |
| PERS Unfunded Liabilities                            | \$ 117,819            | \$ 113,901                                     | \$ 3,918            | 97%   | Payment made July 1, 2020              |
| <b>Total Salaries &amp; Benefits</b>                 | <b>\$ 822,396</b>     | <b>\$ 467,619</b>                              | <b>\$ 354,777</b>   | <b>57%</b>                                    |  |
| <b>Operations</b>                                    |                       |  |                     |   |  |
| -Rent  | \$ 20,160             | \$ 8,400                                       | \$ 11,760           | 42%   | Lease expires 08/2021                  |
| -Utilities/Operating                                 | \$ 4,920              | \$ 3,074                                       | \$ 1,846            | 62%   | Elec, phone                            |
| -Delivery  | \$ 72,000.00          | \$ 19,150                                      | \$ 52,850           | 27%   | Delivery to libraries                  |
| Memberships  | \$ 14,500             | \$ 13,679                                      | \$ 821              | 94%   | Califa; CLA; SHRM                      |
| <b>Total Operations</b>                              | <b>\$ 111,580</b>     | <b>\$ 44,303</b>                               | <b>\$ 67,277</b>    | <b>40%</b>                                    |  |
| <b>Professional/Contract Services</b>                |                       |  |                     |   |  |
| System Support / IT                                  | \$ 12,000             | \$ 2,517                                       | \$ 9,483            | 21%   | IT Support & Maintenance               |
| Audit Fees   | \$ 12,020             | \$ 3,684                                       | \$ 8,336            | 31%   | Audit for FY19/20                      |
| Legal Fees   | \$ 1,000              | \$ 1,220                                       | \$ (220)            | 122%  | Legal counsel                          |
| Consulting   | \$ 85,000             | \$ 2,000                                       | \$ 83,000           | 2%  |  |
| Payroll Services                                     | \$ 4,000              | \$ 1,201                                       | \$ 2,799            | 30%   | Payroll/1099 processing                |
| Professional Services                                | \$ 350                | \$ -   | \$ 350              | 0%  | Bank Analysis Fees                     |
| <b>Total Professional/Contract Services</b>          | <b>\$ 114,370</b>     | <b>\$ 10,622</b>                               | <b>\$ 103,748</b>   | <b>9%</b>                                     |  |
| <b>Total Expenses</b>                                | <b>\$ 1,048,346</b>   | <b>\$ 522,544</b>                              | <b>\$ 525,802</b>   | <b>50%</b>                                    |  |
| <b>Surplus (Deficit)</b>                             | <b>\$ 3,434,747</b>   | <b>\$ 1,590,765</b>                            |                     |   |  |
| <i>Surplus (Deficit) excluding Grant Passthrough</i> | <b>\$ 102,845</b>     |  |                     |   |  |
| <b>SCLC ACCOUNT BALANCES</b>                         |                       |  |                     |   |  |
| Pacific Western Bank as of July 1, 2020              | \$ 2,016,837          |  | \$ 1,823,778        |   | As of December 31, 2020                |
| LAIF as of June 30, 2020                             | \$ 1,907,996          |  | \$ 1,919,025        |   | As of December 31, 2020                |
| <b>SCLC MEMBER DEPOSIT ACCOUNTS</b>                  |                       |  |                     |   |  |
|  | Beginning Balance     | Amt Change                                     | Balance             |   |  |
| SCLC Deposit Accounts                                | \$ 215,795            | \$ -   | \$ 182,988          |   |  |
| <b>PROJECTS</b>                                      |                       |  |                     |   |  |
|  | Appropriated          | Expenditures                                   | Balance             |   |  |
|  | \$ -                  | \$ -   | \$ -                |   |  |
|  | \$ -                  | \$ -   | \$ -                |   |  |
|  | \$ -                  | \$ -   | \$ -                |   |  |



DATE: March 25, 2021  
TO: SCLC Executive Committee  
FROM: Diane Z. Bednarski, Executive Director, SCLC  
SUBJECT: SCLC Shared eResource Planning

**BACKGROUND:**

A survey conducted by the eResources Task Force to rank possible uses of accrued CLSA funding yielded four frontrunners: Press Reader, eBooks on a shared platform, distributing the funds to members for local purchases, or LinkedIn Learning. At its January 28, 2021 meeting, the SCLC Executive Committee requested that SCLC staff obtain pricing information on the three digital resource solutions and if within budget, conduct a second system-wide survey narrowing choices to these four options.

As discussion were undertaken with vendors concerning these solutions, several questions arose that the Task Force could not independently answer. For example:

- Would the Council be open to using reserves or local funds to ensure that a subscription service could be maintained once accumulated CLSA funds are exhausted?
- How should the System address a situation where some members already subscribe to a solution that is being considered, with varying subscription dates?
- How can the System promote sharing of eBooks when member libraries are two different vendor solutions?

Further details will be provided at the meeting and input will be solicited in order to advance this effort.

**FISCAL IMPACT:** None at this time.

**RECOMMENDATION:** TBD

## Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)





DATE: March 25, 2021  
TO: SCLC Executive Committee  
FROM: Carol Dinuzzo, Controller, SCLC  
SUBJECT: Membership Dues, FY21/22

**BACKGROUND:** Membership dues for fiscal year 2021/22 have been updated to reflect the most current, certified populations figures.

**FISCAL IMPACT:** Libraries will be invoiced.

**RECOMMENDATION:** Approve membership dues for FY21/22.

## Southern California Library Cooperative

248 East Foothill Boulevard • Suite 101 • Monrovia, California 91016

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: [scchq@socallibraries.org](mailto:scchq@socallibraries.org)

**SCLC  
FY21/22 DUES**

| <b>Library</b>        | <b>FY20/21<br/>DUES</b> | <b>2020<br/>Population</b> | <b>FY21/22<br/>DUES</b> |
|-----------------------|-------------------------|----------------------------|-------------------------|
| Alhambra              | \$3,934                 | 86,792                     | \$3,930                 |
| Altadena              | \$2,982                 | 51,737                     | \$2,949                 |
| Arcadia               | \$3,149                 | 57,212                     | \$3,102                 |
| Azusa                 | \$2,937                 | 49,658                     | \$2,890                 |
| Beverly Hills         | \$2,470                 | 33,775                     | \$2,446                 |
| Burbank               | \$4,467                 | 105,861                    | \$4,464                 |
| Calabasas             | \$2,179                 | 24,193                     | \$2,177                 |
| Camarillo             | \$3,457                 | 70,261                     | \$3,467                 |
| Commerce              | \$1,865                 | 12,868                     | \$1,860                 |
| Covina                | \$2,869                 | 48,846                     | \$2,868                 |
| Downey                | \$4,698                 | 113,529                    | \$4,679                 |
| El Segundo            | \$1,978                 | 16,777                     | \$1,970                 |
| Glendale              | \$7,276                 | 205,331                    | \$7,249                 |
| Glendora              | \$2,959                 | 52,067                     | \$2,958                 |
| Inglewood             | \$4,651                 | 111,971                    | \$4,635                 |
| Irwindale             | \$1,542                 | 1,434                      | \$1,540                 |
| Long Beach            | \$13,750                | 472,217                    | \$13,750                |
| Los Angeles City      | \$27,750                | 4,010,684                  | \$27,750                |
| Los Angeles County    | \$27,750                | 3,351,753                  | \$27,750                |
| Monrovia              | \$2,579                 | 37,935                     | \$2,562                 |
| Monterey Park         | \$3,231                 | 60,734                     | \$3,201                 |
| Moorpark              | \$2,537                 | 36,278                     | \$2,516                 |
| Oxnard                | \$7,377                 | 206,352                    | \$7,278                 |
| Palmdale              | \$5,920                 | 156,737                    | \$5,889                 |
| Palos Verdes District | \$3,430                 | 67,465                     | \$3,389                 |
| Pasadena              | \$5,597                 | 144,842                    | \$5,556                 |
| Pomona                | \$0                     | 154,817                    | \$0                     |
| Redondo Beach         | \$3,417                 | 66,994                     | \$3,376                 |
| San Marino            | \$1,874                 | 13,087                     | \$1,866                 |
| Santa Clarita         | \$7,607                 | 221,932                    | \$7,714                 |
| Santa Fe Springs      | \$2,011                 | 18,295                     | \$2,012                 |
| Santa Monica          | \$4,121                 | 92,357                     | \$4,086                 |
| Sierra Madre          | \$1,812                 | 10,816                     | \$1,803                 |
| Signal Hill           | \$1,830                 | 11,712                     | \$1,828                 |
| Simi Valley           | \$5,076                 | 125,115                    | \$5,003                 |
| South Pasadena        | \$2,234                 | 25,458                     | \$2,213                 |
| Thousand Oaks         | \$5,128                 | 126,484                    | \$5,042                 |
| Torrance              | \$5,646                 | 145,546                    | \$5,575                 |
| Ventura County        | \$8,549                 | 248,007                    | \$8,444                 |
| Whittier              | \$3,951                 | 86,801                     | \$3,930                 |
|                       | <b>\$206,590</b>        | <b>10,934,730</b>          | <b>\$205,717</b>        |

\$1500 Base  
.028 Factor



DATE: March 25, 2021  
 TO: SCLC Executive Committee  
 FROM: Diane Z. Bednarski, Executive Director, SCLC  
 SUBJECT: DigiLab

**BACKGROUND:**

DigiLab is a California Library Services Act (CLSA) funded project that provided scanners, training, and access to a content management platform to allow participating SCLC member libraries to digitize, preserve and share unique local content. The project was initially launched in the 2018/19 fiscal cycle.

SCLC maintains an agreement with Auto-Graphics for access to its Montage cloud-based content management solution. The original term of the agreement was three years with automatic one-year renewals. SCLC also uses CLSA funds to cover the cost of scanner maintenance agreements for the participating libraries and digitization consulting services on an as-needed basis. The total projected costs to support DigiLab in fiscal year 21/22 is \$35,000, exclusive of consulting services.

At its inception, the DigiLab project was intended to be funded for a finite term, but the duration was not clearly identified. SCLC staff is seeking guidance as to when the program will be sunset to allow libraries sufficient time to plan for the transition and allow SCLC time to wind down service agreements.

**FISCAL IMPACT:** \$35-40,000 annually. Costs will increase when scanners reach end-of-life and require replacement.

**RECOMMENDATION:** TBD

## Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)



DATE: March 25, 2021  
TO: SCLC Executive Committee  
FROM: Heather Cousin, Vice Chair  
SUBJECT: Preparing for Reopening with Staff Training

**BACKGROUND:**

With Ventura and Los Angeles Counties having recently moved into the red tier, SCLC member libraries are now transitioning to service models with more in-person service. This opportunity comes with both anticipation and at times anxiety for staff who must now reinstate services but in a new and untested manner while COVID precautions still prevail.

Councilmembers are invited to discuss the possibility of SCLC-sponsored training to assist library staff with managing public expectations and interactions as patrons return to our facilities.

**FISCAL IMPACT:** TBD

**RECOMMENDATION:** TBD

## Southern California Library Cooperative

254 North Lake Avenue #874 • Pasadena, California 91101  
(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)



**SCLC Meeting Dates  
2020/21**

**Thursday, August 27, 2020**

9:00am Executive Committee  
10:00am Administrative Council  
Via Zoom

**Thursday, October 22, 2020**

9:00am Executive Committee, only  
Via Zoom

**Thursday, November 19, 2020**

9:00am Executive Committee  
10:00am Administrative Council  
Via Zoom

**Thursday, January 28, 2021**

9:00am Executive Committee, only  
Via Zoom

**Thursday, March 25, 2021**

9:00am Executive Committee  
10:00am Administrative Council  
Via Zoom

**Thursday, May 27, 2021**

9:00am Executive Committee  
10:00am Administrative Council  
Azusa, if tenable  
Otherwise via Zoom