



**Southern California Library Cooperative  
Administrative Council Meeting**

**Thursday, August 22, 2024  
2:15 - 4:15 pm**

**Hybrid Meeting**

**Altadena Main Library  
600 E. Mariposa St., Altadena, CA 91001**

**Alternate Locations:**

- Palos Verdes Library District, 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
- Inglewood Public Library, 101 W. Manchester Blvd., Inglewood, CA 90301
- Oxnard Public Library, 251 S A St., Oxnard, CA 93030
- Commerce Public Library, 5655 Jillson St., Commerce, CA 90040
- Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
- Torrance Public Library, 3301 Torrance Blvd., Torrance, CA 90503
- Covina Public Library, 1250 N. Hollenbeck Ave., Covina, CA 91722
- El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245
- Signal Hill Public Library, 1800 E. Hill St., Signal Hill CA 90755
- Calabasas Public Library, 200 Civic Center Way, Calabasas, CA 91302
- Thousand Oaks Public Library, 1401 E. Janss Rd., Thousand Oaks, CA 91362
- Burbank Public Library, 110 N. Glenoaks Blvd., Burbank, CA 91502
- Valencia Public Library, 23743 W. Valencia Blvd., Santa Clarita, CA 91355
- Ventura County Library, 5600 Everglades St., Ste. A, Ventura, CA 93003

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/84725638313?pwd=aS38LusFAYaHynoLQhbB5B8eC1FYhK.1>

Meeting ID: 847 2563 8313

Passcode: 342288

**AGENDA**

All items may be considered for action.

1. Opening Hilda LohGuan
  - a. Chairperson's Welcome
  - b. Roll Call
  
2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*

- |   |  |
|---|--|
| 3. Consent Calendar<br>(ACTION)<br><i>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.</i><br>a. Minutes of the May 29, 2024, Administrative Council regular meeting<br>b. Minutes of the July 17, 2024, Administrative Council special meeting | Hilda LohGuan                                    |
| 4. Adoption of Agenda   | Hilda LohGuan                                    |
| 5. Budget Status Report for FY 2023/24<br>(DISCUSSION)  | Andy Beck  |
| 6. CLSA FY 2023/24 System Program Annual Report<br>(ACTION)   | Christine Powers                                 |
| 7. FPPC Conflict of Interest Code Biennial Review<br>(ACTION)   | Christine Powers                                 |
| 8. Review of 2025 Health Care Premiums (ACTION)   | Andy Beck  |
| 9. Mentorship Program Update and Approval of<br>Materials (ACTION)  | Nikki Winslow                                    |
| 10. Committee Updates<br>a. Audit and Finance Committee<br>b. Member Engagement Ad Hoc Committee<br>c. Leadership and Professional Development<br>Committee   | Hilda LohGuan<br>Cathy Billings<br>Nikki Winslow |
| 11. California State Library Report   | Shana Sojoyner                                   |
| 12. Executive Director's Report   | Christine Powers                                 |
| 13. Administrative Council Chair's Report   | Hilda LohGuan                                    |
| 14. Other<br><i>"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.</i>   | Hilda LohGuan                                    |
| 15. Adjournment   | Hilda LohGuan                                    |



ACTION ITEMS

Meeting: SCLC Administrative Council Meeting

Date: August 22, 2024

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

Email completed forms to: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)

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

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

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

Email completed forms to: [slcadmin@socallibraries.org](mailto:slcadmin@socallibraries.org)



**Southern California Library Cooperative  
Administrative Council Meeting**

**Wednesday, May 29, 2024  
2:15 – 4:45 pm**

**Hybrid Meeting**

**Billy Jean King Main Library  
200 W. Broadway, Long Beach, CA 90802**

Alternate locations:

- Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
- Azusa City Library, 729 N. Dalton Ave., Azusa, CA 91702
- Burbank Public Library, 110 N. Glenoaks Blvd., Burbank, CA 91502
- Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
- City of Inglewood Library, 101 W. Manchester Blvd., Inglewood, CA 90301
- Irwindale Public Library, 5050 N. Irwindale Ave., Irwindale, CA 91706
- Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754
- Moorpark City Library, 699 Moorpark Ave., Moorpark, CA 93021
- Oxnard Main Library, 251 S. A St., Oxnard, CA 93030
- Park Center, 221 E. Walnut St., Ste. 199, Pasadena, CA 91101
- Pomona Public Library, 625 S. Garey Ave., Pomona CA 91766
- Santa Clarita Public Library, 23743 Valencia Blvd. Santa Clarita, CA 91355
- Santa Fe Springs City Library, 11700 Telegraph Rd., Santa Fe Springs, CA 90670
- Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
- Thousand Oaks Grant R. Brimhall Library, 1401 East Janss Rd.,  
Thousand Oaks, CA 91362
- Ventura County Library, 5600 Everglades St., Ste. A, Ventura, CA 93003

**Attendance**

Addington, Jennifer – PVP  
Ashmore, Kathleen – OXN  
Balli, Shayna – IRW  
Baustista, Sonia – CMM  
Behle, Kelly – SVPL  
Bradley, Darlene – ARC  
Broman, Susan – LAPL  
Conwell, Christine – MOOR  
Cousin, Heather – TOR  
DeLeon, Cathy – LBPL  
Goldman, Elizabeth – BUR  
Hassen, Leila – AZU  
Herbert, Mark – ELS  
Kinoshita, Mirtha – ING  
Lockwood, Barbara – CAB  
LohGuan, Hilda – AHM  
McDonald, Tim – PAS  
Nasr, Mandy – CAM  
Olivarez, Kristin – MPK  
Jeffery, Darren – THO  
Pelayo-Lozada, Lessa – GDL  
Raia, Deborah – SFE  
Regan Leila – SMD  
Schram, Nancy – VEN  
Shupe, Robert – PALM  
Stone, Janet – DORA  
Torres, Anita – POM  
Walker-Lanz, Jesse, – LA County  
Zearbaugh, David – ALT

**Other**

Beck, Andy – SCLC  
Powers, Christine – SCLC  
Snodgrass, Nerissa – SCLC  
Sojoyner, Shana – CSL  
Wayne, Walker – SCLC

**Absent**

Billings, Cathy – SOPAS  
Cuyugan, Erica – SAM  
Dickow, Ben – DOW  
Evans, Lisa – COV  
Hughes, Charles – SIG  
Roberson, Gina – SCL  
Vance, Carey – MON  
Vera, Linda – SMAR  
Vinke, Dana – RED

## Minutes Draft

1. Opening Jesse Walker-Lanz  
Meeting called to order at 2:21 pm.  
David Zearbaugh, proxy for Altadena was introduced and welcomed to the meeting.
2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
None
3. Consent Calendar Jesse Walker-Lanz  
(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 March 27, 2024, Administrative Council meeting
  - b. Proposed SCLC Holidays FY 2024/25MSP (Addington/Regan) to pass the Consent Calendar with a correction in minutes attendance to reflect Diana Garcia was not present at the March 27, 2024, meeting.  
26 yes, 0 no, 0 abstain
4. Adoption of Agenda Jesse Walker-Lanz  
The Chair adopted the agenda as presented, without objection.
5. Budget Status Report for FY 2023/24 Andy Beck  
(DISCUSSION)  
Controller Andy Beck provided a budget status report, which reflected reconciled bank statements through March 31, 2024.  
*Paymaneh Maghsoudi (Whittier) and Janet Stone (Glendora) joined the meeting during this discussion.*
6. Cooperative Library System Agreement Renewals Christine Powers  
for FY 2024/25  
(ACTION)  
MSP (LohGuan/Behle) Authorize the SCLC Executive Director to sign the agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2024/25. In addition, staff should seek to recoup administrative costs through local funds.  
28 yes, 0 no, 0 abstain
7. Proposed Califa Dues for FY 2024/25 Andy Beck  
(ACTION)  
MSP (LohGuan/Behle) Approve Califa dues schedules for FY 2024/25.  
28 yes, 0 no, 0 abstain  
*Martha Kinoshita (Inglewood) joined the meeting during this discussion.*

8. CLSA Plan of Service and Budget for FY 2024/25 Christine Powers  
 (ACTION)  
 MSP (Addington/Shupe) Administrative Council to approve \$365,773 in CLSA roll over funds be allocated as a distribution to members for use on electronic resources and authorize staff to work with the Chair to complete and sign the FY 2024/25 Plan of Service and Budget for submission to the State Library.  
 29 yes, 0 no, 0 abstain  
*Darren Jeffery (Thousand Oaks) joined the meeting during this discussion*
9. Investment in U.S. Treasury Bills Andy Beck  
 (ACTION)  
 MSP (Addington/Shupe) Approve the investment in U.S. Treasury Bills.  
 29 yes, 0 no, 0 abstain
10. Consideration of Other Post Employment Benefits Christine Powers  
 (ACTION)  
 MSP (Addington/Shupe) Authorize the SCLC Chair to sign Resolution No. 2024-01 Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants. The resolution would set the monthly contribution for retiree health benefits to the PEMHCA minimum and would become effective January 2025. Maintain active employees' health benefits as they have been to date.  
 29 yes, 1 no, 0 abstain
11. Proposed Budget for FY 2024/25 Andy Beck  
 (ACTION)  
 MSP (Addington/Cousin) Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.  
 28 yes, 1 no, 0 abstain  
*Deborah Raia (Santa Fe Springs) left during this discussion.*
12. Consideration of SCLC Mission and Vision Statements Christine Powers  
 (ACTION)  
 MSP (Oliveras/Bautista) Approve option 2A as SCLC's mission and vision statements.  
 29 yes, 0 no, 0 abstain
13. Election of Chair and Vice-Chair/Chair Elect Jesse Walker-Lanz  
 (ACTION)  
 MSP (Oliveras/Bautista) Hilda LohGuan and Mandy Nasr elected as Chair and Vice-Chair for FY 2024/25.  
 29 yes, 0 no, 0 abstain
14. Executive Committee Membership Selection Christine Powers  
 for FY 2024/25  
 ACTION)  
 MSP (Maghsoudi/Broman) Appoint members to the Executive Committee based on Statistical Groups, as follows: Statistical Group 1, Cathy De Leon (Long Beach); Statistical Group 3, Erica Cuyugan (Santa Monica); and Statistical Group 5, Sonia Bautista (Commerce).  
 27 yes, 0 no, 0 abstain



15. Proposed Meeting Schedules for FY 2024/25

Christine Powers

(ACTION)

MSP (LohGuan/Herbert) The Administrative Council to move its regular meetings to the 4<sup>th</sup> Thursday of the months they meet, as follows:

Administrative Council and Executive Committee:

Thursday, August 22, 2024 (1:00 pm EC, 2:15 pm AC)

Thursday, October 24, 2024 (1:00 pm EC only)

Thursday, November 21, 2024 (1:00 pm EC, 2:15 pm AC)

Thursday, January 23, 2025 (1:00 pm EC only)

Thursday, March 27, 2025 (1:00 pm EC, 2:15 pm AC)

Thursday, May 22, 2025 (1:00 pm EC, 2:15 pm AC)

Allow Audit and Finance Committee to set its own schedule, and approve the Leadership and Professional Development Committee schedule, as presented.

29 yes, 0 no, 0 abstain

16. Committee Updates

- |  |                |
|--|----------------|
| a. Audit and Finance Committee                       | Hilda LohGuan  |
| None   |                |
| b. Membership Library Engagement Ad Hoc Committee    | Cathy Billings |
| None   |                |
| c. Leadership and Professional Development Committee | Nikki Winslow  |
| • First meeting took place April 22, 2024            |                |
| • Application launch 2025                            |                |

17. California State Library Report

Shana Sojoyner

State Library representative Shana Sojoyner presented the State Library report, highlighting the following:

- Newsletter: Sign up for the new LDS newsletter and share with your teams.
- California Public Libraries Survey
- Parks Pass Program
- Public Library Staff Education Program
- Next Directors Networking Call

18. Executive Director's Report

Christine Powers

Executive Director Christine Powers presented her report, including progress on the Strategic Plan, Operations, State Budget & Advocacy Efforts, and FY 2024/25

19. Administrative Council Chair's Report

Jesse Walker-Lanz

None

20. 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

21. Adjournment

Jesse Walker-Lanz

MSP (Addington/Cuyugan) meeting adjourned at 4:43 pm.

DRAFT



**Southern California Library Cooperative  
Administrative Council Special Meeting**

**Wednesday, July 17, 2024**  
4:00 – 5:00 pm

**Minutes draft**

**Attendance**

Arroyo, Kerri – ING  
Bautista, Sonia - CMM  
Behle, Kelli - SVPL  
Billings, Cathy - SOPAS  
Bradley, Darlene - ARC  
Broman, Susan - LAPL  
Conwell, Christine – MOOR  
Cousin, Heather – TOR  
DeLeon, Cathy – SAM  
Evans, Lisa - COV  
Hassen, Leila - AZU  
Herbert, Mark - ELS  
Jeffrey, Darren - THO  
Lockwood, Barbara - CAB  
LohGuan, Hilda - AHM  
Maghsoudi, Paymaneh - WHI  
McDonald, Tim – PAS  
Nasr, Mandy - CAM  
Olivarez, Kristin – MPK  
Pelayo-Lozada, Lessa - GDL  
Potter, Melissa – BUR  
Regan, Leila - SMD  
Roberson, Gina - SCL  
Shupe, Robert - PALM  
Stone, Janet - DORA  
Vance, Carey - MON  
Walker-Lanz, Jesse - LACo  
Winslow, Nikki – ALT

**Other**

Addington, Jennifer (participating offsite as guest)  
Beck, Andy – SCLC  
Hughes, Charles (participating offsite as a guest)  
Powers, Christine – SCLC  
Snodgrass, Nerissa – SCLC  
Walker, Wayne – SCLC

**Absent**

Ashmore, Kathleen - OXN  
Balli, Shayna - IRW  
Buth, Karen - BEV  
Cuyugan, Erica – SAM  
Dickow, Ben -DOW  
Raia, Deborah - SFE  
Schram, Nancy - VEN  
Torres, Anita - POM  
Vera, Linda – SMAR  
Vinke, Dana - RED

1. Opening Hilda LohGuan  
Meeting called to order at 4:02 pm.
  
2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*
  
3. Adoption of Agenda Hilda LohGuan  
The Chair adopted the agenda without objection.
  
4. Cooperative Library System Agreement Renewals Christine Powers  
for FY 2024/25  
(ACTION)  
MSP (Maghsoudi/Broman) Authorize the SCLC Executive Director to sign the agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2024/25.  
30 yes, 0 abstain, 0 no
  
5. Proposed Budget Amendment for FY 2024/25 Andy Beck  
(ACTION)  
MSP (Maghsoudi/Regan) Approve the Proposed Budget Amendment, as presented.  
30 yes, 0 abstain, 0 no
  
6. Other Hilda LohGuan  
*"...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
  
7. Adjournment Hilda LohGuan  
MSP(Billings/Nasr) meeting adjourned at 4:21 pm.



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

DATE: August 22, 2024  
FROM: Andy Beck, Controller

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

BACKGROUND: Budget Status Report for Fiscal Year 2023/24 is attached for review and reflects reconciled bank statements through June 30, 2024.

Financial highlights for revenues include the receipt of 100% of FY 2023/24 membership dues. For expenses, there have been no unexpected expenses since the last meeting.

There is a surplus of \$25,915 for the fiscal year ended June 30, 2024.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget Status Report
- b. Bank Statements (April - June 2024)

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
<b>Revenues:</b>							
CLSA baseline revenue (communications and delivery)	\$ 599,447	\$ 142,870	\$ 436,575	\$ 162,872	27%	73%	Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	139,900	-	0%	100%	Received in December 2023
Fiscal and administration revenues	223,784	211,702	221,285	2,499	1%	99%	CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	1,914,962	(688,530)	-56%	156%	
Grant indirect revenues	131,523	161,330	154,803	(23,280)	-18%	118%	
Grant staffing revenues	142,045	84,781	167,702	(25,657)	-18%	118%	
Membership dues	237,064	210,681	237,065	(1)	0%	100%	Lump sum billing; 100% received
Califa membership dues	13,590	13,590	13,591	(1)	0%	100%	Lump sum billing; 100% received
Investment income	100,000	40,115	115,955	(15,955)	-16%	116%	LAIF and CEPPT reported quarterly
Other	1,000	2,485	1,867	(867)	-87%	187%	
<b>Total revenues</b>	<b>2,814,785</b>	<b>3,385,618</b>	<b>3,403,705</b>	<b>(588,920)</b>	<b>-21%</b>	<b>121%</b>	
<b>Expenditures:</b>							
<b>CLSA baseline expenditures:</b>							
Office supplies	14,500	5,907	7,123	7,377	51%	49%	
E-Resources	369,647	1,212	321,638	48,009	13%	87%	
Contract services for delivery	172,500	68,206	63,026	109,474	63%	37%	Reliant
Contract services	19,000	15,869	19,250	(250)	-1%	101%	Audit; GASB 75
Telecommunications	21,800	16,681	24,245	(2,445)	-11%	111%	Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-			PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	1,293	707	35%	65%	
<b>Total CLSA baseline expenditures</b>	<b>599,447</b>	<b>142,870</b>	<b>436,575</b>	<b>162,872</b>	<b>27%</b>	<b>73%</b>	
<b>CLSA administration expenditures:</b>							
<b>Personnel</b>							
Salary and wages	603,693	517,555	627,738	(24,045)	-4%	104%	Severance pay
Retirement benefits	62,700	46,628	60,668	2,032	3%	97%	
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	55,083	917	2%	98%	
Health insurance - retired employees	46,300	47,102	44,973	1,327	3%	97%	
Dental and vision	5,400	5,063	5,236	164	3%	97%	Ameritas
Life insurance	2,300	1,214	1,554	746	32%	68%	Lincoln; Dearborn
Other personnel expenses	15,500	14,394	15,034	466	3%	97%	Payroll tax; Workers comp
<b>Total personnel expenditures</b>	<b>943,000</b>	<b>831,222</b>	<b>956,503</b>	<b>(13,503)</b>	<b>-1%</b>	<b>101%</b>	
<b>Other</b>							
Payroll processing	7,000	7,766	6,950	50	1%	99%	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	25,716	84	0%	100%	
Insurance	2,400	2,280	2,373	27	1%	99%	General liability
Travel/conference/meeting	10,000	9,028	8,075	1,925	19%	81%	Retreat
Membership dues	14,600	13,848	13,943	657	5%	96%	Payment to Califa
Legal	12,000	11,220	6,560	5,440	45%	55%	
Professional other	-	79,423	-	-			PY Accountant; Consultant
Other	3,000	3,590	2,015	985	33%	67%	GASB 68 report
<b>Total other expenditures</b>	<b>78,800</b>	<b>156,840</b>	<b>69,750</b>	<b>9,050</b>	<b>11%</b>	<b>89%</b>	
<b>Total CLSA administration expenditures</b>	<b>1,021,800</b>	<b>988,062</b>	<b>1,026,253</b>	<b>(4,453)</b>	<b>0%</b>	<b>100%</b>	
<b>Grant project expenditure</b>	<b>1,226,432</b>	<b>2,377,231</b>	<b>1,914,962</b>	<b>(688,530)</b>	<b>-56%</b>	<b>156%</b>	
<b>Total expenditure</b>	<b>2,847,679</b>	<b>3,508,163</b>	<b>3,377,790</b>	<b>(530,111)</b>	<b>-19%</b>	<b>119%</b>	
<b>Deficit of revenues over expenditures</b>	<b>\$ (32,894)</b>	<b>\$ (122,545)</b>	<b>\$ 25,915</b>	<b>\$ (58,809)</b>	<b>179%</b>	<b>-79%</b>	

**SCLC ACCOUNT BALANCES**

Chase	\$ 1,754,232
U.S. Treasuries	1,954,247
Local Agency Investment Fund	165,007
CA Employer's Pension Prefunding Trust	94,314
<b>Total</b>	<b>\$ 3,967,800</b>

Southern California Library Cooperative  
Budget Status Report  
June 30, 2024

**CLSA FUNDS**

	<b>FISCAL YEAR 2023-24</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ -	\$ 379,630	\$ -	\$ 379,630
Delivery	-	150,487	(42,465)	108,022
Contracted services	-	15,764	(16,014)	(250)
Office supplies	-	11,723	(3,730)	7,993
Capital outlay	-	2,000	-	2,000
	<u>\$ -</u>	<u>\$ 559,604</u>	<u>\$ (62,209)</u>	<u>\$ 497,395</u>

	<b>FISCAL YEAR 2022-23</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 445,338	\$ -	\$ (44,039)	\$ 401,299	Remaining \$365,773
Delivery	21,854	-	(21,854)	-	
Contracted services	3,236	-	(3,236)	-	
Telecommunications	30,000	-	(20,726)	9,274	
Office supplies	3,393	-	(3,393)	-	
	<u>\$ 503,821</u>	<u>\$ -</u>	<u>\$ (93,248)</u>	<u>\$ 410,573</u>	

	<b>FISCAL YEAR 2021-22</b>				
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>	
E-Resources	\$ 288,419	\$ -	\$ (212,963)	\$ 75,456	Pressreader
Telecommunications	3,519	-	(3,519)	-	
	<u>\$ 291,938</u>	<u>\$ -</u>	<u>\$ (216,482)</u>	<u>\$ 75,456</u>	

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



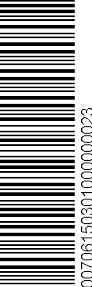
JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

March 30, 2024 through April 30, 2024  
 Account Number: **000000529823372**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
 Service Center: **1-877-425-8100**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**  
 We accept operator relay calls

00070615DRE 703 210 12424 NNNNNNNNNN 1 00000000 Z9 0000  
 SOUTHERN CALIFORNIA LIBRARY COOPERATIVE  
 OPERATING ACCOUNT  
 222 E HARVARD ST  
 GLENDALE CA 91205-1017



**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,827,770.02</b>
Deposits and Additions	3	2,146,808.33
Checks Paid	32	-134,229.31
Electronic Withdrawals	24	-482,708.52
Other Withdrawals	1	-2,000,000.00
Fees	1	-7.50
<b>Ending Balance</b>	<b>61</b>	<b>\$1,357,633.02</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
04/03	Remote Online Deposit 1	\$100,000.00
04/03	Transfer From CD Xxxxxxxx6546	2,046,563.33
04/22	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:041924 CO Entry Descr:Taxes Sec:CCD Trace#:021000027448671 Eed:240422 Ind ID:07103000033760X Ind Name:Southern California Li 38430 Trn: 1137448671Tc	245.00
<b>Total Deposits and Additions</b>		<b>\$2,146,808.33</b>

**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1128 ^		04/22	\$4,725.00
1129 ^		04/30	597.98
1131 * ^		04/30	7,968.60
1132 ^		04/30	1,560.84





March 30, 2024 through April 30, 2024  
 Account Number: **000000529823372**

**CHECKS PAID** (continued)

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1139 * ^		04/04	4,000.00
1141 * ^		04/11	729.00
1142 ^		04/05	1,395.00
1143 ^		04/01	108.80
1144 ^		04/11	3,000.00
1145 ^		04/01	5,872.50
1146 ^		04/01	3,000.00
1148 * ^		04/08	2,500.00
1149 ^		04/12	2,405.00
1150 ^		04/11	5,962.50
1151 ^		04/15	4,725.00
1152 ^		04/16	3,675.00
1153 ^		04/16	4,725.00
1154 ^		04/15	4,725.00
1155 ^		04/11	4,000.00
1156 ^		04/16	5,917.50
1157 ^		04/16	4,000.00
1158 ^		04/15	445.00
1159 ^		04/16	4,725.00
1160 ^		04/22	47.24
1161 ^		04/25	2,143.00
1162 ^		04/23	5,737.50
1163 ^		04/30	27,024.35
1164 ^		04/29	3,000.00
1165 ^		04/29	3,000.00
1166 ^		04/25	3,600.00
1167 ^		04/29	5,917.50
1168 ^		04/25	2,997.00

**Total Checks Paid** **\$134,229.31**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
04/01	Orig CO Name:*Lincoln Natlife Orig ID:6203950959 Desc Date: CO Entry Desc:Prepaymentsec:CCD Trace#:091000018257651 Eed:240401 Ind ID:1253444 Ind Name:Southern California Li 91000011181151 0046Ardpr661C Trn: 0928257651Tc	\$101.65
04/03	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000019145425 Eed:240403 Ind ID:7503917825 Ind Name:Southern California Li 100000017451439 Cur Trn: 0949145425Tc	1,938.76
04/03	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000019145427 Eed:240403 Ind ID:7503917825 Ind Name:Southern California Li 100000017451505 Cur Trn: 0949145427Tc	1,536.33
04/04	04/04 Online ACH Payment 11127791663 To Sclcdelivery (_#####3792)	2,586.00



**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
04/10	Orig CO Name:Paychex Eib Orig ID:1161124166 Desc Date:240410 CO Entry Descr:Invoice Sec:CCD Trace#:021000023538936 Eed:240410 Ind ID:X06806100028539 Ind Name:Southern California Trn: 1013538936Tc	223.00
04/10	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000014754626 Eed:240410 Ind ID:7503917825 Ind Name:Southern California Li 100000017486403 Pab Trn: 1014754626Tc	5,479.90
04/10	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000024754629 Eed:240410 Ind ID:7503917825 Ind Name:Southern California Li 100000017498687 Irc Trn: 1014754629Tc	1,749.21
04/11	Orig CO Name:Paychex Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:043000090749904 Eed:240411 Ind ID:06990100003469X Ind Name:Southern California Li Trn: 1020749904Tc	14,202.96
04/11	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:041024 CO Entry Descr:Taxes Sec:CCD Trace#:091000010749906 Eed:240411 Ind ID:06985600003022X Ind Name:Southern California Li 38397 Trn: 1020749906Tc	4,445.47
04/12	Orig CO Name:Paychex-Hrs Orig ID:2555124166 Desc Date: CO Entry Descr:Hrs Pmt Sec:CCD Trace#:021000026483996 Eed:240412 Ind ID:45478214 Ind Name:Southern California Trn: 1036483996Tc	184.00
04/15	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:240412 CO Entry Descr:8007939400Sec:CCD Trace#:091000014403174 Eed:240415 Ind ID:9409367809 Ind Name:Southern California Li 20240412073001Pgach Trn: 1064403174Tc	546.00
04/16	04/16 Online ACH Payment 11128875125 To Scldelivery (_#####3792)	2,397.00
04/17	04/17 Online ACH Payment 11129019521 To Pillardesignsllc (_#####7485)	374,000.00
04/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:240417 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000023789092 Eed:240417 Ind ID:A3106 Ind Name:Christine Powers Am Trn: 1083789092Tc	1,232.56
04/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015203128 Eed:240418 Ind ID:7503917825 Ind Name:Southern California Li 100000017480227 Cur Trn: 1095203128Tc	1,938.76
04/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000025203133 Eed:240418 Ind ID:7503917825 Ind Name:Southern California Li 100000017504670 Irc Trn: 1095203133Tc	1,749.21
04/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015203130 Eed:240418 Ind ID:7503917825 Ind Name:Southern California Li 100000017480286 Cur Trn: 1095203130Tc	1,436.72
04/22	Orig CO Name:Paychex-Oab Orig ID:1161124166 Desc Date: CO Entry Descr:Invoice Sec:CCD Trace#:021000023504564 Eed:240422 Ind ID:07106200006440X Ind Name:Southern Califor Paychex-Oab Trn: 1133504564Tc	99.00
04/23	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:042224 CO Entry Descr:Taxes Sec:CCD Trace#:091000019622110 Eed:240423 Ind ID:07133700000288X Ind Name:Southern California Li 38437 Trn: 1149622110Tc	5,396.23
04/23	Orig CO Name:Mastercard Orig ID:1465106539 Desc Date: CO Entry Descr:Payment Sec:Web Trace#:091000019622108 Eed:240423 Ind ID:547544Xxxxx9920 Ind Name:Bl Acct 00001010-10000 Trn: 1149622108Tc	2,900.55
04/25	Orig CO Name:Paychex-Rcx Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:021000028063956 Eed:240425 Ind ID:07169200000422X Ind Name:Southern California Li Paychex-Rcx Trn: 1168063956Tc	16,425.90



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**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
04/25	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:042424 CO Entry Desc:Taxes Sec:CCD Trace#:021000028063954 Eed:240425 Ind ID:07170500000877X Ind Name:Southern California Li 38445 Trn: 1168063954Tc	4,893.42
04/30	04/30 Online ACH Payment 11130245072 To Scldelivery (_#####3792)	2,586.00
04/30	04/30 Online ACH Payment 11130245763 To Ifixit (_#####1267)	34,659.89
<b>Total Electronic Withdrawals</b>		<b>\$482,708.52</b>

**OTHER WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
04/11	Withdrawal	\$2,000,000.00
<b>Total Other Withdrawals</b>		<b>\$2,000,000.00</b>

**FEEES**

DATE	DESCRIPTION	AMOUNT
04/03	Service Charges For The Month of March	\$7.50
<b>Total Fees</b>		<b>\$7.50</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
04/01	\$1,818,687.07	04/11	1,911,494.77	04/22	1,488,041.78
04/03	3,961,767.81	04/12	1,908,905.77	04/23	1,474,007.50
04/04	3,955,181.81	04/15	1,898,464.77	04/25	1,443,948.18
04/05	3,953,786.81	04/16	1,873,025.27	04/29	1,432,030.68
04/08	3,951,286.81	04/17	1,497,792.71	04/30	1,357,633.02
04/10	3,943,834.70	04/18	1,492,668.02		

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$7.50
<b>Total Service Charges</b>	<b>\$7.50</b> Will be assessed on 5/3/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	1	Unlimited	0	\$0.40	\$0.00
Electronic Credits	2	Unlimited	0	\$0.40	\$0.00
<b>Credits</b>					
Non-Electronic Transactions	51	500	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Standard ACH Pmnts Initial Fee	3	0	3	\$2.50	\$7.50



March 30, 2024 through April 30, 2024  
Account Number: 000000529823372

**SERVICE CHARGE DETAIL** (continued)

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	22	0	22	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges (Will be assessed on 5/3/24)</b>					<b>\$7.50</b>

ACCOUNT 000000529823372

**Other Service Charges:**

**Electronic Credits**

Electronic Items Deposited	1
Electronic Credits	2

**Credits**

Non-Electronic Transactions	51
-----------------------------	----

**Cash Management Services**

Standard ACH Pmnts Initial Fee	3
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	22
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**For business accounts,** see your deposit account agreement or other applicable agreements that govern your account for details.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



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March 30, 2024 through April 30, 2024  
Account Number: **000000529823372**

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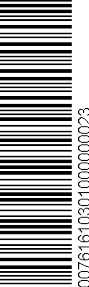
JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

May 01, 2024 through May 31, 2024  
Account Number: **000000529823372**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**  
We accept operator relay calls

00076161 DRE 703 210 15724 NNNNNNNNNN 1 000000000 Z9 0000  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE  
OPERATING ACCOUNT  
222 E HARVARD ST  
GLENDALE CA 91205-1017



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**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,357,633.02</b>
Deposits and Additions	3	419,962.96
Checks Paid	12	-50,523.00
Electronic Withdrawals	26	-127,337.28
Fees	1	-7.50
<b>Ending Balance</b>	<b>42</b>	<b>\$1,599,728.20</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION		AMOUNT
05/02	Remote Online Deposit	1	\$413,434.00
05/15	Remote Online Deposit	1	6,270.00
05/15	Remote Online Deposit	1	258.96
<b>Total Deposits and Additions</b>			<b>\$419,962.96</b>

**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1170 ^		05/07	\$4,725.00
1171 ^		05/02	4,725.00
1172 ^		05/16	3,150.00
1173 ^		05/20	4,525.00
1174 ^		05/06	5,737.50
1175 ^		05/03	4,725.00
1176 ^		05/09	2,500.00
1177 ^		05/13	5,242.50



**CHECKS PAID** (continued)

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1178 ^		05/23	2,143.00
1179 ^		05/21	5,917.50
1180 ^		05/23	1,260.00
1181 ^		05/24	5,872.50
<b>Total Checks Paid</b>			<b>\$50,523.00</b>

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
05/02	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000018696536 Eed:240502 Ind ID:7503917825 Ind Name:Southern California Li 100000017480251 Cur Trn: 1238696536Tc	\$2,460.48
05/02	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000028696541 Eed:240502 Ind ID:7503917825 Ind Name:Southern California Li 100000017524158 Irc Trn: 1238696541Tc	1,749.21
05/02	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000018696538 Eed:240502 Ind ID:7503917825 Ind Name:Southern California Li 100000017480306 Cur Trn: 1238696538Tc	1,436.72
05/03	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000013091573 Eed:240503 Ind ID:7503917825 Ind Name:Southern California Li 100000017517054 Pab Trn: 1243091573Tc	5,479.90
05/03	Orig CO Name:+Lincoln Nationa Orig ID:6203950959 Desc Date: CO Entry Descr:EDI Pymntssec:CCD Trace#:091000013091576 Eed:240503 Ind ID:Bvyimcwrk Ind Name:Southern California Li Rmr*IV*91000011195857Ardis-Prem\ EDI Trn: 1243091576Tc	101.65
05/07	05/07 Online ACH Payment 11131001620 To Christiantheyer (_#####0823)	5,833.75
05/09	Orig CO Name:Paychex-Rcx Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:021000022327546 Eed:240509 Ind ID:07344800001829X Ind Name:Southern California Li Paychex-Rcx Trn: 1302327546Tc	14,396.59
05/09	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:050824 CO Entry Descr:Taxes Sec:CCD Trace#:021000022327544 Eed:240509 Ind ID:07344400000958X Ind Name:Southern California Li 38491 Trn: 1302327544Tc	4,548.60
05/09	05/09 Online ACH Payment 11130994995 To Lsanholdingsllc (_#####1086)	35,977.50
05/10	Orig CO Name:Paychex Eib Orig ID:1161124166 Desc Date:240510 CO Entry Descr:Invoice Sec:CCD Trace#:021000023973646 Eed:240510 Ind ID:X07173000014473 Ind Name:Southern California Trn: 1313973646Tc	404.50
05/10	Orig CO Name:Paychex-Hrs Orig ID:2555124166 Desc Date: CO Entry Descr:Hrs Pmt Sec:CCD Trace#:021000023973644 Eed:240510 Ind ID:45692687 Ind Name:Southern California Trn: 1313973644Tc	184.00
05/15	05/15 Online ACH Payment 11131842418 To Scldelivery (_#####3792)	2,586.00
05/16	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000016436684 Eed:240516 Ind ID:7503917825 Ind Name:Southern California Li 100000017510629 Cur Trn: 1376436684Tc	1,996.73
05/16	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000026436689 Eed:240516 Ind ID:7503917825 Ind Name:Southern California Li 100000017533739 Irc Trn: 1376436689Tc	1,749.21



**ELECTRONIC WITHDRAWALS** (continued)

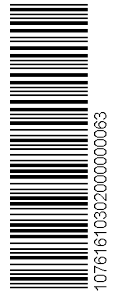
DATE	DESCRIPTION	AMOUNT
05/16	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000016436686 Eed: 240516 Ind ID: 7503917825 Ind Name: Southern California Li 100000017510667 Cur Trn: 1376436686Tc	1,436.72
05/16	Orig CO Name: Progent Corporat Orig ID: 1273846756 Desc Date: 240515 CO Entry Descr: 8007939400 Sec: CCD Trace#: 091000016436682 Eed: 240516 Ind ID: 9523924752 Ind Name: Southern California Li 20240515073000Pgcach Trn: 1376436682Tc	275.00
05/17	Orig CO Name: American Express Orig ID: 9493560001 Desc Date: 240517 CO Entry Descr: ACH Pmt Sec: CCD Trace#: 021000024498991 Eed: 240517 Ind ID: A4348 Ind Name: Christine Powers Am Trn: 1384498991Tc	11,904.74
05/20	Orig CO Name: Paychex-Oab Orig ID: 1161124166 Desc Date: CO Entry Descr: Invoice Sec: CCD Trace#: 021000022457410 Eed: 240520 Ind ID: 07455300011741X Ind Name: Southern Califor Paychex-Oab Trn: 1412457410Tc	128.00
05/22	Orig CO Name: Mastercard Orig ID: 1465106539 Desc Date: CO Entry Descr: Payment Sec: Web Trace#: 091000015392279 Eed: 240522 Ind ID: 547544Xxxxx9920 Ind Name: BI Acct 00001010-10000 Trn: 1435392279Tc	1,620.38
05/23	Orig CO Name: Paychex Orig ID: 1161124166 Desc Date: CO Entry Descr: Payroll Sec: CCD Trace#: 043000098031535 Eed: 240523 Ind ID: 07514700003227X Ind Name: Southern California Li Trn: 1448031535Tc	14,396.58
05/23	Orig CO Name: Paychex Tps Orig ID: 1161124166 Desc Date: 052224 CO Entry Descr: Taxes Sec: CCD Trace#: 091000018031537 Eed: 240523 Ind ID: 07509200002879X Ind Name: Southern California Li 38535 Trn: 1448031537Tc	4,548.61
05/28	05/28 Online ACH Payment 11133018063 To Scldelivery ( _#####3792)	2,586.00
05/28	05/28 Online ACH Payment 11133029232 To Christiantheyer ( _#####0823)	6,353.75
05/30	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000010163715 Eed: 240530 Ind ID: 7503917825 Ind Name: Southern California Li 100000017510649 Cur Trn: 1510163715Tc	1,996.73
05/30	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1900 Sec: CCD Trace#: 011000020163720 Eed: 240530 Ind ID: 7503917825 Ind Name: Southern California Li 100000017552439 Irc Trn: 1510163720Tc	1,749.21
05/30	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000010163717 Eed: 240530 Ind ID: 7503917825 Ind Name: Southern California Li 100000017510687 Cur Trn: 1510163717Tc	1,436.72
<b>Total Electronic Withdrawals</b>		<b>\$127,337.28</b>

**FEES**

DATE	DESCRIPTION	AMOUNT
05/03	Service Charges For The Month of April	\$7.50
<b>Total Fees</b>		<b>\$7.50</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
05/02	\$1,760,695.61	05/07	1,734,085.31	05/13	1,670,831.62
05/03	1,750,381.56	05/09	1,676,662.62	05/15	1,674,774.58
05/06	1,744,644.06	05/10	1,676,074.12	05/16	1,666,166.92



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**DAILY ENDING BALANCE** (continued)

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
05/17	1,654,262.18	05/22	1,642,071.30	05/28	1,604,910.86
05/20	1,649,609.18	05/23	1,619,723.11	05/30	1,599,728.20
05/21	1,643,691.68	05/24	1,613,850.61		

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$7.50
<b>Total Service Charges</b>	<b>\$7.50</b> Will be assessed on 6/5/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	3	Unlimited	0	\$0.40	\$0.00
<b>Credits</b>					
Non-Electronic Transactions	33	500	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Standard ACH Pmnts Initial Fee	3	0	3	\$2.50	\$7.50
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	22	0	22	\$0.00	\$0.00
Online - Check Protection Exception	1	0	1	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges (Will be assessed on 6/5/24)</b>					<b>\$7.50</b>

ACCOUNT 000000529823372

**Other Service Charges:**

<b>Electronic Credits</b>	
Electronic Items Deposited	3
<b>Credits</b>	
Non-Electronic Transactions	33
<b>Cash Management Services</b>	
Standard ACH Pmnts Initial Fee	3
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	22
Online - Check Protection Exception	1
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.



May 01, 2024 through May 31, 2024  
Account Number: **000000529823372**

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**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

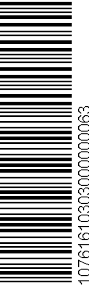
We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**For business accounts,** see your deposit account agreement or other applicable agreements that govern your account for details.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

**JPMorgan Chase Bank, N.A. Member FDIC**

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May 01, 2024 through May 31, 2024  
Account Number: **00000529823372**

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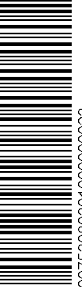
JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

June 01, 2024 through June 28, 2024  
Account Number: **000000529823372**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**  
We accept operator relay calls

00075308 DRE 703 210 18524 NNNNNNNNNN 1 000000000 Z9 0000  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE  
OPERATING ACCOUNT  
222 E HARVARD ST  
GLENDALE CA 91205-1017



00753080301000000023

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,599,728.20</b>
Deposits and Additions	14	2,311,152.22
Checks Paid	21	-83,601.43
Electronic Withdrawals	25	-2,014,175.82
Fees	1	-7.50
<b>Ending Balance</b>	<b>61</b>	<b>\$1,813,095.67</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
06/10	Transfer From CD Xxxxxxxx9018	\$2,015,182.22
06/11	Remote Online Deposit 1	168,873.00
06/11	Remote Online Deposit 1	44,000.00
06/11	Remote Online Deposit 1	4,718.00
06/11	Remote Online Deposit 1	4,062.00
06/11	Remote Online Deposit 1	3,328.00
06/11	Remote Online Deposit 1	2,626.00
06/11	Reversal of Check 1189	1,200.00
06/25	Remote Online Deposit 1	33,750.00
06/25	Remote Online Deposit 1	2,408.00
06/25	Remote Online Deposit 1	2,255.00
06/25	Reversal of Check 1582	750.00
06/27	Reversal of Check 8655667	19,550.00
06/28	Reversal of Check 8909	8,450.00
<b>Total Deposits and Additions</b>		<b>\$2,311,152.22</b>



**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1182 ^		06/03	\$4,725.00
1183 ^		06/03	5,692.50
1184 ^		06/10	5,872.50
1186 * ^		06/17	780.00
1188 * ^		06/24	4,725.00
1189 ^		06/10	1,200.00
1189 * ^		06/17	4,725.00
1190 ^		06/20	1,371.00
1191 ^		06/17	983.00
1193 * ^		06/18	2,500.00
1194 ^		06/18	4,725.00
1196 * ^		06/17	5,872.50
1197 ^		06/17	4,050.00
1198 ^		06/24	4,000.00
1199 ^		06/17	445.00
1200 ^		06/14	24.93
1204 * ^		06/28	160.00
1206 * ^		06/28	3,000.00
1582 * ^		06/24	750.00
8909 * ^		06/27	8,450.00
8655667 * ^		06/26	19,550.00
<b>Total Checks Paid</b>			<b>\$83,601.43</b>

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

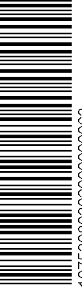
**ELECTRONIC WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
06/04	Orig CO Name: Calpers      Orig ID: 1946207465 Desc Date:      CO Entry Descr: 1800 Sec: CCD Trace#: 042000019750929 Eed: 240604 Ind ID: 7503917825      Ind Name: Southern California Li      100000017547018 Pab Trn: 1569750929Tc	\$5,479.90
06/04	Orig CO Name: +Lincoln Nationa      Orig ID: 6203950959 Desc Date:      CO Entry Descr: EDI Pymntssec: CCD Trace#: 091000019750926 Eed: 240604 Ind ID: Xifx9Srrgv      Ind Name: Southern California Li      Rmr*IV*910000112101431253444Ardis-P Re\ EDI Trn: 1569750926Tc	101.65
06/06	Orig CO Name: Paychex - Rcx      Orig ID: 1161124166 Desc Date:      CO Entry Descr: Payroll Sec: CCD Trace#: 111000025100635 Eed: 240606 Ind ID: 07673200000718X Ind Name: Southern California Li Payx-Rcx-Boa Trn: 1585100635Tc	14,396.57
06/06	Orig CO Name: Paychex Tps      Orig ID: 1161124166 Desc Date: 060524 CO Entry Descr: Taxes Sec: CCD Trace#: 021000025100633 Eed: 240606 Ind ID: 07670900000952X Ind Name: Southern California Li      38574 Trn: 1585100633Tc	4,548.62
06/10	Orig CO Name: Paychex Eib      Orig ID: 1161124166 Desc Date: 240610 CO Entry Descr: Invoice Sec: CCD Trace#: 021000023504797 Eed: 240610 Ind ID: X07516500035256 Ind Name: Southern California Trn: 1623504797Tc	224.40
06/11	06/11 Online ACH Payment 11134635258 To Scldelivery ( _#####3792)	2,397.00



**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
06/12	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000022883358 Eed:240612 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381344 United Stat Es T 2024 Trn: 1642883358Tc	493,443.47
06/12	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000022883360 Eed:240612 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381370 United Stat Es T 2024 Trn: 1642883360Tc	491,593.32
06/12	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000022883362 Eed:240612 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381364 United Stat Es T 2024 Trn: 1642883362Tc	477,404.62
06/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015949253 Eed:240613 Ind ID:7503917825 Ind Name:Southern California Li 100000017541751 Cur Trn: 1655949253Tc	1,996.73
06/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000025949258 Eed:240613 Ind ID:7503917825 Ind Name:Southern California Li 100000017560831 Irc Trn: 1655949258Tc	1,749.21
06/13	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015949255 Eed:240613 Ind ID:7503917825 Ind Name:Southern California Li 100000017541786 Cur Trn: 1655949255Tc	1,436.72
06/13	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Jun 24 CO Entry Descr:Banklink Sec:PPD Trace#:021000028763509 Eed:240613 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381372 United Stat Es T 2024 Trn: 1658763509Tc	487,210.71
06/14	Orig CO Name:Paychex-Hrs Orig ID:2555124166 Desc Date: CO Entry Descr:Hrs Pmt Sec:CCD Trace#:021000020580338 Eed:240614 Ind ID:45906189 Ind Name:Southern California Trn: 1660580338Tc	184.00
06/17	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:240614 CO Entry Descr:8007939400Sec:CCD Trace#:091000016600139 Eed:240617 Ind ID:9622286596 Ind Name:Southern California Li 20240614073001Pgcach Trn: 1696600139Tc	275.00
06/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:240617 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000029832924 Eed:240617 Ind ID:A5280 Ind Name:Christine Powers Am Trn: 1699832924Tc	2,146.25
06/20	Orig CO Name:Paychex-Oab Orig ID:1161124166 Desc Date: CO Entry Descr:Invoice Sec:CCD Trace#:021000024849191 Eed:240620 Ind ID:07801600014337X Ind Name:Southern Califor Paychex-Oab Trn: 1724849191Tc	128.00
06/20	Orig CO Name:Paychex - Rcx Orig ID:1161124166 Desc Date: CO Entry Descr:Payroll Sec:CCD Trace#:111000020806641 Eed:240620 Ind ID:07827200000035X Ind Name:Southern California Li Payx-Rcx-Boa Trn: 1720806641Tc	14,396.59
06/21	Orig CO Name:Paychex Tps Orig ID:1161124166 Desc Date:061924 CO Entry Descr:Taxes Sec:CCD Trace#:021000020274962 Eed:240621 Ind ID:07829200003050X Ind Name:Southern California Li 38615 Trn: 1730274962Tc	4,548.60
06/21	Orig CO Name:Mastercard Orig ID:1465106539 Desc Date: CO Entry Descr:Payment Sec:Web Trace#:091000011890586 Eed:240621 Ind ID:547544Xxxxx9920 Ind Name:BI Acct 00001010-10000 Trn: 1731890586Tc	1,109.80
06/25	06/25 Online ACH Payment 11136032185 To Scldelivery (_#####3792)	2,397.00
06/27	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015272053 Eed:240627 Ind ID:7503917825 Ind Name:Southern California Li 100000017541767 Cur Trn: 1795272053Tc	1,996.73



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**ELECTRONIC WITHDRAWALS** (continued)

DATE	DESCRIPTION	AMOUNT
06/27	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 1900 Sec: CCD Trace#: 011000025272058 Eed: 240627 Ind ID: 7503917825 Ind Name: Southern California Li 100000017579041 Irc Trn: 1795272058Tc	1,749.21
06/27	Orig CO Name: Calpers Orig ID: 1946207465 Desc Date: CO Entry Descr: 3100 Sec: CCD Trace#: 042000015272055 Eed: 240627 Ind ID: 7503917825 Ind Name: Southern California Li 100000017541810 Cur Trn: 1795272055Tc	1,436.72
06/28	Orig CO Name: Amtrust NA Orig ID: 9578755001 Desc Date: Jun 27 CO Entry Descr: Payment Sec: CCD Trace#: 021000027316054 Eed: 240628 Ind ID: 38226522 Ind Name: Southern California Li Trn: 1807316054Tc	1,825.00
<b>Total Electronic Withdrawals</b>		<b>\$2,014,175.82</b>

**FEES**

DATE	DESCRIPTION	AMOUNT
06/05	Service Charges For The Month of May	\$7.50
<b>Total Fees</b>		<b>\$7.50</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
06/03	\$1,589,310.70	06/12	2,336,630.37	06/21	1,795,972.33
06/04	1,583,729.15	06/13	1,844,237.00	06/24	1,786,497.33
06/05	1,583,721.65	06/14	1,844,028.07	06/25	1,823,263.33
06/06	1,564,776.46	06/17	1,824,751.32	06/26	1,803,713.33
06/10	3,572,661.78	06/18	1,817,526.32	06/27	1,809,630.67
06/11	3,799,071.78	06/20	1,801,630.73	06/28	1,813,095.67

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$17.50
<b>Total Service Charges</b>	<b>\$17.50</b> Will be assessed on 7/3/24

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	9	Unlimited	0	\$0.40	\$0.00
Electronic Credits	1	Unlimited	0	\$0.40	\$0.00
<b>Credits</b>					
Non-Electronic Transactions	44	500	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Standard ACH Pmnts Initial Fee	7	0	7	\$2.50	\$17.50
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	22	0	22	\$0.00	\$0.00



**SERVICE CHARGE DETAIL** (continued)

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Online - Check Protection Exception	1	0	1	\$0.00	\$0.00
Online - Check Protection Return Item	1	0	1	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges (Will be assessed on 7/3/24)</b>					<b>\$17.50</b>

ACCOUNT 000000529823372

**Other Service Charges:**

**Electronic Credits**

Electronic Items Deposited	9
Electronic Credits	1

**Credits**

Non-Electronic Transactions	44
-----------------------------	----

**Cash Management Services**

Standard ACH Pmnts Initial Fee	7
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	22
Online - Check Protection Exception	1
Online - Check Protection Return Item	1
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.

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**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

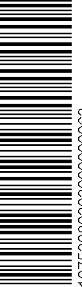
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

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**JPMorgan Chase Bank, N.A. Member FDIC**



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June 01, 2024 through June 28, 2024  
Account Number: **00000529823372**

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

DATE: August 22, 2024  
FROM: Christine Powers, Executive Director

SUBJECT: **CLSA FY 2023/24 System Program Annual Report (ACTION)**

BACKGROUND: Each year, the Southern California Library Cooperative (SCLC) receives California Library Services Act (CLSA) funds to promote resource sharing within the system. To receive these funds, Southern California Library Cooperative (SCLC) submits a Plan of Service outlining how it will spend funds for the upcoming fiscal year, which is reviewed and approved by the California Library Services Board (CLSB).

Each September, the California State Library (CSL) requires a System Program Annual Report from systems that receive CLSA funding. This report provides information to the CLSB about how CLSA funds were spent by the system and the resulting benefit to the communities served by the member libraries.

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Executive Director to work with the Chair to complete the CLSA FY 2023/24 Annual Report for submission to the State Library by the September deadline.

EXHIBIT: CLSA FY 2023/24 System Program Annual Report Form

CALIFORNIA LIBRARY SERVICES ACT  
**2023/24 SYSTEM PROGRAM ANNUAL REPORT**  
COOPERATIVE LIBRARY SYSTEM

\_\_\_\_\_  
System Name

\_\_\_\_\_  
System Fiscal Agent Jurisdiction

Report submitted by: \_\_\_\_\_  
Signature of System Chair

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

\_\_\_\_\_  
Signature of agent of fiscal authority responsible  
for accuracy of fiscal accounting and reporting

\_\_\_\_\_  
Date

## **Introduction**

This packet contains the reporting documents to file the FY 2023/24 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy with an electronic signature to [monica.rivas@library.ca.gov](mailto:monica.rivas@library.ca.gov) .

All annual report documents are due by September 09, 2024.

Please contact [Monica.Rivas@library.ca.gov](mailto:Monica.Rivas@library.ca.gov) with any questions.

**CALIFORNIA LIBRARY SERVICES ACT  
SYSTEM EXPENDITURE REPORT**

**INSTRUCTIONS**

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

**Expenditure Source Definitions**

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

#### **Encumbered Funds from Prior Year and Rollover**

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

#### Program Definition

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

#### Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A **NOTE** section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

## CLSA Funding for Communications and Delivery

### Section 1

#### Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	
b. Internet (including electronic mail)	
c. Other (specify) (example postage)	
Total	

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

<b>INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24</b>					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 07 –20, 2023	October 09-22, 2023	Jan. 15-28, 2024	April 22- May 05, 2024	Total multiplied by 6.5
a. System member public libraries					
b. Non-public libraries in System area					
Total					
<small>NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.</small>				System Owned	Contracted Vendor
c. Number of delivery vehicles					
d. Number of miles traveled by all System vehicles					
e. Percentage of items delivered by: U.S. Mail _____%    UPS _____%    System Van _____%    Contracted Van _____%    Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					





4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

5. Is your System planning to roll over any funds from FY 2023/2024? Please provide the amount and the reason the funds will be rolled over.

6. What related non-CLSA activities were provided for C&D?



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

DATE: August 22, 2024  
FROM: Christine Powers, Executive Director

SUBJECT: **FPPC Conflict of Interest Code Biennial Review (ACTION)**

BACKGROUND: The Political Reform Act requires every multi-county agency to review its Conflict of Interest Code biennially and notify the Fair Political Practices Commission (FPPC) as to whether the agency's code needs to be amended. The Southern California Library Cooperative (SCLC) first approved its Conflict of Interest Code in 2012, and this code was last reviewed and approved by SCLC in March 2023.

SCLC's current code as approved by the FPPC is attached, along with the 2024 Multi-County Agency Biennial Notice.

Administrative Council Members are asked to review the current code to determine if any amendments need to be communicated to the FPPC or if no changes are to be made. SCLC staff will complete and submit to the FPPC the needed 2024 Multi-County Biennial Notice form stating the system's decision on the current code.

FISCAL IMPACT: None

RECOMMENDATION: Administrative Council Members are asked to review the current code to determine if any new amendments need to be communicated to the FPPC or if no changes are needed, and to pass a motion accordingly.

EXHIBIT:

- a. Conflict of Interest Code for SCLC
- b. 2024 Multi-County Agency Biennial Notice

## SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

### CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure requirements, shall constitute the conflict-of-interest code of the Southern California Library Cooperative (SCLC).

Individuals holding designated positions shall file their statements of economic interests with the SCLC, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the SCLC.

APPENDIX A  
DESIGNATED POSITIONS

Designated Position (If other than Council Members)	Assigned Disclosure Category
Auditor	1
Legal Counsel	1
Consultant/New Position	

\*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus, is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

The following positions are NOT covered by the conflict-of-interest code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for informational purposes only:

Administrative Council Members  
Executive Director  
Business Manager

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## APPENDIX B DISCLOSURE REQUIREMENTS

### Category 1:

Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from:

- o Entities that provide services, supplies, materials, machinery, or equipment of the type utilized by the SCLC or its member libraries.
- o Entities that are engaged in the business of insurance, including, but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers, and actuaries.
- o Entities or persons who have filed a claim, or have a claim pending, against the SCLC.

This is the last page of the conflict-of-interest code of the Southern California Library Cooperative.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict-of-interest code for the Southern California Library Cooperative was approved on 12/23/2012. This code will become effective on 1/22/2013.

A handwritten signature in black ink, appearing to read "W. J. Lenkeit", written over a horizontal line.

William J. Lenkeit

William J. Lenkeit

Senior Counsel, Legal Division  
Fair Political Practices Commission

Pursuant to FPPC Regulation 18752.

# 2024 Multi-County Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Counties within Jurisdiction, or for Charter Schools, Counties in which the School is Chartered:  
(if more space is needed, include an attachment):

\_\_\_\_\_

No. of Employees\* \_\_\_\_\_ No. of Form 700 Filers\* \_\_\_\_\_

*\*Including board and committee members*

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency’s code includes disclosure by those agency officials who make or participate in making governmental decisions.**

Please identify which statement accurately describes your agency’s status.

- This agency has reviewed its conflict of interest code. The current code designates all positions which make or participate in making governmental decisions. The designated positions are assigned accurate disclosure categories that relate to the job duties of the respective positions. The code incorporates FPPC regulation 18730 so that all relevant Government Code Sections are referenced.
- This agency has reviewed its conflict of interest code and has determined that an amendment is necessary. An amendment may include the following:
  - New positions which involve the making or participating in the making of decisions which may foreseeably have a material impact on a financial interest
  - Current designated positions need renaming or deletion
  - Statutorily required provisions of the code need to be addressed
  - Disclosure categories need revision

**Verification (to be completed if no amendment is required)**

*This multi-county agency’s code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All multi-county agencies must complete and return this notice, including those agencies whose codes are currently under review. Please return this notice no later than **October 1, 2024** to the FPPC at [biennialnotice@fppc.ca.gov](mailto:biennialnotice@fppc.ca.gov) or 1102 Q Street, Suite 3050, Sacramento, CA 95811.



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

DATE: August 22, 2024  
FROM: Andy Beck, Controller

SUBJECT: **Review of 2025 Health Premiums (ACTION)**

**BACKGROUND:** Southern California Library Cooperative (SCLC) employees eligible for medical insurance receive a monthly allowance to be used toward medical insurance premiums. Currently, one out of the four SCLC employees is enrolled in the CalPERS Health Plan. CalPERS increases health premiums annually effective January 1<sup>st</sup>. The last health premium allowance increase from \$896.33/month to \$949.15/month was approved on August 23, 2023, by the Administrative Council for the 2024 calendar year. This health premium increase was split 50/50 between employees and SCLC, and was the first time that employees were asked to split the increased cost.

The exhibit included with this report reflects calendar year 2025 health premium increases for CalPERS Health Plans. For the SCLC active employee, the premium increase totaled 8.96%. The financial burden to the SCLC employee would be an additional \$42.23 per pay period. To negate this financial burden in proportion to the increase in health premiums, the health premium allowance would need to increase \$42.23 per pay period to \$480.30 per pay period, or \$1,040.64 per month. Alternatively, the financial burden can be split equally between the employee and SCLC resulting in an increase of \$21.12 per pay period to \$459.19 or \$994.90 per month.

**FISCAL IMPACT:** Increasing the current health premium allowance to cover the entire increase (\$42.23/pay period or \$91.50/month) would increase SCLC's cost by \$4,392 for the 2025 calendar year (4 actives x \$91.50/month = \$366.00/month).

Alternatively, increasing the current health premium allowance to cover half of the increase (\$21.12/pay period or \$45.76/month) would increase SCLC's cost by \$2,196 for the 2025 calendar year (4 actives x \$45.76/month = \$183.04/month).



RECOMMENDATION: Recommend increasing the health premium allowance by \$45.76/month or \$91.50/month, effective January 1, 2025, to address increasing health care premiums.

EXHIBITS:

- a. CalPERS 2025 Health Premium

**July Board of Administration Offsite**  
**Statewide 2025 Premiums Per Subscriber Per Month (PSPM)**  
**State & California State University Members**

Basic Plans	2024			2025			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Blue Cross Select HMO	\$925.57	\$1,851.14	\$2,406.48	\$1,021.71	\$2,043.42	\$2,656.45	10.39%
Anthem Blue Cross Traditional HMO	\$1,197.94	\$2,395.88	\$3,114.64	\$1,309.07	\$2,618.14	\$3,403.58	9.28%
Blue Shield Access+ HMO	\$892.49	\$1,784.98	\$2,320.47	\$965.86	\$1,931.72	\$2,511.24	8.22%
Blue Shield Trio HMO	\$810.24	\$1,620.48	\$2,106.62	\$909.10	\$1,818.20	\$2,363.66	12.20%
Health Net Salud y Más	\$656.96	\$1,313.92	\$1,708.10	\$753.72	\$1,507.44	\$1,959.67	14.73%
Kaiser Permanente	\$964.15	\$1,928.30	\$2,506.79	\$1,045.20	\$2,090.40	\$2,717.52	8.41%
Kaiser Permanente Out of State	\$1,312.45	\$2,624.90	\$3,412.37	\$1,422.26	\$2,844.52	\$3,697.88	8.37%
Sharp Performance Plus	\$833.24	\$1,666.48	\$2,166.42	\$868.45	\$1,736.90	\$2,257.97	4.23%
UnitedHealthcare SignatureValue Alliance	\$882.98	\$1,765.96	\$2,295.75	\$961.35	\$1,922.70	\$2,499.51	8.88%
UnitedHealthcare SignatureValue Harmony	\$763.70	\$1,527.40	\$1,985.62	\$820.13	\$1,640.26	\$2,132.34	7.39%
Western Health Advantage HMO	\$807.23	\$1,614.46	\$2,098.80	\$914.27	\$1,828.54	\$2,377.10	13.26%
<b>Basic HMO Weighted Average</b>							<b>8.72%</b>
PERS Gold	\$859.31	\$1,718.62	\$2,234.21	\$943.70	\$1,887.40	\$2,453.62	9.82%
PERS Platinum	\$1,215.87	\$2,431.74	\$3,161.26	\$1,335.30	\$2,670.60	\$3,471.78	9.82%
<b>Basic PPO Weighted Average</b>							<b>9.82%</b>

**Total Basic Weighted Average**

**9.08%**

**July Board of Administration Offsite**  
**Statewide 2025 Premiums Per Subscriber Per Month (PSPM)**  
**State, Public Agencies, and Schools Members**

Medicare Plans	2024			2025			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Medicare Preferred PPO	\$405.83	\$811.66	\$1,217.49	\$487.56	\$975.12	\$1,462.68	20.14%
Blue Shield Medicare PPO (Nationwide)	\$392.68	\$785.36	\$1,178.04	\$448.28	\$896.56	\$1,344.84	14.16%
Kaiser Permanente Senior Advantage	\$324.79	\$649.58	\$974.37	\$343.08	\$686.16	\$1,029.24	5.63%
Kaiser Permanente Senior Advantage Summit	\$386.55	\$773.10	\$1,159.65	\$408.31	\$816.62	\$1,224.93	5.63%
Kaiser Permanente Senior Advantage Out of State	\$318.43	\$636.86	\$955.29	\$336.72	\$673.44	\$1,010.16	5.74%
Kaiser Permanente Senior Advantage Summit Out of State	\$380.21	\$760.42	\$1,140.63	\$401.97	\$803.94	\$1,205.91	5.72%
Sharp Direct Advantage HMO	\$256.53	\$513.06	\$769.59	\$272.44	\$544.88	\$817.32	6.20%
UnitedHealthcare Group Medicare Advantage PPO (Nationwide)	\$341.72	\$683.44	\$1,025.16	\$442.25	\$884.50	\$1,326.75	29.42%
<b>Medicare Advantage Weighted Average</b>							<b>12.58%</b>
PERS Gold	\$406.60	\$813.20	\$1,219.80	\$546.13	\$1,092.26	\$1,638.39	34.32%
PERS Platinum (Nationwide)	\$448.15	\$896.30	\$1,344.45	\$584.70	\$1,169.40	\$1,754.10	30.47%
<b>Medicare Supplement Weighted Average</b>							<b>30.59%</b>

**Total Medicare Weighted Average** 22.55%

## July Board of Administration Offsite

### Regional 2025 Premiums Per Subscriber Per Month (PSPM)

#### Public Agency & School Members

Basic Plans	2024			2025			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
<b>Basic Premiums - Region 1</b>							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Blue Cross Select HMO	\$1,138.86	\$2,277.72	\$2,961.04	\$1,256.65	\$2,513.30	\$3,267.29	10.34%
Anthem Blue Cross Traditional HMO	\$1,339.70	\$2,679.40	\$3,483.22	\$1,500.40	\$3,000.80	\$3,901.04	12.00%
Blue Shield Access+ HMO	\$1,076.84	\$2,153.68	\$2,799.78	\$1,170.17	\$2,340.34	\$3,042.44	8.67%
Blue Shield Trio HMO	\$946.84	\$1,893.68	\$2,461.78	\$1,134.79	\$2,269.58	\$2,950.45	19.85%
Kaiser Permanente	\$1,021.41	\$2,042.82	\$2,655.67	\$1,112.90	\$2,225.80	\$2,893.54	8.96%
PERS Gold	\$914.82	\$1,829.64	\$2,378.53	\$1,013.70	\$2,027.40	\$2,635.62	10.81%
PERS Platinum	\$1,314.27	\$2,628.54	\$3,417.10	\$1,476.10	\$2,952.20	\$3,837.86	12.31%
UnitedHealthcare SignatureValue Alliance	\$1,091.13	\$2,182.26	\$2,836.94	\$1,184.58	\$2,369.16	\$3,079.91	8.56%
UnitedHealthcare SignatureValue Harmony	\$937.39	\$1,874.78	\$2,437.21	\$1,005.02	\$2,010.04	\$2,613.05	7.21%
Western Health Advantage HMO	\$807.23	\$1,614.46	\$2,098.80	\$914.27	\$1,828.54	\$2,377.10	13.26%
<b>Basic Premiums - Region 2</b>							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Blue Cross Select HMO	\$807.71	\$1,615.42	\$2,100.05	\$919.00	\$1,838.00	\$2,389.40	13.78%
Anthem Blue Cross Traditional HMO	\$1,034.38	\$2,068.76	\$2,689.39	\$1,110.97	\$2,221.94	\$2,888.52	7.40%
Blue Shield Access+ HMO	\$869.14	\$1,738.28	\$2,259.76	\$948.53	\$1,897.06	\$2,466.18	9.13%
Blue Shield Trio HMO	\$810.24	\$1,620.48	\$2,106.62	\$909.10	\$1,818.20	\$2,363.66	12.20%
Health Net Salud y Más	\$684.77	\$1,369.54	\$1,780.40	\$823.49	\$1,646.98	\$2,141.07	20.26%
Kaiser Permanente	\$904.95	\$1,809.90	\$2,352.87	\$944.34	\$1,888.68	\$2,455.28	4.35%
PERS Gold	\$799.44	\$1,598.88	\$2,078.54	\$864.75	\$1,729.50	\$2,248.35	8.17%
PERS Platinum	\$1,151.50	\$2,303.00	\$2,993.90	\$1,258.76	\$2,517.52	\$3,272.78	9.31%
Sharp Performance Plus	\$833.24	\$1,666.48	\$2,166.42	\$868.45	\$1,736.90	\$2,257.97	4.23%
UnitedHealthcare SignatureValue Alliance	\$837.88	\$1,675.76	\$2,178.49	\$890.66	\$1,781.32	\$2,315.72	6.30%
UnitedHealthcare SignatureValue Harmony	\$792.65	\$1,585.30	\$2,060.89	\$819.64	\$1,639.28	\$2,131.06	3.41%
<b>Basic Premiums - Region 3</b>							
Los Angeles, Riverside and San Bernardino							
Anthem Blue Cross Select HMO	\$841.13	\$1,682.26	\$2,186.94	\$916.88	\$1,833.76	\$2,383.89	9.01%
Anthem Blue Cross Traditional HMO	\$1,012.67	\$2,025.34	\$2,632.94	\$1,065.46	\$2,130.92	\$2,770.20	5.21%
Blue Shield Access+ HMO	\$756.65	\$1,513.30	\$1,967.29	\$828.48	\$1,656.96	\$2,154.05	9.49%
Blue Shield Trio HMO	\$704.69	\$1,409.38	\$1,832.19	\$738.11	\$1,476.22	\$1,919.09	4.74%
Health Net Salud y Más	\$630.13	\$1,260.26	\$1,638.34	\$714.40	\$1,428.80	\$1,857.44	13.37%
Kaiser Permanente	\$865.41	\$1,730.82	\$2,250.07	\$926.52	\$1,853.04	\$2,408.95	7.06%
PERS Gold	\$785.28	\$1,570.56	\$2,041.73	\$868.15	\$1,736.30	\$2,257.19	10.55%
PERS Platinum	\$1,131.47	\$2,262.94	\$2,941.82	\$1,263.73	\$2,527.46	\$3,285.70	11.69%
UnitedHealthcare SignatureValue Alliance	\$826.44	\$1,652.88	\$2,148.74	\$866.40	\$1,732.80	\$2,252.64	4.84%
UnitedHealthcare SignatureValue Harmony	\$734.76	\$1,469.52	\$1,910.38	\$756.28	\$1,512.56	\$1,966.33	2.93%
<b>Basic Premiums - Out of State</b>							
Kaiser Permanente Out of State	\$1,312.45	\$2,624.90	\$3,412.37	\$1,422.26	\$2,844.52	\$3,697.88	8.37%
PERS Platinum	\$1,146.86	\$2,293.72	\$2,981.84	\$1,244.55	\$2,489.10	\$3,235.83	8.52%



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

DATE: August 22, 2024  
FROM: Christine Powers, Executive Director

**SUBJECT: Mentorship Program Update and Approval of Materials (ACTION)**

**BACKGROUND:** The Administrative Council of the Southern California Library Cooperative (SCLC) established the Leadership and Professional Development Committee in August 2023 to emphasize building future library leaders, creating professional development opportunities for the member library systems, and facilitating network and relationship-building between member systems, including the implementation of a mentorship program. This Committee will allow experienced library staff to mentor others, strengthen leadership skills, create meaningful relationships between library cultures in a cost-effective manner, and support and strengthen SCLC's initiatives and objectives, as laid out in its Strategic Plan.

At its first meeting, held on April 22, 2024, the Committee established the SCLC Mentorship Program, and provided feedback on the framework of the program. Feedback from this discussion included the following:

- Establish a goal for the program.
- Regarding enrollment, encourage inclusiveness, but ultimately leave it up to each Administrative Council member to promote the program within their respective library systems.
- Would ideally like to have a one-to-one pairing for mentors and mentees, although it may be possible to have one mentor for two mentees, if desired.
- Partners are free to choose where to meet, and should aim to meet at least once a month, up to two hours per month.
- The program will run from January to September 30 of each year.
- Have supervisors sign off on mentee participation.

Based on the feedback received during that meeting, application and recruitment materials were developed and approved by the Committee during their last meeting in July. The Committee also established two ad hoc committees: one that will review

applications and pair mentors to mentees, and another that will work to establish training materials for mentors and mentees.

Another item for consideration by the Administrative Council is a waiver that participating member libraries would sign to hold SCLC harmless of any claims that may arise. Should there be interest in requiring such a waiver, SCLC's legal counsel can draft one, and staff will work with each Administrative Council member to obtain a signed waiver before their staff participates in the Mentorship Program.

FISCAL IMPACT: None

RECOMMENDATION: Approve the materials provided in the Exhibit of this report and provide feedback on member waivers.

EXHIBITS:

- a. Recruitment Flyer
- b. Mentor Application
- c. Mentee Application
- d. Mentorship Agreement



## SCLC Mentorship Benefits & Program Description

### What are the benefits of participating in the SCLC Mentorship Program?

Mentorship is a valuable relationship that contributes to both personal and professional development. Mentorship programs offer valuable benefits for both mentors and mentees. Workers with mentors report high job satisfaction – 91% of those with mentors feel satisfied with their jobs compared to those without. Mentorship programs also provide personal career development for both mentors and mentees, as mentorship fosters personal growth, expands networks, and enhances professional skills for both parties. Organizations with mentorship programs also often experience better employee retention rates. While this program spans dozens of library systems, the goal is to improve retention in the library field.

As more and more library professionals are reaching the age of retirement, it is essential that current library managers are engaging in succession planning for their industry. Through mentorship programs like this, managers from across the 40 SCLC library systems can connect with library staff that are seeking coaching in the variety of library specializations, services and departments that are found throughout these public library buildings and administrative teams.

### Why become a mentee?

Mentorship programs offer several benefits for mentees:

- Guidance and Support: Mentees receive personalized guidance from experienced mentors. They can seek advice on career decisions, skill development, and personal growth.
- Skill Development: Mentees learn from their mentor's expertise, gaining practical skills and knowledge.
- Networking Opportunities: Through their mentor, mentees gain access to a broader professional network, which can lead to job opportunities and connections.
- Increased Confidence: Having a mentor who believes in their abilities boosts mentees' self-confidence.
- Career Development: Mentees learn about career paths, industry trends, and potential growth opportunities.
- Emotional Support: Mentors provide encouragement during challenging times and help mentees navigate workplace dynamics.

## **Why become a mentor?**

Mentorship programs offer several benefits for mentors:

- Leadership Development: As mentors, current library managers can enhance their leadership skills by guiding and supporting mentees.
- Personal Fulfillment: Helping others succeed brings a sense of fulfillment and purpose.
- Networking: Mentors expand their professional network through mentee's connections.
- Skill Refinement: Teaching and advising mentees sharpen mentors' own skills.
- Fresh Perspectives: Mentors gain insights from mentees, fostering creativity and growth.

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## **Program Description**

### **Program Duration**

The Mentorship program will run from January 1 through September 30 of each year.

### **Application Period**

Applications will be accepted from October 1 - 31 for the following year's program.

### **Mentor/Mentee Pairing Process and Notifications**

Mentors and mentees will be paired by the Leadership & Professional Development Committee in November after the application period closes. Notifications of the pairings will be sent out to mentors and mentees in December.

### **Mentorship Agreement Form**

Once paired and notified, the mentor and mentee will fill out the Mentorship Agreement Form that identified their goals of the program, and frequency and length of their meetings. This form will also need to be approved by the mentee's manager or supervisor.

### **Meeting Expectations**

Successful mentorship is achieved by regular meetings and communication. Mentors and mentees are encouraged to meet once to twice a month, although this will be established at the discretion of each pair.

**Remember, mentorship is a mutually rewarding relationship!**





### SCLC Mentorship Application: Mentor

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

Full Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

What organization do you currently work for? \_\_\_\_\_

What is your current position? \_\_\_\_\_

What school(s) did you graduate from? (If you don't have a degree, please write N/A)

\_\_\_\_\_

Are you willing to have a long-distance mentee (i.e. provide virtual mentorship)? \_\_\_\_\_

Would you be willing to have multiple mentees (2 max)? \_\_\_\_\_

What interests you about being a mentor? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your areas of expertise? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SCLC Mentorship Application: Mentee**

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

Full Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

What is your current position? \_\_\_\_\_

Are you currently in school? If so, please list the school you are attending:  
\_\_\_\_\_

Are you willing to have a long-distance mentor, i.e. provide virtual mentorship? \_\_\_\_\_

What interests you about being a mentee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What qualities and skillsets are you looking for in a mentor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you already have a mentor in mind, please list their name. (Keep in mind, we are unable to guarantee that you will be paired with this person) \_\_\_\_\_

What experience(s) do you hope to gain by participating in this program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## SCLC Mentorship Agreement Form

### Introduction

As a mentor and mentee of the SCLC Mentorship Program, we are voluntarily entering into a mentoring relationship from which we expect mutual benefits and investment. We want this to be a rewarding, rich experience with our time together focused on the professional development of the mentee and the growth of our relationship. With this goal in mind, we have agreed upon the terms and conditions of our relationship as outlined in this agreement.

### Goals

We hope to achieve...	To accomplish this, we will...

### Privacy

Mentors and mentees will keep information shared through the mentoring relationship private. If there is any inappropriate interactions or behavior, mentors or mentees are obligated to report this to the SCLC Executive Director immediately.

### Frequency of Meetings

We will attempt to meet at least \_\_\_\_\_ time(s) a week / every other week / per month for \_\_\_\_\_ hour(s). If we cannot attend a scheduled meeting, we agree to notify one another in advance.

### Duration of Relationship

The SCLC Mentorship program begins on January 1 and is completed on September 30 of each year.

**No Fault Termination**

We are committed to frequent, open, and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision and report this to the SCLC Executive Director immediately.

---

**Mentor Printed Name** \_\_\_\_\_

**Mentor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Mentor Printed Name** \_\_\_\_\_

**Mentor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

---

**Mentee's Manager or Library System Administration Authorization**

I approve of \_\_\_\_\_ participating in the SCLC Mentorship Program  
(Mentee Name)

from January 1 - September 30, \_\_\_\_\_ in the terms set above in this agreement.  
(Year)

**Mentee's Manager Printed Name** \_\_\_\_\_

**Mentee's Manager Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

California State Library, Library Development Services  
 Cooperative Library System Liaison Report  
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## State Library News

### Parks Pass Program Update

Cindy Zalog, Parks Pass Manager, left the California State Library effective June 11, 2024. For any Parks Pass questions, please email [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov) or [reed.strege@library.ca.gov](mailto:reed.strege@library.ca.gov).

### LDS Newsletter

Sign up today for our new [newsletter!](#) Please share this with your teams as well.

### LSTA News

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

### 2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey will open for data input on September 3, 2024. Data are due no later than Thursday, October 31, 2024.

- [Register for the 23-24 Information Session](#): This year's information session will occur on Thursday, August 29, 2024 at 10:30 a.m.
- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [Recording of how to use LibPAS](#): Video is for Summer reporting but applicable for reporting PLS data. (Portal will open September 3, 2024.)

### 2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- [Ready Reports page available to the public](#)
- [Log in to LibPAS to access additional Ready Reports available to libraries](#)
- [LibPAS Video Tutorials Page](#)

Contact Meg DePriest at [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov) for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

### 2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- [Population Certification Memo from the State Librarian \(pdf\)](#)
- [Persons Served by California Public Libraries \(Excel\)](#)
- [Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024](#)

### Open Opportunities

#### Career Online High School

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

#### 2024-2025 LSTA Inspiration Grants – Due August 21, 2024 at 12:00 noon

Application period opened on Wednesday July 10, 2024. Please see the [website](#) for more information! Inspiration Grants opportunity provides Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Do you have a fully developed plan for an innovative library program that meets an immediate community need, is ready to start, and can be completed in nine months? If so, the State Library welcomes your Inspiration Grant application!

Application Deadline: August 21, 2024, at 12:00 noon

### Current Projects and Services

#### Alexander Street Now available for Public Libraries

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available

for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

**Now there's more!** COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact [compass@library.ca.gov](mailto:compass@library.ca.gov).

#### California Library Literacy Services – Ongoing

The final report for 2023-2024 is now open in Counting Opinions and is **due September 30, 2024**. For guidance and details about the 2023-2024 reporting information session, and for details about how data collection has changed for the 2024-2025 program year, visit <https://www.library.ca.gov/grants/manage/#clls>.

There will be three CLLS-linked supersessions at the CLA conference in Pasadena on Thursday, Oct. 17, in addition to concurrent sessions later in the conference. For information on ongoing training, visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/clls/> The next CLLS Coordinator/Staff Networking Call is Wed., Aug. 21, at 2 p.m. For more information on any of these programs, contact [clls@library.ca.gov](mailto:clls@library.ca.gov). CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

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

CALL is offering an in-person workshop on Safe, Compassionate Libraries with master trainer Rick Jenkins at [Hayward Public Library, Wed., August 21, 10:00 am to 1:00 pm](#) (workshop) followed by consulting sessions (sign up for a slot in your application).

Support professional development for your staff by visiting [www.callacademy.org](http://www.callacademy.org) and the CALL [calendar](#) to explore options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for](#)



[All monthly mailings](#). Anyone may [subscribe](#) to the CALL Letters newsletter directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

### [eBooks for all - Ongoing](#)

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. There will be a special session on this collection on August 15 at noon. You can [Register Here](#) for that webinar.

If you are interested in joining the project, you can email [ebooksforall@library.ca.gov](mailto:ebooksforall@library.ca.gov) for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

### [Tutoring Project – Sunsets August 25, 2024](#)

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

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

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

The tutoring program is scheduled to sunset on August 25<sup>th</sup> of 2024.

### [Parks Pass Program – Ongoing](#)

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks through the 2024/25 Fiscal Year.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at [checkoutcastateparks.com](http://checkoutcastateparks.com)

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov). State of CA funded.

### Public Library Staff Education Program

The [California Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library staff with tuition reimbursement for courses required for a master's degree in library and information science. The 2024/25 PLSEP student application is anticipated to open September 2024. For more information, contact [wwalker@socallibraries.org](mailto:wwalker@socallibraries.org) or [plsep@library.ca.gov](mailto:plsep@library.ca.gov) LSTA funded.

### Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with NEDCC and Myriad, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready — Or Not team has assessed for disaster preparedness, browse the [Ready — Or Not Participant Showcase](#).

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC](#). The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. If you have additional questions, reach out to the team at [CAready@nedcc.org](mailto:CAready@nedcc.org). State of CA funded.

### Community-Centered Libraries

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

## Networking and Training

### [Building Equity-Based Summers Learning Series](#)

A new series of Building Equity-Based Summers (BEBS) Learning Sessions will be starting this fall. Applications are now open to join this innovative 9-month BEBS learning series designed specifically for public library staff, focused on building equitable summer and year-round practices throughout California libraries and communities. This program aims to provide participants with the knowledge, tools, and opportunities necessary to transform libraries into inclusive and equitable systems and services.

Interested parties can review the [BEBS Frequently Asked Questions](#) webpage or register for an upcoming [Information Session](#) on August 21<sup>st</sup> at 2pm. [Interest applications](#) are due by September 3<sup>rd</sup>.

For information on the Building Equity-Based Summers Project please visit: [Building Equity-Based Summers - California State Library](#) or email [bebs@cla-net.org](mailto:bebs@cla-net.org)

### [CAreer Pathways Workforce & Upskilling Resources: Ending Fall 2024](#)

The CAreer Pathways program will wrap up in the fall 2024 as scheduled and access to the following resources will be ending in September 2024:

- Coursera – access ends September 14, 2024, last day to sign-up for access was July 15, 2024
- Job & Career Accelerator (EBSCO) – September 30, 2024
- LearningExpress Library Complete (EBSCO) – September 30, 2024
- LinkedIn Learning – September 30, 2024
- Northstar – September 30, 2024
- VetNow (Brainfuse) – September 30, 2024

Note that access to the following two resources has already ended:

- GetSetUp – April 30, 2024
- Skillshare – Last day to register for 12-month membership was September 30, 2023

Depending on the resources your library has opted-in for, you will be receiving a separate email with sunsetting instructions for each resource to help prepare you for access ending. **We will also be hosting a wrap-up seminar on Wednesday, August 14 from 11:00 AM – 12 PM Pacific Time** where you will have the opportunity to ask questions and share any feedback about the resources. You can register by following the link below:

#### [Sunsetting CAreer Pathways Resources](#)

**Wednesday, August 14, 2024, 11:00 am – 12:00 pm**

Should your library be interested in continuing any of these resources, we encourage you to reach out to the vendors directly. If you have any questions or contact updates, please email

[CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov). We thank you for your help in making our program a success these last two years!

If you have any questions, please contact: [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov) or see the [Career Pathways Staff Resources page](#).

### Community-Centered Libraries

A yearlong initiative brought to you by the California State Library and Pacific Library Partnership, the statewide initiative offers tools and training to help libraries center their communities as the plan and evaluate library programs and services. All recordings of the two-webinar series, Equitable Data Practices and Culturally-Relevant Evaluation, are available on the [Community-Centered Libraries webinar page](#). LSTA funded.

### Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for **Wednesday, August 21, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. California public library directors will receive an invitation to the Zoom meeting via email.

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

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



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

DATE: August 22, 2024  
FROM: Christine Powers, Executive Director

SUBJECT: **Executive Director's Report**

Since the last meeting in May, staff at Southern California Library Cooperative (SCLC) have been very busy with meetings, revised budget planning, report writing, and advocacy efforts.

Towards the end of May, it became clear that the Governor had intentions to cut California Library Services Act (CLSA) funding in half for both FY 2024/25 and 2025/26. Staff quickly pivoted and began reconfiguring what system operations would look like with these cuts for SCLC as well as for the other four cooperatives staff manages. By the end of June, the Governor did indeed sign the State Budget, which included these devastating cuts. In working with all five Chairs, the decision was made to hold special meetings for each cooperative in July to provide amended budgets for their approval. We also worked to secure full funding levels for fiscal and administrative services from the other four cooperatives for SCLC.

### Plans of Service and Annual Reports

With amended budgets in place, staff work to complete the new Plans of Service applications for all five cooperatives. Staff thank the members for completing the survey that allowed us to complete this report on SCLC's behalf. We worked with all five Chairs to review and sign the applications for submission to the State Library. On the heels of submission of these applications, staff are pivoting to work on the Annual Reports to report on CLSA funds for FY 2023/24.

### Grant Projects

Digital Navigators – As planned, the service ended as of June 30. The grant funds were fully expended, as budgeted. As previously reported, the program will not continue due to lack of funding and State budget cuts. Staff are currently working on the final reports for this grant.

EmPOWERing Access – Seventeen Pillar booths were purchased and installed in libraries throughout the State. Additionally, 598 solar charging devices and 525 iFixit repair kits were delivered to libraries. The grant funds have been fully expended for this one-time grant. Staff are currently working on the final reports for this grant.

PLSEP 23/24 – The Public Library Staff Education Program (PLSEP) grant ended with 114 students being provided tuition reimbursement. During this grant program, the State Library requested an evaluation of PLSEP, and Julie Lamba Shah provided an excellent evaluation of this program that includes recommendations for future years. Grant funds were fully expended, and staff are currently working on the final reports for this grant.

CA Parks Pass - Backpacks 23/24 – This grant originally started by providing hiking backpacks to libraries, and the State Library came back to SCLC to add a Stargazing Kit component. Staff recently offered a webinar on this new component and opened applications to libraries. 111 applications were received with a total of 1,477 kits requested (we have funding to distribute about 300). SCLC is working with Big 5 to get pricing and assign allocations as available.

PLSEP 24/25 – The project team is working on the student application and refining the process based on lessons learned and recommendations from the 23/24 program evaluation report. We aim to have the student application open to students by early September.

#### Organizational Retreat

I facilitated an organizational retreat for SCLC staff on Thursday, May 30, 2024. It was crucial to have all team members under the same roof as we discussed effective communication and current workloads, and bonded. I appreciate and value the team we have in place and will continue to work to cultivate team morale and trust. Thank you to Glendale for allowing us to use the Central Library Administrative conference room for the day!

#### ALA Conference

I attended the American Library Association conference in late June in San Diego. While there, I was able to participate in sessions that provided me with a better perspective of library operations and challenges. I also met with many vendors, new and existing, and met with various cooperative members who were also attending the conference.

I was also able to take advantage of being in San Diego to meet with the staff of State Senator Toni Atkins, President Pro Tempore. I was joined by Carol Frost, Executive Director of the Peninsula Library System, and together we presented information about library cooperatives in California, the impact they have statewide on public libraries, and the implications of the CLSA cuts. In addition to discussing cooperatives, we also provided information on the impact of cuts to the HelpNow Statewide Online Homework Tutoring, Lunch at the Library, and CAREer Pathways Programs. We have requested a

follow up meeting with her this fall to continue the conversation in hopes of restoring CLSA funding for FY 2025/26, as well as funding for the aforementioned programs. I will continue to work with all five cooperatives to highlight the implications of continued CLSA cuts and meet with key legislators in hopes of preventing these cuts in the next fiscal year.



## **SCLC Meeting Dates FY 2024/25**

### **Thursday, August 22, 2024**

1:00 pm Executive Committee  
2:15 pm Administrative Council  
*Altadena Main Library*

### **Thursday, October 24, 2024**

1:00 pm Executive Committee (only)  
*Via Zoom*

### **Thursday, November 21, 2024**

1:00 pm Executive Committee  
2:15 pm Administrative Council  
*Los Angeles Central Library*

### **Thursday, January 23, 2025**

1:00 pm Executive Committee (only)  
*Via Zoom*

### **Thursday, March 27, 2025**

1:00 pm Executive Committee  
2:15 pm Administrative Council  
*Camarillo Public Library*

### **Thursday, May 22, 2025**

1:00 pm Executive Committee  
2:15 pm Administrative Council  
*Torrance Public Library*