Southern California Library Cooperative
Administrative Council Meeting
August 25, 2021
2:15-4:15pm

Join Zoom Meeting
https://us02web.zoom.us/j/89029209984?pwd=aTNiWitSOHNKS3grdC8vS2NrQS8yUT09

Meeting ID: 890 2920 9984
Passcode: 228190

# AGENDA

All items may be considered for action.

1. Opening — Elizabeth Goldman
   a. Chairperson's Welcome
   b. Roll Call

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

3. Consent Calendar — Elizabeth Goldman
   *5 minutes*
   *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 May 27, 2021 and June 3, 2021 Administrative Council meetings.
   b. Salary Schedule FY2020/21
   c. CLSA 2020/21 Annual Report

4. Adoption of Agenda — Elizabeth Goldman

5. Healthcare Premium Update — Carol Dinuzzo
   *5 minutes*

6. Final Budget Status FY2020/21 — Carol Dinuzzo
   *5 minutes*

7. Budget Status Report FY2021/22 — Carol Dinuzzo
   *10 minutes*

8. CalPERS Payment Schedule — Carol Dinuzzo
   *10 minutes*

9. Audit and Finance Committee Report — Gary Shaffer
   *12 minutes*

10. Salary Schedule 2021/22 and Funding Appropriations — Diane Bednarski/Carol Dinuzzo
    *10 minutes*

11. Revised CLSA Plan of Service FY2021/22 — Diane Bednarski
    *15 minutes*

12. SCLC Executive Director Working Plan — Robert Shupe
    *7 minutes*

13. SCLC Technology Committee Report — Nikki Winslow
    *5 minutes*

14. Physical Locations for 2021/22 Meetings — Diane Bednarski
    *7 minutes*

15. Other — Elizabeth Goldman
    *5 minutes*
    *"…that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.*

16. State Library Report — Natalie Cole
    *10 minutes*

17. Executive Director's Report — Diane Bednarski
    *5 minutes*

18. Chairperson's Report — Elizabeth Goldman
    *7 minutes*

19. Adjournment — Elizabeth Goldman

ACTION ITEMS

Meeting: _____SCLC Administrative Council Meeting_____

Date: _____August 25, 2021_____

Library: _____

Name: _____

Signature: _____ Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Name: _____

Date:_____

Page 2

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

AC Item 03a

Southern California Library Cooperative
Administrative Council Meeting
May 27, 2021
10:00 am-12:00 pm

**Minutes** *draft*

**Attendance**
Addington, Jennifer – Palos Verdes
Anderson, Susan – Redondo
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Buth, Karen – Beverly Hills
Conwell, Christine – Moorpark
Cousin, Heather – Thousand Oaks
Garcia, Diana – Monterey Park
Goldman, Elizabeth – Burbank
Graf, Ann – Azusa
Kimsey, Sofia – Oxnard
LohGuan, Hilda – Alhambra
McCollum, Melissa – El Segundo
McDermott, Irene – San Marino
Perera, Michelle – Pasadena
Ryan, Joyce – Santa Fe Springs
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Smart, Christine – Sierra Madre
Stone, Janet – Glendora
Torres, Anita - Pomona
Vinke, Dana – Ventura
Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse – Los Angeles County
Wilburn, Yolande – Torrance
Williams, Glenda – Long Beach
Winslow, Nikki – Altadena
Wong, Patty – Santa Monica

**Other**
Bednarski, Diane - SCLC
Cole, Natalie – CSL
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Walker, Wayne - SCLC

**Absent**
Balli, Shayna – Irwindale
Dickow, Ben – Downey
Evan, Lisa – Covina
Hughes, Charles – Signal Hill
Lockwood, Barbara – Calabasas
Maghsoudi, Paymaneh – Whittier
Nasr, Mandy – Camarillo
Sarmiento, Beatriz – Commerce
Singh, Harjinder – Inglewood
Szabo, John – Los Angeles Public
Vance, Carey - Monrovia

1. Opening — Robert Shupe
   Meeting called to order at 10:08am.

2. Public Forum
   *Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*
   None.

3. Consent Calendar — Robert Shupe
   *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 25, 2021 Administrative Council meeting. — Robert Shupe
   b. Agreements with Systems for Administrative/ Fiscal Services FY2021/22 — Diane Bednarski
   c. Gale Archives Renewal — Diane Bednarski

   MSP (Shaffer/Ryan) to approve the Consent Calendar, with signature line adjustment made to agreements, now to list title of Chair, rather than Executive Director.

4. Adoption of Agenda — Robert Shupe
   MSP (Williams/Wilburn) to adopt agenda, as presented.

5. Budget Status Report FY2020/21 — Carol Dinuzzo
   Two membership payments are outstanding. Expenditures fall within the projected cost for the fiscal year, apart from audit and legal fees.

6. CLOSED SESSION — Robert Shupe
   *Executive Director Performance Evaluation pursuant to Gov. Code Section 54957(b)*
   Closed session began at 10:21am.

7. Reconvene to Open Session — Robert Shupe
   Meeting reconvened at 11:13am.

   The Administrative Council took action to accept and approve the Executive Committee's recommendation to approve the Evaluation of the Executive Director as presented with two conditions:
   1. That members of the Administrative Council work with the Executive Director on a workplan that includes the setting of goals for SCLC for the coming year and beyond, and that workplan be presented at the Administrative Council July 2021 meeting for approval.
   2. That members of the Administrative Council work with the Executive Director to establish an updated Executive Director Job Description within the next four months that will be presented to Administrative Council for approval.

Executive Director's salary adjustment discussion noted that increases are not automatic, but based on superior performance, that COLA and adjustments should be considered in line with other agencies, and that a decision be tabled until further discussion of FY2021/22 budget.

8. Audit and Finance Committee Report — Heather Cousin
   a. Meeting Schedule FY2021/22
      MSP (Addington/Billings) to approve FY2021/22 meeting calendar as follows:
      July 1, 2021, 10am
      October 7, 2021, 10am
      January 6, 2022, 10am
      April 7, 2022, 10am
   b. Audit FY2020/21
      Discussion on creating additional revenue streams, as a priority. MSP (Billings/Williams) to approve the recommendation of the Audit and Finance Committee to accept the Annual Financial Report, FY2019/20.

9. Administrative Council and Executive Committee Meeting Schedule FY2021/22 — Robert Shupe
   MSP (Shaffer/Billings) to approve the following meeting schedule for FY2021/22:

**Wednesday, August 25, 2021**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

**Wednesday, October 27, 2021**
1:00pm Executive Committee, only
Via Zoom

**Wednesday, November 24, 2021**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

**Wednesday, January 26, 2022**
1:00pm Executive Committee, only
Via Zoom

**Wednesday, March 23, 2022**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

DRAFT

**Wednesday, May 25, 2022**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

10. Election of Officers — Janet Stone
    MSP (Anderson/Addington) to 1) suspend the 30-day rule for reporting the slate of candidates; and 2) elect Elizabeth Goldman as Chair, and Gary Shaffer as Vice-Chair/Chair Elect.

11. Executive Committee Membership — Diane Bednarski
    MSP (Billings/Ryan) to verify the slate of Executive Committee members and vote to authorize the following appointments to serve from July 1, 2021 through June 30, 2023:
    Walker-Lanz, Jesse – LACO – Group 1
    Torres, Anita – Pomona, Group 2
    Addington, Jennifer – Palos Verdes, Group 3
    Billings, Cathy – South Pasadena, Group 4
    McCollum, Melissa – El Segundo, Group 5
    Goldman, Elizabeth – Burbank, Chair
    Shaffer, Gary – Glendale, Vice Chair
    Shupe, Robert – Palmdale, Past Chair

12. Signature Authority — Diane Bednarski
    MSP (Billings/Williams) to authorize SCLC staff to update the Pacific Western Bank signature authority to remove Robert Shupe and Heather Cousin and add Elizabeth Goldman and Gary Shaffer.

13. SCLC Shared eResource Planning — Diane Bednarski
    Directors poll revealed two top eResource options for licensing with CLSA funds: PressReader and eBooks in a shared environment. Concerns were raised about each option. For PressReader, LAPL and LA County would not be included in a systemwide license due to cost. For eBooks, serval expressed concern that the requirement to share with at least two other library systems could pose challenges, including restrictions from local boards and councils. Suggestion was posed to conduct another poll with three options: PressReader, eBooks in a shared environment and opt-out. Then obtain an updated PressReader quote based on the libraries who selected that option.

14. Adjournment — Robert Shupe
    MSP (Wilburn/Williams) to adjourn due to loss of quorum. Meeting adjourned at 12:47pm.

AC Agenda Item 03aa

Southern California Library Cooperative
Administrative Council Special Meeting
June 3, 2021
2:30-4:00pm

**Minutes** *draft*

**Attendance**
Addington, Jennifer – Palos Verdes
Anderson, Susan – Redondo Beach
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Cousin, Heather – Thousand Oaks
Graf, Ann – Azusa
Kimsey, Sofia – Oxnard
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
McDermott, Irene – San Marino
Nasr, Mandy – Camarillo
Perera, Michelle - Pasadena
Potter, Melissa – Burbank
Ryan, Joyce – San Fe Springs
Schram, Nancy – Ventura
Shupe, Robert – Palmdale
Sjoberg, Viktor - Altadena
Stone, Janet – Glendora
Vance, Carey – Monrovia
Vonnegut, Shannon – Santa Clarita
Walker-Lanz – CoLA
Wilburn, Yolande – Torrance
Williams, Glenda – Long Beach
Wong, Patty – Santa Monica

**Other**
Bednarski, Diane – SCLC
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne - SCLC

**Absent**
Balli, Shayne – Irwindale
Buth, Karen – Beverly Hills
Conwell, Christine – Moorpark
Dickow, Ben – Downey
Evan, Lisa – Covina
Garcia, Diana – Monterey Park
Hughes, Charles – Signal Hill
McCollum, Melissa – El Segundo
Sarmiento, Beatriz – Commerce
Shaffer, Gary – Glendale
Singh, Harjinder – Inglewood
Smart, Christine – Sierra Madre
Szabo, John – LA Public
Torres, Anita - Pomona

1. Opening — Robert Shupe
   Meeting began at 2:31pm.

2. Public Forum
   *Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*
   None.

3. Lease for SCLC Office Space — Diane Bednarski
   Due to the closure of the Pasadena Central Library, SCLC is faced with looking for alternative office space. Space in an area library (Glendale) has been identified and lease documents are being developed. Staff also explored other options, including commercial space and storage space coupled with corking space, but current requirements for paper files, a landing spot for courier deliveries, and the need for a centralized location to support delivery make the Glendale space the most desirable. Longer term goal is to reduce the office footprint, but this requires some work on strengthening backup and recovery services for our digital files and digitizing the wealth of paper files currently maintained for record retention compliance. MSP (Billings/McDermott) to authorize the Executive Director to execute a new lease for office space and storage space if needed for a term of up to 3 years for an amount of up to $32K per year plus one-time relocation costs up to $4000. Council requests update at the next meeting.

4. CLSA Plan of Service and Budget FY2021/22 — Diane Bednarski
   Discussion on continuing Digilab, which is currently funded through June 30, 2022. Library systems can continue to join the project. Cost is about $35,000 per year to continue Digilab beyond June 30, 2022. It is possible to transfer data to another platform. Systems are responsible for taking their own data, should Digilab end. Nineteen library systems have active collections. Council requests usage statistics from Montage. Request that Technology Committee explore alternative platform options. Allocate $35,000 towards digital content solution in the Plan of Service.

   For the Future Priorities section, Council recommends: (1) Examining fiscal sustainability, including alternative revenue streams, (2) Outreach and orientation to new directors to ensure that councilmembers are conversant in cooperative matters (3) Equity, Diversity and Inclusion training and programming throughout the cooperative, and (4) Examination of the last strategic plan as a starting point for developing priorities.

   MSP (Billings/Williams) to authorize the Executive Director to work with the Chair and incoming Chair on completing the Plan of Service and authorize the incoming Chair to sign the completed Plan for submission.

5. Proposed Budget FY2021/22 — Carol Dinuzzo
   At present, the proposed budget reflects a deficit due primarily to reduction in CLSA allocation in the preliminary State budget and the fact that grant opportunities with associated revenue are awarded throughout the fiscal year. Cost of Living Adjustments and step increases are not reflected in the

proposed budget – these items cannot be discussed in a Special Meeting and need to be addressed in the next Regular Meeting of the Administrative Council. Council suggested that SCLC explore reducing office footprint to save money. Council requests that in the future, deficit budget proposals be accompanied by steps that can be taken if expected revenue is not realized. MSP (Graf/Williams) to accept the budget as presented and request the Audit and Finance Committee to work with the Executive Director to work out details of how to manage deficit, if needed.

6. Other — Robert Shupe
   *"…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 — Robert Shupe
   Meeting adjourned at 3:59pm.

DRAFT

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Salary Schedule, FY2020/21

BACKGROUND: Typically, the Salary Schedule would be approved along with the Proposed Budget each fiscal year. However, due to COVID constraints and economic uncertainty during 2020/21 this processed was postponed until the close of the fiscal year.

Pursuant to California Code of Regulations section 570.5, the requirements for a publicly available pay schedule are as follows:

**570.5. Requirement for a Publicly Available Pay Schedule**

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

(1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
(2) Identifies the position title for every employee position;
(3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
(4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
(5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
(6) Indicates an effective date and date of any revisions;
(7) Is retained by the employer and available for public inspection for not less than five years; and Final settlement pay is excluded from payroll reporting to PERS, in either payrate or compensation earnable.

FISCAL IMPACT: None.

RECOMMENDATION: To retroactively approve the FY2020/21 Salary Schedule.

# SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

## FY20/21Full Time Job Classification and Salary Schedule

| | JOB CLASSIFICATIONS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---|---|---|---|---|---|---|---|
| 1) | Executive Director | Per Hour | $ 62.50 | | | | $ 84.13 |
| | | Annual | $ 130,000.00 | | | | $ 175,000.00 |
| 2) | Deputy Executive Director | Per Hour | $ 50.00 | $ 52.50 | $ 55.13 | $ 57.88 | $ 60.78 |
| | | Annual | $ 104,000.00 | $ 109,200.00 | $ 114,670.40 | $ 120,390.40 | $ 126,422.40 |
| 3) | Controller | Per Hour | $ 50.00 | $ 52.50 | $ 55.13 | $ 57.88 | $ 60.78 |
| | | Annual | $ 104,000.00 | $ 109,200.00 | $ 114,670.40 | $ 120,390.40 | $ 126,422.40 |
| 4) | Project Manager | Per Hour | $ 40.00 | $ 42.00 | $ 44.10 | $ 46.31 | $ 48.62 |
| | | Annual | $ 83,200.00 | $ 87,360.00 | $ 91,728.00 | $ 96,324.80 | $ 101,129.60 |
| 5) | Project Assistant | Per Hour | $ 25.00 | $ 26.25 | $ 27.56 | $ 28.94 | $ 30.39 |
| | | Annual | $ 52,000.00 | $ 54,600.00 | $ 57,324.80 | $ 60,195.20 | $ 63,211.20 |
| 6) | Administrative Assistant | Per Hour | $ 33.18 | $ 34.84 | $ 36.58 | $ 38.41 | $ 40.33 |
| | | Annual | $ 69,014.40 | $ 72,467.20 | $ 76,086.40 | $ 79,892.80 | $ 83,886.40 |

*COLA or CPI increase (if approved):

* Executive Director is authorized to award an employee up to a 2 step increase in any given year.
Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.

* Each salary amount upgraded annually with council approved cost of living percentage.

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Diane Z. Bednarski, Executive Director, SCLC
SUBJECT: CLSA 2020/21 Annual Report

BACKGROUND: Each year the California State Library (CSL) requires an Annual Report from each system. The Annual Report is an opportunity to report to the California Library Services Board (CLSB) and CSL how California Library Services Act (CLSA) funds were spent by SCLC and the resulting benefit to the communities served by its member libraries.

A survey will be distributed to SCLC directors requesting feedback on:

1. How delivery services directly benefitted their patrons in FY 2020/21
2. The benefits of the DigiLab program in FY 2020/21

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Executive Director to work with the Chair to complete the CLSA 2020/21 Annual Report for submission to the State Library by September 15, 2021.

ATTACHMENT: CLSA 2020/21 System Program Annual Report Template

CALIFORNIA LIBRARY SERVICES ACT

# 2020/21 SYSTEM PROGRAM ANNUAL REPORT

COOPERATIVE LIBRARY SYSTEM

_Southern California Library Cooperative_____
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 2020/21 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 mail a signed original and one copy of the report to:

California State Library
Fiscal Office – Gina Iwata
P.O. Box 942837
Sacramento, CA 94237-0001

All annual report documents must be postmarked by September 15, 2021

Please contact 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 payed 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.

| **INTRASYSTEM DELIVERY ACTIVITY, FY 2020/21** | | | | | |
|---|---|---|---|---|---|
| Items sent by: | Items delivered to member public libraries in the two-week sample period: | | | | |
| | August 24-Sep. 7, 2020 | October 12-26, 2020 | Jan. 11- Jan. 25, 2021 | April 26- May 10, 2021 | Total multiplied by 6.5 |
| a. System member public libraries | 575 | 572 | 379 | 487 | 13,085 |
| b. Non-public libraries in System area | 0 | 0 | 0 | 0 | 0 |
| Total | 575 | 572 | 379 | 487 | 13,085 |
| 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. | | | | System Owned | Contracted Vendor |
| c. Number of delivery vehicles | | | | 0 | 2 |
| d. Number of miles traveled by all System vehicles | | | | 0 | 45,000 |
| e. Percentage of items delivered by: U.S. Mail ___1___% UPS _____% System Van _____% Contracted Van __99__% Other _____% | | | | | |
| f. Total number of e-books purchased/circulated through member public libraries using CLSA funds | | | | | |

**Section 2**
Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service, if not why?

2. How much of the System's funding for the FY 2019/20 has been spend? If not all the funds have been spend are you on track to expend funds by June 2021, please explain.

3. If you are using CLSA funding from previous fiscal years and/or are rolling over CLSA funding from the current or previous fiscal years please list below which fiscal year (2017-2018, 2018-2019, and 2019-2020) the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason why funds are in a rollover category?

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

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Health Premiums Update

BACKGROUND: SCLC employees eligible for medical insurance receive a monthly allowance to be used toward medical insurance premiums.

The last health premium allowance increase from $600/month to $800/month was approved on June 30, 2020 by the Administrative Council. During this meeting it was also advised to review the health premiums each fiscal year.

The attached document reflects updated health premium increases for Calendar Year 2022. Members enrolled in CalPERS' Basic Health Maintenance Organization (HMO) plans will see an average premium increase of 4.69%. Preferred Provider Organization (PPO) Basic plan members will see an overall increase of 8.67%.

Per CalPERS regulations, any increase to the health premium allowance would apply to SCLC's current staff of five personnel along with its eight retirees.

FISCAL IMPACT: An additional $5,928 toward health care premiums annually and 13 individuals (5 active, 8 retirees) x $38/month = $494/month, if increase is approved.

RECOMMENDATION: Authorize a 4.69% increase in the health premium allowance commencing January 1, 2022 to address the increasing health care premiums.

## 2022 Statewide Per Subscriber Per Month PSPM Premiums

## Health Maintenance Organization (HMO) Plans Only

### July Board of Administration Offsite Final Proposed Premiums

| Basic Plans[1] | 2021 Single | 2021 2-Party | 2021 Family | 2022 Single | 2022 2-Party | 2022 Family | Percent Change |
|---|---|---|---|---|---|---|---|
| Anthem HMO Select | $ 800.55 | $ 1,601.10 | $ 2,081.43 | $ 848.08 | $ 1,696.16 | $ 2,205.01 | 5.94% |
| Anthem HMO Traditional | 1,220.32 | 2,440.64 | 3,172.83 | 1,198.07 | 2,396.14 | 3,114.98 | (1.82%) |
| Blue Shield Access+ | 938.96 | 1,877.92 | 2,441.30 | 900.22 | 1,800.44 | 2,340.57 | (4.13%) |
| Blue Shield Trio | 722.56 | 1,445.12 | 1,878.66 | 742.70 | 1,485.40 | 1,931.02 | 2.79% |
| Health Net Salud y Más | 425.02 | 850.04 | 1,105.05 | 486.51 | 973.02 | 1,264.93 | 14.47% |
| Health Net SmartCare | 924.36 | 1,848.72 | 2,403.34 | 1,007.13 | 2,014.26 | 2,618.54 | 8.95% |
| Kaiser Permanente | 761.62 | 1,523.24 | 1,980.21 | 804.67 | 1,609.34 | 2,092.14 | 5.65% |
| Kaiser Out of State | 1,040.15 | 2,080.30 | 2,704.39 | 1,138.95 | 2,277.90 | 2,961.27 | 9.50% |
| Sharp | 632.27 | 1,264.54 | 1,643.90 | 699.21 | 1,398.42 | 1,817.95 | 10.59% |
| UnitedHealthcare Alliance | 755.61 | 1,511.22 | 1,964.59 | 818.03 | 1,636.06 | 2,126.88 | 8.26% |
| UnitedHealthcare Harmony | - | - | - | 737.35 | 1,474.70 | 1,917.11 | N/A |
| Western Health Advantage | 757.02 | 1,514.04 | 1,968.25 | 741.26 | 1,482.52 | 1,927.28 | (2.08%) |
| **Basic HMO Weighted Average** | | | | | | | **4.69%** |

| Medicare Plans[2] | 2021 Single | 2021 2-Party | 2021 Family | 2022 Single | 2022 2-Party | 2022 Family | Percent Change |
|---|---|---|---|---|---|---|---|
| Anthem Medicare Preferred | $ 383.37 | $ 766.74 | $ 1,150.11 | $ 360.19 | $ 720.38 | $ 1,080.57 | (6.05%) |
| Blue Shield Medicare PPO | - | - | - | 353.11 | 706.22 | 1,059.33 | N/A |
| Kaiser Sr. Advantage | 324.48 | 648.96 | 973.44 | 302.53 | 605.06 | 907.59 | (6.76%) |
| Kaiser Out of State | 317.48 | 634.96 | 952.44 | 295.52 | 591.04 | 886.56 | (6.92%) |
| Sharp Direct Advantage | 244.39 | 488.78 | 733.17 | 263.85 | 527.70 | 791.55 | 7.96% |
| UnitedHealthcare Group | 311.56 | 623.12 | 934.68 | 294.65 | 589.30 | 883.95 | (5.43%) |
| UnitedHealthcare Edge | - | - | - | 347.21 | 694.42 | 1,041.63 | N/A |
| Western Health Advantage | - | - | - | 314.94 | 629.88 | 944.82 | N/A |
| **Medicare HMO Weighted Average** | | | | | | | **(6.37%)** |

| Combination Plans | 2022 Subscriber in M & 1 Dependent in B | 2022 Subscriber in M & 2+ Dependents in B | 2022 Subscriber in M, 1 Dependent in B & 1 Dependent in M | 2022 Subscriber in B & 1 Dependent in M | 2022 Subscriber in B & 2+ Dependents in M | 2022 Subscriber in B, 1 Dependent in B & 1 Dependent in M |
|---|---|---|---|---|---|---|
| Anthem HMO Select | $ 1,208.27 | $ 1,717.12 | $ 1,229.23 | $ 1,208.27 | $ 1,568.46 | $ 1,717.12 |
| Anthem HMO Traditional | 1,558.26 | 2,277.10 | 1,439.22 | 1,558.26 | 1,918.45 | 2,277.10 |
| Blue Shield Access+ | 1,253.33 | 1,793.46 | 1,246.35 | 1,253.33 | 1,606.44 | 1,793.46 |
| Blue Shield Trio | 1,095.81 | 1,541.43 | 1,151.84 | 1,095.81 | 1,448.92 | 1,541.43 |
| Kaiser Sr. Advantage | 1,107.20 | 1,590.00 | 1,087.86 | 1,107.20 | 1,409.73 | 1,590.00 |
| Kaiser Out of State | 1,434.47 | 2,117.84 | 1,274.41 | 1,434.47 | 1,729.99 | 2,117.84 |
| Sharp Direct Advantage | 963.06 | 1,382.59 | 947.23 | 963.06 | 1,226.91 | 1,382.59 |
| UnitedHealthcare Alliance/Group | 1,112.68 | 1,603.50 | 1,080.12 | 1,112.68 | 1,407.33 | 1,603.50 |
| UnitedHealthcare Alliance/Edge | 1,165.24 | 1,656.06 | 1,185.24 | 1,165.24 | 1,512.45 | 1,656.06 |
| UnitedHealthcare Harmony/Group | 1,032.00 | 1,474.41 | 1,031.71 | 1,032.00 | 1,326.65 | 1,474.41 |
| UnitedHealthcare Harmony/Edge | 1,084.56 | 1,526.97 | 1,136.83 | 1,084.56 | 1,431.77 | 1,526.97 |
| Western Health Advantage | 1,056.20 | 1,500.96 | 1,074.64 | 1,056.20 | 1,371.14 | 1,500.96 |

[1]CalPERS 2022 Basic plan premiums are portfolio rated with a two-year phase-in.

[2]Kaiser Out of State is available outside of California. Sharp is available is available in Region 2 only. All other plans are available in all three regions.

## 2022 Regional PSPM Premiums for Public Agencies and Schools
## Health Maintenance Organization (HMO) Plans Only
### July Board of Administration Offsite Final Proposed Premiums

| Basic Plans[1] | 2021 | | | 2022 | | | Percent Change |
|---|---|---|---|---|---|---|---|
| | Single | 2-Party | Family | Single | 2-Party | Family | |
| **Basic Premiums - Region 1** | | | | | | | |
| 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 Select | $925.60 | $1,851.20 | $2,406.56 | $1,015.81 | $2,031.62 | $2,641.11 | 9.75% |
| Anthem Traditional | 1,307.86 | 2,615.72 | 3,400.44 | 1,304.00 | 2,608.00 | 3,390.40 | (0.30%) |
| Blue Shield Access+ | 1,170.08 | 2,340.16 | 3,042.21 | 1,116.01 | 2,232.02 | 2,901.63 | (4.62%) |
| Blue Shield Trio | 880.50 | 1,761.00 | 2,289.30 | 898.54 | 1,797.08 | 2,336.20 | 2.05% |
| Health Net SmartCare | 1,120.21 | 2,240.42 | 2,912.55 | 1,153.00 | 2,306.00 | 2,997.80 | 2.93% |
| Kaiser CA | 813.64 | 1,627.28 | 2,115.46 | 857.06 | 1,714.12 | 2,228.36 | 5.34% |
| UnitedHealthcare Alliance | 941.17 | 1,882.34 | 2,447.04 | 1,020.28 | 2,040.56 | 2,652.73 | 8.41% |
| Western Health Advantage | 757.02 | 1,514.04 | 1,968.25 | 741.26 | 1,482.52 | 1,927.28 | (2.08%) |
| **Basic Premiums - Region 2** | | | | | | | |
| Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura | | | | | | | |
| Anthem Select | $674.69 | $1,349.38 | $1,754.19 | $712.43 | $1,424.86 | $1,852.32 | 5.59% |
| Anthem Traditional | 1,046.04 | 2,092.08 | 2,719.70 | 1,007.13 | 2,014.26 | 2,618.54 | (3.72%) |
| Blue Shield Access+ | 938.96 | 1,877.92 | 2,441.30 | 900.22 | 1,800.44 | 2,340.57 | (4.13%) |
| Blue Shield Trio | 722.56 | 1,445.12 | 1,878.66 | 742.70 | 1,485.40 | 1,931.02 | 2.79% |
| Health Net Salud y Más | 458.66 | 917.32 | 1,192.52 | 548.26 | 1,096.52 | 1,425.48 | 19.54% |
| Health Net SmartCare | 769.11 | 1,538.22 | 1,999.69 | 845.69 | 1,691.38 | 2,198.79 | 9.96% |
| Kaiser CA | 669.77 | 1,339.54 | 1,741.40 | 706.02 | 1,412.04 | 1,835.65 | 5.41% |
| Sharp | 632.27 | 1,264.54 | 1,643.90 | 699.21 | 1,398.42 | 1,817.95 | 10.59% |
| UnitedHealthcare Alliance | 723.84 | 1,447.68 | 1,881.98 | 775.09 | 1,550.18 | 2,015.23 | 7.08% |
| UnitedHealthcare Harmony | - | - | - | 782.74 | 1,565.48 | 2,035.12 | N/A |
| **Basic Premiums - Region 3** | | | | | | | |
| Los Angeles, Riverside and San Bernardino | | | | | | | |
| Anthem Select | $639.10 | $1,278.20 | $1,661.66 | $676.48 | $1,352.96 | $1,758.85 | 5.85% |
| Anthem Traditional | 984.21 | 1,968.42 | 2,558.95 | 935.57 | 1,871.14 | 2,432.48 | (4.94%) |
| Blue Shield Access+ | 834.88 | 1,669.76 | 2,170.69 | 779.87 | 1,559.74 | 2,027.66 | (6.59%) |
| Blue Shield Trio | 660.49 | 1,320.98 | 1,717.27 | 668.13 | 1,336.26 | 1,737.14 | 1.16% |
| Health Net Salud y Más | 412.88 | 825.76 | 1,073.49 | 463.87 | 927.74 | 1,206.06 | 12.35% |
| Health Net SmartCare | 691.48 | 1,382.96 | 1,797.85 | 764.96 | 1,529.92 | 1,988.90 | 10.63% |
| Kaiser CA | 669.84 | 1,339.68 | 1,741.58 | 719.78 | 1,439.56 | 1,871.43 | 7.46% |
| UnitedHealthcare Alliance | 720.89 | 1,441.78 | 1,874.31 | 771.85 | 1,543.70 | 2,006.81 | 7.07% |
| UnitedHealthcare Harmony | - | - | - | 714.28 | 1,428.56 | 1,857.13 | N/A |
| **Basic Premiums - Out of State** | | | | | | | |
| Kaiser Out of State | $1,040.15 | $2,080.30 | $2,704.39 | $1,138.95 | $2,277.90 | $2,961.27 | 9.50% |

[1]CalPERS 2022 Basic plan premiums are portfolio rated with two-year phase-in.

## 2022 Statewide PSPM Premiums
## Preferred Provider Organization (PPO) Plans Only
## July Board of Administration Offsite Final Proposed Premiums

| | 2021 | | | | 2022 | | | |
|---|---|---|---|---|---|---|---|---|
| 2021 Basic Plans | Single | 2-Party | Family | 2022 Basic Plans[1] | Single | 2-Party | Family | Percent Change |
| Anthem EPO Del Norte | $849.23 | $1,698.46 | $2,208.00 | Anthem EPO Del Norte | $946.78 | $1,893.56 | $2,461.63 | 11.49% |
| PERSCare | 1,111.87 | 2,223.74 | 2,890.86 | PERS Platinum | 946.78 | 1,893.56 | 2,461.63 | (14.85%) |
| PERS Choice | 849.23 | 1,698.46 | 2,208.00 | | | | | 11.49% |
| PERS Select | 527.39 | 1,054.78 | 1,371.21 | PERS Gold | 650.38 | 1,300.76 | 1,690.99 | 23.32% |
| **Total PPO Basic Weighted Average Change** | | | | | | | | **8.67%** |

| | 2021 | | | | 2022 | | | |
|---|---|---|---|---|---|---|---|---|
| 2021 Medicare Plans | Single | 2-Party | Family | 2022 Medicare Plans | Single | 2-Party | Family | Percent Change |
| PERSCare | $381.25 | $762.50 | $1,143.75 | PERS Platinum | $381.94 | $763.88 | $1,145.82 | 0.18% |
| PERS Choice | 349.97 | 699.94 | 1,049.91 | | | | | 9.14% |
| PERS Select | 349.97 | 699.94 | 1,049.91 | PERS Gold | 377.41 | 754.82 | 1,132.23 | 7.84% |
| **Total PPO Medicare Weighted Average Change** | | | | | | | | **5.48%** |

| | 2022 | | | | | |
|---|---|---|---|---|---|---|
| Combination Plans | Subscriber in M & 1 Dependent in B | Subscriber in M & 2+ Dependents in B | Subscriber in M, 1 Dependent in B & 1 Dependent in M | Subscriber in B & 1 Dependent in M | Subscriber in B & 2+ Dependents in M | Subscriber in B, 1 Dependent in B & 1 Dependent in M |
| PERS Platinum | $1,328.72 | $1,896.79 | $1,331.95 | $1,328.72 | $1,710.66 | $1,896.79 |
| PERS Gold | 1,027.79 | 1,418.02 | 1,145.05 | 1,027.79 | 1,405.20 | 1,418.02 |

[1]CalPERS 2022 Basic plan premiums are portfolio rated with two-year phase-in.

## 2022 Regional PSPM Premiums for Public Agencies and Schools
## Preferred Provider Organization (PPO) Plans Only
## July Board of Administration Offsite Final Proposed Premiums

| 2021 Basic Plans | 2021 Single | 2021 2-Party | 2021 Family | 2022 Basic Plans[1] | 2022 Single | 2022 2-Party | 2022 Family | Percent Change |
|---|---|---|---|---|---|---|---|---|
| **Basic Premiums - Region 1** | | | | | | | | |
| 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 EPO Del Norte | $935.84 | $1,871.68 | $2,433.18 | Anthem EPO Del Norte | $1,057.01 | $2,114.02 | $2,748.23 | 12.95% |
| PERSCare | 1,294.69 | 2,589.38 | 3,366.19 | PERS Platinum | 1,057.01 | 2,114.02 | 2,748.23 | (18.36%) |
| PERS Choice | 935.84 | 1,871.68 | 2,433.18 | | | | | 12.95% |
| PERS Select | 566.67 | 1,133.34 | 1,473.34 | PERS Gold | 701.23 | 1,402.46 | 1,823.20 | 23.75% |
| **Basic Premiums - Region 2** | | | | | | | | |
| Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura | | | | | | | | |
| PERSCare | $1,115.68 | $2,231.36 | $2,900.77 | PERS Platinum | $882.18 | $1,764.36 | $2,293.67 | (20.93%) |
| PERS Choice | 783.19 | 1,566.38 | 2,036.29 | | | | | 12.64% |
| PERS Select | 476.92 | 953.84 | 1,239.99 | PERS Gold | 587.78 | 1,175.56 | 1,528.23 | 23.24% |
| **Basic Premiums - Region 3** | | | | | | | | |
| Los Angeles, Riverside and San Bernardino | | | | | | | | |
| PERSCare | $1,036.07 | $2,072.14 | $2,693.78 | PERS Platinum | $863.37 | $1,726.74 | $2,244.76 | (16.67%) |
| PERS Choice | 761.23 | 1,522.46 | 1,979.20 | | | | | 13.42% |
| PERS Select | 459.94 | 919.88 | 1,195.84 | PERS Gold | 575.56 | 1,151.12 | 1,496.46 | 25.14% |
| **Basic Premiums - Out of State** | | | | | | | | |
| PERSCare | $1,008.08 | $2,016.16 | $2,621.01 | PERS Platinum | $847.71 | $1,695.42 | $2,204.05 | (15.91%) |
| PERS Choice | 760.17 | 1,520.34 | 1,976.44 | | | | | 11.52% |

| 2021 Medicare Plans | 2021 Single | 2021 2-Party | 2021 Family | 2022 Medicare Plans | 2022 Single | 2022 2-Party | 2022 Family | Percent Change |
|---|---|---|---|---|---|---|---|---|
| **Medicare Premium Rates - All Regions** | | | | | | | | |
| PERSCare | $381.25 | $762.50 | $1,143.75 | PERS Platinum | $381.94 | $763.88 | $1,145.82 | 0.18% |
| PERS Choice | 349.97 | 699.94 | 1,049.91 | | | | | 9.14% |
| PERS Select | 349.97 | 699.94 | 1,049.91 | PERS Gold | 377.41 | 754.82 | 1,132.23 | 7.84% |

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY2020/21

BACKGROUND: The Budget Status Report for Fiscal Year 2020/21 is attached for your review and reflects the reconciled bank statements through June 30, 2021.

REVENUE: 87% of our anticipated revenue for FY2020/21 has been realized. The remaining revenue is pending year-end close out of grants and finalizing the amounts for contracted system services.

EXPENSES: Anticipated expenses are 88% for the year.

FISCAL IMPACT: None.

RECOMMENDATION: Informational

# SCLC BUDGET: FY20/21
## August 25, 2021

| Revenues and Expenses | FY20/21 Budget | Actuals as of June 30, 2021 | Balance | Percentage Received / Expended | Notes |
|---|---|---|---|---|---|
| | | | | | |
| ***Revenues*** | | | *Unrealized* | | |
| CLSA System Administration | $ 177,882 | $ 177,882 | $ - | 100% | SCLC, Serra, 49-99, ILS, SLS |
| CLSA Baseline | $ 293,861 | $ 293,861 | $ - | 100% | CLSA funds for FY20/21 |
| Individual System Admin Allocations | $ 109,954 | $ - | $ 109,954 | 0% | Approved by each system |
| Grants | $ 3,628,423 | $ 3,492,607 | $ 135,816 | 96% | Progress payments |
| Grant Indirect | $ 308,187 | $ - | $ 308,187 | 0% | To be paid at close of grant |
| Grant Support Staff | $ 82,039 | $ - | $ 82,039 | 0% | To be paid at close of grant |
| Member Dues | $ 206,587 | $ 206,587 | $ - | 100% | Paid in full |
| Investment Income | | | | | |
| ***Total Revenues*** | $ 4,806,933 | $ 4,170,937 | $ 635,996 | 87% | |
| | | | | | |
| | | | | | |
| ***Projected Expenses*** | | | | | |
| | | | | | |
| ***Salaries & Benefits*** | | | | | |
| Salaries | $ 589,377 | $ 601,361 | $ (11,984) | 102% | Cost for all current staff |
| PERS Health Benefits | $ 48,000 | $ 48,000 | $ - | 100% | Health Benefits for all current .staff |
| PERS Retiree Health Benefits | $ 67,200 | $ 41,148 | $ 26,052 | 61% | Health Benefits for retired staff |
| PERS Unfunded Liabilities | $ 117,819 | $ 113,901 | $ 3,918 | 97% | Payment made July 1, 2020 |
| | | | | | |
| ***Total Salaries & Benefits*** | $ 822,396 | $ 804,410 | $ 17,986 | 98% | |
| | | | | | |
| ***Operations*** | | | | | |
| -Rent | $ 20,160 | $ 16,800 | $ 3,360 | 83% | Lease terminated |
| -Utilities/Operating | $ 4,920 | $ 4,382 | $ 538 | 89% | Elec, phone |
| -Delivery | $ 72,000.00 | $ 46,318 | $ 25,682 | 64% | Delivery to libraries |
| Memberships | $ 14,500 | $ 13,679 | $ 821 | 94% | Califa; CLA; SHRM |
| | | | | | |
| ***Total Operations*** | $ 111,580 | $ 81,179 | $ 30,401 | 73% | |
| | | | | | |
| ***Professional/Contract Services*** | | | | | |
| System Support / IT | $ 12,000 | $ 4,745 | $ 7,255 | 40% | IT Support & Maintenance |
| Audit Fees | $ 12,020 | $ 19,984 | $ (7,964) | 166% | Audit for FY19/20 |
| Legal Fees | $ 1,000 | $ 1,940 | $ (940) | 194% | Legal counsel |
| Consulting | $ 85,000 | $ 3,000 | $ 82,000 | 4% | |
| Payroll Services | $ 4,000 | $ 5,487 | $ (1,487) | 137% | Payroll/1099 processing |
| Professional Services | $ 350 | $ - | $ 350 | 0% | Bank Analysis Fees |
| | | | | | |
| ***Total Professional/Contract Services*** | $ 114,370 | $ 35,156 | $ 79,214 | 31% | |
| | | | | | |
| ***Total Expenses*** | $ 1,048,346 | $ 920,745 | $ 127,601 | 88% | |
| | | | | | |
| ***Surplus (Deficit)*** | **$ 3,758,587** | **$ 3,250,192** | | | |
| | | | | | |
| *Surplus (Deficit) excluding Grant Passthrough* | **$ 130,164** | | | | |
| | | | | | |
| ***SCLC ACCOUNT BALANCES*** | | | | | |
| | | | | | |
| Pacific Western Bank as of July 1, 2020 | $ 2,016,837 | | $ 3,116,749 | As of June 30, 2021 | |
| LAIF as of June 30, 2020 | $ 1,907,996 | | $ 1,924,159 | As of June 30, 2021 | |
| | | | | | |
| ***SCLC MEMBER DEPOSIT ACCOUNTS*** | | | | | |
| | | | | | |
| | Beginning Balance | Amt Change | Balance | | |
| SCLC Deposit Accounts | $ 215,795 | $ - | $ 170,689 | | |
| | | | | | |
| | | | | | |
| ***PROJECTS*** | | | | | |
| | | | | | |
| | Appropriated | Expenditures | Balance | | |
| | $ - | $ - | $ - | | |
| | | $ - | $ - | | |
| | **$ -** | **$ -** | **$ -** | | |

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY2021/22

BACKGROUND: The Budget Status Report for Fiscal Year 2021/22 is attached for your review and reflects the reconciled bank statements through June 30, 2021.

REVENUE: As discussed in the Audit and Finance Committee meeting in early July, we have calculated SCLC's five-year average of grant revenue and used that as our grant projections for the current fiscal year. With the restoration of CLSA funding, the Communications & Delivery and System Administration amounts have been updated with the revised system allocations. Grants that have actually been awarded are reflected in the Actuals column.

The below chart reflects grant totals, including indirect and staffing separately. For project and indirect revenue, annual totals were divided by five years. However, for the staffing, the totals were only divided by two years, as the CSL has only recently started reimbursing for grant staffing costs. The multi-year distribution refers to grants that were spread across multiple fiscal years, which were evenly dispersed. The overall grant detail is included in separate attachment.

| Grant Year | Project Funds | Actual Indirect | Staffing | Total |
|---|---|---|---|---|
| | | | | |
| FY2016/17 | $ 1,415,008 | $ 140,817 | $ - | $ 1,555,825 |
| Multi-year distribution | $ 1,573,333 | $ 160,000 | | $ 1,733,333 |
| | | | | |
| FY2017/18 | $ 1,988,910 | $ 200,835 | $ - | $ 2,189,745 |
| Multi-year distribution | $ 1,573,333 | $ 160,000 | | $ 1,733,333 |
| | | | | |
| FY2018/19 | $ 1,622,802 | $ 159,035 | $ - | $ 1,781,837 |
| Multi-year distribution | $ 1,573,333 | $ 160,000 | | $ 1,733,333 |
| | | | | |
| FY2019/20 | $ 3,019,165 | $ 169,847 | $ 15,475 | $ 3,204,487 |
| | | | | |
| FY2020/21 | $ 3,673,309 | $ 304,472 | $ 82,039 | $ 4,059,820 |
| | | | | |
| **Totals:** | **$ 16,439,194** | **$ 1,455,006** | **$ 97,514** | **$ 17,991,714** |
| | | | | |
| **Averages:** | **$ 3,287,839** | **$ 291,001** | **$ 48,757** | **$ 3,598,343** |

EXPENSES: Due to the brevity of the fiscal year, no expenses have been incurred during the reconciled period. All expenses against prior year CLSA funds will be reflected at the bottom of the budget status report.

FISCAL IMPACT: TBD.

RECOMMENDATION FOR EXECUTIVE COMMITTEE: Recommend to Administrative Council to approve amended budget for FY2021/22.

RECOMMENDATION FOR ADMINISTRATIVE COUNCIL: Approve recommendation from Executive Committee to approve the amended budget for FY2021/22.

SCLC Proposed Budget
June 3, 2021

| REVENUES/EXPENSES | Proposed | Prior Year Actuals | Actuals | Balance | % | Notes |
|---|---|---|---|---|---|---|
| **REVENUE** | | | | | | |
| | | | | Unrealized | | |
| CLSA Communications & Delivery | $ 568,881 | | $ - | $ 568,881 | 0% | Preliminary System Allocation |
| CLSA System Administration | $ 342,926 | | $ - | $ 342,926 | 0% | Preliminary System Allocation |
| System Supplements to CLSA | $ - | | $ - | $ - | 0% | N/A |
| Grant Project Revenue | $ 3,287,839 | | $ **80,000** | $ 3,207,839 | 2% | Projection - see attachment |
| Grant Indirect | $ 291,001 | | $ **9,091** | $ 281,910 | 3% | Projection - see attachment |
| Grant Staffing | $ 48,757 | | $ **10,909** | $ 37,848 | 22% | Projection - see attachment |
| SCLC Member Dues | $ 205,717 | | $ - | $ 205,717 | 0% | Approved 03/25/2021 |
| Investment Income | $ 18,750 | | $ - | $ 18,750 | 0% | Projected LAIF Interest |
| **TOTAL REVENUE** | **$ 4,763,871** | **$ -** | **$ 100,000** | **$ 4,645,121** | | |
| **EXPENDITURES** | | | | | | |
| **Personnel Services** | | | | | | |
| Salaries & Wages | $ 589,377 | | $ - | $ 589,377 | 0% | SCLC Staff |
| Retirement Benefits | $ 68,050 | | $ - | $ 68,050 | 0% | CalPERS |
| Health Insurance - Current Employees | $ 48,000 | | $ - | $ 48,000 | 0% | Health Stipend |
| Health Insurance - Retirees | $ 76,800 | | $ - | $ 76,800 | 0% | Health Stipend |
| Dental/Vision | $ 6,552 | | $ - | $ 6,552 | 0% | Ameritas |
| Life Insurance | $ 1,224 | | $ - | $ 1,224 | 0% | Dearborn |
| Unfunded Accrued Liability | $ 138,339 | | $ - | $ 138,339 | 0% | CalPERS |
| Other Personnel Expenses | $ 3,101 | | $ - | $ 3,101 | 0% | Worker's Comp |
| **Personnel Service Subtotal** | **$ 931,443** | **$ -** | **$ -** | **$ 931,443** | | |

| REVENUES/EXPENSES | Proposed | Prior Year Actuals | Actuals | Balance | % | Notes |
|---|---|---|---|---|---|---|
| **Operating Expenses** | | | | | | |
| Office space Lease | $ 32,000 | | $ - | $ 32,000 | 0% | Lease TBD |
| Professional & Contract Services | $ 65,000 | | $ - | $ 65,000 | 0% | Legal, Payroll/HR, Consulting, etc. |
| Telecommunications | $ 30,000 | | $ - | $ 30,000 | 0% | Progent, Microsoft, Internet, RingCentral, A2 (CLSA*) and Communications Allowance |
| Delivery | $ 66,000 | | $ - | $ 66,000 | 0% | Reliant (CLSA) |
| Audit Fees | $ 12,270 | | $ - | $ 12,270 | 0% | Fedak & Brown (CLSA) |
| Software Licenses | $ 3,479 | | $ - | $ 3,479 | 0% | Dashlane, Intuit (paid biennially) |
| Office Supplies & Printing | $ 8,500 | | $ - | $ 8,500 | 0% | Office Supplies, Moving cost, etc. |
| E-Resources | $ 1,200 | | $ - | $ 1,200 | 0% | Gale (CLSA) |
| Resource Sharing | $ - | | $ - | $ - | 0% | Placeholder (CLSA) |
| Memberships | $ 14,500 | | $ - | $ 14,500 | 0% | Califa, CLA, etc. |
| Travel & Conferences | $ 10,000 | | $ - | $ 10,000 | 0% | Travel for meetings, conference, and audit |
| Postage | $ 800 | | $ - | $ 800 | 0% | |
| Other | $ 350 | | $ - | $ 350 | 0% | Bank Analysis Fees |
| **Operating Expenses Subtotal** | **$ 244,099** | **$ -** | **$ -** | **$ 244,099** | | |
| **Grant Expenses** | | | | | | |
| CLCI | | | | | 0% | Awarded |
| Dia de los Ninos | | | $ **80,000** | | 0% | Awarded |
| PLSEP | | | | | 0% | TBD |
| **Grant Expenses Subtotal** | **$ 3,287,839** | **$ -** | **$ 80,000** | **$ -** | | Grant Projections vs. Awarded |
| **TOTAL EXPENDITURES** | **$ 4,463,381** | **$ -** | **$ 80,000** | **$ -** | | |
| **Surplus (Deficit)** | **$ 300,490** | **$ -** | **$ -** | | | |

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

**SCLC ACCOUNT BALANCES**

| | | | |
|---|---|---|---|
| As of June 30, 2021 | $ 3,116,749 | $ - | Pacific Western Bank |
| As of June 30, 2021 | $ 1,924,159 | $ - | Local Agency Investment Fund (LAIF) |

**SCLC MEMBER DEPOSIT ACCOUNT**

| | | | |
|---|---|---|---|
| As of March 31, 2021 | $ 170,689.00 | $ - | Pacific Western Bank |

**CARRY OVER CLSA FUNDS**

**FY2019/20 CLSA Communications & Delivery**

| | Actuals | Expended | Balance | Notes |
|---|---|---|---|---|
| Digilabs | $ 65,401 | $ - | $ 65,401 | |
| Digital Resources | $ 382,359 | $ - | $ 382,359 | |
| **Total Estimated Carry Over** | $ 447,760 | $ - | $ 447,760 | |

**FY2020/21 CLSA Communications & Delivery - Projected**

| | Estimated | Expended | Balance | Notes |
|---|---|---|---|---|
| E-Reources | $ 113,993 | $ - | $ 113,993 | |
| Resource Sharing | $ 65,848 | $ - | $ 65,848 | |
| Delivery | $ 17,718 | $ - | $ 17,718 | |
| Telecommunication | $ 16,724 | $ - | $ 16,724 | |
| **Total Estimated Carry Over** | $ 214,283 | $ - | $ 214,283 | |

**Southern California Library Cooperative Grants (5 Year Trend)**

| FISCAL YEAR 2016/17 | | | | | |
|---|---|---|---|---|---|
| **Grant Name** | **Project Funds** | **Actual Indirect** | **Staffing** | | **Total** |
| **SCLC** | | | | | |
| California Immigration Alliance | $ 130,000.00 | $ 13,000.00 | | $ | 143,000.00 |
| Harwood | $ 156,750.00 | $ 15,675.00 | | $ | 172,425.00 |
| Leamos | $ 15,200.00 | $ 1,520.00 | | $ | 16,720.00 |
| Libraries 4 Diversity | | | | $ | - |
| MHI | $ 907,600.00 | $ 90,076.00 | | $ | 997,676.00 |
| TNT | $ 127,273.00 | $ 12,727.00 | | $ | 140,000.00 |
| Thinkabit Lab | $ 27,225.00 | $ 2,723.00 | | $ | 29,948.00 |
| Voices of CA | | | | | |
| PLSEP | | | | | |
| Subtotals | $ 1,364,048.00 | $ 135,721.00 | $ - | $ | 1,499,769.00 |
| **Serra** | | | | | |
| Creando | $ 11,740.00 | $ 1,174.00 | | $ | 12,914.00 |
| PSLEP | $ 34,220.00 | $ 3,422.00 | | $ | 37,642.00 |
| Subtotals | $ 45,960.00 | $ 4,596.00 | $ - | $ | 50,556.00 |
| **49-99** | | | | | |
| PLSEP | $ 5,000.00 | $ 500.00 | | $ | 5,500.00 |
| Subtotals | $ 5,000.00 | $ 500.00 | $ - | $ | 5,500.00 |
| | | | | | |
| **Totals** | **$ 1,415,008.00** | **$ 140,817.00** | **$ -** | **$** | **1,555,825.00** |

| FISCAL YEAR 2017/18 | | | | | |
|---|---|---|---|---|---|
| **Grant Name** | **Project Funds** | **Actual Indirect** | **Staffing** | | **Total** |
| **SCLC** | | | | | |
| Harwood | $ 635,439.00 | $ 63,543.00 | | $ | 698,982.00 |
| MLS | $ 281,800.00 | $ 28,180.00 | | $ | 309,980.00 |
| MHI | $ 770,000.00 | $ 80,000.00 | | $ | 850,000.00 |
| PLSEP | $ 80,801.00 | $ 8,080.00 | | $ | 88,881.00 |
| Subtotals | $ 1,768,040.00 | $ 179,803.00 | $ - | $ | 1,947,843.00 |
| **Serra** | | | | | |
| Creando | $ 18,780.00 | $ 1,378.00 | $ - | $ | 20,158.00 |
| PSLEP | $ 54,256.00 | $ 5,426.00 | | $ | 59,682.00 |
| Subtotals | $ 73,036.00 | $ 6,804.00 | $ - | $ | 79,840.00 |
| **49-99** | | | | | |
| PLSEP | $ - | $ - | $ - | $ | - |
| Subtotals | $ - | $ - | $ - | $ | - |
| **Inland** | | | | | |
| Citizenship | $ 80,556.00 | $ 7,500.00 | | $ | 88,056.00 |
| PLSEP | $ 35,298.00 | $ 3,530.00 | | $ | 38,828.00 |
| Subtotals | $ 115,854.00 | $ 11,030.00 | $ - | $ | 126,884.00 |
| **Santiago** | | | | | |

| | | | | |
|---|---|---|---|---|
| PLSEP | $ 31,980.00 | $ 3,198.00 | | $ 35,178.00 |
| Subtotals | $ 31,980.00 | $ 3,198.00 | $ - | $ 35,178.00 |
| | | | | |
| **Totals** | **$ 1,988,910.00** | **$ 200,835.00** | **$ -** | **$ 2,189,745.00** |

| **FISCAL YEAR 2018/19** | | | | |
|---|---|---|---|---|
| **Grant Name** | **Project Funds** | **Actual Indirect** | **Staffing** | **Total** |
| **SCLC** | | | | |
| Harwood | $ 139,500.00 | $ 13,950.00 | | $ 153,450.00 |
| MHI | $ 909,111.00 | $ 90,889.00 | | $ 1,000,000.00 |
| MLS | $ 276,625.00 | $ 23,375.00 | | $ 300,000.00 |
| Teens & Tweens/NASA | $ 85,450.00 | $ 8,120.00 | | $ 93,570.00 |
| PLSEP | $ 5,000.00 | $ 500.00 | | $ 5,500.00 |
| Subtotals | $ 1,415,686.00 | $ 136,834.00 | $ - | $ 1,552,520.00 |
| **Serra** | | | | |
| Creando | $ 38,110.00 | $ 3,800.00 | $ - | $ 41,910.00 |
| PSLEP | $ 19,006.00 | $ 1,901.00 | | $ 20,907.00 |
| Subtotals | $ 57,116.00 | $ 5,701.00 | $ - | $ 62,817.00 |
| **49-99** | | | | |
| Collab Connect | $ 135,000.00 | $ 15,000.00 | | $ 150,000.00 |
| Subtotals | $ 135,000.00 | $ 15,000.00 | $ - | $ 150,000.00 |
| **Inland** | | | | |
| PLSEP | $ 5,000.00 | $ 500.00 | | $ 5,500.00 |
| Subtotals | $ 5,000.00 | $ 500.00 | $ - | $ 5,500.00 |
| **Santiago** | | | | |
| PLSEP | $ 10,000.00 | $ 1,000.00 | | $ 11,000.00 |
| Subtotals | $ 10,000.00 | $ 1,000.00 | $ - | $ 11,000.00 |
| | | | | |
| **Totals** | **$ 1,622,802.00** | **$ 159,035.00** | **$ -** | **$ 1,781,837.00** |

| **FISCAL YEAR 2019/20** | | | | |
|---|---|---|---|---|
| **Grant Name** | **Project Funds** | **Actual Indirect** | **Staffing** | **Total** |
| **SCLC** | | | | |
| CLCI | $ 1,445,577.00 | $ 58,097.00 | $ 11,425.00 | $ 1,515,099.00 |
| Makerspaces | $ 280,149.00 | $ 26,615.00 | | $ 306,764.00 |
| ELF | $ 362,420.00 | $ 6,251.00 | | $ 368,671.00 |
| Harwood | $ 215,939.00 | $ 14,045.00 | | $ 229,984.00 |
| MHI | $ 243,250.00 | $ 21,269.00 | $ 4,050.00 | $ 268,569.00 |
| MLS | $ 248,182.00 | $ 24,818.00 | | $ 273,000.00 |
| PLSEP | $ 92,000.00 | $ 8,900.00 | | $ 100,900.00 |
| Subtotals | $ 2,887,517.00 | $ 159,995.00 | $ 15,475.00 | $ 3,062,987.00 |
| **Serra** | | | | |
| Creando | $ 38,879.00 | $ 1,944.00 | $ - | $ 40,823.00 |
| PSLEP | $ 22,347.00 | $ 1,834.00 | | $ 24,181.00 |
| Subtotals | $ 61,226.00 | $ 3,778.00 | $ - | $ 65,004.00 |

| | | | | | |
|---|---|---|---|---|---|
| **49-99** | | | | | |
| PLSEP | $ 13,000.00 | $ 547.00 | | $ | 13,547.00 |
| Subtotals | $ 13,000.00 | $ 547.00 | $ - | $ | 13,547.00 |
| **Inland** | | | | | |
| PLSEP | $ 8,000.00 | $ 800.00 | | $ | 8,800.00 |
| Subtotals | $ 8,000.00 | $ 800.00 | $ - | $ | 8,800.00 |
| **Santiago** | | | | | |
| PLSEP | $ 49,422.00 | $ 4,727.00 | | $ | 54,149.00 |
| Subtotals | $ 49,422.00 | $ 4,727.00 | $ - | $ | 54,149.00 |
| | | | | | |
| **Totals** | **$ 3,019,165.00** | **$ 169,847.00** | **$ 15,475.00** | **$** | **3,204,487.00** |

| **FISCAL YEAR 2020/21** | | | | |
|---|---|---|---|---|
| **Grant Name** | **Project Funds** | **Indirect** | **Staffing** | **Total** |
| **SCLC** | | | | |
| CLCI | $ 1,233,190.00 | $ 69,278.00 | $ 19,220.00 | $ 1,321,688.00 |
| ELF | $ 462,705.00 | $ 35,667.00 | $ 13,835.00 | $ 512,207.00 |
| Shared Vision | $ 108,500.00 | $ 10,850.00 | | $ 119,350.00 |
| BDD | $ 1,616,164.00 | $ 163,401.00 | $ 21,477.00 | $ 1,801,042.00 |
| VYPA | $ 33,636.00 | $ 3,364.00 | $ 1,386.00 | $ 38,386.00 |
| PLSEP | $ 92,507.00 | $ 9,251.00 | $ 9,200.00 | $ 110,958.00 |
| Subtotals | $ 3,546,702.00 | $ 291,811.00 | $ 65,118.00 | $ 3,903,631.00 |
| **Serra** | | | | |
| Creando | $ 37,153.00 | $ 3,715.00 | $ 8,521.00 | $ 49,389.00 |
| PSLEP | $ 26,054.00 | $ 2,605.00 | $ 2,000.00 | $ 30,659.00 |
| Subtotals | $ 63,207.00 | $ 6,320.00 | $ 10,521.00 | $ 80,048.00 |
| **49-99** | | | | |
| PLSEP | $ 6,488.00 | $ 649.00 | $ 800.00 | $ 7,937.00 |
| Subtotals | $ 6,488.00 | $ 649.00 | $ 800.00 | $ 7,937.00 |
| **Inland** | | | | |
| PLSEP | $ 26,466.00 | $ 2,647.00 | $ 2,800.00 | $ 31,913.00 |
| Subtotals | $ 26,466.00 | $ 2,647.00 | $ 2,800.00 | $ 31,913.00 |
| **Santiago** | | | | |
| PLSEP | $ 30,446.00 | $ 3,045.00 | $ 2,800.00 | $ 36,291.00 |
| Subtotals | $ 30,446.00 | $ 3,045.00 | $ 2,800.00 | $ 36,291.00 |
| | | | | |
| **Totals** | **$ 3,673,309.00** | **$ 304,472.00** | **$ 82,039.00** | **$ 4,059,820.00** |

| **FISCAL YEAR 2016/19** | | | | |
|---|---|---|---|---|
| **Grant Name** | **Project Funds** | **Actual Indirect** | **Staffing** | **Total** |
| **SCLC** | | | | |
| Innovation Station | $ 180,000.00 | $ 20,000.00 | | $ 200,000.00 |
| Libraries Illuminated | $ 900,000.00 | $ 100,000.00 | | $ 1,000,000.00 |
| Broadband | $ 3,640,000.00 | $ 360,000.00 | | $ 4,000,000.00 |

| | | | | |
|---|---|---|---|---|
| **Totals** | **$ 4,720,000.00** | **$ 480,000.00** | **$ -** | **$ 5,200,000.00** |

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Pension Liability, FY2021/22

BACKGROUND: There has been interest from Administrative Council in understanding SCLC's pension liability and how it can be best managed.

OVERVIEW: The below charts illustrate the Unfunded Accrued Liability (UAL) from June 30, 2019, as well as the payment schedules for fiscal years 2021/22 and 2022/23.

| **SCLC Unfunded Accrued Liability** | | |
|---|---|---|
| Classic | $ | 1,809,044 |
| PEPRA | $ | 25,739 |
| **Total** | **$** | **1,834,783** |

| **SCLC FY21/22 Payment Schedule** | | |
|---|---|---|
| Classic | $ | 135,672 |
| PEPRA | $ | 2,667 |
| **Total** | **$** | **138,339** |

| **SCLC FY22/23 Payment Schedule** | | |
|---|---|---|
| Classic | $ | 150,000 |
| PEPRA | $ | 2,900 |
| **Total** | **$** | **152,900** |

The current year payments have already been made. However, we have been looking at additional ways to approach the Pension Liability more aggressively. A CalPERS representative attended the recent Audit and Finance Committee and provided the attached PowerPoint presentation on additional considerations to address the UAL, which we will further discuss during the Committee report.

FISCAL IMPACT: TBD.

RECOMMENDATION: To be presented in the Audit and Finance Committee report.

California Employers Pension Prefunding Trust (CEPPT)

# Pension Cost Considerations for Southern California Library Cooperative

August 20, 2021

# Employer Pension Cost Considerations

- Normal cost
  - Ongoing
  - PEPRA is cheaper than classic but increases with payroll
- Unfunded accrued liabilities (UAL)
  - Currently exist for most agencies
  - Will reoccur if plan experience is negative
- Overall cost trends
  - Likely to increase for 10 years due to unfunded liabilities
  - Likely to decrease with PEPRA but increase with payroll

# SCLC's CalPERS Pension Plans Summary

| Plan | Funded Status (6/30/2019) | Unfunded Liability (7% Interest) | UAL Payment 2021-22 | UAL Payment 2026-27 | UAL Payment Increase | Normal Cost 2021-22 |
|---|---|---|---|---|---|---|
| Miscellaneous | 69.8% | $1,809,044 | $135,672 | $178,000 | $42,328 | $30,327 |
| Miscellaneous PEPRA | 89.6% | $25,739 | $2,667 | $3,800 | $1,133 | $26,110 |
| Totals | 70.6% | **$1,834,783** | $138,339 | $181,800 | $43,461 | **$56,437** |

# Consider All CalPERS Tools for Optimum Results

- July full pre-payment of annual UAL payment
- Re-amortization of bases (“Fresh Start”)
- Additional discretionary payments (ADP) of UAL
- **Section 115 pension prefunding trust (CEPPT)**

# Pay Down Your Miscellaneous Pension Debt Faster and Save

| Amortization Schedule (Page 14 of Valuation) | Total Paid Over Amortization Schedule | Interest Paid Over Amortization Schedule | Total Interest Savings Over Amortization Schedule |
|---|---|---|---|
| Variable Payment 24 Years | $3,348,185 | $1,506,763 | $0 |
| Level Payment 15 Years | $2,931,797 | $1,090,375 | $416,388 |
| Level Payment 10 Years | $2,534,565 | $693,143 | **$813,620** |

# CalPERS Prefunding Programs

| | Current Amortization Schedule | | Alternate Schedules | | | |
|---|---|---|---|---|---|---|
| | | | 15 Year Amortization | | 10 Year Amortization | |
| Date | Balance | Payment | Balance | Payment | Balance | Payment |
| 6/30/2021 | 1,841,422 | 135,672 | 1,841,422 | 195,453 | 1,841,422 | 253,456 |
| 6/30/2022 | 1,829,978 | 150,308 | 1,768,143 | 195,453 | 1,708,145 | 253,456 |
| 6/30/2023 | 1,802,599 | 158,927 | 1,689,735 | 195,453 | 1,565,538 | 253,456 |
| 6/30/2024 | 1,764,387 | 168,270 | 1,605,838 | 195,453 | 1,412,949 | 253,456 |
| 6/30/2025 | 1,713,833 | 173,288 | 1,516,069 | 195,453 | 1,249,679 | 253,456 |
| 6/30/2026 | 1,654,552 | 177,919 | 1,420,016 | 195,453 | 1,074,980 | 253,457 |
| 6/30/2027 | 1,586,329 | 182,674 | 1,317,239 | 195,453 | 888,051 | 253,457 |
| 6/30/2028 | 1,508,412 | 187,560 | 1,207,268 | 195,453 | 688,037 | 253,457 |
| 6/30/2029 | 1,419,986 | 192,580 | 1,089,599 | 195,453 | 474,022 | 253,457 |
| 6/30/2030 | 1,320,180 | 197,739 | 963,693 | 195,454 | 245,026 | 253,457 |
| 6/30/2031 | 1,208,048 | 203,039 | 828,972 | 195,453 | | |
| 6/30/2032 | 1,082,589 | 200,637 | 684,822 | 195,454 | | |
| 6/30/2033 | 950,831 | 197,953 | 530,580 | 195,453 | | |
| 6/30/2034 | 812,624 | 192,113 | 365,542 | 195,453 | | |
| 6/30/2035 | 670,785 | 182,562 | 188,952 | 195,453 | | |
| 6/30/2036 | 528,896 | 165,482 | | | | |
| 6/30/2037 | 394,742 | 96,296 | | | | |
| 6/30/2038 | 322,764 | 84,855 | | | | |
| 6/30/2039 | 257,582 | 75,990 | | | | |
| 6/30/2040 | 197,010 | 70,300 | | | | |
| 6/30/2041 | 138,082 | 50,802 | | | | |
| 6/30/2042 | 95,197 | 47,681 | | | | |
| 6/30/2043 | 52,541 | 37,355 | | | | |
| 6/30/2044 | 17,578 | 18,183 | | | | |
| **Total** | | **3,348,185** | | **2,931,797** | | **2,534,565** |
| **Interest Paid** | | **1,506,763** | | **1,090,375** | | **693,143** |
| **Estimated Savings** | | | | **416,388** | | **813,620** |

# ADP and 115 Trust

- Make up for past underperformance by sending Additional Discretionary Payments (ADP's) of Unfunded Accrued Pension Liability (UAL) to CalPERS
  - Yes you should do this
- **Establish a pension contribution prefunding Section 115 trust fund to improve your future capacity to pay these volatile costs**
  - **Yes you should also do this**

# Why Prefund Pension Contributions via 115 Trust?

- CalPERS pension costs are increasing faster than your budget is growing
- CalPERS pension investments are volatile making future contributions volatile and challenging to plan for
- LAIF and County Treasury have been earning historically low yields for at least a decade
- By planning ahead and increasing yields you can save money while making pension costs more manageable

# Pension Contribution Prefunding 115 Trust Purpose

- Grow assets for future pension contributions
  - Normal cost payments
  - Unfunded Accrued Liability (UAL) “debt” payments
  - Additional Discretionary Payments (ADP’s) of UAL
- Invest over shorter time horizon than CalPERS
- Invest less risky than CalPERS
- Earn higher yields than LAIF and County Treasury
- Retain liquidity on your assets
- Stabilize future budgets
- Create a contingency reserve for difficult times ahead

# You Control Your Participation

- Choose your preferred portfolio option or use both
- Contributions
  - Are always voluntary and never required
- Withdrawals/Liquidity
  - Seek reimbursement for:
    - Normal cost payments
    - UAL payments
    - July UAL prepayments
    - Additional Discretionary Payments (ADP)

# SCLC's CEPPT Purpose #1

- Build a rainy-day contingency reserve fund
- Will likely outperform LAIF and earn more interest
- Will allow for greater budgetary stability

| Plan | 3 Months Pension Cost |
|---|---|
| Miscellaneous | $41,500 |
| Miscellaneous PEPRA | $7,194 |
| Total | $48,694 |

# SCLC's CEPPT Purpose #2

- Prefund future pension costs in advance
  - Normal Costs which will exist in perpetuity (~$56,437)
  - Unfunded Liability payments when they exist ($1,834,783)
    - Including Additional Discretionary Payments (ADPs)
- Take advantage of time and compounding interest
- Use this approach to dollar cost average ADP's
  - Mitigate market timing risk
  - Mitigate large lump sum single contribution risk

# Compounding Interest Model

| Investment Duration (Years) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Nominal Expected Compounded Annualized Rate of Investment Return | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% |
| Cumulative Expected Compounded Rate of Investment Return | 5% | 10% | 16% | 22% | 28% | 34% | 41% | 48% | 55% | 63% | 71% |
| Required Investment Principal Contribution Needed to Generate $1 | $0.95 | $0.91 | $0.86 | $0.82 | $0.78 | $0.75 | $0.71 | $0.68 | $0.64 | $0.61 | $0.58 |
| Required Investment Principal Contribution Needed to Generate Normal Cost **(~$56,437)** | $53.7K | $51.2K | $48.8K | $46.4K | $44.2K | $42.1K | $40.1K | $38.2K | $36.4K | $34.6K | $33.0K |

# SCLC's UAL Payment Prefunding Scenario

**Current Amortization Schedule**

| Date | Balance | Payment |
|---|---|---|
| 6/30/2021 | 1,841,422 | 135,672 |
| 6/30/2022 | 1,829,978 | 150,308 |
| 6/30/2023 | 1,802,599 | 158,927 |
| 6/30/2024 | 1,764,387 | 168,270 |
| 6/30/2025 | 1,713,833 | 173,288 |
| 6/30/2026 | 1,654,552 | 177,919 |
| 6/30/2027 | 1,586,329 | 182,674 |
| 6/30/2028 | 1,508,412 | 187,560 |
| 6/30/2029 | 1,419,986 | 192,580 |
| 6/30/2030 | 1,320,180 | 197,739 |
| 6/30/2031 | 1,208,048 | 203,039 |
| 6/30/2032 | 1,082,589 | 200,637 |
| 6/30/2033 | 950,831 | 197,953 |
| 6/30/2034 | 812,624 | 192,113 |
| 6/30/2035 | 670,785 | 182,562 |
| 6/30/2036 | 528,896 | 165,482 |
| 6/30/2037 | 394,742 | 96,296 |
| 6/30/2038 | 322,764 | 84,855 |
| 6/30/2039 | 257,582 | 75,990 |
| 6/30/2040 | 197,010 | 70,300 |
| 6/30/2041 | 138,082 | 50,802 |
| 6/30/2042 | 95,197 | 47,681 |
| 6/30/2043 | 52,541 | 37,355 |
| 6/30/2044 | 17,578 | 18,183 |

# SCLC's UAL Payment Prefunding Scenario

| Fiscal Year | UAL Payments | Investment Duration (Years) | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 2020-21 | $135.7K | $129.2K | | | | | | | | | | |
| 2021-22 | $150.3K | $143.2K | $136.3K | | | | | | | | | |
| 2022-23 | $158.9K | $151.4K | $144.2K | $137.3K | | | | | | | | |
| 2023-24 | $168.3K | $160.3K | $152.6K | $145.4K | $138.4K | | | | | | | |
| 2024-25 | $173.3K | $165.0K | $157.2K | $149.7K | $142.6K | $135.8K | | | | | | |
| 2025-26 | $177.9K | $169.4K | $161.4K | $153.7K | $146.4K | $139.4K | $132.8K | | | | | |
| 2026-27 | $182.7K | $174.0K | $165.7K | $157.8K | $150.3K | $143.1K | $136.3K | $129.8K | | | | |
| 2027-28 | $187.6K | $178.6K | $170.1K | $162.0K | $154.3K | $147.0K | $140.0K | $133.3K | $126.9K | | | |
| 2028-29 | $192.6K | $183.4K | $174.7K | $166.4K | $158.4K | $150.9K | $143.7K | $136.9K | $130.3K | $124.1K | | |
| 2029-30 | $197.7K | $188.3K | $179.4K | $170.8K | $162.7K | $154.9K | $147.6K | $140.5K | $133.8K | $127.5K | $121.4K | |
| 2030-31 | $203.0K | $193.4K | $184.2K | $175.4K | $167.0K | $159.1K | $151.5K | $144.3K | $137.4K | $130.9K | $124.6K | $118.7K |

# Pension Contribution Investment Tools

| Portfolios | CalPERS Pension | CalPERS 115 CEPPT Trust Strategy 1 | CalPERS 115 CEPPT Trust Strategy 2 | LAIF |
|---|---|---|---|---|
| Expected Return | 6.8% | 5.0% | 4.0% | ~1% |
| Risk | 11.4% | 8.2% | 5.2% | Lowest |
| Optimal Investment Time Horizon | Long-Term | 2-10 Years | | 1-24 Months |
| Liquidity | No | Yes | | Yes |

# CEPPT Portfolio Details

| Asset Classification | Benchmark | CEPPT Strategy 1 | CEPPT Strategy 2 |
|---|---|---|---|
| Global Equity | MSCI All Country World Index | 40%<br>±5% | 14%<br>±5% |
| Fixed Income | Bloomberg Barclays U.S. Aggregate Bond Index | 47%<br>±5% | 73%<br>±5% |
| Global Real Estate (REITs) | FTSE EPRA/NAREIT Developed Liquid Index | 8%<br>±5% | 8%<br>±5% |
| Treasury Inflation Protected Securities (TIPS) | Barclays Capital Global Real: US TIPS Index | 5%<br>±3% | 5%<br>±3% |
| Cash | 3-Month Treasury Bill | 0%<br>+2% | 0%<br>+2% |

# CEPPT Investment Returns – Time Weighted

Periods Ended June 30, 2021

| Fund | Assets | 1 Month | 3 Months | FYTD | 1 Year | ITD |
|---|---|---|---|---|---|---|
| CEPPT Strategy 1 (Inception October 1, 2019) | $38,556,782 | 1.02% | 4.74% | 18.31% | 18.31% | 12.14% |
| Benchmark | | 0.91% | 4.63% | 18.07% | 18.07% | 12.16% |
| CEPPT Strategy 2 (Inception January 1, 2020) | $19,387,858 | 0.79% | 3.24% | 8.00% | 8.00% | 7.19% |
| Benchmark | | 0.78% | 3.24% | 7.75% | 7.75% | 7.01% |
| **CEPPT Total** | **$57,944,640** | | | | | |

Time weighted return reports the performance of the investment vehicle, not of the employer assets. Returns are gross. Historical performance is not necessarily indicative of actual future investment performance or of future total program cost. Current and future performance may be lower or higher than the historical performance data reported here. Investment return and principal value may fluctuate so that your investment, when redeemed, may be worth more or less than the original cost. The value of an employer's fund shares will go up and down based on the performance of the underlying funds in which the assets are invested. The value of the underlying funds' assets will, in turn, fluctuate based on the performance and other factors generally affecting the securities market.

# Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Self-funded, fee rate may change in the future
  - 25 Basis Points Fee is applied daily to assets under management

# Sample Fee Rate Illustration

| Asset Value on Deposit* | All-Inclusive Fee Rate | Annual Cost |
|---|---|---|
| $100,000 | 25 Basis Points (0.25%) | $250 |

- *Asset values shown assume the amount is deposited on the first day of a 12-month calendar year and remains constant the entire 12 months ending on the last day with the exact same amount. No investment gains/losses, or contribution additions/withdrawals are experienced at any time during the 12 months.
- There are **no** additional fees of any kind. No set-up, joining, renewal, contribution, disbursement, termination fees. No minimum contribution amount.

# Advantages of the CEPPT

- **Investment policy and management services by CalPERS**
  - Unmatched resources and economies of scale
  - Most broadly diversified portfolios
  - No socially conscious divestment
- **Lowest total participation cost**
  - Not-for-profit make us always the least expensive option
  - Least volatile way to save money and net better returns
- **Excellent customer service**
  - 24/7/365 availability of Customer Outreach and Support staff
  - 98% retention rate of almost 600 clients over 14 years
  - Account updates and plan reviews based on agency preference and frequency
- **Simple administration**
  - Join or leave at anytime and zero costs
- **GASB compliance**
  - Already have a PLR for CERBT
  - Getting a PLR for CEPPT once IRS opens the process again
  - No audit findings; 100% GASB 74 and 84 Compliant

# 596 Prefunding Program Employers

## 585 CERBT and 45 CEPPT

- State of California
- 152 Cities or Towns
- 10 Counties
- 76 School Employers
- 31 Courts
- 326 Special Districts and other Public Agencies
  - (99 Water, 35 Sanitation, 33 Fire, 25 Transportation)

# Prefunding Program Employers

## LA County (79) & Ventura County (12)

- Alameda Corridor Transportation Authority
- Alhambra Unified School District
- Altadena Library District
- Antelope Valley Mosquito and Vector Control District
- Calleguas Municipal Water District
- Camarillo Health Care District
- Casitas Municipal Water District
- Central Basin Municipal Water District
- City of Agoura Hills
- City of Arcadia
- City of Avalon
- City of Baldwin Park
- City of Bellflower
- City of Burbank
- City of Carson
- City of Cerritos
- City of Diamond Bar
- City of Downey
- City of El Segundo
- City of Gardena
- City of Gardena Transportation Enterprise
- City of Hawaiian Gardens
- City of Huntington Park
- City of Industry
- City of Irwindale
- City of La Mirada
- City of La Puente
- City of Lancaster
- City of Lynwood
- City of Malibu
- City of Manhattan Beach
- City of Maywood
- City of Monterey Park
- City of Moorpark
- City of Ojai
- City of Paramount
- City of Pico Rivera
- City of Redondo Beach
- City of Rolling Hills
- City of San Gabriel
- City of San Marino
- City of Santa Fe Springs
- City of Santa Monica
- City of Sierra Madre
- City of Thousand Oaks
- City of Torrance
- City of Vernon
- City of West Hollywood
- City of Westlake Village
- Compton Creek Mosquito Abatement District
- CRA/LA, a Designated Local Authority
- Crescenta Valley Water District
- Glendale Community College District
- Gold Coast Transit
- Greater Los Angeles County Vector Control District
- Housing Authority of the City of Los Angeles
- La Puente Valley County Water District
- Las Virgenes Municipal Water District
- Local Agency Formation Commission - Los Angeles
- Los Angeles Community College District
- Los Angeles County Development Authority
- Los Angeles County Law Library
- Los Angeles County Office of Education
- Los Angeles County Sanitation District No. 2
- Los Angeles County West Vector Control District
- Los Angeles Unified School District
- Metropolitan Water District of Southern California
- Ojai Valley Sanitary District
- Orchard Dale Water District
- Oxnard Harbor District
- Palmdale Water District
- Pico Water District
- Quartz Hill Water District
- San Gabriel County Water District
- San Gabriel Valley Council of Governments
- San Gabriel Valley Mosquito and Vector Control District
- San Gabriel Valley Municipal Water District
- Santa Clarita Valley Water Agency
- Santa Monica Community College District
- Santa Monica-Malibu Unified School District
- South Bay Regional Public Communications Authority
- Southern California Association of Governments
- Southern California Regional Rail Authority
- United Water Conservation District
- Upper San Gabriel Valley Municipal Water District
- Valley County Water District
- Ventura County Law Library
- Ventura County Transportation Commission
- Water Replenishment District of Southern California
- West Basin Municipal Water District
- William S. Hart Union High School District

# Next Steps?

| | |
|---|---|
| **Option A:** Pay-as-you-Go | • Most expensive option<br>• Rely 100% on current and future operating budget |
| **Option B:** Set-up Trust No Funding Yet | • Free to set-up<br>• No assets = No fees<br>• Adhoc funding or TBD in future budget cycle |
| **Option C:** Set-up Trust & Contribute | • Free to set-up<br>• Employer starts contributing when they join |

# Questions? Where to Get Trust Fund Information?

| Name | Title | E-mail | Desk | Mobile |
|---|---|---|---|---|
| Matt Goss | Outreach & Support Program Manager | Matthew.Goss@calpers.ca.gov | (916) 795-9071 | (916) 382-6487 |
| **Karen Lookingbill** | **Outreach & Support Manager** | **Karen.Lookingbill@calpers.ca.gov** | **(916) 795-1387** | **(916) 501-2219** |
| Jasper Jacobs | Outreach & Support Analyst | Jasper.Jacobs@calpers.ca.gov | (916) 795-0432 | (916) 717-3886 |
| Jean MacDonald | Outreach & Support Analyst | Jean.MacDonald@calpers.ca.gov | (916) 795-0675 | (916) 291-1325 |
| Colleen Cain-Herrback | Administration & Reporting Program Manager | Colleen.Cain-Herrback@calpers.ca.gov | (916) 795-2474 | (916) 505-2506 |
| Robert Sharp | Assistant Division Chief | Robert.Sharp@calpers.ca.gov | (916) 795-3878 | (916) 397-0756 |

| Program E-mail Addresses | Prefunding Programs Webpages |
|---|---|
| CERBT4U@calpers.ca.gov – Questions & Document Submittal | www.calpers.ca.gov/CERBT |
| CEPPT4U@calpers.ca.gov – Questions & Document Submittal | www.calpers.ca.gov/CEPPT |
| CERBTACCOUNT@calpers.ca.gov – Online Record Keeping System | |

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Gary Shaffer, SCLC Audit & Finance Committee Chair
Carol Dinuzzo, Controller, SCLC
SUBJECT: Audit & Finance Committee Summary Report

BACKGROUND: The Audit & Finance Committee held its regularly scheduled meeting on July 1,2021 and called a Special Meeting on August 11, 2021 to review some topics in greater detail in preparation for the August Administrative Council meeting.

In July, the Committee discussed a conceptual definition of "Fiscal Sustainability" considering the preliminary SCLC budget projection for 2021/22 showing a starting deficit of $346,808. Most committee members offered that Fiscal Sustainability reflects a balanced budget at the end of the fiscal year, and one committee member offered that a surplus would be desirable.

SCLC staff reviewed with the Committee the 2020/21 budget cycle, noting that while it initially started with a $380K deficit, that deficit was overcome due to strong grant revenue. By year-end, the 2020/21 budget showed a $126,449 budget surplus. A worksheet detailing the grant awards was presented and reviewed.

The Committee requested that SCLC staff incorporate projected grant revenue into future budget reports, deriving the estimate from the average grant revenue from the past five years. The Committee accepted staff's recommendation to perform a mid-year review of the budget at which point most grant awards for the fiscal year would have been issued. The Committee also communicated concern about ongoing pension liability costs and requested a special meeting to discuss the matter more fully.

The topic of SCLC's inability to apply for grants targeted at non-profits was discussed, along with the possibility of developing a non-profit support organization. It was decided to table that concept but have SCLC staff track grant opportunities for which it is ineligible to apply.

At its August meeting, the Committee welcomed two new members - Nancy Schram and Diana Garcia – to fill vacancies left by Joyce Ryan and Patty Wong.

CalPERS representative Karen Lookingbill provided the Committee with a detailed review of options that SCLC could adopt to prepay its unfunded accrued liability. SCLC

already leverages one of the options, which is making lump sum annual payments in lieu of month-to-month payments. The option of opening and prefunding a California Employers' Pension Prefunding Trust (CEPPT) 115 trust fund was presented as a means of setting aside funds in a CalPERS managed account that is projected to earn 4% or 5% per year, depending on the risk level selected, as opposed to the current interest rate of 1% in the Local Agency Investment Fund (LAIF)  Funds could be withdrawn up to the amount of SCLC's annual obligation, which was  $138,339 for the current fiscal year.

The Committee felt that opening and funding a CEPPT account at the $100,000 level would be a safe introduction to this approach to expediting the paydown of the UAL. Further, the Committee agreed to develop a 10-year plan to retire the CalPERS debt entirely and consider whether a supplemental transfer of funds to the CEPPT should be made in Q2 2021/22. It was also suggested that a consultant be hired to assist with a 10-year plan.

The Committee reviewed the SCLC Reserves Policy and felt that no changes were warranted at this time.

FISCAL IMPACT: TBD

RECOMMENDATION: The Committee recommends that Administrative Council take action to authorize the opening a CalPERS CEPPT account and fund it with $100,000 from the LAIF account

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Salary Schedule, FY2021/22

BACKGROUND: Due to the large agenda for Administrative Council meeting in May, the approval of the salary schedule, which is typically approved along with the budget, was postponed until the next regularly scheduled meeting. The Salary Schedule for FY2021/22 is attached for your review.

OVERVIEW: The Salary Schedule includes a 1.23% COLA increase for the Project Manager, as this position is currently at the top of their range. The Executive Director's Salary will be based on recommendation from Executive Committee and approval by Administrative Council. The schedule will be updated accordingly.

FISCAL IMPACT: Increase of $1,243.89 for the Project Manager salary and potential increase in Executive Director salary as approved by Administrative Council.

RECOMMENDATION TO EXECUTIVE COMMITTEE: Recommend updating the entries to the Project Manager step rates and the Executive Director salary range for FY2021/22 to Administrative Council.

RECOMMENDATION TO ADMINISTRATIVE COUNCIL: To approve the recommendation from Executive Committee to update the entries to the Project Manager step rates and the Executive Director salary range for FY2021/22.

# SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

## FY21/22 Full Time Job Classification and Salary Schedule

| | JOB CLASSIFICATIONS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---|---|---|---|---|---|---|---|
| 1) | Executive Director | Per Hour | | | | | **TBD** |
| | | Annual | | | | | |
| 2) | Deputy Executive Director | Per Hour | $ 50.00 | $ 52.50 | $ 55.13 | $ 57.88 | $ 60.78 |
| | | Annual | $ 104,000.00 | $ 109,200.00 | $ 114,670.40 | $ 120,390.40 | $ 126,422.40 |
| 3) | Controller | Per Hour | $ 50.00 | $ 52.50 | $ 55.13 | $ 57.88 | $ 60.78 |
| | | Annual | $ 104,000.00 | $ 109,200.00 | $ 114,670.40 | $ 120,390.40 | $ 126,422.40 |
| 4) | Project Manager | Per Hour | $ 40.49 | $ 42.52 | $ 44.64 | $ 46.88 | $ 49.22 |
| | | Annual | $ 84,223.36 | $ 88,434.53 | $ 92,856.25 | $ 97,509.60 | $ 102,373.49 |
| 6) | Administrative Assistant | Per Hour | $ 33.18 | $ 34.84 | $ 36.58 | $ 38.41 | $ 40.33 |
| | | Annual | $ 69,014.40 | $ 72,467.20 | $ 76,086.40 | $ 79,892.80 | $ 83,886.40 |

*COLA or CPI increase (if approved):

* Executive Director is authorized to award an employee up to a 2 step increase in any given year.
Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.

* Each salary amount upgraded annually with council approved cost of living percentage.

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Diane Z. Bednarski, Executive Director, SCLC
SUBJECT: Revised CLSA Plan of Service FY2021/22

BACKGROUND: On June 3, 2021, the SCLC Administrative Council authorized the completion and submission of its 2021/22 CLSA Plan of Service. The Plan was based on preliminary State budget numbers which provided SCLC a total allocation of $368,283. When the final State budget was signed on July 12, 2021, it included an additional $1.8 million for CLSA funding, thereby restoring it to pre-COVID levels. SCLC is now eligible to receive $711,100 in CLSA funding ($142,219 for System Administration and $568,881 for Baseline). An amended Plan of Service needs to be submitted to the State Library reflecting the anticipated use of the modified funding allocation.

Administrative Council has engaged in several discussions about the adoption of a shared eResource that will use SCLC's $418,261 in FY2019/20 and FY2020/21 CLSA unspent funds. Various options were considered and ultimately whittled down to PressReader or eBooks acquired locally and shared with at least three other California public libraries. Both options faced obstacles. While PressReader was the recommendation of the Technology Committee, its subscription fees would have exceeded available CLSA funding based on the preliminary CLSA projections. As for eBooks, several members communicated that their local ordinances prevented them from entering a shared eBook arrangement given that many of their titles are funded locally (i.e., from non-CLSA funds).

With the increase to SCLC's 2021/22 CLSA Baseline funding, SCLC could now fully cover the cost of PressReader for all SCLC member libraries. Those libraries that currently subscribe would transition to the shared license when their local subscriptions come due for renewal on July 1. The cost for a two-year PressReader license commencing October 1, 2021 would be $301,709 for Year 1 and $333,473 for Year 2, representing a total two year cost of $635,182. Costs would be covered by $418,261 in unspent FY2019/20 and FY2020/21 CLSA funds and $216,921 in FY2021/22 CLSA funds. Should SCLC choose to renew for a third year, the costs could be fully covered by CLSA funds.

Under this scenario, SCLC's allocation of FY2021/22 CLSA baseline funds would be reported as follows in the amended Plan of Service:

| | | | |
|---|---|---|---|
| eResources | Gale Archives ($1,100), PressReader ($216,921) | = | $ 216,921 |
| Contract Services | Delivery ($68,000) & Audit ($15,000 | = | $ 83,000 |
| Telecommunications | Website ($5,000) and workplace applications | = | $20,000 |
| Resource Sharing | DigiLab ($30,000) | = | $ 65,848 |
| ***UNDESIGNATED*** | *** TBD *** | | $183,112 |
| | **TOTAL** | = | $ 568,881 |

A total of $183,112 would need to be designated to a specific category. It is staff's recommendation that $100,000 be added to DigiLab to address costs associated with the move to an alternative software platform and that the remaining $83,112 be designated for eResources to provide flexibility for future purchases in that area.

FISCAL IMPACT: Additional $342, 817 in FY 2021/22 CLSA funds vs preliminary estimates. Final allocation for SCLC is $711,100 in CLSA funding ($142,219 for System Administration and $568,881 for Baseline).

RECOMMENDATION: Authorize the SCLC Chair to work with the Executive Director to complete and submit an amended CLSA Plan of Service 2021/22 by September 8, 2021.

ATTACHMENTS:

: SCLC Amended CLSA Plan of Service 2021/22 – In Progress
: SCLC CLSA Plan of Service 2021/22 – Submitted

# CALIFORNIA LIBRARY SERVICES ACT AMENDED PLAN OF SERVICE AND BUDGET

For use with 2021/2022 Communication & Delivery Program

California State Library
Sacramento
August 2021

Greg Lucas, Chief Executive Officer
California Library Services Board

## Introduction

Welcome to the 2021/2022 Amended Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due September 8, 2021
2. Demographics of System Service Area – Due June 3, 2021 ALREADY COMPLETED
3. Budget:
   - C&D Service Program Budget Request and Budget Summary – Due September 8, 2021 UPDATE WITH NEW BUDGET NUMBERS
   - System Detailed Budget – Due September 8, 2021 (separate attachment)
4. Use of Funding for Communications and Delivery – Due September 8, 2021 PLEASE AMEND AND HIGHLIGHT CHANGES FROM ORIGINAL
5. Future Plans for Cooperative System – Due September 8, 2021 PLEASE UPDATE IF NECESSARY

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

**Dates for physical delivery counts – FY 2021/2022:**

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2021/2022, due at the State Library on September 1, 2022. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 24- September 7, 2021
October 12 – October 26, 2021
January 11 – January 25, 2022
April 26 - May 10, 2022

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

**System Information**
**FY 2021/2022**

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

| System Chair for FY 2021/2022 (if known): | Fiscal Agent: |
|---|---|

| Date approved by Administrative Council: |
|---|

| X | |
|---|---|
| Signature of System Administrative Chair for FY 2021/2022 | Date |
| Print Name: | |

## Conditions of Award

1. Accounting
   Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. Budget adjustments within approved programs
   Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

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

3. Earning interest
   Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2021).

4. Personal memberships and travel
   Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. Credit line
   Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

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

   As appropriate, this disclaimer should be added:

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

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

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

# Budget Documents

## Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Wednesday, September 8, 2021

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

Section Definitions

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

a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

b. **PC& E**: Planning, Coordination, & Evaluation

c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services where provided.

d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

e. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.

f. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

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

## System Detailed Budget – Due at the State Library by Wednesday, September 8, 2021

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they

are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions

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

a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.

b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.

c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.

d. **Interest** - enter all interest earned on System funds.

e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.

f. **Total budgeted** - is the sum of Columns a through e.

**Program Definition**

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

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

**Other Definitions**

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

**Grand Total System Budget**

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

,

**C&D Service Program Budget Request FY 2021/2022 (Section 18745)**

**System Administration**

| (a) Personnel (Salaries & Personnel) |
|---|

| ***Classification*** | ***FTE/NO of positions*** | ***Salary*** | ***Benefits*** | ***Total*** |
|---|---|---|---|---|
| | / | $ | $ | $ |
| | / | $ | $ | $ |
| | / | $ | $ | $ |
| | / | $ | $ | $ |
| | / | $ | $ | $ |
| **Total of (a)** | / | $ | $ | $ |

| **(b) Planning, Coordination, & Evaluation (PC&E)** | |
|---|---|
| | |
| **Total (b)** | $ |

| (c ) **Indirect Cost (Do not include PC&E and provide description of services** | |
|---|---|
| | |
| | |
| **Total of (c )** | $ |

| | |
|---|---|
| **Total of (a-c)** | **$** |

**Baseline Budget**

| (d ) Operations | |
|---|---|
| **1. Office supplies** | **$** |
| **2. Duplication/Photocopy** | **$** |
| **3. Training (C&D program related)** | **$** |
| **4. E-Resources (Enki, Zinio,OverDrive, etc.)** | **$** |
| **5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van)** | **$** |
| **6. System van/vehicle (fuel/insurance/maintenance)** | **$** |
| **7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)** | **$** |
| | |
| **Specify what funds were used for:** | **$** |
| **8. Resource Sharing (Zipbooks, Link+, document depository)** | **$** |
| | |
| *** Breakdown of cost i.e. software/subscription/delivery** | |
| **9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration** | **$** |
| **Total of (d)** | **$** |

| (e )Capital Outlay | | |
|---|---|---|
| **1. Equipment (specify)** | $ | |
| **2. Equipment revolving fund** | $ | |
| **Total of (e)** | $ | |

| (f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund | |
|---|---|
| | $ |

| | |
|---|---|
| **Total of (a-e)** | $ |

# 2021/2022 AMENDED CLSA BUDGET

| BUDGET SUMMARY | |
|---|---|
| Expense Category | Communications & Delivery Program |
| Salaries & Benefits | |
| PC&E | |
| Indirect | |
| Sub-total | |
| Operations | |
| Equipment | |
| Sub-total | |
| TOTAL | |

C&D FUNDING: System Administration 20%
System Baseline 80%

## Funding for Communications and Delivery – FY 2021/2022

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

**Section 1**

**Estimated Workload of Physical Delivery**

| Physical Items Sent by: | Physical Items Delivered to: | | |
|---|---|---|---|
| | System Member Public Libraries | Non-public Libraries in System Area | TOTAL |
| a. System member public library | 17,000 | 0 | 17,000 |
| b. Non-public libraries in System area | 0 | 0 | 0 |
| TOTAL | 17,000 | 0 | 17,000 |
| | | System Owned | Contracted Vendor |
| c. Number of delivery vehicles that physically move items | | 0 | 2 |
| d. Frequency/schedule of physical delivery service | | 0 | Twice A Week |

e. Percentage of items to be physically delivered by:

| U.S. Mail | UPS | System Van | Contracted Van | Other |
|---|---|---|---|---|
| 1% | % | % | % | 99% |

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

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

i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list)

**Section 2**

(Please, highlight the amended changes from the original plan of service; complete only the questions impacted by your changes.)

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

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

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative

funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

7. Will the System be using any of the communications funding to address broadband connectivity issues?
If so what were the funds used for and what were the connectivity issues?

## Future Plans for Cooperative System

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

# CALIFORNIA LIBRARY SERVICES ACT PLAN OF SERVICE AND BUDGET

## For use with 2021/2022 Communication & Delivery Program

California State Library
Sacramento
April 2021

Greg Lucas, Chief Executive Officer
California Library Services Board

## Introduction

Welcome to the 2021/2022 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 3, 2021
2. Demographics of System Service Area – Due June 3, 2021
3. Budget:
   - C&D Service Program Budget Request and Budget Summary – Due June 3, 2021
   - System Detailed Budget – Due September 3, 2021 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 3, 2021
5. Future Plans for Cooperative System – Due June 3, 2021

Once you have completed the process, please email your Plan of Service and Budget Request to Natalie Cole at natalie.cole@library.ca.gov.

**Dates for physical delivery counts – FY 2021/2022:**

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2021/2022, due at the State Library on September 1, 2022. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 24- September 7, 2021
October 12 – October 26, 2021
January 11 – January 25, 2022
April 26 - May 10, 2022

If you have any questions about any portion of the process, please do not hesitate to contact Natalie Cole at natalie.cole@library.ca.gov or at 916-701-6694.

## System Information
## FY 2021/2022

| System Name: Southern California Library Cooperative | | | |
|---|---|---|---|
| Director: Diane Z. Bednarski | Email: dbednarski@socallibraries.org | | |
| Address: 254 N. Lake Ave. #874 | City: Pasadena | State: CA | Zip: 91101 |
| Phone: 626-283-5949 | Fax: | | |

| System Chair for FY 2021/2022 (if known): Elizabeth Goldman | Fiscal Agent: Southern California Library Cooperative |
|---|---|

| Date approved by Administrative Council: 6/3/2021 |
|---|

| x Elizabeth Goldman | 6/7/21 |
|---|---|
| Signature of System Administrative Chair for FY 2021/2022 | Date |
| Print Name: Elizabeth Goldman | |

## Conditions of Award

1. Accounting

   Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. Budget adjustments within approved programs

   Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

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

3. Earning interest

   Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 3, 2021).

4. Personal memberships and travel

   Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. Credit line

   Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

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

   As appropriate, this disclaimer should be added:

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

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

6. Funding alternatives

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

## Demographics of System Service Area
**System Population Profile, FY 2021/2022**

**Total Population of System Service Area: __10,798,515____**

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

| Underserved Population | Number | Percentage of Total Population |
|---|---|---|
| Economically Disadvantaged (Below poverty level) | 1,387,582 | 12.9% |
| Institutionalized | 201,998 | 1.9% |
| Aged (65+) | 1,550,378 | 14.4% |
| Children & Youth: • Under 5 | 626,570 | 5.9% |
| • 5 to 9 | 612,601 | 5.7% |
| • 10 to 14 | 698,309 | 6.5% |
| • 15 to 19 | 674,435 | 6.2% |
| Handicapped, non-institutionalized | 1,075,734 | 10% |
| Speakers of limited English or English as a Second Language | Limited English = 2,317,433<br>ESL = 5,682,659 | 21.4%<br>52.6% |
| Non-English Speaking | unavailable | unavailable |
| Ethnicity • Black | 826,686 | 7.7% |
| • Hispanic | 5,247,805 | 48.6% |
| • Asian | 1,538,441 | 14.2% |
| • Native American | 87,236 | 0.8% |
| • Other (specify) Native Hawaiian or other Pacific Islander | 27,446 | 0.2% |
| Geographically Isolated (RURAL) * see note | unavailable | unavailable |
| Functionally Illiterate – adults without high school diploma | 1,587,193 | 14.7% |
| Shut-In – independent living difficulty as part of disability characteristics | 458,673 | 4.2% |

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance) State of California, Department of Finance, Demographic Research Unit, City/County Population estimates, with Annual Percentage Change, January 1, 2020 and 2021.

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

The data informs the system as to population changes that might warrant changes to service offerings, including programming and collections. Data is also helpful in raising awareness of underserved and vulnerable populations served by SCLC.

**Comments/ Additional Information:**

* **Geographically Isolated/ Rural**

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

## Budget Documents

### Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Wednesday, June 3, 2021

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

Section Definitions

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

a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

b. **PC& E**: Planning, Coordination, & Evaluation

c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services where provided.

d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

e. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.

f. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

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

## System Detailed Budget – Due at the State Library by Thursday, September 3, 2021

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

Column Definitions

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

a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.

b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.

c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.

d. **Interest** - enter all interest earned on System funds.

e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.

f. **Total budgeted** - is the sum of Columns a through e.

**Program Definition**

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

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

**Other Definitions**

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

**Grand Total System Budget**

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

**Encumbered Funds from Prior Year**
State (CLSA), Federal and Local funds encumbered from prior year and not yet expended.

## C&D Service Program Budget Request FY 2021/2022 (Section 18745)

**System Administration**

**(a) Personnel (Salaries & Personnel)**

| *Classification* | *FTE/NO of positions* | *Salary* | *Benefits* | *Total* |
|---|---|---|---|---|
| Executive Director | .17/1 | $29,750 | $5,973 | $35,723 |
| Deputy Director | .059/1 | $7,103 | $1,348 | $8,451 |
| Controller | .096/1 | $11,557 | $2,742 | $14,299 |
| Project Manager | .064/1 | $6,472 | $1,652 | $8,124 |
| Administrative Assistant | .079/1 | $5,453 | $1,606 | $7,059 |
| **Total of (a)** | .468/1 | $60,335 | $13,321 | $73,656 |

| **(b) Planning, Coordination, & Evaluation (PC&E)** | |
|---|---|
| | |
| **Total (b)** | $ |

| **(c ) Indirect Cost (Do not include PC&E and provide description of services** | |
|---|---|
| | |
| | |
| **Total of (c )** | $ |

| | |
|---|---|
| **Total of (a-c)** | **$73,656** |

Baseline Budget

| (d ) Operations | |
|---|---|
| 1. Office supplies | $ |
| 2. Duplication/Photocopy | $ |
| 3. Training (C&D program related) | $ |
| 4. E-Resources (Enki, Zinio,OverDrive, etc.) | $151,357 |
| 5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) Delivery and Audit fees | $78,270 |
| 6. System van/vehicle (fuel/insurance/maintenance) | $ |
| 7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software) Web hosting, internet, Zoom, tech support, phones. | $30,000 |
| Specify what funds were used for: | $ |
| 8. Resource Sharing (Zipbooks, Link+, document depository) - Digilab | $ 35,000 |
| * Breakdown of cost i.e. software/subscription/delivery | |
| 9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration | $ |
| Total of (d) | $294,627 |

| (e )Capital Outlay | | |
|---|---|---|
| 1. Equipment (specify) | $ | |
| 2. Equipment revolving fund | $ | |
| Total of (e) | $ | |

| (f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund | |
|---|---|
| | $ |

| Total of (a-e) | $368,283 |
|---|---|

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# 2021/2022 PROPOSED CLSA BUDGET

| BUDGET SUMMARY | |
|---|---|
| Expense Category | Communications & Delivery Program |
| Salaries & Benefits | $73,656 |
| PC&E | |
| Indirect | |
| Sub-total | $73,656 |
| Operations | $294,627 |
| Equipment | |
| Sub-total | $294,627 |
| TOTAL | $368,283 |

C&D FUNDING: System Administration 20%
System Baseline 80%

## Funding for Communications and Delivery – FY 2021/2022

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

**Section 1**

**Estimated Workload of Physical Delivery**

| Physical Items Sent by: | Physical Items Delivered to: | | |
|---|---|---|---|
| | System Member Public Libraries | Non-public Libraries in System Area | TOTAL |
| a. System member public library | 17,000 | 0 | 17,000 |
| b. Non-public libraries in System area | 0 | 0 | 0 |
| TOTAL | 17,000 | 0 | 17,000 |
| | | System Owned | Contracted Vendor |
| c. Number of delivery vehicles that physically move items | | 0 | 2 |
| d. Frequency/schedule of physical delivery service | | 0 | Twice a Week |

e. Percentage of items to be physically delivered by:

| U.S. Mail | UPS | System Van | Contracted Van | Other |
|---|---|---|---|---|
| 1% | % | % | 99% | % |

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

| | |
|---|---|
| f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) by residents of System member libraries | TBD – eBooks or eMagazines |
| g. Percentage of CLSA funds to be spent on e-resources? | 51% |
| h. Percentage of CLSA funds to be used for Broadband technology improvements | 0% |

i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list) No 2021/22 CLSA funds have been allocated to Broadband improvements.

**Section 2**

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

SCLC plans to use 2021/22 CLSA funds to support the following service areas:

1. eResources = $186,357. Council is examining options to use these funds accumulated from prior years to adopt a multi-year shared digital content solution. Options include shared eBooks and shared eMagazines. A shared eBook solution would help to feed the insatiable patron appetite for eBooks while reducing fees associated with each library having to pay individual platform fees and expanding the range of available titles. Challenges that need to be overcome include reconciling different vendor solutions already in place at local libraries and upholding regulations around resource sharing that are difficult to apply to digital materials (e.g. developing licensing agreements across multiple jurisdictions). A shared eMagazine solution would address the need for timely content spanning the variety of languages represented in the SCLC service area and backfill library magazine collections that in many cases were suspended during the pandemic. Challenges include identifying ongoing funding in light of reduced CLSA allocations and marketing of a new service to the public.
2. Contract Services = $78,720. SCLC's mandatory annual audit ($12,720) will continue to be funded from baseline funds, and courier delivery services ($66,000) will move materials between SCLC's 40 member libraries through weekly pickups and deliveries. While courier delivery had previously been viewed as a means of transporting materials back to owning libraries in cases where a patron visited one library to borrow an item and visited a second library to return the item, delivery is now being adopted as a tool for low cost interlibrary loan, whereby a patron could request an item from any library within SCLC and have it delivered to the library that is most convenient to them.
3. Resource Sharing = $35,000. SCLC will continue to allocate CLSA funds to support the DigiLab project, which is currently used by 19 member libraries to digitize, catalog and make publicly accessible through a commercial content management system. The service is used by local and national researchers who are seeking information not otherwise available in books, newspapers or other materials. Redondo Beach related that a biographer from Missouri was able to address research questions pertaining to a local surfer through material that had been scanned to Digilab, and a local was able to have nearly ten questions addressed through the digitized content

   This year, a task force will be formed to examine alternative content managements systems – including open source – to address concerns that the current solution has a dated user interface

that inhibits usability. The task force will also consider options for training volunteers to perform digitization tasks, given that members have cited staff shortages as an impediment to wider adoption.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.). Funds allocated toward courier delivery and the annual audit serve all member libraries. Funds use toward eMagazines would likely benefit all but the systems two largest members (Los Angeles Public Library and Los Angeles County Library) as current CLSA funding levels are insufficient to cover associated subscription costs for all 40 member libraries. If funds are allocated to eBooks, adoption by member libraries would depend on the ability of each library system to either join into an existing shared eBook network or obtain approval from their local governing board to create a new shared eBook relationship with other SCLC libraries (to uphold CLSA regulations pertaining to resource sharing).

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California. SCLC member libraries have over $20 million invested in eBook and eAudio titles, demonstrating an overwhelming commitment of local funds to this need. While CLSA funds may represent only a fraction of the total eBook investment-to-date, their impact is notable in small to midsized libraries with limited collection budgets. For courier delivery services, SCLC supplements CLSA funds with local funds used to lease space for sorting and overnight storage of materials. And the DigiLab digitization program – which will be sustained in FY 2021/22 with 2020/21 CLSA funds - has been supplemented with local staffing to scan and index materials for the shared digital repository.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available) In the current year, SCLC used 20/21 CLSA funds to support a shared license to the Gale Archives of Sexuality and Gender, a compilation of books, monographs, manuscripts on the study of gender and sexuality. Additional funds were carried forward to create a nest egg toward licensing a shared eResource service such eMagazines or eBooks.

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

SCLC continues to provide courier delivery of materials between the member libraries. The libraries receive delivery twice a week on designated days.

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

The estimated average cost to move one item is $3.88 for the delivery service and $4.66 including staff cost. A contracted courier service drops off and picks up items twice a week from each library. One SCLC staff is assigned to the more labor-intensive tracking and monitoring of the couriers. Other tasks include contracts with the courier service and communication with the member libraries; providing routing slips; printing routing slips; occasionally mailing items.

7. Will the System be using any of the communications funding to address broadband connectivity issues? If so what were the funds used for and what were the connectivity issues? No 2021/22 CLSA funds are being allocated to Broadband connectivity.

## Future Plans for Cooperative System

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

The SCLC Administrative Council has identified several priorities for the cooperative:

1. Fiscal Sustainability. With a second year of reduced CLSA funding at hand, SCLC is faced with starting the year with a deficit budget. Staff were able to overcome the deficit in FY 2020/21 primarily though grant support. As internal costs continue to rise due to factors such as health care and pension liability, SCLC will be examining alternative revenue streams and opportunities for cost reductions.
2. Ensuring councilmembers are conversant in cooperative matters. Discussions will be held as to new approaches for deepening council member understanding of the administrative, fiscal and legislative elements that affect the cooperative.
3. Strategic Planning. It has been over five years since SCLC examined its strategic priorities, and even then, the efforts focused on projects rather than broader strategic areas of focus. Creating a strategic framework will help guide the cooperative and support quick and thoughtful decision-making, particularly in times of fiscal uncertainty.
4. Equity, Diversity and Inclusion. Provide member libraries with the tools to promote and support EDI in their workplaces and communities. Tools shall include training, programming, and materials to create a strong understanding of the concepts and methods through the system.

DATE: August 25, 2021
TO: SCLC Administrative Council
FROM: Diane Z. Bednarski, Executive Director, SCLC
SUBJECT: Physical Locations for 2021/22 Meetings

BACKGROUND: At its May 2021 meeting, the SCLC Administrative Council approved the following meeting dates for Fiscal Year 2021/22. All Administrative Council Meetings begin at 1pm:

August 25, 2021
November 24, 2021
March 23, 2022
May 25, 2022

Physical meetings locations were not established pending further information on the Governor's Executive Order N-29-20 which contains relaxed Brown Act provisions for teleconferencing due to COVID-19 restrictions on in-person meetings.

Executive Order N-29-20 is due to expire on September 30, 2021. If SCLC were to continue with teleconference meetings for Administrative Council after the modifications expire, then certain meeting provisions would likely need to be restored, including:

- All participating councilmembers would need to conduct the teleconference from a location within the Ventura/LA County boundaries
- The meeting agenda must be posted at all teleconference locations (residential included), and the agenda must include the addresses of all teleconference locations
- All meeting locations must be open for public participation

FISCAL IMPACT: None

RECOMMENDATION: Establish member library meeting locations to support in-person meetings for the remaining 2021/22 SCLC Administrative Council meetings.

**California State Library, Library Development Services**
**Cooperative System Report, August 13, 2021**

***Infrastructure funding for California Libraries**

The budget signed by Gov. Newsom for the fiscal year beginning July 1, 2021 contains the single largest investment California has ever made in local libraries. Chief among the investments is $439 million in one-time funds to create an equity-focused grant program administered by the State Library to support life-safety and critical maintenance and facilities projects.

The Infrastructure Grant Program shall:

- Prioritize project requests submitted by local libraries located in high-poverty areas of the state. No grant amount shall exceed $10 million.
- Prioritize grants for life-safety and other critical maintenance and infrastructure projects. The State Library may support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.
- Require a local library jurisdiction to match state funds on a dollar-for-dollar basis. The State Library may reduce the required match if the requesting local library jurisdiction can demonstrate it's financially unable to provide the necessary matching funds. Upon receipt and assessment of these requests, the California State Library may lower the matching requirement, as follows:
    - For each library with local operating income per capita (LIPC) of more than $40, no reduction in local match is allowed.
    - For each library with an LIPC between $40 and $15.01, the local match may be reduced by half.
    - For each library with an LIPC of $15 or less, the local match may be eliminated.
    - (Visit our statistics page to **find the LIPC for California library jurisdictions**.)
- Spend available funds before June 30, 2024.
    - This means that funds can be awarded through June 30, 2024.
    - Funds will need to be expended by awardees prior to June 30, 2026 due to data collection and reporting requirements.

The State Library is in the process of designing funding guidelines and eligibility criteria, and developing an application process. The goal is to open the application period and provide funds to libraries as soon as possible.

This is the letter to directors from Greg Lucas:

> The biggest item for local libraries in the State Library's budget this year is $430 million in Library Infrastructure grants.
>
> We need your help to deploy these funds more effectively. Your input will ensure we have as detailed an understanding of statewide library facility needs as possible. The more we know, the more likely your most pressing needs are addressed first.

Back in April some of you responded to a survey the State Library created. Those results were a key reason the budget contains $430 million for library facilities improvements. Thank you to the 57 percent of jurisdictions who responded. Now we need to hear from the remaining 43 percent.

In order to have the most up-to-date information about infrastructure needs in California's public library buildings, the data portal where you submit facilities information has been re-opened.

For those of you who stepped up in April, please take a moment to log in to LibPAS to verify the information about the age and condition of your facilities, the sufficiency of Internet speed and cabling, and estimates of costs for improvement, and provide other information you would like us to know.

For those of you who haven't submitted this information previously, now is the time.

**The portal closes again – Friday, August 20th.**

You should have received an automatic email from the data portal with a reminder of your username and password for LibPAS. It is the same that you use for reporting annual statistics. If you didn't receive this message, please contact Meg DePriest (meg.depriest@library.ca.gov) and she'll help you.

Thanks for helping us help you better.

-- Greg Lucas, California State Library

***Funding opportunities through the California State Library**

A funding timetable and new funding opportunities from the California State Library is available on the website, here. We have two open competitive grants, one for workforce development with a partnership with the Local Workforce Development Board and the second grant supports libraries in developing a community resource navigator program, called Community Connections. Those, and other opportunities, are listed on the grants page of the California State Library website.

***Career Online High School**

From now until September 10, 2021, the matching requirement for COHS scholarships will be reduced. Libraries joining the Career Online High School program for the first time will be offered four no-cost scholarships for each scholarship they purchase. Libraries that already participate in COHS will receive three no-cost scholarships for each seat they purchase. For more information and links, visit https://www.library.ca.gov/services/to-libraries/career-online-high-school/. There will be an introductory webinar on Thursday, August 19, at 1 p.m. Register at https://www.surveymonkey.com/r/COHSinfo. For more information, contact beverly.schwartzberg@library.ca.gov.

***California Library Literacy Services**
Annual final reporting for CLLS programs will open in late August and be due six weeks after the portal opening date. Although guidelines are not yet available for the new $15 million in ESL services through CLLS programs, the State Library has released a document that provides a roadmap to help programs in preparing to develop an application. We encourage programs to begin working on these tasks as soon as possible. The document, webinar recording, and webinar slides are now available. Please contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov for copies or more information.

***Statewide Library Branch Map**
The State Library has developed a statewide library branch map that provides contact information, opening status, and services available for every library branch building in California. Please contact Meg DePriest if you have not had a chance to update your library; she will provide you a link to the update form.

***Summer @ Your Library and Lunch at the Library**

The First Partner's Summer Book Club, a 10-week initiative to promote children's literacy and participation in summer reading programs hosted by local libraries throughout the state, concluded on August 9th. Thank you to all public libraries for promoting this program in your communities. Visit the State Library's **First Partner's Summer Book Club page** to enjoy recorded storytimes with the First Partner and special guests.

In addition, a bookshelf of selected titles from the First Partner's Summer Booklist is being sent to every California public library to add to their collections. The bookshelf includes a diverse set of children's books, with a focus on social emotional learning, for preschoolers and elementary-aged children – selected in partnership with California public librarians.

The link to the **2021 Statewide Summer Participation Survey** will be available in late August. This evaluation survey collects information on California public library's summer meal activities and summer reading, learning, and exploration programs. The data is used in state and federal reporting, and helps communicate the value and impact of California's summer library programs. Thank you in advance for collecting your summer programs data and completing the survey.

**California Libraries Learn (CALL)**

California Libraries Learn is busier than ever. Start planning fall professional development by visiting www.callacademy.org and check the frequently updated calendar to explore the options. Free courses, weekly webinars, and cohort-based training for staff will help you build a culture of learning in your library. CALL will be offering support for the virtual Association of Bookmobile and Outreach Services conference in October and the PLP Future of Libraries conference, as well as many other events.

CALL now has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Please do take a moment and subscribe today. Also encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy.

**California Revealed**

California Revealed previews an upcoming funding opportunities for work with historical records, images, and outreach. For more information, visit www.californiarevealed.org and https://californiarevealed.org/content/news.

California Revealed: Digitization and Preservation Assistance
Application due: August 31, 2021 https://californiarevealed.org/digitize-and-preserve

Cataloging California: Description Assistance
Application due: Friday, December 3, 2021 https://californiarevealed.org/describe

Our Collections, Our Communities: Outreach Assistance
Application due: Friday, December 3, 2021 https://californiarevealed.org/community-outreach

**Public Library Staff Education Program**

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. Information and reports can be found at Public Library Staff Education Program - California State Library. For questions, please contact Lena.pham@library.ca.gov

**Developing Leaders in California Libraries**

In partnership with the California State Library, the California Library Association (CLA) presented exciting new Leadership Development opportunities for library staff in California. In addition to the Leadership Cohort, New Leaders Cohort, and Leadership Challenge Cohort programs, the Developing Leaders in California Libraries project offered a series of "My Leadership Journey" webinars open to all staff to attend. To view past webinars, please visit https://claleadership.org/webinars/

**Networking Conversations**

Networking conversations for California libraries continue, are posted on CLA's calendar as they are scheduled (https://www.cla-net.org/events/event_list.asp), and we encourage you to register to attend. There are calls for a variety of interest groups, including frontline staff, youth services staff, branch supervisors, assistant directors, and marketing and PR professionals. Directors' calls occur once a month in 2021. Upcoming calls include:

- Wednesday, Aug 18, 3:30 – 5 p.m., **Library Directors**

**CopyCat Grants**

Copycat Grants are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects. This opportunity was open to all public libraries, and it is well suited to those with limited capacity for developing and testing new

programming. 2020/21 report forms can be found at Copycat Grant Toolkits - California State Library under "Manage Your Grant." For questions, contact lena.pham@library.ca.gov

**California COVID Diaries**

Californians can share the impact the COVID-19 pandemic on their lives through a community-based archive. The aim of California COVID Diaries is to collect, preserve and make available to the public materials created by Californians, documenting their personal experiences during the COVID-19 pandemic. A Spanish-language version of the submission form is also available.
Visit https://coviddiaries.library.ca.gov/ or e-mail coviddiaries@library.ca.gov for more information.

**California Chronicles**

Like the COVID Diaries project, the California Chronicles project welcomes writing, art, and other submissions from Californians. California Chronicles is a diverse collection of stories that shine a light on the invaluable experiences and contributions of older Californians. Older Californians have built resilience and strength over their long lives through successes, failures, joys, and difficulties. Sharing the stories and contributions of older adults can inspire people of all ages, as we recover and rebuild together a California for all ages.

More information is available at www.calchronicles.com. Every story matters and that is why we are lifting up stories of everyday Californians sharing their experiences. These legacies strengthen communities and spark connections between generations of all ages. We all have a story – share yours today! The project stems from the California Department on Aging, the California State Library, and UC/Berkeley.

**SCLC Meeting Dates**
**2021/22**
*Approved June 3, 2021*

**Wednesday, August 25, 2021**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

**Wednesday, October 27, 2021**
1:00pm Executive Committee, only
Via Zoom

**Wednesday, November 24, 2021**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

**Wednesday, January 26, 2022**
1:00pm Executive Committee, only
Via Zoom

**Wednesday, March 23, 2022**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

**Wednesday, May 25, 2022**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

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