



Southern California Library Cooperative  
 Executive Committee Meeting  
 Wednesday, August 24, 2022  
 1:00-2:00pm  
 Hybrid Meeting  
 Alhambra Library  
 101 S. First Street, Alhambra, CA 91801

### Minutes

#### Attendance

Addington, Jennifer – Palos Verdes  
 Billings, Cathy – South Pasadena  
 Broman, Susan – LAPL  
 Goldman, Elizabeth – Burbank  
 Shaffer, Gary – Glendale  
 Torres, Anita – Pomona  
 Walker-Lanz, Jesse – LACo

#### Other

Dinuzzo, Carol – guest, former SCLC staff  
 Graver, Lori – SCLC  
 Snodgrass, Nerissa – SCLC  
 Walker, Wayne - SCLC

#### 1. Opening

Gary Shaffer

Meeting called to order at 1:02pm.

#### 2. Public Comment

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

None.

3. Consent Calendar Gary Shaffer  
(ACTION)  
*All items on the consent calendar may be approved by a single motion.  
Any Council member may request an item be removed from the consent  
calendar and placed on the agenda for discussion.*
- a. Minutes of the May 25, 2022 Executive Committee meeting.  
b. Minutes of the July 22, 2022 Executive Committee Special meeting.  
MSP (Goldman/Billings) to pass the Consent Calendar, without  
objection.  
6 yes, 0 no, 0 abstain
4. Adoption of the Agenda Gary Shaffer  
Chair passed the Agenda without objection.
5. Budget Status Report FY2021/22 Carol Dinuzzo  
Most membership dues have been received and reminders have been sent  
to any jurisdictions with outstanding invoices. Most grant revenue has been  
received with the final 10% expected once all final reporting has been  
completed. Overall, all expenses fall within the total budgeted amount for  
the fiscal year. However, there were a few line items where some  
unanticipated expenses were incurred.
- Personnel Expenses – With the retirement of the Executive Director in  
February, came the additional expense of a full payout of vacation time  
upon departure. Additionally, there was a slight increase in dental, vision  
and life insurance that occurred mid-year.
  - Operating Expenses – Increase due to replacement of staff laptops and  
associated software and IT support. Also, a slight increase in postage due  
to additional grant support.
- CLSA rollover funds:
- FY 2019/20: All funds have been expended.
  - FY 2020/21: All funds have been expended with the exception of a  
remaining balance \$65,848 originally earmarked for Digilabs and will be  
reallocated to use toward E-Resources.
- Pending final close out of FY2021/22 grants.

6. Budget Status Report FY2022/23 Carol Dinuzzo  
All approved CLSA allocations and current grant awarded amounts have been included. PLSEP grant awards are still pending. With no other grants or special projects on the horizon, it is expected that there will be a significant shortfall in revenue. Although, there will be some roll over funds once FY2021/22 closes out, it is likely that reserve funds may need to be utilized to cover personnel and operations by the end of this fiscal year.

Most expenditures have been personnel related along with a few operational costs.

CLSA Rollover Funds:

- FY 2020/21: All funds have been expended with the exception of a remaining balance \$65,848 originally earmarked for Digilabs and will be reallocated to use toward E-Resources.
- FY2021/22: There will be rollover funds for E-Resources (\$288,419), Audit (\$6,905), Delivery (\$22,013), and Telecommunications (\$21,742). There is also a balance of \$35,000 in Resource Sharing originally set aside for the Digilab project that may need to be reallocated, depending on how to Administrative Council would like to utilize these funds.

Pension Liability: The annual prepayment for the CalPERS pension liability was paid in July. Although there has been discussion about making an additional discretionary payment (ADP) toward the liability, it is recommended that this be put on hold until the deficit in revenue is addressed.

Fiscal Impact: Potential shortfall in revenue for the current fiscal year.

7. Strategic Plan Update Elizabeth Goldman  
MSP (Torres/Walker-Laz) to recommend Administrative Council adopt the SCLC 2022-25 Strategic Plan.  
7 yes, 0 no, 0 abstain
8. SCLC Controller Update Gary Shaffer  
MSP (Billings/Broman) to recommend Administrative Council to:  
1) Authorize the Chair to enter into an agreement with a temporary agency or an accounting firm to fulfill controller duties.  
2) Authorize the Chair to enter into an agreement for accounting consulting purposes with one of our sister cooperatives on an as-needed basis.  
7 yes, 0 no, 0 abstain

9. Other

Gary Shaffer

As PressReader has dropped the LA Times, the Chair requests that SCLC:

- 1) Conduct a survey of all member libraries to collect current annual spending on physical subscriptions to the LA Times.
- 2) Authorize the Chair to draft a letter advising LA Times management of the negative impact to our member libraries' residents, the amount of revenue we provide them, and asking them to please enter into negotiations with PressReader.
- 3) Conduct any follow up negotiations with the LA Times.

10. Adjournment

Gary Shaffer

Meeting adjourned at 1:54pm.

*Respectfully submitted by Lori Graver on October 26, 2022.*