



**Southern California Library Cooperative
Administrative Council Meeting**

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

Hybrid Meeting

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

Alternate locations:

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81953357895?pwd=UGtPbFVXN3FJYURBU3JwMnBNRIN0dz09>

Passcode: 070892

Meeting ID: 819 5335 7895

AGENDA

All items may be considered for action.

1. Opening
 - a. Chairperson's Welcome
 - b. Roll Call

Jesse Walker-Lanz

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

3. Consent Calendar Jesse Walker-Lanz
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the March 27, 2024, Administrative Council meeting
 - b. Proposed SCLC Holidays FY 2024/25

4. Adoption of Agenda Jesse Walker-Lanz

5. Budget Status Report for FY 2023/24 Andy Beck
(DISCUSSION)

6. Cooperative Library System Agreement Renewals Christine Powers
for FY 2024/25
(ACTION)

7. Proposed Califa Dues for FY 2024/25 Andy Beck
(ACTION)

8. CLSA Plan of Service and Budget for FY 2024/25 Christine Powers
(ACTION)

9. Investment in U.S. Treasury Bills Andy Beck
(ACTION)

10. Consideration of Other Post Employment Benefits Christine Powers
(ACTION)

11. Proposed Budget for FY 2024/25 Andy Beck
(ACTION)

12. Consideration of SCLC Mission and Vision Christine Powers
Statements
(ACTION)

13. Election of Chair and Vice-Chair/Chair Elect Jesse Walker-Lanz
(ACTION)

14. Executive Committee Membership Selection Christine Powers
for FY 2024/25
(ACTION)

- | | |
|--|-------------------|
| 15. Proposed Meeting Schedules for FY 2024/25
(ACTION) | Christine Powers |
| 16. Committee Updates | |
| a. Audit and Finance Committee | Hilda LohGuan |
| b. Membership Library Engagement Ad Hoc
Committee | Cathy Billings |
| c. Leadership and Professional Development
Committee | Nikki Winslow |
| 17. California State Library Report | Shana Sojoyner |
| 18. Executive Director's Report | Christine Powers |
| 19. Administrative Council Chair's Report | Jesse Walker-Lanz |
| 20. Other | Jesse Walker-Lanz |
| <i>"...that is, matters initiated in the present meeting." Robert's Rules of Order,
 Revised, III, p.21. Limited by Brown Act to discussion only.</i> | |
| 21. Adjournment | Jesse Walker-Lanz |

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ACTION ITEMS

Meeting: _____ SCLC Administrative Council Meeting _____

Date: _____ May 29, 2024 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

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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



**Southern California Library Cooperative
Administrative Council Meeting**

Wednesday, March 27, 2024

2:15 – 4:15 pm

Hybrid Meeting

**East Los Angeles Library
4837 E. 3rd Street, Los Angeles, CA 90022**

Alternate locations:

Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
City of Inglewood Library, 101 West Manchester Blvd., Inglewood, CA 90301
Columbia Memorial Space Center, 12400 Columbia Way, Downey, CA 90242
Covina Public Library, 1250 N. Hollenbeck Ave., Covina 91722
Glendale Central Library, 222 E. Harvard St., Glendale, CA 91205
Los Angeles Central Library, 630 W. 5th St., Los Angeles, CA 90071
Monrovia Public Library, 321 S. Myrtle Ave., Monrovia, CA 91016
Moorpark City Library, 699 Moorpark Ave., Moorpark, CA 93021
Oxnard Main Library, 251 S. A St., Oxnard, CA 93030
Pomona Public Library, 625 S. Garey Ave., Pomona CA 91766
Santa Clarita Public Library, 23743 Valencia Blvd. Santa Clarita, CA 91355
Signal Hill Public Library, 1800 E. Hill St., Signal Hill CA 90755
Thousand Oaks Grant R. Brimhall Library, 1401 East Janss Rd.,
Thousand Oaks, CA 91362
Torrance Public Library, 3301 Torrance Blvd., Torrance CA 90503

Minutes draft

Attendance

Addington, Jennifer – Palos Verdes
Ashmore, Kathleen, Oxnard
Bautista, Sonia – Commerce
Bradley, Darlene – Arcadia
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Broman, Susan – Los Angeles Public
Conwell, Christine – Moorpark
Cousin, Heather – Torrance
Cuyugan, Erica – Santa Monica
DeLeon, Cathy – Long Beach
Evans, Lisa – Covina
Goldman, Elizabeth – Burbank
Hassen, Leila – Azusa
Hughes, Charles – Signal Hill
Jeffery, Darren – Thousand Oaks
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
McDonald, Tim – Pasadena
Olivarez, Kristin – Monterey Park
Pelayo-Lozada, Lessa – Glendale
Regan, Leila – Sierra Madre
Roberson, Gina – Santa Clarita
Shupe, Robert – Palmdale

Stone, Janet – Glendora
Torres, Anita – Pomona
Valiant, Laura – Inglewood
Vance, Carey – Monrovia
Winslow, Nikki - Altadena
Walker-Lanz, Jesse – Los Angeles
County

Other

Beck, Andy – SCLC
Garcia, Diana – Monterey Park
Powers, Christine – SCLC
Sojoyner, Shana – CSL
Snodgrass, Nerissa - SCLC
Walker, Wayne – SCLC

Absent

Balli, Shayna – Irwindale
Buth, Karen – Beverly Hills
Dickow, Ben – Downey
Herbert, Mark – El Segundo
Nasr, Mandy – Camarillo
Raia, Debora – Santa Fe Springs
Schram, Nancy – Ventura County
Vera, Linda – San Marino
Vinke, Dana – Redondo Beach

1. Opening Jesse Walker-Lanz
Meeting called to order at 2:27 pm.

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

3. Consent Calendar Jesse Walker-Lanz
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 November 29, 2023, Administrative Council meeting MSP (Addington/McDonald) to pass the Consent Calendar with a correction in attendance to reflect Diana Garcia representing Monterey Park.
24 yes, 0 no, 2 abstain
4. Adoption of Agenda Jesse Walker-Lanz
Chair adopts the Agenda as presented, without objection.
5. Budget Status Report FY 2023/24 Andy Beck
(DISCUSSION)
Andy Beck presented the Budget Status Report for FY 2023/24, which reflects reconciled bank statements through January 31, 2024.
6. Membership Dues FY 2024/25 Andy Beck
(ACTION)
MSP (Billings/Regan) Administrative Committee approved membership dues schedule for fiscal year 2024/25.
28 yes, 0 no, 0 abstain
7. Preliminary Budget FY 2024/25 Andy Beck
(DISCUSSION)
Andy Beck presented the preliminary Budget for FY 2024/25. A final budget will be presented to the Administrative Council in May for adoption.
8. CLSA Planning FY 2024/25 Christine Powers/
Andy Beck
(ACTION)
MSP (Addington/Billings) Staff to conduct a survey amongst all members regarding LinkedIn Learning and an eResource disbursement, with eResource options, to return at the next meeting for consideration.
29 yes, 0 no, 0 abstain
9. Audit Report FY 2022/23 Andy Beck
(ACTION)
MSP (Shupe/Broman) Administrative Committee accepted the Financial Audit.
30 yes, 0 no, 0 abstain
10. FY 2023/24 Grants Update Wayne Walker
(DISCUSSION)
The Administrative Committee was updated on all current grants.
11. Executive Director Evaluation Jesse Walker-Lanz
(CLOSED SESSION DISCUSSION)
Staff and the member of the public present at the meeting left the room so that the Administrative Council members could engage in the closed session discussion.

Staff and the public rejoined the meeting after the discussion was concluded.

12. Executive Director Salary Jesse Walker-Lanz
(ACTION)
MSP (Shupe/McDonald) Accept the Executive Committee's evaluation of Executive Director Christine Powers and approve a 5% salary increase retroactive to her anniversary date.
29 yes, 0 no, 0 abstain
13. SCLC Mission and Vision Statements Christine Powers
(ACTION)
Members provided feedback on the statements and the revised versions will be presented to members via survey; the item will return to the next meeting for final approval.
14. Appointment of Committee Vacancies Christine Powers
(ACTION)
MSP (Regan/Winslow) Appoint Mandy Nasr to the Executive Committee representing Statistical Group 3, and Sonia Bautista to the Audit and Finance Committee.
29 yes, 0 no, 0 abstain
15. Nominating Committee Jesse Walker-Lanz
(ACTION)
MSP (Shupe/DeLeon) Administrative Council confirmed Elizabeth Goldman, Erica Cuyugan, and Nikki Winslow to serve on the Nominating Committee.
28 yes, 0 no, 0 abstain
16. Consideration of Date Change for May Meeting Christine Powers
(ACTION)
MSP (Billings/Addington) Move the date of the May 22, 2024, regular meeting of the Administrative Council to May 29, 2024.
28 yes, 0 no, 0 abstain
17. SB 321: Local Public Library Partnership Program Christine Powers
(DISCUSSION)
Christine Powers provided a brief update on the status of SB 321. The first report is not due until 2029, and the State Library is responsible for implementation of this legislation.
18. Committee Updates
- a. Audit and Finance Committee – Vice Chair LohGuan reported that the Committee met in February and reviewed and recommended approval of the Audit report.

- b. Membership Library Engagement Ad Hoc Committee – Council member Billings reported that the committee is waiting on the completion of the Interest Group Survey.
- c. Leadership and Professional Development Committee – Council member Winslow reported that the committee will schedule its first meeting soon.

19. California State Library Report Shana Sojoyner
Shana Sojoyner presented the State Library report, highlighting a few items of interest for members.

20. Executive Director’s Report Christine Powers
The Executive Director’s report focused on the state budget deficit and its implications for libraries. Negotiations are ongoing, with updates expected at the next meeting in May.

21. Administrative Council Chair’s Report Jesse Walker-Lanz

22. Other Jesse Walker-Lanz
“...that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None.

23. Adjournment Jesse Walker-Lanz
MSP (Addington/Cuyugan) to adjourn meeting at 4:33 pm.



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Proposed SCLC Holidays FY 2024/25**

BACKGROUND: According to the Personnel Policies and Employee Handbook of the Southern California Library Cooperative (SCLC), the schedule of paid holidays observed by SCLC will be determined by the SCLC Executive Committee and approved prior to July 1.

The list of holidays presented in this report for consideration in FY 2024/25 are consistent with the holidays that were approved for the current fiscal year:

Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Cesar Chavez Day	Monday, March 31, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Floating Holidays	Two per year for each employee

FISCAL IMPACT: None

RECOMMENDATION: Approval of the SCLC holidays, as presented, for FY 2024/25.

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Andy Beck, Controller

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

BACKGROUND: Budget Status Report for Fiscal Year 2023/24 is attached for review and reflects reconciled bank statements through March 31, 2023.

Financial highlights for revenues include the receipt of 79% membership dues. For expenses, there are no unexpected expenses since the last meeting.

CLSA rollover funds from FYs 2020/21 through 2022/23, totaling \$861,942, were rolled over to FY 2023/24. Rolled over CLSA funds are anticipated to be spent, with the exception of \$365,773 for e-Resources which is the reduced balance after considering the cost of *The Economist*.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget Status Report

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
CLSA baseline revenue (communications and delivery)	\$ 599,447	\$ 142,870	\$ 302,397	\$ 297,050	50%	50%	Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	104,925	34,975	25%	75%	Received in December 2023
Fiscal and administration revenues	223,784	211,702	167,838	55,946	25%	75%	CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	1,166,527	59,905	5%	95%	
Grant indirect revenues	131,523	161,330	113,834	17,689	13%	87%	
Grant staffing revenues	142,045	84,781	111,406	30,639	22%	78%	
Membership dues	237,064	210,681	237,065	(1)	0%	100%	Lump sum billing; 79% received
Califa membership dues	13,590	13,590	13,591	(1)	0%	100%	Lump sum billing; 79% received
Investment income	100,000	40,115	93,561	6,439	6%	94%	LAIF and CEPPT reported quarterly
Other	1,000	2,485	1,814	(814)	-81%	181%	
Total revenues	2,814,785	3,385,618	2,312,958	501,827	18%	82%	
Expenditures:							
CLSA baseline expenditures:							
Office supplies	13,000	4,172	5,890	7,110	55%	45%	
Duplication and photocopies	1,500	1,735	-	1,500	100%	0%	
E-Resources	369,647	1,212	210,655	158,992	43%	57%	
Contract services for delivery	172,500	68,206	47,786	124,714	72%	28%	Reliant
Contract services	19,000	15,869	19,250	(250)	-1%	101%	Audit; GASB 75
Telecommunications	21,800	16,681	18,816	2,984	14%	86%	Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-			PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	-	2,000	100%	0%	
Total CLSA baseline expenditures	599,447	142,870	302,397	297,050	50%	50%	
CLSA administration expenditures:							
Personnel							
Salary and wages	603,693	517,555	473,036	130,657	22%	78%	
Retirement benefits	62,700	46,628	47,278	15,422	25%	75%	
Unfunded pension liability	151,107	152,775	146,217	4,890	3%	97%	Discount with one time payment
Health insurance - current employees	56,000	46,491	41,809	14,191	25%	75%	
Health insurance - retired employees	46,300	47,102	34,139	12,161	26%	74%	
Dental and vision	5,400	5,063	4,010	1,390	26%	74%	Ameritas
Life insurance	2,300	1,214	1,160	1,140	50%	50%	Lincoln; Dearborn
Other personnel expenses	15,500	14,394	13,170	2,330	15%	85%	Payroll tax; Workers comp
Total personnel expenditures	943,000	831,222	760,819	182,181	19%	81%	
Other							
Payroll processing	7,000	7,766	5,190	1,810	26%	74%	Paychex; Paychex HR; Time/Attendance
Accounting software	4,000	3,969	4,118	(118)	-3%	103%	Lump sum payment
Office space rent	25,800	25,716	19,287	6,513	25%	75%	
Insurance	2,400	2,280	1,771	629	26%	74%	General liability
Travel/conference/meeting	10,000	9,028	5,154	4,846	48%	52%	Retreat
Membership dues	14,600	13,848	13,820	780	5%	95%	Payment to Califa
Legal	12,000	11,220	5,140	6,860	57%	43%	
Professional other	-	79,423	-	-			PY Accountant; Consultant
Other	3,000	3,590	1,853	1,147	38%	62%	GASB 68 report
Total other expenditures	78,800	156,840	56,333	22,467	29%	71%	
Total CLSA administration expenditures	1,021,800	988,062	817,152	204,648	20%	80%	
Grant project expenditure	1,226,432	2,377,231	1,065,858	160,574	13%	87%	
Total expenditure	2,847,679	3,508,163	2,185,407	662,272	23%	77%	
Deficit of revenues over expenditures	\$ (32,894)	\$ (122,545)	\$ 127,551	\$ (160,445)	488%	-388%	

SCLC ACCOUNT BALANCES

Chase	\$ 3,841,385
Local Agency Investment Fund	162,915
CA Employer's Pension Prefunding Trust	93,452
Total	\$ 4,097,751

Southern California Library Cooperative
Budget Status Report
January 31, 2024

CLSA FUNDS

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
E-Resources	\$ -	\$ 379,630	\$ -	\$ 379,630
Delivery	-	150,487	(25,932)	124,555
Contracted services	-	15,764	(16,014)	(250)
Office supplies	-	11,723	(2,497)	9,226
Capital outlay	-	2,000	-	2,000
	<u>\$ -</u>	<u>\$ 559,604</u>	<u>\$ (44,443)</u>	<u>\$ 515,161</u>

	FISCAL YEAR 2022-23				
	Beginning	Addition	Deletions	Ending	
E-Resources	\$ 445,338	\$ -	\$ (25,165)	\$ 420,173	Remaining \$365,773
Delivery	21,854	-	(21,854)	-	
Contracted services	3,236	-	(3,236)	-	
Telecommunications	30,000	-	(15,297)	14,703	
Office supplies	3,393	-	(3,393)	-	
	<u>\$ 503,821</u>	<u>\$ -</u>	<u>\$ (68,945)</u>	<u>\$ 434,876</u>	

	FISCAL YEAR 2021-22				
	Beginning	Addition	Deletions	Ending	
E-Resources	\$ 288,419	\$ -	\$ (120,854)	\$ 167,565	Pressreader
Telecommunications	3,519	-	(3,519)	-	
	<u>\$ 291,938</u>	<u>\$ -</u>	<u>\$ (124,373)</u>	<u>\$ 167,565</u>	

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



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Cooperative Library System Agreement Renewals for FY 2024/25
(ACTION)**

BACKGROUND: The Southern California Library Cooperative (SCLC) maintains agreements with four other cooperative library systems (Systems) to provide them with administrative and fiscal services: 49-99 Cooperative Library System, Inland Library System, Santiago Library System, and Serra Cooperative Library System. Agreements run from July 1, 2024, through June 30, 2025, concurrent with the fiscal year.

The Systems pay for services primarily from California Library Services Act (CLSA) budget allocations, specifically from the System Administration fees. The agreements also include an additional fee to each System for office supplies and telecommunication costs incurred by SCLC, which will be paid for from the CLSA Communication and Delivery Baseline Budget, which was introduced to the cooperatives for the first time last year. Additionally, for the first time this year, cooperatives have agreed to share the cost of travel by the Executive Director to conferences representing all five systems. These amounts were calculated using the population-based formula utilized by CLSA for funding between the five systems managed by SCLC.

The agreements also offer provisions for SCLC to invoice the systems for work that exceeds the CLSA allocations. Staff has updated its timekeeping procedures to more accurately record actual time worked on behalf of each system.

FISCAL IMPACT: As of the writing of this report, the California State Library Board has not yet approved the CLSA Preliminary System Budget Allocations for FY 2024/25 and may be subject to change, but this information should be finalized by the time SCLC holds their meeting. The additional fees below include the office supplies, telecommunications, and conference cost-sharing measures being implemented among the other four systems, plus the CLSA System Administration fees that the contracts are

based on. Should the allocations remain as presented in the report, the total fiscal impact for services is as follows:

System	Additional Fees	CLSA System Admin.	Total Contract
49-99	\$3,022	\$30,048	\$33,070
Inland	\$7,476	\$74,778	\$82,254
Santiago	\$4,435	\$44,155	\$48,590
Serra	\$5,410	\$53,121	\$58,531
Total	\$20,343	\$202,102	\$222,445

Even with the new conference cost-sharing measure that was added for the first time this year, the total contract cost of \$222,445 is approximately \$1,300 less than last year's total, due to the decrease in System Administration fees that have occurred due to population decreases across the systems.

Given the large budget deficit that the state is facing, the Governor has indicated that he will reduce CLSA funds by \$1.8 million, essentially cutting CLSA funds in half. That has not yet occurred, and given the advocacy efforts by cooperatives, staff remain hopeful that CLSA funding will remain intact. Should CLSA funds be cut, staff will return to the Administrative Council for direction on how to proceed with contracts with the other systems.

RECOMMENDATION: Authorize the SCLC Executive Director to sign the agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2024/25.

EXHIBITS:

- a. System Agreements for FY 2024/25

**AGREEMENT between
49-99 COOPERATIVE LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide Administrative and Fiscal Agent services for 49-99 COOPERATIVE LIBRARY SYSTEM (49-99).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual 49-99 member fees for services to be provided within a fiscal year are detailed in the 49-99 Budget. The Budget may be amended or replaced by the 49-99 Administrative Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2024.
- The Agreement will be a one-year contract, renewable annually if approved by 49-99 and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the 49-99 and SCLC Administrative Councils.

2. Administrative Services

SCLC staff will provide Administrative Services for 49-99, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the 49-99 Administrative Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the 49-99 Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.
- Coordinating Administrative Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend the regularly scheduled May 49-99 Administrative Council meeting; having at least one SCLC staff member attend other meetings virtually.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with 49-99 Administrative Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of 49-99 for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to 49-99.
- Supporting special projects and additional activities not specifically authorized and/or fully funded by CLSA as desired by the 49-99 Administrative Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by 49-99's own record retention policies.

The 49-99 Administrative Council and its members will provide SCLC with administrative oversight regarding 49-99 programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any 49-99 committees that may be established and acting as liaisons to any such committees to ensure continuity and stability.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects.
- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to 49-99.

3. Fiscal Agent Services

SCLC staff will provide Fiscal Agent Services for 49-99, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.

- Collecting and depositing member fees and other fees or revenues due to 49-99, whether by grant application, invoice, or other means.
- Working with 49-99 Cooperative Library System's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with 49-99's Administrative Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement.)*
- Maintaining all appropriate files and records as required by state and federal laws and by 49-99's own record retention policies.

The 49-99 Administrative Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed; reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by 49-99.

4. Dissolution of Agreement

In the event that this Agreement is terminated, SCLC will return to 49-99 all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all 49-99 expenditures and obligations are accounted for will be returned to 49-99 or to its designated entity within thirty (30) days following acceptance of the audit paid for equally by the 49-99 and SCLC Administrative Councils.

5. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Administrative Councils for 49-99 and SCLC shall amend this Agreement in compliance with any required changes.

6. Payment to SCLC for its Services

As payment in full for these services for FY 2024/25 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 10% and negotiated staffing over 10% when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by 49-99 of CLSA funding from the State, within 30 days of receipt of the funding.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by 49-99 of CLSA funding from the State, within 30 days of receipt of the funding.
- Travel reimbursements for Executive Director to conferences in which she represents 49-99.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

49-99 Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.08
Deputy Director	\$78.40
Controller	\$68.13
Project Manager	\$67.99
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.

**AGREEMENT between
INLAND LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide Administrative and Fiscal Agent services for INLAND LIBRARY SYSTEM (ILS).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual ILS member fees for services to be provided within a fiscal year are detailed in the ILS Budget. The Budget may be amended or replaced by the ILS Administrative Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2024.
- The Agreement will be a one-year contract, renewable annually if approved by ILS and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the ILS and SCLC Administrative Councils.

2. Administrative Services

SCLC staff will provide Administrative Services for ILS, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the ILS Administrative Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the ILS Administrative Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.
- Coordinating ILS Executive and Administrative Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend the regularly scheduled May ILS Administrative Council meeting; having at least one SCLC staff member attend other meetings virtually.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with ILS Administrative Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of ILS for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to ILS. A fee for contracts outside of the CLSA guidelines will be negotiated.
- Articulating the mission and purpose of ILS at the state level as needed and/or directed.
- Supporting special projects and additional activities not specifically authorized and/or fully funded by CLSA as desired by the ILS Administrative Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by ILS's own record retention policies.

The ILS Administrative Council and its members will provide SCLC with administrative oversight regarding ILS programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any ILS committees that may be established and acting as liaisons to any such committees to ensure continuity and stability.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated by both parties.
- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to ILS within CLSA administrative and fiscal guidelines.

3. Fiscal Agent Services

SCLC staff will provide Fiscal Agent Services for ILS, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.
- Collecting and depositing member fees and other fees or revenues due to ILS, whether by grant application, invoice, or other means.
- Working with ILS's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with ILS's Administrative Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline/Communication and Delivery funds.)*
- Maintaining all appropriate files and records as required by state and federal laws and by ILS's own record retention policies.

The ILS Administrative Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed and reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by ILS.

4. Dissolution of Agreement

In the event that this Agreement is terminated, SCLC will return to ILS all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all ILS expenditures and obligations are accounted for will be returned to ILS or to its designated entity within thirty (30) days following acceptance of the audit paid for equally by the ILS and SCLC Administrative Councils.

5. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Administrative Councils for ILS and SCLC shall amend this Agreement in compliance with any required changes.

6. Payment to SCLC for its Services

As payment in full for these services for FY 2024-25 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 10% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

ILS Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.08
Deputy Director	\$78.40
Controller	\$68.13
Project Manager	\$67.99
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.

**AGREEMENT between
SANTIAGO LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide support to include Administrative and Fiscal Agent services under the California Library Services Act (CLSA) for the SANTIAGO LIBRARY SYSTEM (SLS).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual SLS member fees for services to be provided within a fiscal year are detailed in the SLS Budget. The Budget may be amended or replaced by the SLS Executive Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2024.
- The Agreement will be a one-year contract, renewable annually if approved by the SLS Executive Council and SCLC Administrative Council no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the SLS Executive Council and SCLC Administrative Council.

2. Administrative Services

SCLC staff will provide Administrative Services for SLS, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the SLS Executive Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the SLS Executive Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.

- Coordinating SLS Executive Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.
- Sending at least one SCLC staff member to personally attend one regularly scheduled May SLS Executive Council meeting; having at least one SCLC staff member attend other meetings virtually.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with SLS Executive Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of SLS for services specifically authorized by CLSA. The Executive Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SLS. A fee for contracts outside the CLSA guidelines will be negotiated.
- Articulating the mission and purpose of SLS at the state level as needed and/or directed;
- Supporting special projects and additional activities not specifically authorized by CLSA as desired by the SLS Executive Council and if SCLC staff has capacity. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by SLS's own record retention policies.

The SLS Executive Council and its members will provide SCLC with administrative oversight regarding SLS programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any SLS committees that may be established and acting as liaisons to any such committees to ensure continuity and stability if eligible under CLSA Rules and Regulations.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated with both organizations.

- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SLS within CLSA Administrative and Fiscal guidelines.

3. Fiscal Agent Services

SCLC staff will provide Fiscal Agent Services for SLS, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.
- Collecting and depositing member fees and other fees or revenues due to SLS, whether by grant application, invoice, or other means.
- Working with SLS Cooperative Library System's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with SLS's Executive Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of every other fiscal year. (Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline funds when available.)
- Maintaining all appropriate files and records as required by state and federal laws and by SLS's own record retention policies.

The SLS Executive Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed, reviewing and responding to expenditure requests or budget amendments at Executive Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by SLS.

4. Dissolution of Agreement

In the event that this Agreement is terminated, SCLC will return to SLS all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all SLS expenditures and obligations are accounted for will be returned to SLS or to its

designated entity within thirty (30) days following acceptance of the audit paid for equally by the SLS Executive Council and SCLC Administrative Council.

5. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Councils for SLS and SCLC shall amend this Agreement in compliance with any required changes.

6. Payment to SCLC for its Services

As payment in full for these services for FY 2024-25 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 10% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by SLS of CLSA funding from the State, within 30 days of receipt of the funding.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

SLS Executive Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.08
Deputy Director	\$78.40
Controller	\$68.13
Project Manager	\$67.99
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.

**AGREEMENT between
SERRA COOPERATIVE LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide support to include Administrative and Fiscal Agent services under the California Library Services Act (CLSA) for SERRA COOPERATIVE LIBRARY SYSTEM (SERRA).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual SERRA member fees for services to be provided within a fiscal year are detailed in the SERRA Budget. The Budget may be amended or replaced by the SERRA Administrative Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2024.
- The Agreement will be a one-year contract, renewable annually if approved by SERRA and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the SERRA and SCLC Administrative Councils.

2. Administrative Services

SCLC staff will provide Administrative Services for SERRA, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the SERRA Administrative Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the SERRA Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.
- Coordinating Administrative Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend one regularly scheduled May SERRA Administrative Council meeting; having at least one SCLC staff member attend other meetings via conference call.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with SERRA Administrative Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of SERRA for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SERRA. A fee for contracts outside the CLSA guidelines will be negotiated.
- Articulating the mission and purpose of SERRA at the state level as needed and/or directed.
- Administering state grants received by SERRA, including coordinating activities with SERRA representatives and/or recipients, as well as preparing all required reports. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement.)
- Supporting special projects and additional activities not specifically authorized by CLSA as desired by the SERRA Administrative Council and if SCLC staff has capacity. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by SERRA's own record retention policies.

The SERRA Administrative Council and its members will provide SCLC with administrative oversight regarding SERRA programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any SERRA committees that may be established and acting as liaisons to any such committees to ensure continuity and stability if eligible under CLSA Rules and Regulations.
- Monitoring CLSA-required activities and service levels.

- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated with both organizations.
- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SERRA within CLSA Administrative and Fiscal guidelines.

3. **Fiscal Agent Services**

SCLC staff will provide Fiscal Agent Services for SERRA, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.
- Collecting and depositing member fees and other fees or revenues due to SERRA, whether by grant application, invoice, or other means.
- Working with SERRA Cooperative Library System's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with SERRA's Administrative Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline funds when available.)*
- Maintaining all appropriate files and records as required by state and federal laws and by SERRA's own record retention policies.

The SERRA Administrative Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed, and reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by SERRA.

4. Dissolution of Agreement

In the event that this Agreement is terminated, SCLC will return to SERRA all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all SERRA expenditures and obligations are accounted for will be returned to SERRA or to its designated entity within thirty (30) days following acceptance of the audit paid for equally by the SERRA and SCLC Administrative Councils.

5. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Administrative Councils for SERRA and SCLC shall amend this Agreement in compliance with any required changes.

6. Payment to SCLC for its Services

As payment in full for these services for FY 2024-25 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 10% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by SERRA of CLSA funding from the State, within 30 days of receipt of the funding.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by SERRA of CLSA funding from the State, within 30 days of receipt of the funding.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

SERRA Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.08
Deputy Director	\$78.40
Controller	\$68.13
Project Manager	\$67.99
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Andy Beck, Controller

SUBJECT: **Proposed Califa Dues for FY 2024/25 (ACTION)**

BACKGROUND: For fiscal year 2023/24, Califa dues totaled \$13,590. No change in Califa dues were noted for fiscal year 2024/25. Califa dues schedule is attached.

FISCAL IMPACT: Expenditure of \$13,590 for Califa Membership Dues collected from member libraries.

RECOMMENDATION: Approve Califa dues schedules for fiscal year 2024/25.

EXHIBITS:

1. Califa Dues Schedule

Library	FTE	Califa Membership Fee	Fee with Group Discount
Alhambra	16-99	\$400.00	\$360.00
Altadena	16-99	\$400.00	\$360.00
Arcadia	16-99	\$400.00	\$360.00
Azusa	16-99	\$400.00	\$360.00
Beverly Hills	16-99	\$400.00	\$360.00
Burbank	16-99	\$400.00	\$360.00
Calabasas	6-15	\$300.00	\$270.00
Camarillo	16-99	\$400.00	\$360.00
Commerce	16-99	\$400.00	\$360.00
County of LA	>=100	\$500.00	\$450.00
Covina	6-15	\$300.00	\$270.00
Downey	16-99	\$400.00	\$360.00
El Segundo	16-99	\$400.00	\$360.00
Glendale	16-99	\$400.00	\$360.00
Glendora	16-99	\$400.00	\$360.00
Inglewood	16-99	\$400.00	\$360.00
Irwindale	2-5	\$200.00	\$180.00
Long Beach	>=100	\$500.00	\$450.00
Los Angeles Public	>=100	\$500.00	\$450.00
Monrovia	6-15	\$300.00	\$270.00
Monterey Park	16-99	\$400.00	\$360.00
Moorpark	6-15	\$300.00	\$270.00
Oxnard	16-99	\$400.00	\$360.00
Palmdale	6-15	\$300.00	\$270.00
Palos Verdes	16-99	\$400.00	\$360.00
Pasadena	16-99	\$400.00	\$360.00
Pomona	6-15	\$300.00	\$270.00
Redondo Beach	16-99	\$400.00	\$360.00
San Marino	16-99	\$400.00	\$360.00
Santa Clarita	16-99	\$400.00	\$360.00
Santa Fe Springs	2-5	\$200.00	\$180.00
Santa Monica	>=100	\$500.00	\$450.00
Sierra Madre	6-15	\$300.00	\$270.00
Signal Hill	2-5	\$200.00	\$180.00
Simi Valley	16-99	\$400.00	\$360.00
South Pasadena	16-99	\$400.00	\$360.00
Thousand Oaks	16-99	\$400.00	\$360.00
Torrance	16-99	\$400.00	\$360.00
Ventura County	16-99	\$400.00	\$360.00
Whittier	16-99	\$400.00	\$360.00
SCLC Main Office	System Office	\$150.00	\$0.00
Total			\$ 13,590.00



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director
Andy Beck, Controller

SUBJECT: **CLSA Plan of Service and Budget for FY 2024/25 (ACTION)**

BACKGROUND: The California State Library appropriates funding for communication and delivery, “to facilitate greater equality of access to library services and resources” as mandated by the California Library Services Act (CLSA). Each year, the Southern California Library Cooperative (SCLC) receives CLSA funds from the state to promote resource sharing within the system. In order to receive this funding, SCLC submits an annual Plan of Service that is reviewed and subject to approval by the California Library Services Board (CLSB). The Plan outlines how the system intends to expend these state funds and how those expenditures will benefit the communities served by the various libraries represented by SCLC.

The CLSB was scheduled to meet in April to consider approving the CLSA’s preliminary system budget allocation, but that meeting has been postponed to May 28, 2024. Additionally, the State Library has recently provided a new Plan of Service application, and as a result, has pushed the deadline to submit the Plan of Service to August 1 (they are typically due early June).

CLSA funding was previously categorized as follows: eResources, Resource Sharing, Delivery, Audit, Office Supplies, and Telecommunication. These are all still valid categories but are now organized into eight activities and a section for other activity in the new application. Once approved, cooperatives have the year of funding and two subsequent years (total of three years) to use the CLSA funds. Although encumbered funds may not be spent, since these funds are committed to be spent in the near future, the California State Library allows encumbered funds to be spent beyond the three-year period. Any remaining funds must be returned to the California State Library.

FY 2024/25 CLSA Funds

At the March 27, 2024, Administrative Council meeting, members recommended maintaining the same distributions for FY 2024/25 that are in place for the current fiscal year:

1. eResources (92.8%)
 - a. PressReader
 - b. Gale Archives of Sexuality and Gender
2. Courier Delivery Services (0.0%)
3. Telecommunications (3.0%)
 - a. IT Support
 - b. Zoom
 - c. Internet
 - d. Website Updates/Hosting
 - e. Phone/Fax
 - f. Telecommunications Equipment
4. Audit (3.7%)
5. Postage & Office Supplies (0.5%)

CLSA Rollover Funds

As noted above, cooperatives have a total of three years to expend CLSA funds. Any funds awarded and not spent within the fiscal year may be rolled over for an additional two years. SCLC rolled over \$64,636 from FY 2020/21, \$291,938 from FY 2021/22, and \$503,821 from FY 2022/23, to total \$860,395 in rollover funds. These rollover funds are earmarked and expected to be spent before expiring, except for \$428,686 in eResources. Just recently, the Administrative Council approved \$62,913 for the addition of *The Economist* to its PressReader subscription, which reduced this eResource balance to \$365,773. At a minimum, this balance must be encumbered by the end of FY 2024/25.

At the March 27, 2024, Administrative Council meeting, members expressed interest in two options of expending these rollover funds: one was for a systemwide purchase of LinkedIn Learning for all members, and the other was for a disbursement of the funds to members to utilize on eResources.

Staff reached out to LinkedIn Learning and received pricing for FY 2024/25, which is included as Exhibit d in this report. The pricing shows the list price for each library, reflects which libraries are currently offering LinkedIn Learning through the State Library, and reflects the discounted price for each library, as there is a 20% consortium discount if at least 25 member libraries participate in LinkedIn Learning. Should every library wish to participate, the total price would be \$485,600 for FY 2024/25. Should only the current member libraries which offer LinkedIn Learning participate, the total price would be \$415,900.

CLSA FY 2023/24 funds of \$150,487 were allocated to delivery due to service issues with SCLC's delivery vendor. Subsequent to FY 2022/23, SCLC's delivery vendor has corrected the issue. Excess funds from CLSA FY2023/24 will be rolled over to FY 2024/25 and no additional funds from CLSA FY 2024/25 will be requested. Given the cost of LinkedIn Learning (between \$415,900 and \$485,600) and the total rollover funds available for eResources (\$365,773), the balance of the expenditure can be supplemented with CLSA FY 2024/25 funds including amounts that would traditionally be allocated to delivery.

The second option is a one-time disbursement to members to utilize on the eResource of their choice. Should members opt to take these disbursements, they will need to let staff know ahead of time what specific eResource they will be spending the funds on. Additionally, at least three members must utilize the same eResource, per CLSA law, so there will need to be some level of coordination of what eResources these funds are expended on. A breakdown of the amount each member would receive in member disbursements is included as Exhibit e of this report. The disbursements only include the CLSA FY 2022/23 roll over funds.

CLSA FY 2023/24 roll over funds, which are currently estimated at \$120,000, will be determined shortly after the end of the fiscal year and can be added to the CLSA FY 2022/23 roll over funds for disbursements, or can be set aside to address any potential budget shortfall should CLSA funds be reduced by 50% for the next two fiscal years, as indicated in the Governor's May Revise of the State Budget.

A survey was distributed to members via email using Survey Monkey. Eighteen members responded to the survey, of which three members (17%) expressed a preference for using rollover funds towards LinkedIn Learning. The remaining 15 members (83%) indicated that they would prefer to have a check issued to their library for the following eResources:

- Hoopla (2 members)
- OverDrive (4 members)
- cloudLibrary (4 members)
- Kanopy (4 members)
- Brainfuse HelpNow (1 member)

As the Committee determines the best use of these funds, it's important to note that these funds are a one-time expenditure and should not be viewed as recurring.

FISCAL IMPACT: The CLSA preliminary system budget allocation for FY 2024/25 is \$697,088. Of that funding, \$557,672 (80%) is for the Baseline Budget, which is used to fund services, including delivery and audit, and some operational expenses. The remaining balance of \$139,416 (20%) is allocated as System Administration funding, which is utilized to pay for system administration services provided by SCLC staff. The overall CLSA budget allocation for SCLC decreased by \$2,416 when compared to last

year's funds due to a population decrease in SCLC's jurisdiction. Over the past two years, SCLC funds have decreased by a total of over \$7,000.

The May Revision Finance Letter for Education posted on the Department of Finance website indicates that in his May Revision, the Governor proposes to reduce the annual allocation to the CLSA funding by \$1.75 million, which would leave \$1.88 million to allocate to the cooperative library systems for both FY 2024/25 and 2025/26. This would reduce SCLC's overall CLSA allocation to \$361,026, of which \$288,822 would be for the Baseline Budget and \$72,204 would be for System Administration. This revised budget allocation is included as Exhibit b of this report. These cuts have not yet been finalized, and given the advocacy efforts led by cooperatives, staff remain hopeful that the CLSA funding will remain intact.

RECOMMENDATION: Provide direction for expenditure of CLSA rollover funds and authorize the Chair and Vice-Chair to work with staff to complete and sign the FY 2024/25 Plan of Service and Budget for submission to the State Library. Additionally, given the proposed cuts to CLSA, it is recommended that the Administrative Council provide direction on how to proceed with the roll over funds should the cuts be implemented. Options include using all of the rollover funds regardless of the adjustment to the CLSA funding or using a reduced amount of the rollover funds.

EXHIBITS:

- a. CLSA Preliminary System Budget Allocations – FY 2024/25
- b. Revised CLSA Preliminary System Budget Allocations – FY 2024/25
- c. CLSA Plan of Service
- d. LinkedIn Learning Pricing
- e. Member Disbursement Breakdown

CLSA Preliminary System Budget Allocations- FY 2024/25

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 111,269	\$ 27,817	\$ 139,086	
49-99	\$ 120,190	\$ 30,048	\$ 150,238	
Inland	\$ 299,108	\$ 74,778	\$ 373,886	
NorthNet	\$ 666,360	\$ 166,590	\$ 832,950	
PLP	\$ 568,138	\$ 142,035	\$ 710,173	
SJVLS	\$ 192,158	\$ 48,040	\$ 240,198	
Santiago	\$ 176,620	\$ 44,155	\$ 220,775	
Serra	\$ 212,485	\$ 53,121	\$ 265,606	
SCLC	\$ 557,672	\$ 139,416	\$ 697,088	
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000	\$ 1,000,000

CLSA Preliminary System Budget Allocations \$1,880,000- FY 2024/25

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 57,627	\$ 14,407	\$ 72,034	
49-99	\$ 62,248	\$ 15,562	\$ 77,810	
Inland	\$ 154,910	\$ 38,729	\$ 193,639	
NorthNet	\$ 345,112	\$ 86,278	\$ 431,390	
PLP	\$ 294,242	\$ 73,561	\$ 367,803	
SJVLS	\$ 99,520	\$ 24,880	\$ 124,400	
Santiago	\$ 91,472	\$ 22,867	\$ 114,339	
Serra	\$ 110,047	\$ 27,512	\$ 137,559	
SCLC	\$ 288,822	\$ 72,204	\$ 361,026	
Total funding	\$ 1,504,000	\$ 376,000	\$ 1,880,000	\$ 1,000,000



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

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INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information by **August 1, 2024** to have your funding approved:

1. CLSA Plan of Service Narrative Application
2. CLSA Plan of Service Budget – One worksheet for each fiscal year you hold funds

PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024

October 14 - October 27, 2024

January 06 - January 19, 2025

April 28 - May 11, 2025

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." ([18701](#))

"It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." ([18702](#))

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." ([18745](#))

GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	The name of the system applying for the funds.
Response:	
Organization Name	(If different from above) The name of the system whose activities the funds will benefit.
Response:	
Application Title	<p>The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year</p> <p>For example: Santiago Library System _CLSA Communication and Delivery Program _2024-2025</p>
Response:	
<p>Authorized Representative Information</p> <ul style="list-style-type: none"> • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number <i>(Please use the format 123-456-7890)</i> • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code • Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i> 	<p>The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.</p>
Response:	

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<p>Alternate Contact Information</p> <ul style="list-style-type: none"> • Alternate Contact Name • Alternate Contact Title • Alternate Contact Email Address • Alternate Contact Business Phone Number <i>(Please use the format 123-456-7890)</i> 	<p>The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council.</p> <p>This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.</p>
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<p>Response:</p>	
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<p>Administrative Council Chair Information</p> <ul style="list-style-type: none"> • Administrative Council Chair Name • Administrative Council Chair Title • Administrative Council Chair Email Address • Administrative Council Chair Business Phone Number <i>(Please use the format 123-456-7890)</i> 	
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<p>Response:</p>	
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<p>Goal (California State Library Five Year Plan for Grantmaking)</p>	<p>Response Pre-populated by the State Library.</p>
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<p>Response: Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.</p>	
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<p>Primary Audience(s) for Project</p>	<p>Response pre-populated by the State Library.</p>
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<p>Response: General Population</p>	
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Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.
EIN:	

PROJECT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)</p>	Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.
Response:	
<p>Description Describe</p> <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. <p>(Word limit: 300)</p>	<p>Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application.</p> <p>The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system.</p> <p>It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.</p>
Response:	
<p>Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)</p>	The response should align with your most recent strategic plan or other guiding documents and describe how your CLSA activities fit with your broader mission.

Response:	
Impact to Date Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)	Ensure that the impact, lessons learned, or successes are evident and well-supported.
Response:	
Community Needs, Aspirations, and Assets Response Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)	<p>Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved.</p> <p>Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.</p>
Response:	
Community Engagement Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)	<p>Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations.</p> <p>The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.</p>

Response:	
Intent	Response pre-populated by the State Library
Response: Information Access: Improve access to information	
<p>Anticipated Outputs List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.</p>	<p>Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.</p> <p>Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.</p> <p>Outputs should include the names of services subscribed to; anticipated circulation numbers for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs.</p> <p>Examples: One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries.</p> <p>[Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times.</p> <p>One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries.</p> <p>[Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service.</p>
Response:	

Evaluation Plans What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)	Describe the metrics you will use and how your system defines positive outcomes.
Response:	
Sustainability How is your cooperative system preparing and planning for the future? (Word limit: 300)	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.
Response:	
Summary of library participation in resources, services, and programs	List below each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.
Response (add sections as needed): Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program: Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program: Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:	
Any other comments?	
Response:	

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. Further information is available in [Appendix B](#).

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.
- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

Please reach out to the State Library if you have questions.

<p>Activity 1: Electronic Materials (Resource Sharing)</p> <p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>Include in your description the names of all services you will purchase from or subscribe to, to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note: systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed and, for each service, the number of circulations and the number and names of participating libraries.</p>
<p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none">○ General Population○ Targeted Group <p>If targeted group:</p> <ul style="list-style-type: none">• Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban• If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused• If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White• If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs• Is the activity directed at groups that fall into a category not already captured? If yes, please describe.	

Categories:
Activity: Content
Mode: Acquisition
Format: Digital

Activity 2: Learning Platforms (Resource sharing)

Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.

Please note: systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Acquisition

Format: Digital

Activity 3: Inter Library Loan (Delivery)

Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.

Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the interlibrary loan delivery system and, for each service, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population

- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery)

Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.

Please note: systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Physical items sent by system member public libraries:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Physical items sent by non-public libraries in system area:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Number of system-owned delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Number of contracted vendor delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Percentage of items to be physically delivered by:

US Mail:

UPS:

System Van:

Contracted Van:

Other:

Other: please describe

Activity 5: Programming (Resource Sharing)

Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.

Please note: systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with

disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs

- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Instruction

Mode: Program

Format: In-person, virtual, combined in-person and virtual, other

Activity 6: Library Management and Operations (Resource Sharing)

Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).

Please note: systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 7: Library Broadband (Communications and Delivery)

Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.

Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications, and Delivery)

Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:

Response:

Title:

Description (90-160 words):

Beneficiaries:

Categories:

TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended

BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

SIGNATURES

System Name:		
Director:	Director Email:	
Address:	City:	Zip:
Phone:		

System Chair for FY 2024-2025:	Fiscal Agent:
---------------------------------------	----------------------

Date approved by Administrative Council:

Signature of FY 2024-25 Administrative Chair:	
Print Name:	Date:

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: [https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer/>)

Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Equity

Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. (Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at <https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/>)

Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives;

collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

E-Resources

Electronic resources (or e-resources) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing

Resource sharing refers to the allowed use or application of a resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
Content	Acquisition**	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies such as publishers and vendors. to obtain	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

		resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical.
	Creation **	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])

			Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]). The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party
Planning & Evaluation	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A

APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

Registration Requirements

Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

System for Award Management (SAM)

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are **required to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

LinkedIn Learning Pricing

Library Name	Current State Contract Opt-In	List Price	20% Consortium Discount (minimum 25 participants)
Alhambra Public Library	Yes	\$13,125	\$10,500.0
Altadena Library District	Yes	\$7,000	\$5,600.0
Arcadia Public Library	Yes	\$13,125	\$10,500.0
Azusa City Library	Yes	\$7,000	\$5,600.0
Burbank Public Library	Yes	\$15,750	\$12,600.0
Calabasas Public Library	Yes	\$4,500	\$3,600.0
Camarillo Public Library	Yes	\$13,125	\$10,500.0
City Of Commerce Public Library	Yes	\$2,500	\$2,000.0
Covina Public Library	Yes	\$13,125	\$10,500.0
Downey City Library	Yes	\$15,750	\$12,600.0
El Segundo Public Library	Yes	\$4,500	\$3,600.0
Glendale Public Library	Yes	\$20,000	\$16,000.0
Glendora Library and Cultural Center	Yes	\$13,125	\$10,500.0
Inglewood Public Library	Yes	\$15,750	\$12,600.0
Irwindale Public Library	Yes	\$2,500	\$2,000.0
LA County Library	Yes	\$78,750	\$63,000.0
Long Beach Public Library	Yes	\$20,000	\$16,000.0
Los Angeles Public Library	Yes	\$78,750	\$63,000.0
Monterey Park Bruggemeyer Library	Yes	\$13,125	\$10,500.0
Moorpark City Library	Yes	\$7,000	\$5,600.0
Palmdale City Library	Yes	\$20,000	\$16,000.0
Palos Verdes Library District	Yes	\$13,125	\$10,500.0
Pasadena Public Library	Yes	\$15,750	\$12,600.0
San Marino Public Library - Crowell	Yes	\$2,500	\$2,000.0
Santa Fe Springs City Library	Yes	\$4,500	\$3,600.0
Santa Monica Public Library	Yes	\$13,125	\$10,500.0
Sierra Madre Public Library	Yes	\$2,500	\$2,000.0
Signal Hill Public Library	Yes	\$2,500	\$2,000.0
Simi Valley Public Library	Yes	\$15,750	\$12,600.0
South Pasadena Public Library	Yes	\$7,000	\$5,600.0
Thousand Oaks Library	Yes	\$15,750	\$12,600.0
Torrance Public Library	Yes	\$15,750	\$12,600.0
Ventura County Library	Yes	\$20,000	\$16,000.0
Whittier Public Library	Yes	\$13,125	\$10,500.0
Beverly Hills Public Library	No	\$7,000	\$5,600.0
Monrovia Public Library	No	\$7,000	\$5,600.0
Oxnard Public Library	No	\$20,000	\$16,000.0
Pomona Public Library	No	\$20,000	\$16,000.0
Redondo Beach Public Library	No	\$13,125	\$10,500.0
Santa Clarita Public Library	No	\$20,000	\$16,000.0
		Total	Total for all SCLC
		\$607,000.0	\$485,600.0
			Total for Current Users Only
			\$415,900.0

Member Disbursement Breakdown

Member Library	FY 2024/25 Dues	Pro-ratio	Distribution
Alhambra - AHM	\$ 4,237.00	1.76%	\$ 6,428
Altadena - ALT	\$ 3,027.00	1.26%	\$ 4,592
Arcadia - ARC	\$ 3,427.00	1.42%	\$ 5,199
Azusa - AZU	\$ 3,238.00	1.34%	\$ 4,912
Beverly Hills - BEV	\$ 2,678.00	1.11%	\$ 4,063
Burbank - BUR	\$ 4,967.00	2.06%	\$ 7,535
Calabasas - CAB	\$ 2,400.00	1.00%	\$ 3,641
Camarillo - CAM	\$ 3,860.00	1.60%	\$ 5,856
Commerce - CMM	\$ 2,061.00	0.85%	\$ 3,127
Covina - COV	\$ 3,265.00	1.35%	\$ 4,953
Downey - DOW	\$ 5,178.00	2.15%	\$ 7,855
El Segundo - ELS	\$ 2,215.00	0.92%	\$ 3,360
Glendale - GDL	\$ 7,692.00	3.19%	\$ 11,669
Glendora - DORA	\$ 3,290.00	1.36%	\$ 4,991
Inglewood - ING	\$ 5,021.00	2.08%	\$ 7,617
Irwindale - IRW	\$ 1,730.00	0.72%	\$ 2,625
Long Beach - LBPL	\$ 15,428.00	6.40%	\$ 23,406
Los Angeles City - LAPL	\$ 33,966.00	14.09%	\$ 51,529
Los Angeles County - LACO	\$ 33,966.00	14.09%	\$ 51,529
Monrovia - MON	\$ 2,862.00	1.19%	\$ 4,342
Monterey Park - MPK	\$ 3,546.00	1.47%	\$ 5,380
Moorpark - MOOR	\$ 2,787.00	1.16%	\$ 4,228
Oxnard - OXN	\$ 7,887.00	3.27%	\$ 11,965
Palmdale - PALM	\$ 6,895.00	2.86%	\$ 10,460
Palos Verdes District - PVP	\$ 3,759.00	1.56%	\$ 5,703
Pasadena - PAS	\$ 5,987.00	2.48%	\$ 9,083
Pomona - POM	\$ 6,387.00	2.65%	\$ 9,690
Redondo Beach - RED	\$ 3,832.00	1.59%	\$ 5,813
San Marino - SMAR	\$ 2,066.00	0.86%	\$ 3,134
Santa Clarita - SCL	\$ 8,929.00	3.70%	\$ 13,546
Santa Fe Springs - SFE	\$ 2,266.00	0.94%	\$ 3,438
Santa Monica - SAM	\$ 4,564.00	1.89%	\$ 6,924
Sierra Madre - SMD	\$ 2,023.00	0.84%	\$ 3,070
Signal Hill - SIG	\$ 2,042.00	0.85%	\$ 3,098
Simi Valley - SIM	\$ 5,584.00	2.32%	\$ 8,471
South Pasadena - SOPAS	\$ 2,508.00	1.04%	\$ 3,805
Thousand Oaks - THO	\$ 5,546.00	2.30%	\$ 8,414
Torrance - TOT	\$ 6,177.00	2.56%	\$ 9,371
Ventura County - VEN	\$ 9,385.00	3.89%	\$ 14,238
Whittier - WHI	\$ 4,425.00	1.84%	\$ 6,713
Total	\$ 241,103.00	100.00%	\$ 365,773



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Andy Beck, Controller

SUBJECT: **Investment in U.S. Treasury Bills (ACTION)**

BACKGROUND: For fiscal year 2023/24, SCLC has maintained investments in certificates of deposits. JP Morgan Chase has recommended that SCLC purchase U.S. Treasury Bills as the interest rate is better than the rate for certificate of deposit (CD) at slightly above 5%. Investments in U.S. Treasury Bills are within SCLC's approved investment policy and are as safe as CDs.

FISCAL IMPACT: Rate of return above 5%. Investing \$2 million can yield interest income of \$105,000.

RECOMMENDATION: Approve to invest in U.S. Treasury Bills.

EXHIBITS:
a. Investment Policy

Southern California Library Cooperative (SCLC) Investment Policy

Approved by the SCLC Administrative Council 7/25/2019

Introduction

The SCLC Investment Policy has been prepared in accordance with state law. It is reviewed annually by the SCLC Audit & Finance Committee and approved by the SCLC Administrative Council. The purpose of this policy is to establish investment guidelines for the designated investment manager.

Fiduciary Responsibility

SCLC Administrative Council is committed to ensure that the prudent investor standard and all applicable legal requirements are met whenever the agency is investing and managing public funds.

Portfolio Objectives

1. Safeguard investment principal.
2. Maintain sufficient liquidity to meet daily cash flow requirements.
3. Achieve a reasonable rate of return or yield.
4. Strive to have funding for retirements of staff.

Authority

SCLC Administrative Council delegates to the Controller and the Executive Director as agents for a period of one year its authority to invest or reinvest funds to sell or exchange securities held by the agency per California Government Code, Section 53607. The SCLC Audit & Finance Committee will confirm that the authorized staff is meeting the terms of the SCLC Investment Policy and California Law at the start of each fiscal year.

Authorized Investments

Restricted to those authorized by California Government Code and further by the restrictions shown in Schedule A.

Prohibited Investments

Inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, nor any other investment that could result in zero interest if held to maturity. Also, mutual bond funds that do not maintain a constant Net Asset Value (NAV) and illiquid investment which lack a readily available market for trading.

Staff Authorized to Make Investments

Controller AND Executive Director (both must authorize).

Authorized Investment Agent

The SCLC Audit & Finance Committee may authorize a broker/dealer to serve as the investment agent for SCLC. This assignment will be made on a fiscal year basis by majority vote of the SCLC Audit & Finance Committee and approved by the SCLC Administrative Council.

Accountability and Control

The authorized agent will prepare timely monthly and annual reports to monitor performance and satisfy auditing requirements. The Controller will review the subject reports and monitor all investment activity. The SCLC Audit & Finance Committee will conduct a quarterly review of the investment portfolio for compliance and performance.

Liquidity

SCLC will maintain balances in liquid public checking, savings, and money market accounts to handle all projected cash needs throughout the budgeted fiscal year. Priority will be given to any pension liability of deficit.

Withdrawal of Funds

The Executive Director and the Controller may transfer funds between investment accounts and the checking account to meet the day-to-day cash flow needs of the organization. All transfers TO the checking account must be approved by both the Controller and the Executive Director.

Any excess cash that is not required for the day-to-day cash flow needs of the organization should be transferred to investment accounts in a timely manner to maximize the returns on the organization's investments.

Two approvals are required when the funds being withdrawn from an investment account will be in the form of a check. One of the approvals will be the chair of the Audit and Finance Committee, with the second approval being either the Executive Director or the Administrative Officer. If the Audit and Finance Committee Chair is unavailable, a member of the Executive Committee may give their approval. Requests for funds withdrawals in the form of a check must be made in writing (e.g., e-mail) and must include the following:

- reason for the request
- what the funds will be used for
- who the payee will be

Schedule A

Approved Investments:

Investment Type	Maximum Maturity	Maximum %	Minimum Requirements
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State of California Obligations	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S. Agencies	5 years	None	None
Bankers' Acceptances	180 days	40% (30%/Bank)	None
Commercial Paper (Select)	270 days	25%	A-1/P-1/F-1; (2)
Commercial Paper (Other)	270 days	40%	A-1/P-1/F-1; (2)
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements & Securities Lending Agreements (3)	92 days	20% (base)	None
Medium-Term Notes	5 years	30%	"A" rating
Mutual Funds	N/A	20%	(4)
Money Market Mutual Funds	N/A	20%	(4)
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	"AA" Rating
Time Deposits	5 years	None	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund	N/A	None	None

1. Maximum term for any investment is five years.
2. If the agency's issuer has issued long-term debt it must be rated "A" without regard to modifiers.
3. See detailed restrictions for Reverse Repurchase Agreements.
4. Must receive the highest ranking by not less than two nationally recognized rating agencies or retain an investment advisor who is registered with the SEC and who has not less than 5 years experience in investing money market investments with assets under management in excess of \$500 million.

Schedule B

Authorized signatures for Investment Accounts per Withdrawal of Funds:

Chair of the SCLC Audit & Finance Committee
Controller
Executive Director
Administrative Officer



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: Consideration of Other Post Employment Benefits (ACTION)

BACKGROUND: The Southern California Library Cooperative (SCLC) provides CalPERS health insurance to its employees as a benefit. The CalPERS Health Program is governed by the Public Employees Medical and Hospital Care Act (PEMHCA), and the California Code of Regulations (CCR), of the California Public Employees Retirement Law (PERL). PEMHCA contains all the rules and regulations that a contracting agency, such as SCLC, must adhere to.

Some local government agencies provide health benefits to retired employees, while many do not. These benefits are usually, although not always, documented in labor agreements with employee bargaining units. Federal law requires local government agencies to provide health benefits for active employees, however the Affordable Care Act does not mandate that cities provide health coverage to retired employees or their dependents. State law requires retiree medical only for local government agencies using CalPERS as their employee medical benefit plan provider. These agencies are required by the Public Employees' Medical & Hospital Care Act (PEMHCA) to provide a minimum benefit for retired employees. As noted above, SCLC uses CalPERS as its employee medical benefit plan provider, and thus, is required by state law to provide medical benefits to its retirees as well.

SCLC employees, both past and present, are employed at will, and sign contracts for employment. These contracts do not include any provisions for retiree health benefits to be paid by SCLC. An agency has the ability and authority to file a change resolution to change the monthly employer health contribution. Moreover, the employer contribution can be reduced to a minimum amount, as defined by PEMHCA. Contracting agencies may change their employer contribution anytime in the contracting year. A change resolution can become effective as early as the first day of the second month in which the resolution is filed and received by CalPERS.

To maintain the same level of benefits for active employees, SCLC can have a side agreement with active employees for the difference between the PEMHCA minimum and the current medical benefits.

SCLC's Strategic Plan includes an objective to develop fiscal sustainability by putting funds to best use. This objective, coupled with SCLC's budget deficit, requires that all expenditures be scrutinized in order to sustain SCLC as an organization.

FISCAL IMPACT: From July through December 2023, SCLC had eight retirees with premiums ranging from \$283.25 to \$785.42 per month. In January 2024, there were eight retirees, and from February 2024 to current, there are seven retirees with premiums ranging from \$324.79 to \$813.20. It is anticipated that SCLC will soon have eight retirees, as it is expected that another employee will soon file for retirement, which will increase the monthly contribution towards retiree health benefits. For FY 2023/24, SCLC will have paid \$47,070 towards retiree health benefits. For reference, SCLC has double the retirees as it does active employees.

As noted above, an agency has the ability and authority to file a change resolution to change the monthly employer health contribution, and can reduce this to a minimum amount, as defined by PEMHCA. The 2024 PEMHCA minimum is \$157 per month, per retiree. This amount changes annually, and the 2025 PEMHCA has not yet been set. For context, the 2023 PEMHCA minimum was \$151, representing a 4% increase from 2023 to 2024. For comparison, if the PEMHCA minimum was implemented in FY 2023/24, the annual premium would have been \$14,784, providing a savings of over \$32,000.

RECOMMENDATION: Authorize the SCLC Chair to sign Resolution No. 2024-01 Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants. The resolution would set the monthly contribution for retiree health benefits to the PEMHCA minimum and would become effective January 2025. This would provide enough time to communicate the change in benefits to retirees and allow them to change their health benefit plan, if desired, during open enrollment in the Fall of 2024.

EXHIBITS:

- a. Resolution No. 2024-01

RESOLUTION NO. 2024-01
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS

- WHEREAS, (1) Southern California Library Cooperative is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the **PEMHCA Minimum** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) Southern California Library Cooperative has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Southern California Library Cooperative shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Southern California Library Cooperative would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Position Title or Name of Person to file with the Board a verified copy of this resolution, and to perform on behalf of Southern California Library Cooperative all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on **January 1, 2025**.

Adopted at a regular meeting of the Southern California Library Cooperative
Administrative Council at Long Beach, California, this 29th day of May, 2024.

Signed: _____
Jesse Walker-Lanz, Chairperson

Attest: _____
Hilda LohGuan, Vice Chair



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Andy Beck, Controller

SUBJECT: **Proposed Budget for FY 2024/25 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY 2024/25 is attached for review.

REVENUES: The California State Library has released the preliminary allocations of the CLSA funding. The budget has been calculated based on this information, expected grants, and an increase of 2% in membership dues.

EXPENSES: Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

Points to review:

- Spending of CLSA funds must be approved by the Council.
- SCLC will be managing one new grant in 2024/25.
- A deficit of \$90,987 is projected.

FISCAL IMPACT: Next step is approval of funds at the next California Library Service Board (CLSB) meeting and final approval of the Governor's budget.

The May Revision Finance Letter for Education posted on the Department of Finance website indicates that in the May Revision, the Governor proposes to reduce the annual allocation to the CLSA funding by \$1.75 million, which would leave \$1.88 million to allocate to the cooperative library systems. This would reduce SCLC's overall CLSA allocation, and impact the revenues received from the other four cooperatives that staff provide services to. Should these cuts be implemented, staff will return with an

amended budget to address these cuts, which includes recommendations for additional revenues.

RECOMMENDATION: Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBITS:

- a. Proposed Budget for FY 2024/25

Southern California Library Cooperative
Proposed Budget
FY 2024/25

	Preliminary Budget FY 24/25	Approved Budget FY 23/24	\$ Change	Approved Budget FY 22/23	\$ Change
Revenues:					
CLSA baseline revenue (communications and delivery)	\$ 570,472	\$ 599,447	\$ (28,975)	\$ 563,338	\$ 36,109
CLSA system administration	139,416	139,900	(484)	140,833	(933)
Fiscal and administration revenues	222,102	223,784	(1,682)	202,568	21,216
Grant project revenues	590,002	1,226,432	(636,430)	3,364,024	(2,137,592)
Grant indirect revenues	66,103	131,523	(65,420)	286,970	(155,447)
Grant staffing revenues	71,014	142,045	(71,031)	94,078	47,967
Membership dues	241,805	237,064	4,741	210,681	26,383
Califa membership dues	13,590	13,590	-	13,590	-
Investment income	100,000	100,000	-	18,750	81,250
Other	1,000	1,000	-	-	1,000
Total revenues	<u>2,015,504</u>	<u>2,814,785</u>	<u>(799,281)</u>	<u>4,894,832</u>	<u>(2,080,047)</u>
Expenditures:					
CLSA baseline expenditures:					
Office supplies	\$ 8,500	\$ 13,000	\$ (4,500)	\$ 9,300	\$ 3,700
Duplication and photocopies	1,500	1,500	-	-	1,500
E-Resources	445,532	369,647	75,885	445,338	(75,691)
Contract services for delivery	70,000	172,500	(102,500)	66,500	106,000
Contract services	20,565	19,000	1,565	12,200	6,800
Telecommunications	24,375	21,800	2,575	30,000	(8,200)
Resource sharing	-	-	-	-	-
Capital Outlay	-	2,000	(2,000)	-	2,000
Total CLSA baseline expenditures	<u>570,472</u>	<u>599,447</u>	<u>(28,975)</u>	<u>563,338</u>	<u>36,109</u>
CLSA administration expenditures:					
Personnel					
Salary and wages	542,030	603,693	(61,663)	652,945	(49,252)
Retirement benefits	58,591	62,700	(4,109)	71,453	(8,753)
Unfunded pension liability	179,143	151,107	28,036	154,223	(3,116)
Health insurance - current employees	47,040	56,000	(8,960)	50,280	5,720
Health insurance - retired employees	34,326	46,300	(11,974)	80,448	(34,148)
Dental and vision	4,053	5,400	(1,347)	6,552	(1,152)
Life insurance	1,190	2,300	(1,110)	1,224	1,076
Other personnel expenses	14,544	15,500	(956)	3,101	12,399
Total personnel expenditures	<u>880,917</u>	<u>943,000</u>	<u>(62,083)</u>	<u>1,020,226</u>	<u>(77,226)</u>
Other					
Payroll processing	7,000	7,000	-	-	7,000
Accounting software	3,000	4,000	(1,000)	3,479	521
Office space rent	21,000	25,800	(4,800)	32,000	(6,200)
Insurance	2,500	2,400	100	-	2,400
Travel/conference/meeting	10,000	10,000	-	15,000	(5,000)
Membership dues	14,600	14,600	-	14,500	100
Legal	5,000	12,000	(7,000)	-	12,000
Professional Other	-	-	-	65,000	(65,000)
Other	2,000	3,000	(1,000)	350	2,650
Total other expenditures	<u>65,100</u>	<u>78,800</u>	<u>(13,700)</u>	<u>130,329</u>	<u>(51,529)</u>
Total CLSA administration expenditures	<u>946,017</u>	<u>1,021,800</u>	<u>(75,783)</u>	<u>1,150,555</u>	<u>(128,755)</u>
Grant project expenditure	<u>590,002</u>	<u>1,226,432</u>	<u>(636,430)</u>	<u>3,364,024</u>	<u>(2,137,592)</u>
Total expenditure	<u>\$ 2,106,491</u>	<u>\$ 2,847,679</u>	<u>\$ (741,188)</u>	<u>\$ 5,077,917</u>	<u>\$ (2,230,238)</u>
Deficit of revenues over expenditures	<u>\$ (90,987)</u>	<u>\$ (32,894)</u>	<u>\$ (58,093)</u>	<u>\$ (183,085)</u>	<u>\$ 150,191</u>



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Consideration of SCLC Mission and Vision Statements (ACTION)**

BACKGROUND: On January 18, 2024, the Southern California Library Cooperative (SCLC) held its SCLC Connect: Annual Planning Retreat at the Santa Monica Public Library. As part of its Strategic Plan, members of the Administrative Council discussed new mission and vision statements for the organization. Led by Julie Lamba, who facilitated this portion of the retreat, members had a two-hour brainstorming session. From this, Ms. Lamba produced session notes containing the key words and phrases that were discussed in groups. The session notes, along with a mission and vision worksheet provided by Ms. Lamba, are included as exhibits in this report.

Members of the Executive Committee used these documents to draft new mission and vision statements for the Administrative Council's consideration at their March 27, 2024, meeting. During that meeting, the Administrative Council revised the various options presented at that meeting, and staff indicated that a survey would go out to members to see which mission and vision statements were the most popular. The following options were presented in that survey:

Option 1

Mission: The Southern California Library Cooperative improves the lives of the people of Los Angeles and Ventura Counties by connecting member libraries to each other and to resources.

- a. Vision: Help Los Angeles and Ventura County public libraries thrive.
- b. Vision: Public libraries help Los Angeles and Ventura Counties thrive.

Option 2

Mission: The Southern California Library Cooperative fosters communication and collaboration among its member libraries to provide advocacy, networking, resource-sharing, and professional growth opportunities.

- a. Vision: The public libraries of Los Angeles and Ventura Counties are connected and empowered to serve their communities.
- b. Vision: Public libraries empower the people of Los Angeles and Ventura Counties to thrive.

Option 3

Mission: Advancing the reach of Los Angeles and Ventura County public library communities through best practices, regional engagement, and system-wide services.

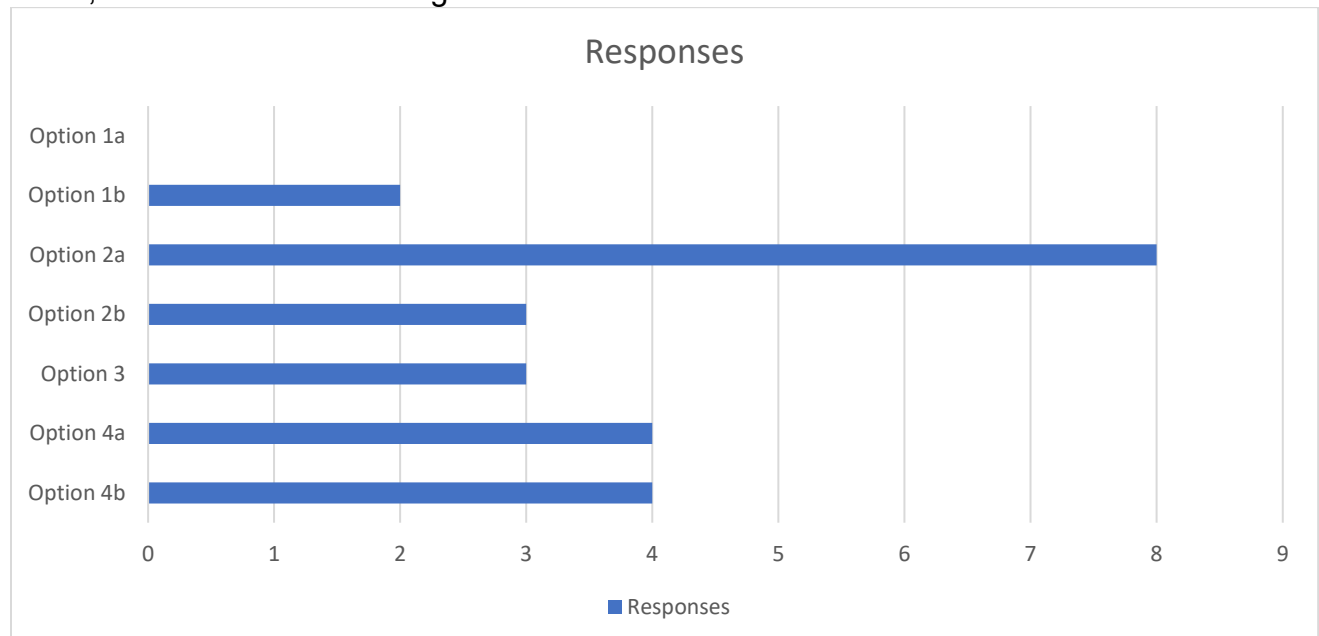
Vision: Cultivating an extended public library community that serves its members in an evolving library landscape.

Option 4

Mission: The Southern California Library Cooperative fosters communication and collaboration among its member libraries to improve the lives of the people in the community.

- a. Vision: Public libraries empower the people of Los Angeles and Ventura Counties to thrive.
- b. Vision: Public libraries empower the communities in Los Angeles and Ventura Counties to thrive.

A total of 24 responses were received, with Option 2a receiving the highest number of votes, as noted in the following chart:



For reference, SCLC's current mission and vision statements are as follows:

Mission: SCLC enhances the resources of independent libraries through cooperative services to better serve their local library users.

Vision: SCLC is a dynamic and expanding consortium of information and service providers with a shared mission and resources which benefit members' clientele.

FISCAL IMPACT: None

RECOMMENDATION: The Administrative Council may consider approving a mission and vision from these options or choose to have additional sets of mission and vision statements drafted, at their direction.

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Jesse Walker-Lanz, Chair

SUBJECT: **Election of Chair and Vice-Chair/Chair-Elect (ACTION)**

BACKGROUND: According to the Southern California Library Cooperative Standing Rules, the Nominating Committee shall help identify candidates from the members of the Council for the offices of Chair and Vice-Chair/Chair-Elect. The Nominating Committee, as approved by the Administrative Council at the March 27, 2024, meeting is comprised of: Elizabeth Goldman, Committee Chair; Erica Cuyugan; and Nikki Winslow.

The Standing Rules provide that the Nominating Committee shall report the slate of candidates to all Council members at least two (2) weeks prior to an election, with a call for additional nominations. The vote for officers shall be conducted at the last regular meeting of the fiscal year. If more than one candidate is nominated for a position, an electronic ballot listing all candidates for the office shall be prepared by System staff and distributed, collected, and tallied.

An email was sent to the Administrative Council on May 13, 2024, announcing the following candidates for office for FY 2024/25:

- Chair: Hilda LohGuan
- Vice-Chair/Chair-Elect: Mandy Nasr

The email also included a call for additional nominations, but none were received as of May 22, 2024.

FISCAL IMPACT: None

RECOMMENDATION: Request a call for additional nominations, then elect a Chair and Vice-Chair/Chair-Elect for FY 2024/25.

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: Executive Committee Membership Selection for FY 2024/25 (ACTION)

BACKGROUND: Each year, the Administrative Council appoints members to its Executive Committee at its annual May meeting. The Southern California Library Cooperative (SCLC) Bylaws state that the Executive Committee will be composed of the following eight members: Council Chair, Vice-Chair/Chair Elect, immediate Past Chair, and one member from each of the five California State Library (CSL) Statistical Groups as published annually in the California Library Statistics. The members that are selected from each of those groups each serve a two-year term, and terms are staggered so that the majority of the Executive Committee does not change in a single year. Interim or acting directors are not eligible for selection to the Executive Committee.

The current Executive Committee consists of the following members:

- Jesse Walker-Lanz, Chair (will serve as Immediate Past Chair in FY 2024/25)
- Hilda LohGuan, Vice-Chair/Chair-Elect (will serve as Chair in FY 2024/25)
- Elizabeth Goldman, Immediate Past Chair (term ending FY 2023/24; will be replaced by incoming Vice-Chair/Chair-Elect)
- Susan Broman, Statistical Group 1 (term ending FY 2023/24)
- Kelly Behle, Statistical Group 2 (term ending FY 2024/25)
- Mandy Nasr, Statistical Group 3 (term ending FY 2024/25)
- Leila Hassen, Statistical Group 4 (term ending FY 2024/25)
- Mark Herbert, Statistical Group 5 (term ending FY 2023/24)

At the end of this fiscal year, there will be vacancies in Statistical Groups 1 and 5. Additionally, should Council Member Nasr be elected to the position of Vice-Chair/Chair-Elect, there will also be a vacancy in Statistical Group 3.

The member libraries are arranged in the following Statistical Groups:

SG1: Over 150,000	
Los Angeles City	3,819,538
LA County (<i>current Chair</i>)	3,273,354
Long Beach	460,682
Ventura County	247,563
Santa Clarita	228,835
Oxnard	200,050
Glendale	193,116
Palmdale	167,398

SG2: 100,000 – 150,000	
Pomona	149,766
Torrance	144,433
Pasadena	138,310
Simi Valley	124,985
Thousand Oaks	124,592
Downey	112,584
Inglewood	106,481
Burbank	105,451

SG3: 55,000 - 99,999	
Santa Monica	92,408
Whittier	87,931
Alhambra (<i>current Vice Chair</i>)	81,834
Camarillo	70,171
Redondo Beach	68,972
Palos Verdes District	66,636
Monterey Park	60,207
Arcadia	55,934

SG4: 25,000 – 54,999	
Glendora	51,821
Covina	50,449
Azusa	49,704
Altadena	42,778
Monrovia	37,563
Moorpark	35,399
Beverly Hills	32,265
South Pasadena	26,580

SG5: Under 25,000	
Calabasas	22,926
Santa Fe Springs	18,763
El Segundo	17,084
San Marino	12,257
Commerce	12,140
Signal Hill	11,597
Sierra Madre	10,865
Irwindale	1,490

FISCAL IMPACT: None

RECOMMENDATION: Appoint members to the Executive Committee based on Statistical Groups.

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Proposed Meeting Schedules for FY 2024/25 (ACTION)**

BACKGROUND: The Administrative Council has met quarterly each fiscal year, with meetings being held from 2:15 – 4:15 pm on the fourth Wednesday in the months of: August, November, March, and May (with the exception of November, due to the Thanksgiving holiday). Typically, the May meeting is longer due to SCLC business, and that meeting is usually extended by an additional half hour to end at 4:45 pm. The Executive Council meets at 1:00 pm just before each Administrative Council meeting, with two additional standalone committee meetings in the months of October and January. The four quarterly meetings are held in a hybrid manner, allowing members to participate virtually via Zoom from their public library locations. The two standalone Executive Committee meetings are held virtually.

The Audit and Finance Committee meetings are typically held quarterly each fiscal year, with meetings being held at 3:30 pm on Wednesdays in the months of: July, September, February, and April. During FY2023/24, however, the July meeting was moved to August 2, 2023, the September meeting was held on the last Wednesday of the month, and the April 3, 2024, meeting was canceled. It should be noted that the July meeting for this current fiscal year was canceled due to the Independence Day holiday. The proposed schedule for FY 2024/25 follows the current fiscal year's format, but the timing of these meetings is not consistent. These meetings are held virtually via Zoom.

Additionally, the Leadership and Professional Development Committee set its schedule for FY 2024/25, to meet on the fourth Wednesday at 3:30 pm in the months of: July, October, January, and April. These meetings are also held virtually via Zoom.

Quorum must be reached for all aforementioned meetings in order to conduct the system's business.

FISCAL IMPACT: None

RECOMMENDATION: Administrative Council to set the times and dates for SCLC's four regular meetings for FY 2024/25 and select the in-person meeting locations for each of these meetings; and set the times and dates for the following committee meetings: Executive, Audit and Finance, and Leadership and Professional Development.

EXHIBITS:

- a. SCLC Proposed Meeting Dates - FY 2024/25

SCLC Meeting Dates FY 2024/25
Proposed

**Administrative Council and
Executive Committee**

Wednesday, August 21, 2024

1:00 pm Executive Committee
2:15 pm Administrative Council
Location TBD

Wednesday, October 23, 2024

1:00 pm Executive Committee only
Via Zoom

Wednesday, November 20, 2024

1:00 pm Executive Committee
2:15 pm Administrative Council
Location TBD

Wednesday, January 22, 2025

1:00 pm Executive Committee only
Via Zoom

Wednesday, March 26, 2025

1:00 pm Executive Committee
2:15 pm Administrative Council
Location TBD

Wednesday, May 21, 2025

1:00 pm Executive Committee
2:15 pm Administrative Council
Location TBD

Audit and Finance Committee (Zoom)

Wednesday, July 3, 2024

Wednesday, September 25, 2024

Wednesday, February 5, 2025

Wednesday, April 2, 2025

**Leadership and Professional
Development Committee (Zoom)**

Monday, July 22, 2024

Monday, October 28, 2024

Monday, January 27, 2025

Monday, April 28, 2025

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated May 23, 2024

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 LDS Newsletter 2

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 California Library Literacy Services – Ongoing 3

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 Student Success Library Cards for All Listening Sessions: May 2024 6

 Building Equity-Based Summers Learning Series 6

 CAreer Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources 7

 Community-Centered Libraries 7

 Next Directors Networking Call 7

State Library News

LDS Newsletter

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

LSTA News

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

2022-2023 California Public Libraries Survey

Data from the 2022-2023 California Public Libraries Survey are now available. The Ready Reports section of LibPAS will be updated in the coming weeks. In the meantime, [download the FY22-23 California Public Libraries Survey dataset \(excel\)](#), or [create reports by logging in to LibPAS](#), and if you need help or have questions, contact Library.Statistics@library.ca.gov.

Open Opportunities

First Partner–Book to Action

In partnership with the California State Library and the Office of the First Partner of California, the California Library Association invites California public libraries to apply for up to \$5,000 to support Book to Action programming. Book to Action expands book clubs by encouraging participants to take part in community engagement activities related to a shared book. This year, Book to Action is connected to the [First Partner's Summer Book Club](#).

Visit the [opportunity page](#) for additional details and to apply. Applications are due **Friday, May 24, 2024 at 12:00 noon**. Please email BEBS@cla-net.org with any questions.

Groundwork Grants

The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over \$1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this [grant opportunity](#) is open on a rolling basis until **May 31, 2024**.

Grant Highlights:

- **Goals:** To provide funds and resources to California institutions with collections, prioritizing those that document underrepresented and historically excluded communities.

- **Scope:** A California-wide initiative to strengthen emergency readiness for institutions with collections of all types.
- **Awards:** Maximum award amount of \$15,000, with options for emergency preparedness support.

How to Apply:

Application guidelines are available at <https://www.groundworkgrants.org/>. Applicants are *strongly encouraged* to receive a free [Ready - or Not assessment](#) before applying. For more information about the grant opportunity, check out the [introductory webinar and sample applications](#). For questions, contact Grace Bautista at grace@myriadconsultants.org.

As natural disasters continue to threaten California’s cultural heritage, we hope you’ll join us in safeguarding your collections and communities through this extraordinary opportunity.

Career Online High School

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

Community-Centered Libraries

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

Current Projects and Services

California Library Literacy Services – Ongoing

The 2024-2025 CLLS funding application (state funded) for currently participating programs opened in April and is due **May 30, 2024**. All CLLS libraries have received their projected award amounts for adult literacy and family literacy. There is a new block grant model that applies **ONLY** for programs offering family literacy; these programs receive a single projected adult and family literacy award amount and programs may allocate these funds between programs within given parameters (a minimum of 51% for adult literacy services and 26% for family literacy services). ESL award letters have already been sent. For more information, contact clls@library.ca.gov.

The Literacy Initiatives project (LSTA funded) is offering virtual tutor training on a statewide basis this summer. Any volunteer awaiting training at their local CLLS program may sign up for this 16-hour series, offered twice in June and once in August. Contact cls@library.ca.gov for more information. Funding is available for learner and learner-led events, including trainings, meetings, and conferences. Events must be completed by August 30, 2024. There is a short application for programs and learner leaders to complete. Questions? Contact cls@library.ca.gov. Please visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/>. The next CLLS Coordinator/Staff Networking Call is cancelled for May because of the all-CLLS conference May 21-23 and will return on June 12. For more information, contact cls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). CALL has its own newsletter, *CALL Letters*, and users may [subscribe](#) directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Staff-generated programs that address issues of concern to bilingual, bicultural audiences and staff are of particular interest and will be co-branded with the Seguimos Creando Enlaces project. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Tutoring Project – Ongoing

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

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

For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

Cindy Zalog, the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback. For grant support after June 11, 2024, please contact Michelle Killian at michelle.killian@library.ca.gov.

The Parks Pass Program will be sunsetting at the end of this year. Parks Passes will be accepted by State Parks through December 31, 2024. Libraries and cooperatives interested in continuing to offer passes for checkout after this date may [purchase passes directly from State Parks](#).

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

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

Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year! Thank you to all library staff who applied. A pilot mentorship program is being created. For any questions, email wwalker@socallibraries.org LSTA funded.

PebbleGo Science: Early Literacy in STEM - Ongoing

The PebbleGo Science resource provides age-appropriate content (for ages preschool through second grade) and interactive activities in STEM subjects (science, math, technology and engineering), and is available in both English and Spanish. The resource also includes a collection of 25 interactive eBooks in both languages as well.

Fill out the [form](#) on the [PebbleGo California site](#) to be sent information on how to connect to your Integrated Library System. The setup form is created for the school library environment, but if you fill it out, it will open a ticket with Capstone and a technician will get in touch with your library to walk you through the authentication process.

Ready or Not

["Ready – Or Not" Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to view information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Recordings can be viewed at ["Ready – Or Not": Cultural Heritage Disaster Preparedness Project](#). If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded

Networking and Training

Student Success Library Cards for All Listening Sessions: May 2024

The California State Library is convening a series of nine one-hour listening sessions on Zoom to discuss the Student Success Cards for All program. These sessions will bring library leaders together to talk about the Student Success initiative and allow the State Library to gather feedback about local programs. Attendees will be encouraged to ask questions. A library leader with a current successful program will share information at each meeting.

The Student Success initiative comes from new California legislation – [SB 321 \(Ashby\)](#) – that helps get Student Success cards into the hands of every California kid who wants one.

At least one representative from each of the 186 library jurisdictions should attend a session. The results of these listening sessions will inform the resources on the State Library webpage and will help serve as a foundation for program planning in the 2024-2025 school year and beyond.

If you or your designee(s) cannot attend your scheduled meeting time, please contact Alexis Lacroix at Pacific Library Partnership at lacroix@plporg.info with one preferred alternate date. Please see the schedule below.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Cooperative System</u>
Tuesday	5/14/2024	1:00 p.m.	SJVLS
Wednesday	5/15/2024	10:00 a.m.	Serra
Thursday	5/16/2024	10:00 a.m.	Black Gold
Tuesday	5/21/2024	10:00 a.m.	Inland
Wednesday	5/22/2024	10:00 a.m.	Santiago
Thursday	5/23/2024	10:00 a.m.	SCLC
Tuesday	5/28/2024	10:00 a.m.	NorthNet
Wednesday	5/29/2024	10:00 a.m.	PLP
Thursday	5/30/2024	10:00 a.m.	49-99 & Unaffiliated

Building Equity-Based Summers Learning Series

A monthly Community of Practice is available to all library staff to learn more about creating summer services that are centered in equity and community involvement. Please use this link to [register for the next Community of Practice](#).

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

[Career Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources](#)

The 2024 CAREer Pathways webinar series is now complete for Spring 2024. Learn more about the online resources on the [CAREer Pathways Staff Resource page](#), where you can find platform details, administration, marketing materials and more. Library staff can also [view the archived webinars on the CALL Academy CAREer Pathways channel](#). New to the library or not sure which platforms your library offers? Check out the [CAREer Pathways Services Locator map](#).

The January budget does not include funds to continue CAREer Pathways in the fiscal year that begins July 1, 2024. The January budget is a proposed budget, and the spending plan proposed in January isn't the budget that will be signed by the Legislature, or the one signed by the governor, six months from now. However, at this time, this program is not included for funding in the state budget and is scheduled to conclude September 2024.

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

[Community-Centered Libraries](#)

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

[Next Directors Networking Call](#)

The next Public Library Directors Networking Call is scheduled for **Wednesday, June 12, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. California public library directors will receive an invitation to the Zoom meeting via email soon.

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

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



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Executive Director's Report**

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

Progress on Strategic Plan

Resource Nexus

One of the objectives that the organization has been working on is to establish staff-driven interest groups. At the Annual SCLC Retreat held in January, there was a robust discussion about interest groups, and a survey was created and circulated based off this discussion. This survey is still open, and members are encouraged to share this survey with their staff members who they would want to participate in interest groups. The survey will close at the end of June to allow the Membership Engagement Ad Hoc Committee to review the results and work with staff to present next steps to the Administrative Council in August.

Transparency, Advocacy & Engagement

Staff have been working on the new website, which should be ready soon. This site will also include a password protected portal for members to create a centralized collection of best practices and ideas that can be shared amongst members, as well as a place for each interest group to share information with each other.

I continue to hold one-on-one meetings with members of the Administrative Council, and value the feedback I receive from members about cooperative operations.

Organizational Health & Sustainability

Over the past several months, I have continued to assess the organizational structure, roles, and responsibilities to support operating efficiencies. With the recent staffing changes, all members of staff have taken on additional responsibilities. With the banking and mail changes we implemented, we have been able to streamline several processes and save significant time within our operations, and this will only increase as we continue to transition all five cooperatives we manage to the same bank. We are also going to begin a cost analysis of the work performed for the other four cooperatives managed by SCLC to assess the cost of current services.

Operations

Plans of Service and Annual Reports to the California Library Services Board

Since April, staff have been working with members of the California State Library (CSL) staff to provide feedback on their new Plan of Service application, which was just finalized earlier this month. These applications will be due August 1st, and staff will work with the Chairs of all five cooperatives we manage to complete and submit these applications.

Grant Projects

For FY 2023/24, SCLC applied for and was awarded four grants from the California State Library (CSL): Digital Navigators, Public Library Staff Education Program (PLSEP), Backpack Program, and the EmPOWERing Access program.

The Digital Navigators grant was an extension of the program in place for FY 2022/23. The PLSEP grant, however, had been significantly expanded. Previously, the PLSEP grant was assigned to each system, to manage their respective system's students. This year, CSL awarded the program to one partner (SCLC) to manage the grant statewide. As CSL's partner for this statewide grant, SCLC was involved in reworking the application and screening process using a DEI lens for the selection of students who participated in the program – something that was only a CSL activity in previous fiscal years.

New to SCLC this year was the Backpack Program grant. This was a new grant to complement the State Library's Parks Pass Program and offered libraries hiking backpack kits. The hiking backpack kits are being loaned through select public libraries in the state to patrons to use on their adventures in the outdoors whether it be at a California State Park utilizing one of the loaned parks pass, or simply on a local hiking trail.

Also new to SCLC this year as a one-time program was the EmPOWERing Access program. The project provided support to Californians seeking assistance in both offering access to and the use of online resources through their local library. The project purchased accessible privacy booths, solar charging devices, and repair kits for libraries for use by their communities. The project supported

the State's Digital Equity Plan by providing supplemental digital inclusion support for public libraries.

For FY 2024/25, SCLC applied for the next round of the Public Library Staff Education Program (PLSEP). At the time of this report, the application is being reviewed by the CA State Library with anticipation of the award being confirmed at any time. Unfortunately, funding to keep the Digital Navigators and Backpacks Programs operating for FY 2024/25 will not be available.

Organizational Retreat

I will be facilitating an organizational retreat for all members of SCLC staff on Thursday, May 30, 2024. My main goals of this day are to ensure effective communication, allow for team bonding, and to continue to cultivate trust and maintain high levels of morale amongst staff.

ALA Conference

I will be attending the American Library Association conference in late June in San Diego. I look forward to the sessions and to meeting with vendors to continue to learn more about what they can offer to cooperatives. I am happy to meet with any Council members who will be in attendance.

State Budget & Advocacy Efforts

As part of the CLA Legislative and Advocacy Committee, I have been working closely with CLA's lobbyist, Christina DiCaro, to help all five cooperatives managed by SCLC staff to advocate for CLSA funds and other vital library services to remain intact. The Assembly Budget Committee will be meeting on May 30th, where the Assembly Budget package will be announced. Until then, I will continue to advocate for the aforementioned funding. The Senate Budget Committee has not yet announced its meeting date as of May 24.

Additionally, the CLA Legislative and Advocacy Committee is closely working with Assemblymember Muratsuchi on amendments to his Freedom to Read bill to ensure that the proposed legislation is supported by libraries. Please let me know if you have any questions or concerns about this bill that you would like passed on to the author.

Looking Ahead to FY 2024/25

The upcoming fiscal year is going to be challenging for our organization's budget, but I remain hopeful that these challenges are guidelines that will help us find creative solutions to our problems. I am fortunate to serve an organization that is led by intelligent, dedicated library professionals who have undoubtedly faced their own challenges in your respective organizations. Together, I am confident that our collective capacity to overcome this challenge will allow us to weather

the storm. I am dedicated to maintaining the organizational health of SCLC, and welcome communication and collaboration to find innovative ways to address our budget challenges. Thank you for your dedication to this organization, and the support you provide to our staff.