



Southern California Library Cooperative
Executive Committee Meeting
August 27, 2020
9:00 – 10:00am

For this meeting please log into Zoom online here:

<https://us02web.zoom.us/j/82316940543?pwd=aVJGa1Fuck5BcmFJMTRUbXBPaDZxZz09>

Meeting ID: 823 1694 0543
Passcode: 223534

Agenda

All items may be considered for action.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Call to Order and Roll Call | Janet Stone |
| 2. Public Forum – Janet Stone
Opportunity for any guest or member of the public to address the committee on any item of Executive Committee business. | |
| 3. Consent Calendar
a. Minutes from July 13, 2020 | Janet Stone |
| 4. Adoption of Agenda | Janet Stone |
| 5. Health Resolution | Carol Dinuzzo |
| 6. Final Budget Status – FY19/20 | Carol Dinuzzo |
| 7. Budget Status Report – FY20/21 | Carol Dinuzzo |
| 8. Reserve Policy Revisions | Diane Bednarski |
| 9. Standing Rules Revisions | Diane Bednarski |
| 10. Online Series on Racism, Diversity, Equity, and Inclusion | Gary Shaffer |
| 11. Adjournment | |

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: sclcadmin@socallibraries.org



ACTION ITEMS

Meeting: _____ SCLC Executive Committee Meeting _____

Date: _____ August 27, 2020 _____

Library: _____

Name: _____

Signature: _____

Date: _____

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: _____

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Agenda Item: _____

___ Aye ___ Motion

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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

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Agenda Item: _____

___ Aye ___ Motion

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Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain



SCLC Executive Committee
Special Meeting
July 13, 2020

Zoom Meeting URL:

<https://us02web.zoom.us/j/85833887835?pwd=QkNBMGpPcEI5UldBL0tkU1phbnByQT09>

Minutes Draft

Attendees

Hernandez, Carmen – Alhambra
Perera, Michelle - Pasadena
Shaffer, Gary – Glendale
Stone, Janet - Glendora

Other

Bednarski, Diane – SCLC
Dinuzzo, Carol – SCLC
Rivas, Lori – SCLC
Snodgrass, Nerissa - SCLC

Absent

Apodaca, Antonio – Camarillo
Conwell, Christine – Moorpark
Hughes, Charles – Signal Hill
Shupe, Robert – Palmdale
Smart, Christine – Sierra Madre
Virbia, Krizia - Covina

All items may be considered for action.

1. Call to Order and Roll Call

- a. Meeting begins at 9:11am.

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2. Public Forum

Opportunity for any guest or member of the public to address the committee on any item of Executive Committee business.

- a. None.

3. Adoption of Agenda

- a. Adopted without change.

4. Revision of Salary Schedules – FY15/16 – FY19/20

- a. Upon retirement of Diane Satchwell, CalPERS notified SCLC that retirement schedules for the last five years, which include a minimum and maximum salary, must be on record, in order for retirees to qualify for both retirement and health benefits. Satchwell is currently inactive on CalPERS, until SCLC publishes such records. Discussion of the FY1617 salary schedule. MSP (Hernandez/Shaffer) to retroactively approve the salary schedules from FY1516, FY1617, FY1718, FY1819, and FY1920.

Discussion: Shaffer introduces the Glendale year long focus on race and racism, and requests that other member libraries consider cross posting the Glendale events.

5. Adjourn

- a. Meeting adjourns at 9:29am.



DATE: August 27, 2020
TO: SCLC Executive Committee
SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Health Resolution

BACKGROUND: On June 30, 2020 Council approved to increase the Health Premium Allowance for SCLC staff from \$600 to \$800 a month. While working with CalPERS to update the Employer Contribution to account for this change, we were informed that this would also be effective for all retirees.

The attached Health Resolution is attached for your review and needs to be signed by the SCLC Chair in order to submit to CalPERS.

FISCAL IMPACT: Possible increase of \$9,600 in retiree health care cost.

RECOMMENDATION: Review and sign the attached Health Resolution and make necessary updates to budget projections for fiscal year 20/21.

Attachment

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Health Resolution Template Packet

Contract vs. Resolution

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 must adhere to. We define PEMHCA as the actual *health contract*, and the *resolution* as the method by which an agency elects to become subject to PEMHCA.

Resolution Type (Enclosed)

Change Resolution	Purpose
Format: <input checked="" type="checkbox"/> All, Equal <input type="checkbox"/> All, Unequal <input type="checkbox"/> By Group, Equal <input type="checkbox"/> By Group, Unequal	An agency must file a <i>change resolution</i> to change the monthly employer health contribution. Contracting agencies may change their employer contribution anytime in the contracting year. A change resolution becomes effective on the first day of the second month in which the resolution is filed and received by CalPERS. It is the agency’s responsibility to notify its active and retired employees of the change.

Instructions

- The enclosed resolution should be completed by filling in the editable fields with the information requested in the field tab. Contracting agencies may not add, edit, or remove language in the enclosed resolution, other than the editable fields. CalPERS may reject resolutions that are submitted with additional changes.
- The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the governing body (i.e. Board of Directors, Board of Trustees, etc.), and the location and the date of signing.
- **This resolution serves as a legally binding document, and we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency’s raised seal.** Please complete and include the enclosed cover sheet when mailing the resolution.

Questions or Additional Information

The Health Resolutions & Compliance Unit is responsible for authoring and maintaining this document. The unit can be contacted directly at HealthContracts@calpers.ca.gov.



**Please staple on top of your health resolution(s) or cover letter.
This will ensure that the CalPERS mailroom expedites delivery to our office.
Mail packet to either:**

Overnight Mail Service

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
400 Q Street
Sacramento, CA 95811

Regular Mail

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

HEALTH RESOLUTION

CalPERS ID #	7503917825
Agency Name	Southern California Library Cooperative
Desired Effective Date	October 1, 2020

RESOLUTION NO. Number
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 \$800.00 per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further 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, the Controller 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 October 1, 2020.

Adopted at a regular meeting of the Administrative Council at Virtually, this
27 day of August, 2020.

Signed: _____
Chair

Attest: _____
Executive Director



DATE: August 27, 2020
TO: SCLC Executive Committee
SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY19/20

BACKGROUND: The attached Budget for Fiscal Year 19/20 reflects all reconciled bank statements through June 30, 2020.

REVENUE: All CLSA funds and most grant project revenue has been realized for FY19/20. Several grant augmentations during the year increased our grant project revenue by \$771,141 and grant indirect by \$57,182. We were also reimbursed \$15,475 for staffing cost for some of the grants. COVID-19 had a tremendous impact on several grants this fiscal year. Many grants with in-library requirements could not be fulfilled due to unanticipated library closures. Because of this, a total of \$339,843 has been returned to the State Library. This may impact our total indirect grant revenue, as indirect is based on 10% of grant funds expended. We will have a clearer picture of these impacts once all the grants are closed out in September.

EXPENSES: Overall, total expenses came in \$4,154 over our budgeted amounts for the fiscal year. Most of this was an increase in salary cost due to having two retirements and the associated cash out of vacation time.

FISCAL IMPACT: None currently.

RECOMMENDATION: Informational

Attachment

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SCLC BUDGET STATUS: FY19/20
August 27, 2020

EC Agenda Item 06b

<i>Revenues and Expenses</i>	<i>Approved FY19/20 Budget</i>	<i>Actuals as of June 30, 2020</i>	<i>Balance</i>	<i>Percentage Received / Expended</i>	<i>Notes</i>
Revenues					
			<i>Unrealized</i>		
CLSA System Administration	\$ 341,735	\$ 341,735	\$ -	100%	SCLC, Serra, 49-99, ILS, SLS
CLSA Baseline	\$ 563,513	\$ 563,513	\$ -	100%	CLSA funds for 2017/18
-Grants	\$ 3,019,165	\$ 2,228,020	\$ 791,145	74%	Increase of \$771,141
-Grant Indirect	\$ 266,048		\$ 266,048	0%	Increase of \$57,182
-Grant Staff Reimbursement	\$ 15,475		\$ 15,475	0%	Increase of \$15,475
Member Dues	\$ 201,470	\$ 193,055	\$ 8,415	96%	Invoices sent in July
Investment Income					
Total Revenues	\$ 4,407,406	\$ 3,326,323	\$ 1,081,083	75%	
Projected Expenses					
Salaries & Benefits					
Salaries	\$ 591,198	\$ 668,478	\$ (77,280)	113%	Cost for all current staff
PERS Health Benefits	\$ 52,692	\$ 41,623	\$ 11,069	79%	Health Benefits for all current staff
PERS Retiree Health Benefits	\$ 28,416	\$ 29,057	\$ (641)	102%	Health Benefits for retired staff
PERS Unfunded Liabilities	\$ 103,000	\$ 100,048	\$ 2,952	97%	FY 19/20 Paid
Total Salaries & Benefits	\$ 775,306	\$ 839,206	\$ (63,900)	108%	
Operations					
-Rent	\$ 20,160	\$ 20,160	\$ -	100%	Lease w/City of Pasadena
-Utilities/Operating	\$ 4,920	\$ 4,209	\$ 711	86%	Elec, phone
-Delivery	\$ 72,000.00	\$ 64,937	\$ 7,063	90%	Delivery to libraries
Memberships	\$ 14,500	\$ 14,244	\$ 256	98%	Califa; CLA; SHRM
Total Operations	\$ 111,580	\$ 103,550	\$ 8,030	93%	
Professional/Contract Services					
System Support / IT	\$ 12,000	\$ 7,848	\$ 4,152	65%	IT Support & Maintenance
Audit Fees	\$ 5,000	\$ 12,550	\$ (7,550)	251%	Audit for FY18/19
Legal Fees	\$ 1,000	\$ 420	\$ 580	42%	Legal counsel
Consulting	\$ 65,000	\$ 12,062	\$ 52,938	19%	
Payroll Services	\$ 4,000	\$ 2,754	\$ 1,246	69%	Payroll/1099 processing
Professional Services	\$ 350	\$ -	\$ 350	0%	Bank Analysis Fees
Total Professional/Contract Services	\$ 87,350	\$ 35,634	\$ 51,716	41%	
Total Expenses	\$ 974,236	\$ 978,390	\$ (4,154)	100%	
Surplus (Deficit)	\$ 3,433,170	\$ 2,347,933	\$ 5,781,103		
RESERVE BALANCE					
Pacific Western Bank	\$2,535,974		\$ 2,016,837		Balance as of June 30, 2020
Pacific Western Bank - Broadband	\$ -		\$ -		Closed
LAIF	\$ 1,864,130		\$ 1,907,996		Balance as of June 30, 2020
Estimated Reserve Balance as of July 1, 2019	\$ 4,400,104	\$ -	\$ 3,924,833		
DEPOSIT ACCOUNTS					
	Beginning Balance	Amt Change	Balance		
SCLC Deposit Accounts as of July 1, 202	\$ 157,364	\$ -	\$ 215,795		As of June 30, 2020
PROJECTS					
	Appropriated	Expenditures	Balance		
	\$ -	\$ -	\$ -		
		\$ -	\$ -		
	\$ -	\$ -	\$ -		



DATE: August 27, 2020
TO: SCLC Executive Committee
SCLC Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY20/21

BACKGROUND: The Budget Status Report for Fiscal Year 20/21 is attached for your review.

REVENUE: CLSA System Budget Allocations and grant revenue is included. We have also added a line for support staff to reflect the reimbursement for SCLC staff time spent on specific grants. PLSEP grant funds are still to be determined. Membership invoices were sent out in July.

EXPENSES: Projected expenses have been adjusted to reflect the increase in the SCLC Health Premium Allowance for both current staff as well as retirees.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Approve the amended budget with additional grant revenue and health care expenses.

Southern California Library Cooperative

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SCLC PROPOSED BUDGET: FY20/21
June 30, 2020

<i>Revenues and Expenses</i>	<i>Proposed FY20/21 Budget</i>	<i>Actuals as of July 1, 2020</i>	<i>Balance</i>	<i>Percentage Received / Expended</i>	<i>Notes</i>
Revenues			<i>Unrealized</i>		
CLSA System Administration	\$ 177,882		\$ 177,882	0%	SCLC, Serra, 49-99, ILS, SLS
CLSA Baseline	\$ 293,861		\$ 293,861	0%	CLSA funds for FY20/21
-Grants	\$ 1,454,114		\$ 1,454,114	0%	Awarded
-Grant Indirect **	\$ 84,482		\$ 84,482	0%	Awarded
-Grant Support Staff	\$ 37,765		\$ 37,765	0%	Staffing Reimbursement
Member Dues	\$ 206,587		\$ 206,587	0%	Approved 10/17/2019
Investment Income					
Total Revenues	\$ 2,254,691	\$ -	\$ 2,254,691	0%	
Projected Expenses					
Salaries & Benefits					
Salaries	\$ 589,377	\$ 66,840	\$ 522,537	11%	Cost for all current staff
PERS Health Benefits	\$ 48,000	\$ 8,000	\$ 40,000	17%	Health Benefits for all current .staff
PERS Retiree Health Benefits	\$ 67,200	\$ 5,932	\$ 61,268	9%	Health Benefits for retired staff
PERS Unfunded Liabilities	\$ 117,819	\$ 113,901	\$ 3,918	97%	Payment made July 1, 2020
Total Salaries & Benefits	\$ 822,396	\$ 194,673	\$ 627,723	24%	
Operations					
-Rent	\$ 20,160	\$ 1,680	\$ 18,480	8%	Lease expires 8/2018
-Utilities/Operating	\$ 4,920	\$ 59	\$ 4,861	1%	Elec, phone
-Delivery	\$ 72,000.00	\$ 5,020	\$ 66,980	7%	Delivery to libraries
Memberships	\$ 14,500	\$ 13,320	\$ 1,180	92%	Califa; CLA; SHRM
Total Operations	\$ 111,580	\$ 20,079	\$ 91,501	18%	
Professional/Contract Services					
System Support / IT	\$ 12,000	\$ 1,140	\$ 10,860	10%	IT Support & Maintenance
Audit Fees	\$ 12,020	\$ -	\$ 12,020	0%	Audit for FY19/20
Legal Fees	\$ 1,000	\$ -	\$ 1,000	0%	Legal counsel
Consulting	\$ 85,000	\$ 2,000	\$ 83,000	2%	
Payroll Services	\$ 4,000	\$ -	\$ 4,000	0%	Payroll/1099 processing
Professional Services	\$ 350	\$ -	\$ 350	0%	Bank Analysis Fees
Total Professional/Contract Services	\$ 114,370	\$ 3,140	\$ 111,230	3%	
Total Expenses	\$ 1,048,346	\$ 217,892	\$ 830,454	21%	
Surplus (Deficit)	\$ 1,206,345	\$ (217,892)			
RESERVE BALANCE					
Pacific Western Bank as of July 1, 2020	\$2,016,837				
LAIF as of June 30, 2020	\$ 1,907,996				
Estimated Reserve Balance as of July 1, 2020	\$ 3,924,833	\$ -	\$ -		
DEPOSIT ACCOUNTS					
	Beginning Balance	Amt Change	Balance		
SCLC Deposit Accounts	\$ 215,795	\$ -			
PROJECTS					
	Appropriated	Expenditures	Balance		
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		



DATE: August 27, 2020
TO: SCLC Executive Committee
SCLC Administrative Council
FROM: Diane Bednarski, Executive Director, SCLC
SUBJECT: Reserve Policy Revisions

During its August 6, 2020 meeting, the SCLC Audit and Finance Committee reviewed the financial Reserve Policy and discussed document edits for clarification, including:

- Allowing use of reserve funds regardless of the cause of any funding crisis
- Specifying in the Policy that the SCLC annual meeting takes place in May
- Noting reserve funds may be used if CLSA or LSTA funds are significantly reduced, in addition to the current language that supports use of reserves if CLSA or LSTA funds are eliminated.

Copies of the current and revised policies are included in the agenda packet.

FISCAL IMPACT: None

RECOMMENDATION: Approve modifications to the SCLC Reserve Policy

Attachments (2)

Southern California Library Cooperative

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Reserve Fund Policy

PURPOSE: To cover operating costs for a period of 9-12 months in case there is a funding crisis and the system needs to continue operating with no CLSA funding.

The Reserve Fund shall be budgeted at a level that will cover operating expenses (including but not limited to rent, utilities, salaries and benefits for staff) for a period of at least nine (9) months but no more than twelve (12) months.

DETERMINATION OF FUNDING LEVEL: The Audit & Finance Committee will be responsible for determining the level of funding needed on an annual basis. At the first meeting of the calendar year, staff shall present to the Audit & Finance Committee information on the operating costs for the previous calendar year (a 12-month period). Staff will also present the Audit & Finance Committee with information on the current amount in the Reserve Fund.

The Audit & Finance Committee will make a recommendation to the Administrative Council at the council's annual meeting. The recommendation will be one of the following:

- a. To increase the Reserve Fund to maintain an adequate level of funding;
- b. To decrease the Reserve Fund because it is over-funded;
- c. To make no changes to the Reserve Fund because the current level is adequate to meet the operating expenses if needed;
- d. Determine funding to be deposited in the Reserve Fund for potential pension liability and deficit.

The Administrative Council will approve or modify the Audit & Finance Committee recommendation at its annual meeting. Staff will then be responsible for implementing the Administrative Council's decision no later than the beginning of the next fiscal year.

The Reserve Fund will be tracked as a budget line item in financial reports to the Council.

APPROPRIATE USES OF THE RESERVE FUND: The Reserve Fund may be used by staff in the following situations:

To cover fiscal needs when there is a delay in receipt of CLSA funding. Fund monies can be used to meet payroll, rent/utilities payments and other obligations.

To cover fiscal needs where there is a delay in receipt of LSTA funds and payments must be made to vendors.

To add funds to any pension liability or deficit.

Staff will notify the Audit & Finance Committee and the Administrative Council when a need to use reserve funds is anticipated. The Reserve Fund will be re-funded as soon as possible to maintain it at the recommended level.

Approved: July 25, 2019

Reserve Fund Policy - Proposed

PURPOSE: To cover operating costs for a period of 9-12 months in case there is a funding crisis. The Reserve Fund is a checking and/or savings account consists of any unallocated funds from prior years.

The Fund shall be budgeted at a level that will cover operating expenses (including but not limited to rent, utilities, salaries and benefits for staff) for a period of at least nine (9) months but no more than twelve (12) months.

DETERMINATION OF FUNDING LEVEL: The Audit & Finance Committee will be responsible for determining the level of funding needed on an annual basis. At the first meeting of the calendar year, staff shall present to the Audit & Finance Committee information on the operating costs for the previous calendar year (a 12-month period). Staff will also present the Audit & Finance Committee with information on the current amount in the Reserve Fund.

The Audit & Finance Committee will make a recommendation to the Administrative Council at the council's annual meeting. The recommendation will be one of the following:

- a. To increase the Reserve Fund in order to maintain an adequate level of funding;
- b. To decrease the Reserve Fund because it is over-funded;
- c. To make no changes to the Reserve Fund because the current level is adequate to meet the operating expenses if needed;
- d. Determine funding to be deposited in the Reserve Fund for potential pension liability and deficit.

The Administrative Council will approve or modify the Audit & Finance Committee recommendation at its annual meeting. Staff will then be responsible for implementing the Administrative Council's decision no later than the beginning of the next fiscal year.

The Reserve Fund will be tracked as a budget line item in financial reports to the Council.

APPROPRIATE USES OF THE RESERVE FUND: The Reserve Fund may be used by staff in the following situations:

To cover fiscal needs when there is a significant reduction or delay of CLSA funding. Fund monies can be used to meet payroll, rent/utilities payments and other obligations.

To cover fiscal needs where there is a significant reduction or delay in receipt of LSTA funds and payments must be made to vendors.

To add funds to any pension liability or deficit.

And to address other critical functions or needs as identified.

Reserve Fund Policy - Proposed

Staff will notify the Audit & Finance Committee and the Administrative Council when a need to use reserve funds is anticipated. The Reserve Fund checking account will be replenished from the system's investment fund as soon as possible to maintain it at the recommended level.



DATE: August 27, 2020
TO: SCLC Executive Committee
SCLC Administrative Council
FROM: Diane Bednarski, Executive Director, SCLC
SUBJECT: Standing Rules Revisions

At its June 30, 2020 meeting, the SCLC Administrative Council authorized the formation of a Technology Committee to act in an advisory role to the Council. An update to the SCLC Standing Rules is necessary to reflect the formation of the new Committee.

The following language is proposed:

The Technology Committee will consist of at most one representative from each SCLC full member library system. Three (3) Committee members will serve as officers, specifically: Chair, Vice-Chair/Chair-Elect and Secretary. Each officer will serve a one-year term and nominations and voting will occur at an annual meeting to be held in October. The duties of the Technology Committee are:

- to serve as an advisory group to the Administrative Council on library technology policies and practices;
- to provide leadership in technology and data management and incorporate best practices throughout the cooperative;
- to help manage and implement SCLC regional technology projects

FISCAL IMPACT: None

RECOMMENDATION: Approve specified changes to the SCLC Standing Rules

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DATE: August 27, 2020
TO: SCLC Executive Committee
SCLC Administrative Council
FROM: Gary Shaffer, Executive Committee Member, SCLC
SUBJECT: Online Series on Racism, Diversity, Equity, and Inclusion

BACKGROUND:

This year SCLC is faced with a reduction of 48% in its total California Library Services Act (CLSA) allocation, along with individual libraries' own anticipated local budgetary cuts, which will challenge their ability to deliver high-quality services and programming to their communities. Couple this with an unrelenting pandemic which makes it challenging to deliver services and programming, SCLC members are in an unprecedented period of difficulty. This is also a period of incredible creativity in our member libraries, where we are trying new things every day to better serve our communities. In that vein, there is an opportunity to reassess how we work together, share, and experiment with ways to serve our communities differently.

This proposal establishes a region-wide pilot project for online programming for SCLC member libraries. As a cooperative we have an opportunity to take advantage of the fact that library patrons can gather in online spaces only. By sharing and cross-promoting online programming, SCLC member libraries can increase the opportunities for their communities to learn and discover online together.

This is a fitting test for SCLC as we are an independent Joint Power Authority (JPA) whose stated purpose, vision, and mission read, in part:

SCLC provides member libraries a resource-sharing network and a means for enhancing the level and diversity of resources available to library users, while reducing duplication of effort.

[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.

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SCLC would not be the first California State cooperative to undertake such a project. Pacific Library Partnership (PLP), our neighbor to the north, does something similar in supporting the [Silicon Valley Reads](#) program and speaker bureau grants.

Proposal

The proposed pilot project is a series of programs on racism diversity, equity, and inclusion (DEI). Glendale Library, Arts & Culture (GLAC), an SCLC cooperative member, is planning this year-long series and would like to share its resources with the membership at large to test the ability of SCLC to deliver collaborative online programming. The series would be an ideal pilot as many SCLC members are already taking the opportunity to address these issues and engage in community conversations around racism and anti-racism.

The draft model of collaboration within SCLC is as follows:

- GLAC has secured funding from the Glendale Arts & Culture Commission, which will cover the cost of authors for the planned series as it stands.
- SCLC members would have the option to share locally created DEI programming with the consortium as well.
- Any SCLC member library would be free to participate in or opt out of any or all of the events, allowing each library to take advantage of the programs that would best meet their community's needs and complement their other programming efforts.
- All participating libraries would promote the collaborative events in which they are participating to their local community.
- GLAC, or the sponsoring library, would share with participating SCLC member libraries all digital marketing materials needed to promote each online event, including customizable flyers, booklists, social media posts, and other collateral.
- GLAC, or the sponsoring library, would take on all program planning, implementation, and evaluation. This would include managing program registration and sharing participating patrons' contact info back to the member libraries, enabling each library to engage its patrons after the event.
- Additional topical resources could also be shared; for example, GLAC is planning month-long photo-journalistic online exhibits to accompany each event that other libraries could link to as a resource.

Currently Planned Programming:

Hispanic Heritage Month: September 15-October 15, 2020

- September 24, at 6:30 p.m.: Interview with Eric Nusbaum, author of *Stealing Home: Los Angeles, the Dodgers, and the Lives Caught in Between* (2020) a tale of eminent domain, the building of Dodger Stadium, and displaced Latinx communities.

Native-American Heritage Month: November 1 – 30, 2020

- November 4, at 6:30 p.m.: Interview with Walter Echo-Hawk, author of *In the Court of the Conquerors: The 10 Worst Indian Law Cases Ever Decided* (2010).

Black History Month: February 2021

- February 4, at 6:30 p.m.: Interview with Richard Rothstein, author of *The Color of Law: Forgotten History of How Our Government Segregated America* (2018).

Online Author Interviews TBD:

- Armenian Heritage Month: April 2021
- Asian American Heritage Month: May 2021
- Black Lives Matter Protests and Tulsa Race Massacre (one year/100 year) Anniversaries: End of May/June 2021
- All Black Lives Matter/LGBTIQIA+ Pride: June 2021

FISCAL IMPACT: None

RECOMMENDATION: SCLC, as a body, agree to be an in-name-only sponsor of this pilot 10-month long programming initiative centered on racism and DEI.



**SCLC Meeting Dates
2020/21**

Thursday, August 27, 2020

9:00am Executive Committee
10:00am Administrative Council
Pasadena, if tenable
Via Zoom

Thursday, October 22, 2020

9:00am Executive Committee, only
Via Zoom

Thursday, November 19, 2020

9:00am Executive Committee
10:00am Administrative Council
Oxnard, if tenable
Via Zoom

Thursday, January 28, 2021

9:00am Executive Committee, only
Via Zoom

Thursday, March 25, 2021

9:00am Executive Committee
10:00am Administrative Council
Santa Clarita, if tenable
Via Zoom

Thursday, May 27, 2021

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