



Southern California Library Cooperative  
Executive Committee Meeting  
Wednesday, November 11, 2022  
1:00-2:30pm  
Hybrid Meeting  
Whittier Central Library  
7344 Washington Ave., Whittier, CA 90602

Join Zoom Meeting

<https://us02web.zoom.us/j/83399855287?pwd=T29JazZ6Y281NUNiUHBBSSmpMYWg3QT09>

Meeting ID: 833 9985 5287

Passcode: 636574

## AGENDA

All items may be considered for action.

1. Opening Gary Shaffer
  - a. Chairperson's Welcome
  - b. Roll Call
  
2. Public Comment Gary Shaffer

*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*
  
3. Consent Calendar Gary Shaffer

(ACTION)

*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*

  - a. Minutes from the October 26, 2022 Executive Committee meeting.

- |  |                           |
|--|---------------------------|
| 4. Adoption of the Agenda  | Gary Shaffer              |
| 5. SCLC Controller update<br>(DISCUSSION)  | Gary Shaffer/Wayne Walker |
| 6. Budget Status Report FY2022/23<br>(DISCUSSION)  | Caryn Shapiro             |
| 7. Strategic Plan Update<br>(DISCUSSION)   | Elizabeth Goldman         |
| 8. PressReader and Los Angeles Times<br>(DISCUSSION)   | Gary Shaffer              |
| 9. Other<br><i>"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.<br/>2 minutes</i> | Gary Shaffer              |
| 10. Adjournment  | Gary Shaffer              |



ACTION ITEMS

Meeting: \_\_\_\_\_ SCLC Executive Committee Meeting \_\_\_\_\_

Date: \_\_\_\_\_ November 30, 2022 \_\_\_\_\_

Library: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain



EC Agenda Item 03a

Southern California Library Cooperative  
Executive Committee Meeting  
Wednesday, October 26, 2022  
1:00-2:30pm  
Hybrid Meeting  
Glendale Central Library  
222 E. Harvard St. Glendale, CA 91205

Minutes draft

**Attendance**

Addington, Jennifer – Palos Verdes  
Broman, Susan – LAPL  
Goldman, Elizabeth – Burbank  
Herbert, Mark – El Segundo  
Shaffer, Gary – Glendale  
Walker-Lanz, Jesse - LACo

**Other**

Graver, Lori – SCLC  
Shapiro, Caryn – SCLC  
Snodgrass, Nerissa – SCLC  
Walker, Wayne - SCLC

**Absent**

Billings, Cathy – South Pasadena  
Torres, Anita - Pomona

1. Opening Gary Shaffer
  - a. Chairperson's Welcome
  - b. Roll CallMeeting called to order at 1:03pm.
  
2. Public Comment Gary Shaffer

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

None.

3. Consent Calendar Gary Shaffer  
(ACTION)  
*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*
  - a. Minutes from the August 24, 2022 Executive Committee meeting.  
MSP (Addington/Walker-Lanz) to pass the Consent Calendar.  
5 yes, 0 no, 0 abstain
  
4. Adoption of the Agenda Gary Shaffer  
Chair adopted the Agenda as presented, without objection.
  
5. SCLC Controller update Wayne Walker  
(DISCUSSION)  
Walker introduced Interim Controller Shapiro, and shared that several promising applications have been received for the permanent Controller position.
  
6. Budget Status Report FY2022/23 Caryn Shapiro  
(DISCUSSION)  
All approved CLSA allocations and current grant awarded amounts have been approved. Membership Dues are being collected. Rollover CLSA Funds are being expended. Grant Funds have been received. Most expenditures have been personnel related along with a few operational costs.
  
7. CLSA FY2022/23 Update Wayne Walker  
(DISCUSSION)  
The California Library Services Board (CLSB) met on October 5th. SCLC's Plan of Service and Budget for FY2022/23 was approved. The CLSA funds will be distributed to SCLC by the end of the calendar year - \$563,338 in baseline funds and \$140,833 in System Administration funds.

8. Strategic Plan Update Elizabeth Goldman  
(DISCUSSION)  
Goldman reviewed the Year One objectives, including: developing interest groups; increased transparency of budget and revenue sources; create an “Intro to SCLC” for all library staff members; identify and articulate SCLC mission; hire an executive director; hold an annual planning session for the Administrative Council. To this end, Goldman suggests that the Administrative Council appoint an ad hoc planning committee to develop a survey to gather input on the mission statement, planning session, and interest groups. Also to be decided is whether the Annual Planning Session is to be part of the regular meeting schedule, or a special meeting. Goldman suggested an ad hoc committee to explore the future of interest groups could be comprised of library staff representatives. Request that new directors be paired with a seasoned director for mentoring on function and purpose of SCLC and the Administrative Council.
9. PressReader and Los Angeles Times Gary Shaffer  
(DISCUSSION)  
Beginning in September 2021, SCLC entered a two-year contract with Baker and Taylor for PressReader access to all SCLC jurisdictions. As of July 1, 2022, the LA Times no longer participates in PressReader. Shaffer is collecting survey responses from each jurisdiction on the dollar amount spent annually on Los Angeles Times subscriptions, to be included in a letter advising the LA Times management of the negative impact of LA Times removal from PressReader to SCLC member libraries’ residents, the amount of subscription revenue SCLC member libraries provide, and asking LA Times to please enter into negotiations with PressReader.
10. Closed Session Gary Shaffer  
Public Employee Appointment, Executive Director candidate interviews. MSP (Walker-Lanz/Herbert) to enter Closed Session at 1:30pm.  
6 yes, 0 no, 0 abstain
11. Reconvene from Closed Session Gary Shaffer  
Committee reconvened at 2:57pm.  
MSP (Walker-Lanz/Broman) to recommend to the Administrative Council the hiring of Candidate #1.  
6 yes, 0 no, 0 abstain
12. Other Gary Shaffer  
“...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.
13. Adjournment Gary Shaffer  
Meeting adjourned at 2:59pm.



DATE: November 30, 2022  
TO: Executive Committee  
FROM: Gary Shaffer – Administrative Council Chair  
Wayne Walker – Interim Executive Director  
SUBJECT: SCLC Controller Update – (DISCUSSION)

**BACKGROUND:** Carol Dinuzzo, SCLC Controller, accepted a position outside of SCLC in August leaving the position vacant. The Administrative Council at their August meeting authorized the Administrative Council Chair to enter into an agreement with a temporary agency or an accounting firm to fulfill controller duties on a temporary basis. In early September an agreement was entered into with contractor Caryn Shapiro, CPA, to assist with the Controller duties for a period of up to 3 months at \$72 per hour (non-benefitted) up to 40 hours per week. (Hourly rate similar to approved 22/23 budget for SCLC Controller during same time period.)

In addition, the Administrative Council at their August meeting authorized the Administrative Council Chair to enter into an agreement for accounting consulting purposes with one of SCLC's sister cooperatives on an as-needed basis. An agreement was entered into with the Pacific Library Partnership at \$150 per hour through December 2022.

Recruitment for the permanent Controller was launched on October 7<sup>th</sup>, with application deadline of November 7<sup>th</sup>. Multiple applications were received and the process to review and evaluate the pool of candidates has begun.

**FISCAL IMPACT:** Caryn Shapiro contractor agreement value not to exceed \$37,440. PLP contract agreement value not to exceed \$12,000.

**RECOMMENDATION:** Informational



DATE: November 30, 2022  
TO: SCLC Executive Committee  
FROM: Caryn Shapiro, Interim Controller, SCLC  
SUBJECT: Budget Status, FY2022/23 – (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2022/23 is attached for your review.

REVENUE: All approved CLSA allocations and current grant awarded amounts have been approved. Membership Dues have been collected at 90%. Rollover CLSA Funds are being expended. Grant Funds have been received.

EXPENSES: At this stage in the fiscal year, most expenditures have been personnel related along with a few operational costs.

FISCAL IMPACT: Potential shortfall in revenue for the current fiscal year.

RECOMMENDATION: Informational.



REVENUES/EXPENSES	Projected	Prior Year	Actuals	Balance	%	Notes
<b>REVENUE</b>						
						Unrealized
CLSA Communications & Delivery	\$ 563,338	\$ 568,881	\$ 563,338	\$ -	100%	CLSB approved Oct 5, 2022 - Not yet received.
CLSA System Administration	\$ 343,401	\$ 342,926	\$ 343,401	\$ -	100%	CLSB approved Oct 5, 2022 - Not yet received.
System Supplements to CLSA	\$ -	\$ -	\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,364,024	\$ 3,395,065	\$ 965,754	\$ 2,398,270	29%	Rec'd \$724,537 on 10/4 (CLCI \$499,537 + Digi \$225,000)
Grant Indirect (All Systems)	\$ 286,970	\$ 271,409	\$ 44,697	\$ 242,273	16%	Actual grants awarded
Grant Staffing (All Systems)	\$ 94,078	\$ 90,641	\$ 44,590	\$ 49,488	47%	Actual grants awarded
SCLC Member Dues	\$ 210,681	\$ 203,984	\$ 189,077	\$ 21,604	90%	\$210,683 Total- \$19,806 still due
SCLC Califa Memberships	\$ 13,590	\$ 13,320	\$ 11,520	\$ 2,070	85%	\$13,590 Total - \$1,800 still due
Investment Income	\$ 18,750	\$ 18,750	\$ -	\$ 18,750	0%	Projected FY22/23
<b>TOTAL REVENUE</b>	<b>\$ 4,894,832</b>	<b>\$ 4,904,976</b>	<b>\$ 2,162,377</b>	<b>\$ 2,711,635</b>		
Unrestricted	\$ 953,880	\$ 927,710	\$ 621,765	\$ 332,115		Used toward Personnel/Overhead
Restricted	\$ 3,927,362	\$ 3,963,946	\$ 1,529,092	\$ 2,398,270		CLSA and Grant Passthrough Funds

<b>EXPENDITURES</b>						
<b>Personnel Services</b>						<b>See Unrestricted Revenue - line 16</b>
Salaries, Wages and Payroll taxes	\$ 652,945	\$ 589,377	\$ 170,740	\$ 482,204	26%	SCLC Staff & Interim ED plus payroll taxes
Retirement Benefits	\$ 71,453	\$ 68,050	\$ 14,424	\$ 57,029	20%	CalPERS
Health Insurance - Current Employees	\$ 50,280	\$ 48,000	\$ 10,673	\$ 39,607	21%	Health Stipend
Health Insurance - Retirees	\$ 80,448	\$ 76,800	\$ 17,377	\$ 63,071	22%	Actuals
Dental/Vision	\$ 6,552	\$ 6,552	\$ 1,747	\$ 4,805	27%	Ameritas
Life Insurance	\$ 1,224	\$ 1,224	\$ 360	\$ 864	29%	Dearborn
CalPERS Unfunded Accrued Liability	\$ 154,223	\$ 133,737	\$ 152,775	\$ 1,448	99%	CalPERS - Annual Prepayment(PEPRA & Classic)
Other Personnel Expenses	\$ 3,101	\$ 3,101	\$ -	\$ 3,101	0%	W C Ins-Paid in 06/22 good until 6/30/22
<b>Personnel Service Subtotal</b>	<b>\$ 1,020,225</b>	<b>\$ 926,841</b>	<b>\$ 368,096</b>	<b>\$ 652,129</b>		

REVENUES/EXPENSES	Proposed	Prior Year	Actuals	Balance	%	Notes
<b>Operating Expenses</b>						
Office space Lease	\$ 32,000	\$ 32,000	\$ 8,572	\$ 23,428	27%	Lease TBD (unrestricted)
Professional & Contract Services	\$ 65,000	\$ 65,000	\$ 26,241	\$ 38,759	40%	Legal, PR/HR, Cons+Int Controller(Unrestricted)
Telecommunications	\$ 30,000	\$ 30,000	\$ 2,100	\$ 27,900	7%	IT Support, Software, Internet, Phone, Website (CLSA*) and Communications Allowance
Delivery	\$ 66,500	\$ 66,000	\$ 8,094	\$ 58,406	12%	22/23 expenses of \$19,965 paid from 21/22 CLSA Funds.
Audit Fees	\$ 12,200	\$ 12,270	\$ 2,855	\$ 9,345	23%	Fedak-\$9,760 for FY 20/21 last completed audit.
Software Licenses	\$ 3,479	\$ 3,479	\$ -	\$ 3,479	0%	Keeper, Intuit (paid biennially)
Office Supplies & Printing	\$ 8,500	\$ 8,500	\$ 3,758	\$ 4,742	44%	Office Supplies, Postage, etc. (Unrestricted)
eResources	\$ 445,338	\$ 137,180	\$ -	\$ 445,338	0%	\$368,435 PressReader; \$1,212 Gale Archives; \$75,691 TBD
Memberships	\$ 14,500	\$ 14,500	\$ 13,590	\$ 910	94%	Califa, CLA, etc. (Unrestricted)-Membership for year
Travel & Conferences	\$ 15,000	\$ 10,000	\$ 920	\$ 14,080	6%	Travel for meetings, Education, and audit (Unrestricted)
Postage	\$ 800	\$ 800	\$ 89	\$ 711	11%	
Other	\$ 350	\$ 350	\$ 45	\$ 305	13%	Bank Analysis Fees
<b>Operating Expenses Subtotal</b>	<b>\$ 693,667</b>	<b>\$ 380,079</b>	<b>\$ 66,264</b>	<b>\$ 627,403</b>		
<b>Grant Expenses</b>						
Grant Projected Expenses	\$ 3,364,024	\$ 3,187,565	\$ -	\$ 3,364,024	0%	Passthrough Funds Projected FY22/23 - Actual grants pending
<b>Grant Expenses Subtotal</b>	<b>\$ 3,364,024</b>	<b>\$ 3,187,565</b>	<b>\$ -</b>	<b>\$ 3,364,024</b>		
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,077,916</b>	<b>\$ 4,494,485</b>	<b>\$ 434,360</b>	<b>\$ -</b>		
<b>Surplus (Deficit)</b>	<b>\$ (183,084)</b>	<b>\$ 410,491</b>	<b>\$ 1,728,017</b>			

<b>SCLC ACCOUNT BALANCES</b>		
As of October 31, 2022	\$ 2,669,899	Pacific Western Bank
As of September 30, 2022	\$ 1,832,835	Local Agency Investment Fund (LAIF)
As of September 30, 2022	\$ 82,304	California Employer's Pension Prefunding Trust (CEPPT)

**SCLC MEMBER DEPOSIT ACCOUNT**

**CARRY OVER CLSA FUNDS**

**FY2020/21 CLSA Communications & Delivery - Projected (Restricted)**

	<b>Estimated</b>	<b>Expended</b>	<b>Balance</b>	<b>Notes</b>
E-Resources	\$ 65,848	\$ -	\$ 65,848	Reallocation from Resource Sharing per CLSB 10/5
Resource Sharing	\$ -	\$ -	\$ -	Digilabs - Approved on 10/5 by CLSB E-Resources
Delivery	\$ -	\$ -	\$ -	Reliant
Telecommunication	\$ -	\$ -	\$ -	TBD
<b>Total Estimated Carry Over</b>	<b>\$ 65,848</b>	<b>\$ -</b>	<b>\$ 65,848</b>	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software

**FY2021/22 CLSA Communications & Delivery - Projected (Restricted)**

	<b>Estimated</b>	<b>Expended</b>	<b>Balance</b>	<b>Notes</b>
E-Resources	\$ 288,419	\$ -	\$ 288,419	To be allocated
Resource Sharing	\$ 35,000	\$ -	\$ 35,000	Digilabs - to be reallocated?
Audit	\$ 6,905	\$ 6,905	\$ -	Paid Audit Fees as of 9/30/22
Delivery	\$ 22,013	\$ 15,752	\$ 6,261	To be used toward future delivery expenses
Telecommunication	\$ 21,742	\$ 2,100	\$ 19,642	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software
<b>Total Estimated Carry Over</b>	<b>\$ 374,079</b>	<b>\$ 24,757</b>	<b>\$ 349,322</b>	



## EC Agenda Item 07

DATE: December 1, 2022  
TO: Executive Committee  
FROM: Elizabeth Goldman, Past Chair  
SUBJECT: 2022-25 Strategic Plan Updates and Actions

**BACKGROUND:** The SCLC Administrative Council approved a three-year strategic plan (Plan) on August 24, 2022. The Plan includes a timeline with specific actions and activities to take throughout the three-year period in order to achieve the stated goals and objectives.

The Plan identifies three overarching strategic priorities:

- SCLC will serve as a resource nexus, connecting member libraries and their populations with a wide variety of innovative, relevant, and high-value resources.
- SCLC will communicate its operations and advocacy in a modern, timely, and effective manner.
- SCLC will operate in a fiscally and operationally sustainable manner.

### DISCUSSION:

Fiscal Year 2022-23 activities identified in the Plan are:

#### Segment 1: Executive Director

- Hire an Executive Director (ED)

#### Segment 2: Transparency

- Develop SCLC 101 guide to the organization
- Explain budget and revenue sources as part of SCLC 101

#### Segment 3: Planning

- Review the SCLC mission and vision
- Conduct an annual membership survey
- Hold an annual planning session

#### Segment 4: Member library engagement

- Review and expand staff-driven interest groups
- Provide report on interest groups to Administrative Council

An ad hoc committee for the ED is wrapping up its work. The new ED will develop SCLC 101, responding to Segments 1 and 2.

Two new ad hoc committees are proposed to respond to Segments 3 and 4. For Segment 3, Planning, the ad hoc committee should consist of AC members. For Segment 4, the ad hoc committee could partly or primarily be made up of SCLC member library staff who participate in interest groups, with an AC member serving as chair and/or liaison to the AC. Both committees would have a term of service of December 2022-June 2023.




FISCAL IMPACT: None.

RECOMMENDATION: Identify individuals to chair and/or serve on an ad hoc planning committee and an ad hoc interest group committee.

ATTACHMENT: Strategic Plan timeline

DRAFT

# Proposed Timing for SCLC Priorities

		FISCAL YEAR 2022-23				FISCAL YEAR 2023-24				FISCAL YEAR 2024-25							
		QUARTER															
		1	2	3	4	1	2	3	4	1	2	3	4				
 <p>Resource Nexus</p>	Establish staff-driven interest groups (e.g. marketing, youth services, collections, etc.).			●													
	Form a team/committee to explore and strategize the implementation of shared resources.					●											
	Develop a centralized location of a collection of best practices and ideas to share.						●										
	Conduct annual (or semi-annual) SCLC regional public needs assessments, scalable to local and regional needs.									●							
 <p>Transparency, Advocacy &amp; Engagement</p>	Create "Intro to SCLC" for all library staff members.		●														
	Increase transparency so that the SCLC Administrative Council has a clear understanding of budget and revenue sources.			●													
	Create an RFP to hire a digital media developer to establish a more robust online presence for SCLC.						●										
	Communicate in a variety of publicity formats (social media, streaming, television, radio, etc.) with simple messages that apply to all our libraries and are designed to motivate the public to visit.								●								
 <p>Organizational Health &amp; Sustainability</p>	Identify and articulate SCLC mission.	●															
	Hire strong, knowledgeable, and dynamic executive director to provide support, guidance, and leadership.	●															
	Hold an annual planning session for SCLC Administrative Council.				●												
	Diversify revenue by reviewing membership fees, looking for additional local grant opportunities.							●									
	Assess organizational structure, roles, and responsibilities to support operating efficiencies for a nimble and responsive organization.						●										
	Contract with a financial expert to assess cost of current and enhanced services.					●											
	Create a process for current directors to mentor upcoming/new directors.					●											
	Develop fiscal sustainability by putting funds to best use.										●						



DATE: November 30, 2022  
TO: Executive Committee  
FROM: Gary Shaffer, Administrative Council Chair  
SUBJECT: PressReader Update and Next Steps – (DISCUSSION)

**BACKGROUND:** In September of 2021, SCLC enter into an agreement with Baker & Taylor (B&T) in the amount of \$632,332 for a 2-year-period to procure PressReader on behalf of the Cooperative. July 1, 2022 the LA Times was abruptly removed from the platform without notice. SCLC later learned that this was at the direction of the LA Times. PressReader and Baker & Taylor were not made aware of this removal until it occurred.

At the August 24<sup>th</sup> Administrative Council meeting the following actions were approved in order for SCLC to approach the LA Times directly in an effort to convince them to re-enter the PressReader platform:

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

The survey was distributed to and completed by all SCLC members libraries. A letter was drafted by the Council Chair and shared with member libraries for feedback and to provide each of their signatures for the final copy of the letter.

Baker & Taylor has updated SCLC staff that talks are still ongoing between PressReader and the LA Times concerning this issue, but no details were made available.

**FISCAL IMPACT:** There is no additional fiscal impact at this time, as the contract has already been approved using grant funds from a previous year.

**RECOMMENDATION:** Informational.



**SCLC Meeting Dates**

**2022/23**

*Approved 05252022*

*Updated 10212022*

**Friday, July 22, 2022 - Special**

4:00pm Executive Committee

Via Zoom

**Wednesday, August 24, 2022**

1:00pm Executive Committee

2:15pm Administrative Council

Alhambra

**Wednesday, October 26, 2022**

1:00pm Executive Committee, only

Glendale

**Wednesday, November 30, 2022**

1:00pm Executive Committee

2:15pm Administrative Council

Whittier

**Wednesday, January 25, 2023**

1:00pm Executive Committee, only

Via Zoom

**Wednesday, March 22, 2023**

1:00pm Executive Committee

2:15pm Administrative Council

Signal Hill

**Wednesday, May 24, 2023**

1:00pm Executive Committee

2:15pm Administrative Council

*Location TBD*