



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

Join Zoom Meeting

<https://us02web.zoom.us/j/89764342708?pwd=K2FoZjJjRnZMb3B4THVOWXMwU1I5QT09>

Meeting ID: 897 6434 2708

Passcode: 230209

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 August 24, 2022 Executive Committee meeting.

Southern California Library Cooperative
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(626) 283-5949 • Fax (626) 283-5949
Website: <http://www.socallibraries.org> • E-mail: sclcadmin@socallibraries.org

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|---|-------------------|
| 4. Adoption of the Agenda | Gary Shaffer |
| 5. SCLC Controller update
(DISCUSSION) | Wayne Walker |
| 6. Budget Status Report FY2022/23
(DISCUSSION) | Caryn Shapiro |
| 7. CLSA FY2022/23 Update
(DISCUSSION) | Wayne Walker |
| 8. Strategic Plan Update
(DISCUSSION) | Elizabeth Goldman |
| 9. PressReader and Los Angeles Times
(DISCUSSION) | Gary Shaffer |
| 10. Closed Session
Public Employee Appointment, Executive Director candidate interviews | Gary Shaffer |
| 11. Reconvene from Closed Session | Gary Shaffer |
| 12. Other
<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.
2 minutes</i> | Gary Shaffer |
| 13. Adjournment | Gary Shaffer |



ACTION ITEMS

Meeting: _____ SCLC Executive Committee Meeting _____

Date: _____ October 26, 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



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

Minutes draft

Attendance

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

Other

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

1. Opening

Gary Shaffer

Meeting called to order at 1:02pm.

2. Public Comment

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

None.

3. Consent Calendar Gary Shaffer
(ACTION)
*All items on the consent calendar may be approved by a single motion.
Any Council member may request an item be removed from the consent
calendar and placed on the agenda for discussion.*
- a. Minutes of the May 25, 2022 Executive Committee meeting.
b. Minutes of the July 22, 2022 Executive Committee Special meeting.
MSP (Goldman/Billings) to pass the Consent Calendar, without
objection.
6 yes, 0 no, 0 abstain
4. Adoption of the Agenda Gary Shaffer
Chair passed the Agenda without objection.
5. Budget Status Report FY2021/22 Carol Dinuzzo
Most membership dues have been received and reminders have been sent
to any jurisdictions with outstanding invoices. Most grant revenue has been
received with the final 10% expected once all final reporting has been
completed. Overall, all expenses fall within the total budgeted amount for
the fiscal year. However, there were a few line items where some
unanticipated expenses were incurred.
- Personnel Expenses – With the retirement of the Executive Director in
February, came the additional expense of a full payout of vacation time
upon departure. Additionally, there was a slight increase in dental, vision
and life insurance that occurred mid-year.
 - Operating Expenses – Increase due to replacement of staff laptops and
associated software and IT support. Also, a slight increase in postage due
to additional grant support.
- CLSA rollover funds:
- FY 2019/20: All funds have been expended.
 - FY 2020/21: All funds have been expended with the exception of a
remaining balance \$65,848 originally earmarked for Digilabs and will be
reallocated to use toward E-Resources.
- Pending final close out of FY2021/22 grants.
6. Budget Status Report FY2022/23 Carol Dinuzzo
All approved CLSA allocations and current grant awarded amounts have
been included. PLSEP grant awards are still pending. With no other grants
or special projects on the horizon, it is expected that there will be a
significant shortfall in revenue. Although, there will be some roll over funds
once FY2021/22 closes out, it is likely that reserve funds may need to be
utilized to cover personnel and operations by the end of this fiscal year.

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

CLSA Rollover Funds:

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

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

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

7. Strategic Plan Update Elizabeth Goldman
MSP (Torres/Walker-Laz) to recommend Administrative Council adopt the SCLC 2022-25 Strategic Plan.
7 yes, 0 no, 0 abstain
8. SCLC Controller Update Gary Shaffer
MSP (Billings/Broman) to recommend Administrative Council to:
1) Authorize the Chair to enter into an agreement with a temporary agency or an accounting firm to fulfill controller duties.
2) Authorize the Chair to enter into an agreement for accounting consulting purposes with one of our sister cooperatives on an as-needed basis.
7 yes, 0 no, 0 abstain
9. Other Gary Shaffer
As PressReader has dropped the LA Times, the Chair requests that SCLC:
1) Conduct a survey of all member libraries to collect current annual spending on physical subscriptions to the LA Times.
2) Authorize the Chair to draft a letter advising LA Times management of the negative impact to our member libraries' residents, the amount of revenue we provide them, and asking them to please enter into negotiations with PressReader.
3) Conduct any follow up negotiations with the LA Times.
10. Adjournment Gary Shaffer
Meeting adjourned at 1:54pm.

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DATE: October 26, 2022
 TO: Executive Committee
 FROM: Wayne Walker – Interim Executive Director, SCLC
 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 7th, with application deadline of November 7th. Many applications have been received as of this report.

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

RECOMMENDATION: Informational

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DATE: October 26, 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 are being collected. 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.

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REVENUES/EXPENSES	Projected	Prior Year	Actuals	Balance	%	Notes
REVENUE						
				Unrealized		
CLSA Communications & Delivery	\$ 563,338	\$ 568,881	\$ 563,338	\$ -	100%	Approved by CLSB Oct 5, 2022-not actually collected
CLSA System Administration	\$ 343,401	\$ 342,926	\$ 343,401	\$ -	100%	Approved by CLSB Oct 5, 2022-Not actually collected
System Supplements to CLSA	\$ -	\$ -	\$ -	\$ -	0%	N/A
Grant Project Revenue	\$ 3,364,024	\$ 3,395,065	\$ 965,754	\$ 2,398,270	29%	Actual grants awarded
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	\$ 200,597	\$ 10,084	95%	Approved 03/15/2022
SCLC Califa Memberships	\$ 13,590	\$ 13,320	\$ 11,700	\$ 1,890	86%	Approved 03/15/2022
Investment Income	\$ 18,750	\$ 18,750	\$ -	\$ 18,750	0%	Projected FY22/23
TOTAL REVENUE	\$ 4,894,832	\$ 4,904,976	\$ 2,174,077	\$ 2,700,115		
Unrestricted	\$ 953,880	\$ 927,710	\$ 633,285	\$ 320,595		Used toward Personnel/Overhead
Restricted	\$ 3,927,362	\$ 3,963,946	\$ 1,529,092	\$ 2,398,270		CLSA and Grant Passthrough Funds

EXPENDITURES						
Personnel Services						See Unrestricted Revenue - line 16
Salaries, Wages and Payroll taxes	\$ 652,945	\$ 589,377	\$ 147,223	\$ 505,722	23%	SCLC Staff & Interim ED plus payroll taxes
Retirement Benefits	\$ 71,453	\$ 68,050	\$ 12,117	\$ 59,336	17%	CalPERS
Health Insurance - Current Employees	\$ 50,280	\$ 48,000	\$ 9,152	\$ 41,128	18%	Health Stipend
Health Insurance - Retirees	\$ 80,448	\$ 76,800	\$ 13,032	\$ 67,416	16%	Actuals
Dental/Vision	\$ 6,552	\$ 6,552	\$ 1,416	\$ 5,136	22%	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
Personnel Service Subtotal	\$ 1,020,225	\$ 926,841	\$ 336,075	\$ 684,150		

REVENUES/EXPENSES	Proposed	Prior Year	Actuals	Balance	%	Notes
Operating Expenses						
Office space Lease	\$ 32,000	\$ 32,000	\$ 6,429	\$ 25,571	20%	Lease TBD (unrestricted)
Professional & Contract Services	\$ 65,000	\$ 65,000	\$ 21,017	\$ 43,983	32%	Legal, PR/HR, Cons+Int Controller(Unrestricted)
Telecommunications	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	0%	IT Support, Software, Internet, Phone, Website (CLSA*) and Communications Allowance
Delivery	\$ 66,500	\$ 66,000	\$ -	\$ 66,500	0%	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	\$ -	\$ 8,500	0%	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	\$ -	\$ 15,000	0%	Travel for meetings, conference, and audit (Unrestricted)
Postage	\$ 800	\$ 800	\$ 89	\$ 711	11%	
Other	\$ 350	\$ 350	\$ 45	\$ 305	13%	Bank Analysis Fees
Operating Expenses Subtotal	\$ 693,667	\$ 380,079	\$ 44,025	\$ 649,642		
Grant Expenses						
Grant Projected Expenses	\$ 3,364,024	\$ 3,187,565	\$ -	\$ 3,364,024	0%	Passthrough Funds Projected FY22/23 - Actual grants pending
Grant Expenses Subtotal	\$ 3,364,024	\$ 3,187,565	\$ -	\$ 3,364,024		
TOTAL EXPENDITURES	\$ 5,077,916	\$ 4,494,485	\$ 380,100	\$ -		
Surplus (Deficit)	\$ (183,084)	\$ 410,491	\$ 1,793,977			

SCLC ACCOUNT BALANCES		
As of September 30, 2022	\$ 2,044,559	Pacific Western Bank
As of September 30, 2022	\$ 1,832,835	Local Agency Investment Fund (LAIF)
As of July 1, 2022	\$ 87,177	California Employer's Pension Prefunding Trust (CEPPT)

SCLC MEMBER DEPOSIT ACCOUNT		
As of September 30, 2022	\$ 133,012	Pacific Western Bank

CARRY OVER CLSA FUNDS

FY2020/21 CLSA Communications & Delivery - Projected (Restricted)				
	Estimated	Expended	Balance	Notes
E-Resources	\$ -	\$ -	\$ -	Pending reallocation from Resource Sharing
Resource Sharing	\$ 65,848	\$ -	\$ 65,848	Digilabs - to be reallocated to E-Resources
Delivery	\$ -	\$ -	\$ -	Reliant
Telecommunication	\$ -	\$ -	\$ -	TBD
Total Estimated Carry Over	\$ 65,848	\$ -	\$ 65,848	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software

FY2021/22 CLSA Communications & Delivery - Projected (Restricted)				
	Estimated	Expended	Balance	Notes
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	\$ 19,965	\$ 2,048	To be used toward future delivery expenses
Telecommunication	\$ 21,742	\$ 1,700	\$ 20,042	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software
Total Estimated Carry Over	\$ 374,079	\$ 28,570	\$ 345,509	



DATE: October 26, 2022
TO: Executive Committee
FROM: Wayne Walker – Interim Executive Director, SCLC
SUBJECT: CLSA Update - (DISCUSSION)

BACKGROUND: The California Library Services Board (CLSB) met on October 5th. The FY2022/23 CLSA Plan of Service and Budget produced by SCLC and submitted in June 2022 was on the agenda for review and approval. The CLSB approved the Plan of Service and Budget as submitted by SCLC. SCLC staff will work with the CA State Library to completed needed paperwork to claim the funds. The CLSA funds will be distributed to SCLC by the end of the calendar year.

FISCAL IMPACT: \$563,338 in baseline funds and \$140,833 in System Administration funds.

RECOMMENDATION: Informational.

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DATE: October 26, 2022
TO: SCLC Executive Committee
FROM: Gary Shaffer, 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 24th 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.

As of this report, the survey has been drafted and will be distributed to the SCLC members to respond.

Baker & Taylor has updated SCLC staff talks are ongoing between PressReader and the LA Times concerning this issue, nut not 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.

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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