Southern California Library Cooperative
Administrative Council Meeting
Wednesday, May 25, 2022
2:15-4:15pm
Hybrid Meeting
Santa Clarita Old Town Newhall
Library 24500 Main Street Newhall,
CA 91321

Join Zoom Meeting
https://us02web.zoom.us/j/82977715100?pwd=UHRmM1ZuRzBKUWlDVUVvRkMxNXNsZz09

Meeting ID: 829 7771 5100
Passcode: 386778

AGENDA

All items may be considered for action.

1. Opening   Elizabeth Goldman
   2 minutes
   a. Chairperson's Welcome
   b. Roll Call

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

3. Consent Calendar   Elizabeth Goldman
   4 minutes
   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 15, 2022 Administrative Council and March 29, 2022 Strategic Planning meetings
   b. Cooperative Library System Agreement Renewals   Heather Cousin
      FY2022/23

    c. Extension of Agreement Between SCLC and   Heather Cousin
        Sutherland Consulting Services

    d. Administrative Council and Executive   Elizabeth Goldman
        Committee Meeting Schedule FY2022/23

    e. Audit and Finance Committee Meeting   Elizabeth Goldman
        Schedule FY2022/23

    f. Gale Archives of Sexuality and Gender   Heather Cousin
        Subscription Renewal FY2022/23

4. Adoption of Agenda   Elizabeth Goldman
2 minutes

5. Strategic Plan Update   Elizabeth Goldman
30 minutes

6. Budget Status Report FY2021/22   Carol Dinuzzo
7 minutes

7. Recruitment Committee Update   Gary Shaffer
5 minutes
    a. Job Description and Recruitment Update
    b. Recruitment Firm Recommendation

8. Election of Officers   Robert Shupe
5 minutes

9. Executive Committee Membership FY2022/23   Heather Cousin
5 minutes

10. Proposed Budget FY2022/23   Carol Dinuzzo
15 minutes

11. Staff Bonus Compensation for Exceptional   Gary Shaffer
    Service
7 minutes

12. Staff COLA Salary Range Adjustment   Gary Shaffer
7 minutes

13. Pension Liability   Gary Shaffer
5 Minutes

14. CLSA Plan of Service FY2022/23   Heather Cousin
15 minutes

15. Signature Authority   Heather Cousin
2 minutes

16. Interim Executive Director's Report   Heather Cousin
 5 minutes

17. Other   Elizabeth Goldman
 5 minutes
 "...that is, matters initiated in the present meeting." Robert's Rules of Order,
 Revised, III, p.21. Limited by Brown Act to discussion only.

18. State Library Report   Natalie Cole
 3 minutes

19. Adjournment   Elizabeth Goldman

ACTION ITEMS

Meeting: _____SCLC Administrative Council Meeting_____

Date: _____May 25, 2022_____

Library: _____

Name: _____

Signature: _____   Date: _____

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Agenda Item: _____   Agenda Item: _____

_____ Aye   _____ Motion   _____ Aye   _____ Motion

_____ Nay   _____ Second   _____ Nay   _____ Second

_____ Abstain   _____ Abstain

Email completed forms to: lgraver@socallibraries.org

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

Email completed forms to: lgraver@socallibraries.org

Southern California Library Cooperative
Administrative Council Meeting
March 15, 2022
2:15-4:15pm
Virtual Meeting

Minutes *draft*

Attendance
Addington, Jennifer – Palos Verdes
Aguado, Cynthia – Torrance
Anderson, Susan – Redondo Beach
Arroyo, Keri – Inglewood
Balli, Shayne – Irwindale
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Broman, Susan – LAPL
Buth, Karen – Beverly Hills
Cuyugan, Erica – Santa Monica
Garcia, Diana – Monterey Park
Garza, Lori – Sierra Madre
Goldman, Elizabeth – Burbank
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
Mangold, Joseph – Camarillo
Neal, Alan – Oxnard
Sarmiento, Beatriz – Commerce
Schram, Nancy – Ventura
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale

Sidon, Yanira – Santa Clarita
Stone, Janet – Glendora
Walker-Lanz, Jesse – CoLA
Winslow, Nikki - Altadena

Other
Cousin, Heather – SCLC
Cole, Natalie – SCLC
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Walker, Wayne - SCLC

Absent
Conwell, Christine – Moorpark
Dickow, Ben – Downey
Graf, Ann – Azusa
Herbert, Mark – Signal Hill
Patterson, Jennifer – Thousand Oaks
Raia, Deborah – Santa Fe Springs
Torres, Anita – Pomona
Vance, Carey – Monrovia
Vera, Linda – San Marino
Virbia, Krizia - Covina

1. Opening   Elizabeth Goldman
Meeting called to order at 3:16pm.

2. Public Comment
   None.

3. Adoption of Agenda   Elizabeth Goldman
   Agenda adopted without objection.

4. Consent Calendar   Elizabeth Goldman
   4 minutes
   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 December 1, 2021 and February 22, 2022 Administrative
      Council meetings
   b. Holiday Calendar FY2022/23   Carol Dinuzzo
   c. Membership Dues FY2022/23   Carol Dinuzzo
   MSP (Shupe/Sarmiento) to pull the Holiday Calendar from the Consent
   Calendar, for separate consideration, and approve the Minutes from
   December 1, 2021, Minutes from February 22, 2022 and the Membership
   Dues FY2022/23 (25 yes, 0 no, 1 abstain).
   MSP (Shupe/Shaffer) to add holiday Juneteenth to the FY2022/23 calendar
   on June 19, 2023. (26 yes, 0 no, 1 abstain)

5. Budget Status Report FY2021/22   Carol Dinuzzo
   All prior year Digital and eResources funds have been expended. There is
   still a remaining balance of $126,249 for Resource Sharing (Digilabs), with
   $60,401 that needs to be expended by June 30, 2022. There is also
   $9,409 to use toward Telecommunications. FISCAL IMPACT: Overall
   increase in revenue resulting in an anticipated surplus of $229,784 for the
   current fiscal year.

6. Strategic Planning   Elizabeth Goldman
   The project is on schedule to produce results and recommendations for
   consideration at the May 2022 Administrative Council meeting.

7. Digilab   Elizabeth Goldman
   MSP (Shupe/Winslow) to Approve plan to spend the remaining FY19-20
   funds on software and replacement equipment, with a plan to end SCLC
   support of the project by June 2023; and reallocate FY20-21 funds to
   PressReader or a different project. (26 yes, 0 no, 1 abstain)

8. PressReader Report and Usage   Wayne Walker
   Monthly usage reports will be sent to the SCLC Directors' listserv. Baker &
   Taylor has provided a contact to SCLC member libraries for any library
   who wishes to receive assistance on any matter concerning PressReader:
   Jill Siekman Customer Success Manager Jill.Siekman@baker-taylor.com
   C: 704.883.6250

9. Nominating Committee   Elizabeth Goldman
As past Chair, Shupe will Chair the Nominating Committee. Anderson and Schram volunteered to sit on the Committee.

10. Hiring Committee   Elizabeth Goldman
Behle, Maghsoudi, Shaffer, and Schram volunteered to sit on the Hiring Committee. Discussed the possibility of hiring a recruiter.

11. Committee Reports
      a. Technology Committee   Nikki Winslow
          Discussed Digilab and held a roundtable discussion.
      b. Audit and Finance Committee   Gary Shaffer
          Last meeting was on February 2, 2022 – discussed pension paydown, and building a 2.5% annual employee raise into the budget, with the Executive Director holding prerogative to grant individual raises. Will be discussing a one time staff bonus at April 2022 meeting.

12. Other   Elizabeth Goldman
None.

13. State Library Report   Natalie Cole
First round of infrastructure applications closes on March 21, 2022. Stronger Together grant applications close on March 28, 2022. Applications are under review of the Inspiration grants. Funding available for all applicants to the Lunch@theLibrary program.

14. Executive Director's Report   Heather Cousin
      a. Conflict of Interest/Form 700
          Cousin provided update of meetings attended, and reminds members to complete and return Form 700 before April 1, 2022.

15. Chairperson Report   Elizabeth Goldman
Goldman thanked staff for their hard work and diligence during this transition time.

16. Adjournment   Elizabeth Goldman
Meeting adjourned at 3:20pm.

Southern California Library Cooperative
Administrative Council Special Meeting – Strategic Planning Session
March 29, 2022
10 am – 3 pm
Online and in-person at Burbank Public Library, 300 N. Buena Vista Street, Burbank

Minutes draft

Attendance
Addington, Jennifer – Palos Verdes
Anderson, Susan – Redondo Beach
Arroyo, Kerri – Inglewood
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Broman, Susan – LAPL
Buth, Karen – Beverly Hills
Coates, Evan – Torrance
Garcia, Diana – Monterey Park
Garza, Lori – Sierra Madre
Goldman, Elizabeth – Burbank
Graf, Ann – Azusa
Herbert, Mark – El Segundo
Lockwood, Barbara – Calabasas
Maghsoudi, Paymaneh – Whittier
Nasr, Mandy – Camarillo
McDonald, Tim – Pasadena
Sarmiento, Beatriz – Commerce
Schram, Nancy – Ventura
Shaffer, Gary – Glendale

Shupe, Robert – Palmdale
Sisavath, Shannon – Alhambra
Stone, Janet – Glendora
Torres, Anita – Pomona
Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse – LACo
Winslow, Nikki - Altadena

Other
Clanton, JR - BerryDunn
Cousin, Heather – SCLC
Hildreth, Susan – BerryDunn
Zisenhenne, Monique LeConge – BerryDunn

Absent
Balli, Shayna – Irwindale
Conwell, Christine – Moorpark
Dickow, Ben – Downey
Hughes, Charles – Signal Hill
Vance, Carey - Monrovia

1. Opening   Elizabeth Goldman
   Meeting began at 10:00 am.

2. Public Comment
   There was no public comment.

3. Adoption of Agenda   Elizabeth Goldman
    Agenda adopted without objection.

4. Strategic Planning   Elizabeth Goldman
    Council reviewed information gathered by consultants and discussed
    strategic direction and objectives for the next three years.

5. Adjournment   Elizabeth Goldman
    Meeting adjourned at 2:55 pm.

DATE: May 25, 2022
TO: Administrative Council
FROM: Heather Cousin, Interim Executive Director
SUBJECT: Cooperative Library System Agreement Renewals for Fiscal Year 2022/2023

BACKGROUND: SCLC maintains agreements with four other Cooperative Library Systems (Systems) to provide them with administrative and fiscal services. Agreements run on a July 1 – June 30 cycle.

The Systems pay for services primarily from CLSA budget allocations, the agreements offer provisions for SCLC to invoice the systems for work that exceeds the CLSA allocations.

SCLC staff record actual time worked on behalf of each system to manage this process. CLSA Preliminary System Budget Allocations for fiscal year 2022/2023 reflect the following system administration budgets for the four contracted systems:

49-99: $30,039
Inland: $74,937
Santiago: $44,251
Serra: $53,341
Total: $202,568

FISCAL IMPACT: Incoming revenue for System Administration of $202,568

RECOMMENDATION: Authorize the SCLC Chair to sign the agreements with each System requesting administrative and fiscal services by SCLC for fiscal year 2022/2023.

ATTACHMENTS: System agreements for fiscal year 2022/2023 (49-99, Inland, Santiago, Serra)

Southern California Library Cooperative

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, 2022.

- 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 one regularly scheduled May 49-99 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 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.   NOTE: 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 by CLSA as desired by the 49-99 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.*)

- 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.

49-99 and SCLC Terms and Agreement for Services

2

- 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 2022-23 (July 1- June 30) SCLC shall reimburse itself from the:

- o Indirect fees from grants up to 10% and negotiated staffing over 10% when applicable
- o CLSA System Administration fees up to the designated 20%
- o Other administrative and fiscal fees to be negotiated. *See Attachment A*

7. **Signatures**

Nancy Giddens   Date: _5/5/2022_
49-99 Administrative Council Chair

_____   Date: _____
SCLC Interim Executive Director

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	$107.65
Deputy Director	$71.87
Controller	$74.62
Project Manager	$62.34
Administrative Assistant	$43.89
Operational (in addition to hourly)	$25.00
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 support to include Administrative and Fiscal Agent services under the California Library Services Act (CLSA) for the 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, 2022.

   - 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 Committee 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 one regularly scheduled May ILS 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 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. NOTE: 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 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 by CLSA as desired by the ILS 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.*)

- 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 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 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 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 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 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 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, 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 2022-23 (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%
    - Other administrative and fiscal fees to be negotiated. See *Attachment A*

7. Signatures

    _____   Date: ___5|17|22_____
    ILS Administrative Council Chair

    _____   Date: _____
    SCLC Administrative Council Chair

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	$107.65
Deputy Director	$71.87
Controller	$74.62
Project Manager	$62.34
Administrative Assistant	$43.89
Operational (in addition to hourly)	$25.00
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, 2022.

- 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 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 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.   NOTE: 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.   <u>Fiscal Agent Services</u>

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 2022-23 (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%
- Other administrative and fiscal fees to be negotiated. See *Attachment A*

7. Signatures

Judith B. Booth   Date: _5/18/22_
SLS Executive Council Chair

_____   Date: _____
SCLC Administrative Council Chair

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

<u>Hourly Staffing Rates*</u>

Executive Director	$107.65	
Deputy Director	$71.87	
Controller	$74.62	
Project Manager	$62.34	
Administrative Assistant	$43.89	
Operational (in addition to hourly)	$25.00	
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, 2022.

- 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.   NOTE: 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.*)

- 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, 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.
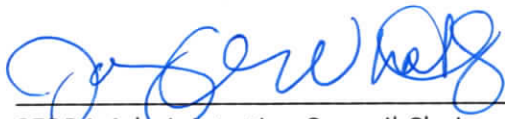
5. Changes in Legislation

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 2022-23 (July 1- June 30) SCLC shall reimburse itself from the:

o Indirect fees from grants up to 10% and negotiated staffing over 10% when applicable
o CLSA System Administration fees up to the designated 20%
o Other administrative and fiscal fees to be negotiated. *See Attachment A*

7.   Signatures

_____   Date: 05/16/2022
SERRA Administrative Council Chair

_____   Date: _____
SCLC Administrative Council Chair

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	$107.65
Deputy Director	$71.87
Controller	$74.62
Project Manager	$62.34
Administrative Assistant	$43.89
Operational (in addition to hourly)	$25.00
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.

DATE: May 25, 2022
TO: SCLC Administrative Council
FROM: Heather Cousin, Interim Executive Director
SUBJECT: Extension of Agreement Between SCLC and Sutherland Consulting Services

BACKGROUND: On July 1, of 2019, SCLC entered into a two-year agreement with Sutherland Consulting Group to provide E-Rate and California Teleconnect Fund services for LA County Library. These services are connected to a separate agreement SCLC executed with LA County on January 10, 2018, to provide fiscal and administrative services related to the federal E-Rate program.

At the request of LA County Library, SCLC plans to extend the existing contract with Sutherland Consulting Group for a six-month term, ending December 31, 2022. Other than the contract term, there are no other changes to the contract, the deliverables, or scope of work. LA County is actively engaged in an RFP process to seek an E-Rate vendor and anticipates transitioning to that service provider once that contract is awarded.

FISCAL IMPACT: Professional services provided through this agreement are paid from a deposit account funded by LA County Library and managed by SCLC.

RECOMMENDATION: For the Administrative Council to approve SCLC staff executing a contract extension through December of 2022 between SCLC and Sutherland Consulting Services.

Attachment

Southern California Library Cooperative

Extension of Professional Services Agreement for
Sutherland Consulting Group, Inc.

This Extension of Professional Services Agreement ("Extension") is entered into as of this _____ day of June, 2022 by and between the Southern California Library Cooperative ("SCLC") and Sutherland Consulting Group, Inc. ("Contractor"), a consultant providing professional services and assistance in the areas of E-Rate Program Compliance and broadband initiatives.

RECITALS

WHEREAS SCLC is a cooperative library system that provides fiscal and administrative services to 40 independent cities, county and special district public libraries located in Los Angeles and Ventura counties; and

WHEREAS County of Los Angeles has been a member of SCLC since 1978; and

WHEREAS, in 1996, Congress mandated a program to make telecommunications and information services more affordable for schools and libraries in the United States and the Federal Communications Commission (FCC) implemented the Schools and Libraries Program, also known as the E-Rate Program, which provides discounted telecommunications, Internet access, and internal connections to eligible schools and libraries through reimbursement from the Universal Service Fund (USF); and

WHEREAS Los Angeles County Library receives E-Rate funding and is responsible for submitting associated funding applications and reports; and

WHEREAS, County of Los Angeles has entered into an agreement with SCLC to coordinate administrative and fiscal services related to E-Rate; and

WHEREAS SCLC seeks to subcontract with a professional consultant to manage

administrative and fiscal services related to E-Rate; and

WHEREAS Sutherland Consulting Group, Inc. has a demonstrated record of providing professional services and assistance in the areas of E-Rate Program Compliance and broadband initiatives for library systems throughout Southern California;

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto and each of them do agree as follows:

I. **Provisions:**

Contractor agrees to the following:

A. To provide services as outlined in Attachment "A", Scope of Services

II. **Term:**

A. The term of this extension is six (6) months from July 1, 2022, through December 31, 2022.

III. **Payment:**

A. SCLC shall pay to Contractor compensation for authorized E-Rate equipment purchases and professional services in support of E-Rate administrative and fiscal intermediary services for the Los Angeles County Library at a rate not to exceed $160.00 per hour.

B. Payment shall be distributed by SCLC upon approval in the following manner:

1. Invoices are submitted to SCLC and Los Angeles County Library via email with line item details reflecting the tasks, deliverables, goods, services, work hours and/or work performed.

2. Los Angeles County Library notifies SCLC that a submitted invoice is approved for payment.

3. SCLC generates the payment by check within 14 days of receiving approval to pay.

C. No claims for reimbursement for work done after December 31, 2022, shall be considered unless an extension is approved by SCLC.

D. Reimbursement requests for professional services shall not exceed the total amount received by Los Angeles County Library as part of E-Rate Category 1 reimbursements and no

payment(s) shall be deducted from E-Rate reimbursement funds collected.

IV.   **Ownership of Documents**

    A. All materials, including but not limited to calculations, reports, deliverables, drafts, working papers, edited and/or unedited versions of deliverables, and any other materials or documents developed under this Agreement, including those in electronic form, and any and all intellectual property rights to these materials, including, but not limited to, any copyrights, are and shall remain the sole property of the County of Los Angeles.

V.   **Termination**

    A. If the services provided by the Contractor fall below an acceptable performance level, or if there is any breach of this agreement, SCLC may, at its option, terminate this contract upon thirty (30) days' notice. In the event of such termination, SCLC may be obliged to pay Contractor only for the services provided up to the date of the termination.

VI.   **Miscellaneous**

    A. This agreement sets forth the entire understanding of the parties hereto relating to the subject matter hereof. No modification, amendment, waiver termination or discharge of this agreement shall be binding upon either party unless confirmed by a written instrument signed by both parties. No waiver by either party of any term or provision of this agreement or of any default hereunder shall affect the respective rights of the parties thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

    B. If any provision of this agreement shall be held void, invalid or inoperative, no other provision of this agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this agreement shall remain in full force and effect as though such void, invalid or inoperative provision had not been contained therein.

    C. In the event any action, suit or proceeding arising from or based upon this agreement is brought by either party hereto against the other, the prevailing party shall be entitled to recover from the other its attorney's fees in connection therewith in addition to the costs of suchaction, suit, or proceeding. In that respect, the consultant agrees that, in any suit brought against SCLC, she will look solely to the assets of SCLC and shall not bring any action, suit or proceeding naming or joining the officers, directors, employees or other member libraries of SCLC, and, to the extent

consultant has such rights, they are hereby waived.

      D. This agreement has been entered into in the State of California and its validity, construction, interpretation, and legal effect shall be governed by the laws of the State of California. The venue for any legal action arising from this agreement or any other claim or cause of action by one party against the other shall be the Superior Court for the County of Los Angeles.

      E. Any notices or written communications to or between the parties shall be directed as follows:

For SCLC:
Carol Dinuzzo
cdinuzzo@socallibraries.org

For Sutherland Consulting Group, Inc.:
Beverly Sutherland
bsutherland@edtechnologyfunds.com

For Los Angeles County Library
Binh Le
BLe@library.lacounty.gov

      F. The language and terms of this agreement are deemed to be the product of both parties and shall not be construed otherwise in the event of any dispute over or challenged to this agreement. The words comprising this agreement shall have their ordinary meaning in the English language unless expressly defined otherwise.

      G. The parties have had the opportunity to review this agreement fully and carefully, and to consult with legal counsel for executing the agreement. By execution of this agreement each party acknowledges that they have either done so or have freely elected not to do so.

      In witness whereof, the parties hereto set forth their names and signatures below.

Sutherland Consulting Group, Inc.

Southern California Library Cooperative

By _____

By _____

Beverly Sutherland
Sutherland Consulting Group, Inc.
2400 N. Lincoln Ave
Altadena, CA 91001

Heather Cousin – Interim Executive
Director
254 N. Lake Ave. #874
Pasadena, CA 91101

<mark>Attachment A – Scope of Services</mark>

<u>Objectives</u>

Provide professional services and assistance in the areas of E-Rate Program Compliance and broadband initiatives for the Los Angeles County Library (LACO).

<u>Project Scope</u>

1. Complete tasks for LACO to include equipment purchases and installation, E-Rate filing, and other tasks as assigned by LACO staff.

2. Coordinate E-rate and CTF applications for discounts.

3. Coordinate equipment purchases under E-Rate Category 2.

4. Provide reports and data as requested.

5. Communicate with SCLC and LACO staff when necessary.

SCLC Meeting Dates
2022/23
Proposed

Wednesday, August 24, 2022
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

Wednesday, October 26, 2022
1:00pm Executive Committee, only
Via Zoom

Wednesday, November 30, 2022
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

Wednesday, January 25, 2023
1:00pm Executive Committee, only
Via Zoom

Wednesday, March 22, 2023
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

Wednesday, May 24, 2023
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

SCLC Audit and Finance Committee Meeting Dates
Proposed

2022/23

Wednesday, July 6, 2022
3:30-4:30pm

Wednesday, September 28, 2022
3:30-4:30pm

Wednesday, February 1, 2023
3:30-4:30pm

Wednesday, April 5, 2023
3:30-4:30pm

Meetings will be held via Zoom.
Locations will be determined if needed.

DATE: May 25, 2022
TO: Administrative Council
FROM: Heather Cousin, Interim Executive Director
SUBJECT: Gale Archives of Sexuality and Gender Subscription Renewal FY2022/23

BACKGROUND: In fiscal year 2018/2019, SCLC entered into a contract with Gale to provide the Archives of Sexuality and Gender: LGBTQ History and Culture Since 1940. This resource focuses on primary source material from the second half of the 20th Century and is the largest digital collection of historical primary source publications relating to the history and study of sex, sexuality, and gender research and gender studies research. Documentation covering disciplines such as social, political, health, and legal issues impacting LGBTQ (lesbian, gay, bisexual, transgender, queer) communities around the world are included (from Gale).

DISCUSSION: Like PressReader, the Gale Archives are considered one of the shared resources required under the current SCLC CLSA Plan of Service, and paid for with restricted funds.

FISCAL IMPACT: $1,212.18 renewal fee for fiscal year 2022/2023

RECOMMENDATION:
1. Renew for the upcoming fiscal year.
2. Request SCLC staff compile systemwide usage statistics during the upcoming term of service.
3. Revisit subscription options based on use and subject coverage in six months

ATTACHMENTS: Gale renewal notice

Southern California Library Cooperative

[http://www.gale.cengage.com/]

QUOTE

Confidential Price Quote - LGBTQ

05/17/2022
Pricing on this Proposal Guaranteed: 07/31/2022

Presented To: Heather Cousin
Prepared By: Mir Loving, Subscription Renewal Specialist, (800) 877-4253 x18464, mir.loving@cengage.com [mailto:mir.loving@cengage.com]

Deliver To Address:
254 N LAKE AVE #874
PASADENA
California
United States
91101

Account #:	609375	Account #:	609375
Deliver To:	SOUTHERN CALIFORNIA LIBRARY COOPERATIVE Heather Cousin	Invoice To:	SOUTHERN CALIFORNIA LIBRARY COOPERATIVE Heather Cousin

Gale Primary Source Titles	Qty	Total List Price	Total Sales Price
Archives of Sexuality and Gender: LGBTQ History and Culture Since 1940, Part I Hosting Fee, Imprint: Gale Research Inc, ISBN: 16272953 , Subscription Dates: 07/26/2022 to 07/25/2023 , Number of Sites: 1	1	$1,212.18	$1,212.18
		Total List Price	Total Sales Price
Total for Gale Primary Source Titles:		$1,212.18	$1,212.18

DATE: May 25, 2022
TO: Administrative Council
FROM: Elizabeth Goldman, Chair
SUBJECT: Strategic Plan Update

BACKGROUND: For the past six months, SCLC has been engaged in a process to develop a three-year strategic plan to guide the organization from 2022-2025. In November 2021, SCLC contracted with consultants BerryDunn, who have conducted research, engaged the Administrative Council and staff in the planning process, and developed a draft plan.

DISCUSSION: Building upon input from the Administrative Council planning session on March 29, plus focus groups and surveys that had taken place in February and March, BerryDunn drafted tentative goals and objectives. These were presented to the Executive Committee for initial feedback at a special meeting on May 2, 2022.

The draft 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 connect its operations and advocacy in a modern, timely, and effective manner.
- SCLC will operate in a fiscally and operationally sustainable manner.

Within each area, specific objectives, timelines, and performance measures will be presented at the meeting for consideration.

Based on the current timeline, the target date for final approval of the plan is the first Administrative Council meeting of Fiscal Year 22-23 in August 2022. In addition to feedback offered at the May 25 meeting, Administrative Council members are encouraged to provide additional feedback directly to the consultants through **June 17**. An updated draft will be circulated for feedback later in the summer prior to approval.

Responsibility for carrying out the objectives of the strategic plan will largely rest with the interim/permanent Executive Director and the Administrative Council. SCLC staff may be given assignments as fit within established work duties, and for some activities, SCLC may elect to bring in outside consultants. For the plan to be successful, Administrative Council members will need to commit to some additional time to support participation in ad hoc committees focused on various areas.

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

Given that consideration, the Administrative Council is invited to provide feedback on the plan including, but not limited to, the following questions:

- Does the plan accurately reflect SCLC's most immediate priorities? Is anything significant missing or should anything be deferred to a date beyond this plan?
- Do proposed timelines make sense, in terms of both priorities for each year and overall work commitment?
- Do performance measures reflect work product that can realistically be produced?

FISCAL IMPACT: There is no fiscal impact to today's discussion. However, carrying out work identified in the strategic plan may have impact. As relevant, actions within the plan that have fiscal impact will be brought back to the Administrative Council for votes during the plan implementation period.

RECOMMENDATION: Provide feedback to consultants regarding content, timelines, and format of strategic plan.

ATTACHMENT: PowerPoint of Strategic Plan

SCLC Briefing
Draft Strategic Plan Framework

BerryDunn

May 19, 2022

Plan Document Table of Contents

Core elements to be included in the full plan document

1. Welcome Message

2. Our Organization

3. Vision

4. Strategic Priorities

5. Strategies

6. Our Process

7. Acknowledgements

2

Strategic Priorities

Resource Nexus

SCLC will connect member libraries and their service populations with a wide variety of innovative, relevant, and high-value resources.

Transparency, Advocacy and Engagement

SCLC will communicate its operations and advocacy in a modern, timely, and effective manner.

Organizational Health & Sustainability

SCLC will operate in a fiscally and operationally sustainable manner.

3

Resource Nexus

Goal 1: Grow value and resources provided by SCLC to members.

Year One Objective:
1. Establish staff-driven interest groups (e.g. marketing, youth services, collections, etc.).

Performance Measure:
a. Interest groups are identified, established, and growing resources with an annual report provided to the Executive Committee.

Year Two Objectives:
1. Form a team/committee to explore and strategize the implementation of shared resources.
2. Develop a centralized location of a collection of best practices and ideas to share.

Performance Measures:
a. A report of up-to-date shared resources is established and reviewed as a benchmark of growth within one-year of report creation.
b. Potential shared resources are identified and reviewed.
c. New shared resources are established and growth is reported annually.
d. All members have the ability to contribute and access a centralized collection of best practices and ideas.

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Resource Nexus (Cont.)

Goal 2: Provide dynamic resources that are responsive to current needs.

Year Three Objective:
1. Conduct annual (or semi-annual) SCLC regional public needs assessments, scalable to local and regional needs.

Performance Measures:
a. Annual (or semi-annual) needs assessments are implemented, results are reviewed, and resources are adjusted based upon findings.
b. Annual (or semi-annual) progress report is created and shared.

5

Transparency, Advocacy and Engagement

DRAFT

Goal 3: Increase the awareness, marketing and engagement of SCLC endeavors.

Year One Objectives:
1. Digital Presence - create an RFP to hire a digital media developer.
2. Communicate in a variety of publicity formats (social media, streaming, "tv," radio, etc.) with simple messages that apply to all our libraries and are designed to motivate the public to visit

Performance Measures:
a. A digital media developer is procured.
b. A digital media plan with specific goals is established.
c. New and enhanced digital media experiences are created and sustained.
d. A marketing and engagement plan is created with specific goals established to advocate for the public visitation of all member libraries.
e. Annual membership survey is developed and assesses member satisfaction with advocacy and engagement.

Transparency, Advocacy and Engagement (cont.)   DRAFT

Goal 4: Increase the transparency of SCLC endeavors.

Year One Objectives:
1. Create "Intro to SCLC" for all library staff members
2. Increase transparency so that SCLC Admininistrative Council understands budget and revenue sources

Performance Measures:
a. "Intro to SCLC" (overview and introduction of SCLC) is established (and updated as necessary) and provided to library staff members.
b. Annual membership survey is developed and assesses member satisfaction with transparency of SCLC endeavors.

Organizational Health and Sustainability

DRAFT

Goal 5: Grow sound business practices.

Year One Objectives:
1. Identify and articulate SCLC mission.
2. Hire a strong, knowledgeable, and dynamic executive director to provide support, guidance, and leadership.
3. Hold an annual planning session for SCLC Administrative Council.

Performance Measures:
a. Executive Committee creates a process to annually review the SCLC mission.
b. The SCLC mission is understood by all members and is routinely communicated through important channels (e.g., digital media, reports, grant applications, etc.)
c. Annual membership survey is developed and assesses member understanding of SCLC mission.
d. An executive director is hired by October 1, 2022.
e. Annual planning session is scheduled and sustained for SCLC Admin Council.

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Organizational Health and Sustainability

DRAFT

Goal 5: Grow sound business practices.

Year Two Objectives:
1. Fiscal sustainability: diversify revenue by reviewing membership fees, looking for additional local grant opportunities.
2. Assess organization structure, roles, and responsibilities to support operating efficiencies for a nimble and responsive organization.
3. Contract with a financial expert to assess the cost of enhanced services .
4. Succession planning: create a process for current directors to mentor upcoming/new directors.

Performance Measures:
a. Annual review of membership fees with a report that includes consideration of fee adjustments.
b. Executive Committee to lead an organization assessment.
c. Procure a financial expert to assess costs of enhanced services.
d. Implement a mentor program to support the growth of new and upcoming directors.

Year Three Objective:
1. Develop fiscal sustainability by putting funds to best use.

Performance Measures:
a. Establish a framework to measure the best use of funds, such as return on investment analysis.
b. Use of funds is reviewed and prioritized on an annual basis.
c. Annual membership survey is developed and assesses use of SCLC funds.

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SCLC Briefing
Draft Strategic Plan Framework

BerryDunn

May 19, 2022

DATE: May 25, 2022
TO: SCLC Executive Committee/Administrative Council
FROM: Carol Dinuzzo, Controller, SCLC
SUBJECT: Budget Status, FY2021/22

BACKGROUND: The Budget Status Report for Fiscal Year 2021/22 is attached for your review and reflects the reconciled bank statements through March 31, 2022.

REVENUE: Most membership dues have been received and reminders have been sent to any jurisdictions with outstanding invoices. Grant revenue has been updated to reflect changes to two of our grant awards:

- California Library Collection Initiatives (CLCI): return of funds to the California State Library in the amount of $101,750, which included $9,250 in indirect, due to a reduction in requests for crisis collection assistance.
- Home Connectivity Kits (HCK): received a budget augmentation of $310,100, which included an additional $6,909 toward staffing and $3,191 for indirect.

EXPENSES: Grant expenses have also been updated to reflect the aforementioned changes in the grant award amounts.

CLSA ROLLOVER FUNDS:

- FY 2019/20: It is expected that all funds will be fully expended by the close of the current fiscal year.

- FY 2020/21: The telecommunication funds will also most likely be expended by the end of the year. A request has been sent to the California Library Services Board (CLSB) to reallocate the remaining $65,848 originally earmarked for Digilabs, to be used toward E-Resources.

FISCAL IMPACT: Overall increase of $208,350 in grant revenue.

RECOMMENDATION FOR ADMINISTRATIVE COUNCIL: Informational.

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REVENUES/EXPENSES (as of 03/31/2022)	Approved	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE				Unrealized		
CLSA Communications & Delivery	$ 568,881	$	**568,881**	$ -	100%	Final System Allocation
CLSA System Administration	$ 342,926	$	**342,926**	$ -	100%	Final System Allocation
System Supplements to CLSA	$ -	$	**-**	$ -	0%	N/A
Grant Project Revenue	$ 3,395,065	$	**3,276,768**	$ 118,297	97%	Awarded
Grant Indirect (All Systems)	$ 274,600	$	**271,409**	$ 3,191	99%	Awarded
Grant Staffing (All Systems)	$ 97,550	$	**90,641**	$ 6,909	93%	Awarded
SCLC Member Dues	$ 211,552	$	**203,984**	$ 7,568	96%	Approved 03/25/2021
SCLC Califa Memberships	$ 13,320	$	**12,780**	$ 540	96%	Approved 03/25/2021
Investment Income	$ 18,750	$	**2,743**	$ 16,007	15%	Projected LAIF Interest
TOTAL REVENUE	$ 4,922,644	$ -	$ 4,770,132	$ 135,965		

REVENUES/EXPENSES	Approved	Prior Year Actuals	Actuals	Balance	%	Notes
EXPENSES						
Personnel Services						
Salaries & Wages	$ 589,377	$	452,462	$ 136,915	77%	SCLC Staff
Retirement Benefits	$ 68,050	$	27,836	$ 40,214	41%	CalPERS
Health Insurance - Current Employees	$ 48,000	$	36,000	$ 12,000	75%	Health Stipend
Health Insurance - Retirees	$ 76,800	$	30,933	$ 45,867	40%	Health Stipend
Dental/Vision	$ 6,552	$	5,011	$ 1,541	76%	Ameritas
Life Insurance	$ 1,224	$	1,112	$ 112	91%	Dearborn
Unfunded Accrued Liability	$ 138,339	$	133,737	$ 4,602	97%	CalPERS
Other Personnel Expenses	$ 3,101	$	2,607	$ 494	84%	Worker's Comp
Personnel Service Subtotal	$ 931,443	$ -	$ 689,698	$ 241,745		
Operating Expenses						
Office space Lease	$ 32,000	$	23,573	$ 8,427	74%	Lease TBD
Professional & Contract Services	$ 65,000	$	14,182	$ 50,818	22%	Legal, Payroll/HR, Consulting, etc.
Telecommunications	$ 30,000	$	7,365	$ 22,635	25%	Progent, Microsoft, Internet, RingCentral, A2 (CLSA*) and Communications Allowance
Delivery	$ 66,000	$	34,052	$ 31,948	52%	Reliant (CLSA)
Audit Fees	$ 12,270	$	6,905	$ 5,365	56%	Fedak & Brown (CLSA)
Software Licenses	$ 3,479	$	3,566	$ (87)	103%	Dashlane, Intuit (paid biennially)
Office Supplies & Printing	$ 8,500	$	12,501	$ (4,001)	147%	Office Supplies, Postage, Moving cost, etc.
E-Resources	$ 137,180	$	135,980	$ 1,200	99%	Gale, PressReader (CLSA)
Resource Sharing	$ 35,000	$	-	$ 35,000	0%	Digilabs (CLSA) - To be reallocated?
Memberships	$ 14,500	$	13,590	$ 910	94%	Califa, CLA, etc.
Travel & Conferences	$ 10,000	$	6,359	$ 3,641	64%	Travel for meetings, conference, and audit
Postage	$ 800	$	911	$ (111)	114%	Shipping, postage, etc.
Other	$ 350	$	-	$ 350	0%	Bank Analysis Fees
Operating Expenses Subtotal	$ 415,079	$ -	$ 258,984	$ 156,095		
Grant Expenses						Passthrough Funds
CLCI	$ 557,500	$	**553,367**	$ 4,133	99%	Awarded
Dia de los Ninos	$ 80,000	$	**5,128**	$ 74,872	6%	Awarded
Digital Navigator	$ 656,173	$	**58,703**	$ 597,470	9%	Awarded
Home Connectivity Kits	$ 1,978,820	$	**1,121,412**	$ 857,408	57%	Awarded
PLSEP	$ 122,572	$	**61,056**	$ 61,516	50%	Awarded
Grant Expenses Subtotal	$ 3,395,065		$ 1,799,666	$ 1,595,399		
TOTAL EXPENDITURES	$ 4,741,587	$ -	$ 2,748,347	$ -		
Surplus (Deficit)	$ 181,057	$ -	$ 2,021,785			

SCLC ACCOUNT BALANCES

As of June 30, 2021	$ 3,116,749	$	2,570,227	Pacific Western Bank as of March 31, 2022
As of June 30, 2021	$ 1,924,159	$	1,827,969	Local Agency Investment Fund (LAIF)
As of October 31, 2021	$ 100,000	$	94,100	California Employer's Pension Prefunding Trust (CEPPT)

SCLC MEMBER DEPOSIT ACCOUNT

As of March 31, 2021 $ 170,689 $ 170,689 Pacific Western Bank as of March 31, 2022

CARRY OVER CLSA FUNDS

FY2019/20 CLSA Communications & Delivery

		Actuals		Expended		Balance	Notes
Resource Sharing	$	65,401	$	27,134	$	38,267	Digilabs
Digital Resources	$	382,359	$	382,359	$	-	Press Reader
Total Estimated Carry Over	$	447,760	$	409,493	$	38,267	

FY2020/21 CLSA Communications & Delivery - Projected

		Estimated		Expended		Balance	Notes
E-Reources	$	113,993	$	113,993	$	-	Press Reader
Resource Sharing	$	65,848	$	-	$	65,848	Digilabs - to be reallocated to E-Resources
Delivery	$	17,718	$	17,718	$	-	Reliant
Telecommunication	$	16,724	$	9,656	$	7,068	
Total Estimated Carry Over	$	214,283	$	141,367	$	72,916	

*Telecommunications defined by the CLSA Plan of Service as: Internet, web/tech support, phone/fax/VOIP/telecomm equipment maintenance, and web software

DATE: May 17, 2022
TO: SCLC Administrative Council
FROM: Gary Shaffer, Chair, Search Committee
SUBJECT: Executive Director Job Description and Recruitment Update

BACKGROUND: In February of 2022, SCLC's Executive Director (ED) retired unexpectedly. The SCLC Chair and Vice Chair made a recommendation to the Executive Board and to the administrative council to place an interim director into the ED position as soon as possible for a period of seven months to help maintain organizational stability. The Chair also solicited volunteers from the membership to form a search committee to replace the ED. The members of the search committee are Kelly Behle (Simi Valley), Hilda LohGuan (Alhambra), Paymaneh Maghsoudi (Whittier), Jennifer Patterson (Thousand Oaks), and Gary Shaffer (chair, Glendale). The search committee set as its first task the updating of the job description (attached).

While the job description overall has been updated to include marketing, collaboration, return on investment (ROI), onboarding of new directors, fiscal sustainability, etc. (all items which surfaced in our recent strategic planning session). Particular note should be paid to the following recommended changes:

- Change of recommended salary range from $130,000-$175,000 to $150,000-$175,000.
- Change in requirement for a MLIS to a Bachelor's Degree with a preference for a masters, which might include a MLIS, MPA, MBA, or other.

Administrative Council members should review the attached job description in advance of the meeting and come prepared to suggest meaningful or typographical changes.

FISCAL IMPACT: As recommended, $150,000 - $175,000. The position is currently budgeted for $175,000.

RECOMMENDATION: Adopt the draft as is or as amended so the search committee may move forward with the search.

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4. Job Description (May 19, 2022)
Executive Director Southern California Library Cooperative (SCLC)

The Southern California Library Cooperative (SCLC) seeks an Executive Director (ED) to serve under the general direction of the organization's Administrative Council. The ED is responsible for both the day-to-day administration of the cooperative and its long-term viability. Founded in 1980, SCLC is a 40-member strong public library Joint Powers Authority (JPA, a consortial government entity). The member libraries represent 255 outlets across Los Angeles and Ventura Counties and a service area representing 10,809,165 people. Additionally, the ED will oversee operations for four contracted cooperatives, which serve the public libraries of several counties in Southern and Central California.

RESPONSIBILITIES:

•Work with the Executive Committee and Administrative Council to formulate a shared vision and rally members and staff around this vision.

•Lead and manage colleagues (currently 4 FTE).

•Maximize member-engagement via various strategies and platforms.

•Develop and implement SCLC's strategic goals.

•Work with the Executive Committee and the Administrative Council to set annual goals for self and the cooperative.

•Develop and implement the annual Plan of Service for SCLC and other contracted agencies (4 currently).

•Serve as Executive Director for contract systems as defined in their agreements and oversee the administration of those agreements.

•Provide extensive marketing of the library cooperatives and the shared services of member libraries.

•Develop and oversee the annual budget.

•Continuously improve and demonstrate Return on Investment to member library systems.

•Oversee Library Services Technology Act (LSTA) and other grants by ensuring financial and narrative reports are submitted in a timely manner.

•Work with the Deputy Executive Director, Controller, and the Audit & Finance Committee to oversee the investment of the system's reserves.

•Seek and secure additional sustainable revenue streams.

•Prepare reports and analyses for the Executive Committee, Administrative Council, other committees of SCLC, and contracted agencies.

•Represent the organization and its members on a statewide and national level

- Participate in regional community activities and professional organizations.

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- Maintain solid relationships and collaborate with member libraries, managed cooperatives, other library cooperatives, statewide library nonprofits (e.g. California Library Association and Califa), and the California State Library.

•Develop and implement system policies and procedures.

•Provide comprehensive onboarding to new directors/executive staff of member libraries

•Other duties may be assigned.

QUALIFICATIONS:

•Cooperative, JPA, Governmental, or Institutional Member-based Nonprofit Administration experience, including knowledge of issues associated with shared services, technology and networks.

•Expertise in developing new funding sources and creating new service opportunities.

•Visionary and collaborative leadership skills.

•Track record of inclusive leadership and innovation.

•Demonstrated commitment to Diversity, Equity, Inclusivity, and Access.

•Demonstrated consensus- and alliance-builder with strong emotional intelligence and interpersonal communication skills.

•Experience managing diverse and competing responsibilities adeptly.

• A commitment to establish and maintain excellent working relationships with SCLC staff, member library staff, vendors, and government agencies.

•Experience advocating with local and state governmental bodies.

•Marketing and public relations experience.

•Familiarity with budgeting and comprehension of financial documents.

• Ability to represent SCLC and contracted agencies in both professional and public venues.

• Demonstrated adaptability and the willingness to pivot in the midst of frequent change, delays or unexpected events.

• Knowledge of, or willingness to learn and adhere to, government-mandated open meeting and open records law.

• A strong commitment to cultivating organizational and process transparency.

•Familiarity with public libraries and a shared commitment to patron privacy and intellectual freedom.

•Track record of keeping up-to-date on developing library and financial trends; forecasting

•Sense of humor.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree required-Master Degree preferred (e.g. MPA, MBA, J.D., MLIS. If Master of Library and Information Science (MLIS), it must be from an American Library Association-accredited master's program.) 5-10 years of management experience (with an association, consortia, or governmental experience preferred). Experience with strategic planning, budget reporting, grant/contract management preferably in a nonprofit institution or a consortial government entity.

Experience: Five or more years of related professional experience, including three years of administrative and supervisory experience.

License: Possession of a valid driver's license is required.

WORK ENVIRONMENT:

Duties and responsibilities will be carried out in a typical office environment with opportunities to telecommute.

EXPECTED HOURS OF WORK:

This is a full-time, 40hrs/week exempt position. Evening and weekend work may be required based on the business needs of SCLC.

TRAVEL:

This position will require travel.

SUPPLEMENTAL:

Professional Development: Professional memberships and opportunities to attend various conferences and seminars are available upon Executive Board chairs approval.

Screening: This position is subject to a pre-placement medical evaluation, including drug screening, TB test, background and credit check prior to employment.

ANNUAL SALARY $150,000 - $175,000 Professional development: SCLC expects its executive director to participate in professional organizations at the state and national levels. SCLC pays membership dues for the ED in both California Library Association and American Library Association. Opportunities to attend various conferences and seminars are also available.

DATE: May 17, 2022
TO: SCLC Administrative Council
FROM: Gary Shaffer, Chair, Search Committee
SUBJECT: Executive Director Recruitment Firm Recommendation

BACKGROUND: In February of 2022, SCLC's Executive Director (ED) retired unexpectedly. The SCLC Chair and Vice Chair made a recommendation to the Executive Board and to the administrative council to place an interim director into the ED position as soon as possible for a period of seven months to help maintain organizational stability. The Chair also solicited volunteers from the membership to form a search committee to replace the ED. The members of the search committee are Kelly Behle (Simi Valley), Hilda LohGuan (Alhambra), Paymaneh Maghsoudi (Whittier), Jennifer Patterson (Thousand Oaks), and Gary Shaffer (chair, Glendale). The search committee set as its second task the issuance of a RFP for an executive search firm, the review and scoring of submitted proposals, and a recommendation of a firm to be hired to conduct the search for SCLCs next ED.

Twelve firms were contacted, the majority of which were overextended to a point they could not take on SCLC's search. Three firms indicated that they would submit proposals. Ultimately two firms did. They were Teri Black & Co. LLC (TBC) and Scion Executive Search (Scion). The committee evaluated the two firms based on the criteria outlined in the RFP. These included the recruiters': Process, Experience, Timeline, Cost, and Guarantee. Based on these criteria TBC scored the highest. Should the Administrative Council move forward with contracting with TBC, their fee structure would be $19,000 plus a not to exceed $9,000 in expenses, charged at cost. The committee would like to budget an additional $4,000 as a contingency.

Typically, executive search firms charge a fee equivalent to 33% of the successful candidate's salary (including, sometimes, deferred compensation) plus expenses. The committee spoke to a firm that charged a flat fee of $40,000 plus expenses and another who charged a minimum of $60,000. Based on Scion Executive Search's proposal and SCLC's recommended salary range their (flat) fee would range between $50,000 and $58,333. The search committee feels fortunate that TBC offered the highest-ranking proposal at an affordable cost.

FISCAL IMPACT: Not to exceed $32,000

RECOMMENDATION: Contract with Teri Black & Co. LLC to execute the search for a new ED.

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TB&CO. | **TERI BLACK & COMPANY, LLC**
The leader in premier executive search

Southern California Library Cooperative
Recruitment Price Quote
Executive Director
May 2022

CREDENTIALS, QUALIFICATIONS & COMMITMENT

Teri Black & Company, LLC (TBC) has a solid reputation for providing exemplary service to its clients and has enjoyed great success in **recruiting impressive local government professionals** for our clients throughout the western United States. As evidence of our **clients' high satisfaction levels**, nearly **90%** of our projects are generated through repeat business and client referrals. Our **Southern California** client base is broad and includes the Cities of Pasadena, Alhambra, Long Beach, Burbank, Poway, Cypress, Glendale, Tustin, Los Alamitos, Fullerton, Buena Park, Indian Wells, Ventura, Huntington Beach, Signal Hill, Indio, La Quinta, and Escondido, among numerous others.

Because we are driven by a concern for **quality results rather than volume**, we limit the number of recruitments the firm handles at any given time. In addition, we are careful to only partner with clients that appreciate the value of **highly personalized services** and the importance of finding qualified candidates who would be a good fit rather than simply attracting individuals who meet minimum qualification criteria.

TBC has an **excellent track record** for recruiting exceptional candidates and has been successful in **consistently attracting diverse candidate pools**. In fact, over the last four years, more than **40 percent of our placements** were from underrepresented populations. The trust and credibility Teri and her team have earned over the course of two decades is proudly reflected in these results.

Lastly, our **commitment to candidate care is incomparable**. From initial conversations during the active recruiting period, coaching for final interviews, all the way to professional development debriefings at the end of a process – **no other firm invests the amount of time and level of attention in candidates than we do**. Our treatment of applicants is a direct reflection of our customers' values, and we consistently receive feedback that our service is simply unmatched.

SCOPE OF WORK

The scope of work presented represents a comprehensive **Executive Director** recruitment that includes the following services:

Phase I

- Develop ideal candidate profile in partnership with the Client
- Design and execute advertising, marketing, and social media campaigns

Phase II

- Produce and distribute recruitment brochure (traditional & electronic mail)
- Conduct extensive personal outreach activities

Phase III

- Conduct screening interviews
- Develop and deliver written report to client (highlighting the results of the recruitment and subsequent screening interviews)

Phase IV[1]

- Design and facilitate one (1) day of candidate interviews with the Client (in-person or via Zoom)
- Offer interview coaching sessions and debriefing opportunities to Finalists
- Assist Client with final selection deliberations
- Perform background and reference checks (top candidate)
- Facilitate negotiations and transition details

PROPOSED RECRUITMENT MILESTONES

Activities	Completed by
Initial call/Zoom with client; develop Ideal Candidate Profile	June
Launch recruitment, advertising, marketing, and social media campaigns	June
Recruitment open; proactive candidate outreach	June/July
Screening interviews & report results back to client (via Zoom)	July
Finalist interviews in-person or via Zoom	July
Negotiations complete; background & reference check	July/August

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[1]TBC will work closely with Southern California Library Cooperative in adjusting and redesigning activities associated with the recruitment in response to COVID-19 circumstances at any given time. In addition, TBC may make recommendations regarding redesigning Phase IV of process based on depth of candidate pool.

PROFESSIONAL FEES

The **professional fee** for this assignment is **$19,000** for the Scope of Work articulated in this quote. Services include conference calls/Zoom meetings for the purposes of gathering stakeholder feedback on candidate profile, briefing client on results of the recruitment, facilitating one day of panel interviews[2], assisting the Client with selection deliberations and conducting background and reference checks.

REIMBURSABLE EXPENSES[3] (NOT TO EXCEED)

Advertising	$2,500
Recruitment Brochure & mailing	$1,500
Administrative & project support	$3,400
Shipping & FedEx	$ 600
Background & records checks	$ 600
Consultant Travel (Mileage only)	$ 400
	_____
Project expenses (NTE)	**$9,000**

Professional fees and expenses are billed in phases as work progresses and expenses are incurred. Expenses are billed at their actual level and are never marked-up or inflated with special fees.

Placement Guarantee

If a candidate selected and appointed by the Southern California Library Cooperative terminates employment for any reason before the completion of the first year of service as a result of a comprehensive TBC recruitment, the firm will provide the Client with the necessary consulting services required to secure a replacement. Professional consulting services will be provided at a discounted rate of 25% - 50% of the original fee.[4] Expenses will be covered by the Client.

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[2] Additional interviews can be facilitated at $200-$300 per hour depending on the recruiter assigned.
[3] Reimbursable Expenses by Category are an estimation. Invoices may reflect actual expense amounts in any given category that are above or below the estimated amount, however, total expenses billed during the project shall not exceed the total "Project Expenses (NTE)" amount as stated.
[4] To be negotiated at the time of re-engagement and will be dependent on scope of work needed to refill the position.

PROFESSIONAL REFERENCES

Client:	**City of Burbank**	**Tel:**	818.238.5026 (Betsy)
			818.238.5810 (Judie)
Contact:	Betsy McClinton, Management Services Director		
	Judie Wilke, Assistant City Manager		
Email:	emcclinton@burbankca.gov		
	jwilke@burbankca.gov		

Searches: **Library Director,** Assistant Community Development Director – Business & Economic Development, Financial Services Director, Deputy Finance Director, Public Works Director, Workers' Compensation Administrator, Chief Information Officer, Assistant Community Development Director – Planning, Assistant Management Services Director, Assistant Community Development Director – Building Official, Purchasing Manager

Client:	**City of Santa Clara**	**Tel:**	408.615.2161
Contact:	Aracely Azevedo, Director of Human Resources		
Email:	AAzevedo@SantaClaraCA.gov		

Searches: **City Librarian**, Economic Development Officer, Housing & Community Services Manager, Human Resources Director**,** Fire Chief**,** Assistant Finance Director, Assistant Public Works Director, Risk Manager, Finance Director, City Planner, City Manager (partial – negotiations only), Accounting Manager, Assistant Finance Director, Assistant Community Development Director, Planning Manager

Client:	**Contra Costa County**	**Tel:**	510.557.3031
Contact:	Kathy Ito, Consultant to County		
Email:	kmi_hrconsulting@centurylink.net		

Searches: **County Librarian (2021 & 2016),** Agricultural Commissioner/Director of Weights & Measures, Economic Development Manager, Human Resources Manager, Executive Director – Workforce Development Board

LEAD CONSULTANT/PRIMARY CONTACT

Tina White (Senior Recruiter) will be the lead recruiter and main point of contact on this project. Teri Black and other members of the TBC support team will also be intimately engaged in the successful completion of this assignment.

Respectfully submitted:

Teri Black
President

Date: May 12, 2022

Teri Black & Co., LLC
25500 Hawthorne Blvd., Suite 1158
Torrance, CA 90505
Tel 424.296.3111
EIN #13-4346458

RECRUITERS & STAFF PROFILES

Tina White, Senior Recruiter

Tina White retired as City Manager of Poway, California in May 2019. The City of Poway consistently ranked as one of California's safest cities and among the best California cities in which to raise a family. As City Manager, Ms. White oversaw an operating budget of $90 million, a workforce of more than 200 full-time employees, and capital improvement projects totaling $34 million in fiscal year 2017-18. Prior to being appointed City Manager, Ms. White served as Poway's Assistant City Manager for more than six years.

Ms. White worked in local government for more than 30 years, working for the cities of El Cajon and Poway and for Helix Water District. She began with Poway in 2001, starting as a management analyst and working her way up to Administrative Services Director in 2006, where she was responsible for human resources, finance, information technology, customer services and the water conservation team. She also worked for five years as a municipal law paralegal and legal administrator for a law firm that represented a number of cities and special districts in the San Diego area.

Over the course of her diverse and accomplished career, she successfully recruited and hired high-quality executive leaders, technical and professional staff, middle managers, and line staff. She attributes her success in recruitments to ensuring that she understood the needs of the position and the organization, looking beyond the job description. She also ensured the selected candidates not only had the necessary skills and abilities, but that they were the right "match" for the organization. This aptitude will help her bring forward the best available candidates and properly gauge their skills and fit with client organizations. Since retiring, Ms. White also works as a senior advisor serving the consulting, administrative and project management needs of local government.

Ms. White is a member of the International City/County Management Association, and holds a Bachelor's degree in Public Administration from San Diego State University.

Tina will be the lead recruiter on this assignment.

Teri Black, President

Following a distinguished career in local and federal government, Teri has been dedicated to public sector executive search since 1999. Serving communities with populations in the millions to as small as 1,500 for over 20 years, she has built a substantial base of clients across the Western United States that continually rely on her personalized service and recruitment expertise. In addition to cities and counties, Teri's clients also include special districts, utility agencies, and non-profit organizations. She has managed a multitude of high profile and sensitive recruitments over the years. Prior to starting her own firm in 2006, Teri was affiliated with Shannon Executive Search/CPS Human Resource Services and The Oldani Group.

Before entering the executive search profession, Teri served as the first Chief of Staff in the U.S. Department of Justice/Office of Community Oriented Policing Services (COPS) in the Clinton Administration. Her local government experience includes management positions in the Cities of Santa Ana, Lakewood, and Oakland, California. As a consultant, clients find her prior government experience to be of tremendous value as they often comment, "She has walked in our shoes and understands our business."

Teri earned her Master's degree in Public Administration from the University of Southern California and holds a bachelor's degree in Criminal Justice from California State University, Fullerton. She is a graduate of the UCLA Anderson School of Management's invitational certificate program for entrepreneurs and a founding member of Cal-ICMA's Preparing the Next Generation (PNG) committee which has served as a model for the national association.

Tracey Carlson, Director of Client & Candidate Care

Tracey is responsible for managing the numerous administrative activities and logistical coordination associated with TBC recruitments and special projects. Her 15 years of project management experience benefits the company in many ways. From overseeing our massive database, ensuring contractual requirements are met and interacting with candidates to coordinating background checks, she is involved with all aspects of the search process.

Tracey is also charged with the most difficult responsibility in the practice – managing Teri's calendar! In addition, she serves as an outstanding resource for candidates and sets a high bar for the firm's commitment to five-star quality service. In a nutshell, she serves as Teri's invaluable "right hand" in ensuring that all client and candidate needs are met.

Prior to joining the firm more than 10 years ago, Tracey held a variety of finance, IT and project management related positions with Northrop Grumman and Toyota Motor Sales, USA.

Lucia Vo, Recruiting Assistant

Lucia interfaces extensively with our candidates and works alongside Tracey to help ensure our clients and candidates receive the proper care and support. A great deal of her time is spent handling incoming calls, researching candidates, monitoring our online application system, responding to e-mails, and assisting candidates with their submissions.

Lucia has worked in various administrative capacities in the private sector throughout Europe and the United States. She graduated from Technic University Kosice in Slovakia majoring in Business Administration.

Cindi Maudlin, Special Projects Manager

Serving as Special Projects Manager & Assistant to the President and CEO, Cindi is charged with overseeing special projects for the firm such as implementing new software, designing our approach to social media, keeping our operations as green as possible - all things related to keeping us on our toes when it comes to efficiency and accountability. She also manages the firm's community philanthropic efforts.

Cindi holds a Bachelor's degree in English from Loyola Marymount University.

DATE: May 25, 2022
TO: SCLC Administrative Council
FROM: Robert Shupe, SCLC Immediate Past Chair/Nominating Committee Chair
SUBJECT: Election of Chair and Vice Chair/Chair Elect for FY 2022/23

BACKGROUND: According to the SCLC standing rules:

The Nominating Committee shall select a slate of at least two candidates from the members of the Council for the offices of Chair and Vice-Chair/Chair-Elect.

The Nominating Committee shall report the slate of candidates to all Council members at least thirty (30) days prior to an election. The report to Council members will include a call for additional nominations.

The Committee has been advised that the 30-day rule can be suspended by majority vote.

The Nominating Committee consisted of Robert Shupe, Committee Chair; Susan Anderson; and Nancy Schram.

The following slate of candidates was provided to the Administrative Council on May 16, 2022, and a call for additional nominations was made at that time:

Nominee for Chair: Gary Shaffer
Nominee for Vice Chair/Chair Elect: Jesse Walker-Lanz

As of this writing, no additional candidates have been nominated.

FISCAL IMPACT: None

RECOMMENDATION: 1) Suspend the 30-day rule for reporting the slate of candidates; and
2) from among the candidates nominated, elect a Chair and Vice-Chair/Chair-Elect for FY2022-23.

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

DATE: May 25,2022
TO: Administrative Council
FROM: Heather Cousin, Interim Executive Director
SUBJECT: Executive Committee Appointments for Fiscal Year 2022/2023

BACKGROUND: The SCLC Bylaws state that the Executive Committee will be composed of the Council Chair, Vice-Chair/Chair Elect, immediate Past Chair and one member from each of the California State Library Statistical Groups as published annually in the California Library Statistics. Each representative serves a two-year term. Terms are staggered so that the entire Executive Committee does not change in a single year. Interim or acting directors are not eligible for selection to the Executive Committee.

SCLC maintains records of past Executive Committee appointees and, in preparation for the new cycle, presents to the Administrative Council the list of libraries who are due to be offered the opportunity to serve.

DISCUSSION: Due to significant amounts of movement at the Director level among SCLC libraries over the past few years, there will be a change in membership of the Executive Committee for Fiscal Year 22-23, in Statistical Group 1. Both Palmdale and Los Angeles County Libraries are terming out.

However, if Los Angeles County becomes Vice Chair, they will retain their seat, leaving one vacancy. That seat can then be filled by Los Angeles Public Library. If Los Angeles Public Library declines the seat vacated by Palmdale, the Oxnard Public Library.

In addition to the Chair, Vice Chair/Chair Elect, and Past Chair, the representatives of each statistical group are noted below. All statistical group representatives currently have terms expiring June 30, 2023. If there are no changes during the year that allow new Executive Committee members to be appointed with terms ending in 2024, the Administrative Council may want to consider extending the terms of two statistical group appointees for an additional year to regain the staggered system.

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Statistical Group 1
Population over 150,000
County of Los Angeles PL
Long Beach
Los Angeles PL (possible, 2024)
Glendale
Oxnard
Palmdale
Santa Clarita
Ventura County

Statistical Group 2
Population between 70,000 – 150,000
Alhambra
Burbank
Downey
Inglewood
Pasadena
Pomona (2023)
Santa Monica
Thousand Oaks
Torrance
Whittier

Statistical Group 3
Population between 50,000 - 70,000
Altadena
Arcadia
Camarillo
Glendora
Monterey Park
Palos Verdes Library District (2023)
Redondo Beach

Statistical Group 4
Population between: 20,000 – 50,000
Azusa
Beverly Hills
Calabasas
Covina
Monrovia
Moorpark
South Pasadena (2023)

Statistical Group 5
Population under 20,000
Commerce (2023)
El Segundo
Irwindale
San Marino
Santa Fe Springs
Sierra Madre
Signal Hill

FISCAL IMPACT: None

RECOMMENDATION:
1. Appoint a member library from Statistical Group 1 to serve a two-year term on the Executive Committee.
2. Direct SCLC staff to record the need to revisit the staggered term system at the May, 2023, meeting.

DATE: May 25, 2022

TO: SCLC Executive Committee/Administrative Council

FROM: Heather Cousin, Interim Executive Director
                    Carol Dinuzzo, Controller, SCLC

SUBJECT: Proposed Budget, FY2022/23

BACKGROUND: Annually in May, the SCLC Administrative Council approves a budget for the upcoming fiscal year. Because this budget is passed before the State has passed its budget, solidifying funding available through the California Library Services Act and grants, the budget includes some projections. Notably, as of FY2021/22, SCLC staff now project grant revenue based on an average of the previous five years of grant income. Grant income is still subject to SCLC's ability to be successful in competitive applications or in negotiations with the California State Library (CSL) or other funders.

DISCUSSION: The proposed FY2022/23 budget shows a small deficit of $187,181. It is not uncommon for the budget to reflect a deficit at this time of the year due to grant application cycles.

Looking Ahead at the Grant Landscape: Over the past year, there have been changes to grant rules and grant management opportunities that may affect SCLC's ultimate bottom line. For certain grant activities, indirect service fees have moved from a percentage of the overall grant to a much smaller flat rate. In addition, staffing fees do not represent a significant source of income.

CSL has also notified staff that at this time, two grants have either run their course or are being restructured under other fiscal agents: Dia de los Ninos/Dia de los Libros and Home Connectivity Kit. SCLC does not expect revenue from those sources this year.

Due to the continued uncertainty of depending on CSL grants for SCLC operational expenses, it is imperative that SCLC more actively seek alternative funding sources. This will be a joint effort between SCLC staff and the Administrative Council, acting through the Audit & Finance Committee.

Expenses: The proposed budget reflects the added salary costs that would be incurred should the Administrative Council approve the 2.5% cost of living adjustment to staff salary ranges. The budget also includes funds needed for potential payout of vacation and sick leave for the Interim Executive Director at the end of her contract, and

Southern California Library Cooperative

it assumes a $175,000 base salary for a permanent Executive Director. No other significant changes to operating expenses are anticipated.

Revenue: On the revenue side, the Anticipated column of the proposed budget shows exact numbers where allocations are most likely. For example, the California Library Services Board on May 17, 2022, approved CLSA allocations for systems. These are still subject to passage of the State budget but are unlikely to change. Grant revenue has also been included in the Anticipated column where SCLC has reason to expect availability of those funds, based on conversation with CSL. Staff have applied for and expect to receive funding to continue two significant grants, Digital Navigators and the California Library Collections Initiative through June 2023. PLSEP is expected to continue with the grant application process historically occurring in the late Summer, the amount of revenue has been estimated based on the previous year.

The difference between the Anticipated and Proposed/Projected column reflects additional indirect and staff costs that would be part of grants not yet identified. It is common that SCLC does not have all grant commitments solidified at this time of year, and generally, CSL will open up additional grant management opportunities to organizations including SCLC once the State budget has passed, generally no later than June 15 each year. SCLC may also pursue grants beyond CSL opportunities.

It is important to note that Grant Project Revenue represents funds that are passed entirely through to grant recipients; this is not income for operating expenses. Additionally, the carryover of $466,787 in unexpended CLSA funds from previous years is restricted to resource sharing and cannot be used for operations.

Resolving the Deficit: SCLC staff will work diligently to identify and apply for grants to resolve the potential deficit. In addition, approximately $181,000 in unrestricted funds is anticipated to be unspent at the end of this Fiscal Year, in which case it can be applied either to FY2022/23 expenses or to the pension deficit.

Should a deficit remain later in the year after other avenues have been exhausted, SCLC does maintain reserves. Unrestricted reserves include $1.83 million in the LAIF account, $94,100 in the CEPPT account and $200,000 in the Pacific West bank account. However, it is important to note that SCLC's pension deficit is $1.9 million, so any spending from reserves must take into account that obligation. Considering the pension deficit, the available amount of unrestricted reserves as of March 31, 2022, is $222,069.

FISCAL IMPACT: Potential budget shortfall of $187,181, based on projections.

RECOMMENDATION FOR ADMINISTRATIVE COUNCIL:
  1. To approve the Proposed Budget.
  2. Direct the Audit & Finance Committee to explore alternative funding mechanisms for SCLC and report back to the Administrative Council.

3. Direct SCLC staff to work with the Audit & Finance committee to seek out and apply for funding opportunities with the Committee's support and assistance.

REVENUES/EXPENSES (Proposed)	Proposed / Projected	Prior Year	Anticipated	Balance	%	Notes
REVENUE						
			Unrealized			
CLSA Communications & Delivery	$ 563,338	$ 568,881	$ 563,338	$ -	100%	Approved by CLSB May 17, 2022
CLSA System Administration	$ 343,401	$ 342,926	$ 343,401	$ -	100%	Approved by CLSB May 17, 2022
System Supplements to CLSA	$ -	$ -	$ -	$ -	0%	N/A
Grant Project Revenue	$ 3,364,024	$ 3,395,065	$ 965,754	$ 2,398,270	29%	Projected FY22/23 - Actual Grants pending
Grant Indirect (All Systems)	$ 286,970	$ 271,409	$ 68,100	$ 218,870	24%	Projected FY22/23 - Actual Grants pending
Grant Staffing (All Systems)	$ 94,078	$ 90,641	$ 64,990	$ 29,088	69%	Projected FY22/23 - Actual Grants pending
SCLC Member Dues	$ 211,552	$ 203,984	$ 210,684	$ 868	100%	Approved 03/15/2022
SCLC Califa Memberships	$ 13,320	$ 13,320	$ 13,320	$ -	100%	Approved 03/15/2022
Investment Income	$ 18,750	$ 18,750	$ 18,750	$ -	100%	Projected FY22/23
TOTAL REVENUE	$ 4,895,433	$ 4,904,976	$ 2,248,337	$ 2,647,096		
Unrestricted	$ 954,751	$ 927,710	$ 705,925	$ 248,826		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	$ 652,945	$ 589,377		$ 652,945	0%	SCLC Staff & Interim ED
Retirement Benefits	$ 71,453	$ 68,050		$ 71,453	0%	CalPERS
Health Insurance - Current Employees	$ 50,280	$ 48,000		$ 50,280	0%	Health Stipend
Health Insurance - Retirees	$ 80,448	$ 76,800		$ 80,448	0%	Health Stipend
Dental/Vision	$ 6,552	$ 6,552		$ 6,552	0%	Ameritas
Life Insurance	$ 1,224	$ 1,224		$ 1,224	0%	Dearborn
CalPERS Unfunded Accrued Liability	$ 149,621	$ 138,339		$ 149,621	0%	CalPERS - Annual Prepayment
Other Personnel Expenses	$ 3,101	$ 3,101		$ 3,101	0%	Worker's Comp
Personnel Service Subtotal	$ 1,015,623	$ 931,443	$ -	$ 1,015,623		

REVENUES/EXPENSES	Proposed	Prior Year	Actuals	Balance	%	Notes
Operating Expenses						
Office space Lease	$ 32,000	$ 32,000		$ 32,000	0%	Lease TBD (unrestricted)
Professional & Contract Services	$ 65,000	$ 65,000		$ 65,000	0%	Legal, Payroll/HR, Consulting, etc. (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%	Reliant (CLSA)
Audit Fees	$ 12,200	$ 12,270		$ 12,200	0%	Fedak & Brown (CLSA)
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)
Remaining CLSA Funds	$ 454,638	$ -		$ 454,638	0%	To be allocated (Restricted)
Memberships	$ 14,500	$ 14,500		$ 14,500	0%	Califa, CLA, etc. (Unrestricted)
Travel & Conferences	$ 15,000	$ 10,000		$ 15,000	0%	Travel for meetings, conference, and audit (Unrestricted)
Postage	$ 800	$ 800		$ 800	0%	
Other	$ 350	$ 350		$ 350	0%	Bank Analysis Fees
Operating Expenses Subtotal	$ 702,967	$ 242,899	$ -	$ 702,967		
Grant Expenses						Passthrough Funds
Grant Projected Expenses	$ 3,364,024	$ 3,187,565	$ -	$ 3,364,024	0%	Projected FY22/23 - Actual grants pending
Grant Expenses Subtotal	$ 3,364,024	$ 3,187,565	$ -	$ 3,364,024		
TOTAL EXPENDITURES	$ 5,082,614	$ 4,361,907		$ -		
Surplus (Deficit)	$ (187,181)	$ 543,069				

SCLC ACCOUNT BALANCES

As of March 31, 2022	$ 2,570,227		Pacific Western Bank
As of March 31, 2022	$ 1,827,969		Local Agency Investment Fund (LAIF)
As of March 31, 2022	$ 94,100		California Employer's Pension Prefunding Trust (CEPPT)

SCLC MEMBER DEPOSIT ACCOUNT

As of March 31, 2022 $ 170,689   Pacific Western Bank

CARRY OVER CLSA FUNDS

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

	Estimated	Expended	Balance	Notes
E-Reources	$ -	$ -	$ -	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)   78

	Estimated	Expended	Balance	Notes
E-Reources	$ 288,431	$ -	$ 288,431	($1,200) Gale Archives, ($256,383) To be allocated
Resource Sharing	$ 35,000	$ -	$ 35,000	Digilabs - to be reallocated?
Delivery	$ 25,137	$ -	$ 25,137	To be used toward future delivery expenses
Telecommunication	$ 21,162	$ -	$ 21,162	Internet, website, IT support, phone/fax/VOIP/telecomm equipment and software
Total Estimated Carry Over	$ 369,730	$ -	$ 369,730	

DATE: May 25, 2022
TO: Administrative Council
FROM: Gary Shaffer, Audit & Finance Committee Chair
SUBJECT: Staff Bonus Compensation for Exceptional Service

BACKGROUND: In February of 2022, SCLC's Executive Director retired suddenly, requiring a reassignment of her duties among the four remaining staff members. These tasks included contract system management and oversight, meeting facilitation, grant and project management, and day-to-day operational support.

DISCUSSION: In recognition of the exemplary performance of SCLC staff in performing these additional tasks, it was proposed at the March 15, 2022, Administrative Council meeting that the Audit & Finance Committee consider making a staff bonus recommendation in consideration of staff's service in this challenging transitional period. To make such a recommendation, Audit & Finance Committee understands the necessity to consider SCLC's overall financial position and the singular nature of this action. At the April 6, 2022. Audit & Finance Committee meeting, further discussion centered on the wording of the payout – bonus versus exceptional service recognition.

To ensure any action taken would create the least disruption to the organization, both financially or administratively, and to remain equitable, it would be advisable to consider options that offer a set total bonus amount.

FISCAL IMPACT: To be determined. Based upon the actions of the Administrative Council.

RECOMMENDATION: Approve a one-time bonus compensation for all SCLC staff to account for the additional workload during the period following the retirement of the immediate past Executive Director and the appointment of the current Interim Executive Director, not to exceed $5,000 total.

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DATE: May 25, 2022
TO: Administrative Council
FROM: Gary Shaffer, Chair, Audit & Finance Committee
SUBJECT: Staff COLA Salary Range Adjustment

BACKGROUND: At the September 6, 2021, meeting of the Audit & Finance Committee meeting, adjustments to the SCLC staff salary schedule were discussed. One possibility discussed involved alignment of the salary schedule with the consumer price index (CPI). No vote was taken but the discussion was resolved by informally deciding to bring the item forward at the next Administrative Council meeting in November.

There was no action taken at the November 2021 Administrative Council Meeting. The Audit & Finance Committee discussed staff salary schedules again at its February 2, 2022, meeting. At that meeting, the Committee approved bringing to the Administrative Council the concept of implementing a cost-of-living adjustment, 2.5% per position. However, the item was not included on the Administrative Council agenda at the March meeting, as the Audit & Finance Committee felt the future budget situation was in flux.

DISCUSSION: In order to prevent pay from falling out of line with comparable industry positions, it is a recognized best practice to develop a system for regular adjustments to salary schedules. The adjustment to a salary schedule is not merit-based, nor does it indicate a raise for any individual staff member, rather this is an adjustment to the entire salary schedule.

Recognizing continued economic uncertainty, the Audit & Finance Committee should review this every three years to determine if it needs adjustment. The current proposal will cover Fiscal Year 22-23, Fiscal Year 23-24, and Fiscal Year 24-25. The Audit & Finance Committee will review during FY 24-25 to recommend any adjustments for the following three-year period.

FISCAL IMPACT: The fiscal impact of this proposal is a maximum of $11,000 and may be less based on staff movement within a pay range. This amount has been incorporated into the proposed budget for FY 22-23.

RECOMMENDATION: Increase the SCLC staff salary range for each position by 2.5% for each of the next three fiscal years and direct the Audit & Finance Committee to review the percentage once every three years going forward.

ATTACHMENTS: Adjusted salary schedule

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SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

FY22/23 Full Time Job Classification and Salary Schedule

	JOB CLASSIFICATIONS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1)	Executive Director	Per Hour	$ 72.11				$ 84.13
		Annual	$ 150,000.00				$ 175,000.00
2)	Deputy Executive Director	Per Hour	$ 51.25	$ 53.81	$ 56.51	$ 59.33	$ 62.30
		Annual	$ 106,600.00	$ 111,930.00	$ 117,537.16	$ 123,400.16	$ 129,582.96
3)	Controller	Per Hour	$ 51.25	$ 53.81	$ 56.51	$ 59.33	$ 62.30
		Annual	$ 106,600.00	$ 111,930.00	$ 117,537.16	$ 123,400.16	$ 129,582.96
4)	Project Manager	Per Hour	$ 41.50	$ 43.58	$ 45.76	$ 48.05	$ 50.45
		Annual	$ 86,324.68	$ 90,652.64	$ 95,172.48	$ 99,948.16	$ 104,937.04
6)	Administrative Assistant	Per Hour	$ 34.01	$ 35.71	$ 37.49	$ 39.37	$ 41.34
		Annual	$ 70,739.76	$ 74,278.88	$ 77,988.56	$ 81,890.12	$ 85,983.56

*2.5% COLA increase (if approved)

* Executive Director is authorized to award an employee up to a 2 step increase in any given year.
  Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.

* Each salary amount upgraded annually with council approved cost of living percentage.

DATE: May 25, 2025
TO: Administrative Council
FROM: Gary Shaffer, Chair, Audit & Finance Committee
SUBJECT: Funding Pension Liability Update

BACKGROUND: Over the past year, SCLC has taken steps to address its unfunded pension liability. In August 2021, the Administrative Council accepted a recommendation from the Audit & Finance Committee to open a California Employer's Pension Prefunding Trust (CEPPT) and fund it with $100,000 from the LAIF account. Funds are held in the CEPPT and gather interest until the Administrative Council takes an action to approve a payment to CalPERS for the unfunded liability.

As a next step, the Audit & Finance Committee received information at its February 2, 2022, meeting regarding CalPERS estimates of the annual payments required to pay down the entire pension over a period of either 10 or 15 years. Committee members expressed a goal to pay off the liability in 10 years, which saves significantly on interest payments. This was reported to the Administrative Council on March 15 as information only.

DISCUSSION: To move forward with a pension paydown plan, action by the Administrative Council and an allocation of funds will be necessary. At the April 6, 2022, Audit & Finance Committee meeting, further discussion resulted in the Committee recommending additional funds be set aside to assist with the paydown of pension liability.

FISCAL IMPACT: None currently.

RECOMMENDATION: Recommend the Administrative Council to direct SCLC staff to:
1)Pay $270,399 to CalPERS by June 30, including $154,769 already budgeted and $115,630 additional.
2) Budget for $270,399 in FY22-23 for the next year of pension liability payment
3) Add anything to CEPPT?

ATTACHMENT: CalPERS amortization schedule for 30-year, 15-year and 10-year paydown of pension liability.

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CALPERS ACTUARIAL VALUATION - June 30, 2020
Miscellaneous Plan of the Southern California Library Cooperative
CalPERS ID: 7503917825

AC Agenda Item 13a

Amortization Schedule and Alternatives (continued)

| | Current Amortization Schedule | | Alternate Schedules | | | |
| | | | 15 Year Amortization | | 10 Year Amortization | |
Date	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2022	1,964,514	154,769	1,964,514	208,518	1,964,514	270,399
6/30/2023	1,941,938	165,851	1,886,337	208,518	1,822,327	270,399
6/30/2024	1,906,318	177,656	1,802,688	208,518	1,670,187	270,399
6/30/2025	1,855,991	185,137	1,713,183	208,518	1,507,397	270,398
6/30/2026	1,794,405	192,231	1,617,413	208,518	1,333,213	270,399
6/30/2027	1,721,167	196,986	1,514,939	208,519	1,146,835	270,399
6/30/2028	1,637,884	201,872	1,405,291	208,518	947,411	270,398
6/30/2029	1,543,717	206,892	1,287,969	208,519	734,028	270,399
6/30/2030	1,437,768	212,051	1,162,433	208,518	505,707	270,399
6/30/2031	1,319,063	217,352	1,028,111	208,519	261,404	270,398
6/30/2032	1,186,569	214,949	884,385	208,519		
6/30/2033	1,047,286	212,266	730,598	208,518		
6/30/2034	901,025	206,424	566,047	208,518		
6/30/2035	750,570	196,873	389,978	208,519		
6/30/2036	599,462	179,794	201,583	208,519		
6/30/2037	455,443	110,608				
6/30/2038	372,910	99,167				
6/30/2039	296,433	90,301				
6/30/2040	223,777	84,612				
6/30/2041	151,918	65,114				
6/30/2042	95,197	47,681				
6/30/2043	52,541	37,355				
6/30/2044	17,578	18,183				
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
6/30/2050						
6/30/2051						
Total		3,474,124		3,127,776		2,703,987
Interest Paid		1,509,610		1,163,262		739,473
Estimated Savings				346,348		770,137

DATE: May 25, 2022
TO: Administrative Council
FROM: Heather Cousin, Interim Executive Director
SUBJECT: CLSA Plan of Service for Fiscal Year 2022/2023

BACKGROUND: Each year SCLC receives California Library Services Act (CLSA) funds appropriated to promote resource sharing within the system. To receive these funds, SCLC must complete and submit a Plan of Service to be approved by the California Library Services Board. The Plan outlines how the system plans to spend the funds and how those expenditures will benefit the communities served by SCLC libraries.

The CLSA preliminary system budget allocation for fiscal year 2022/23 totals $704,171. 20% of the funds can be used to pay for system administration services provided by SCLC or $140,833, while the remaining 80% (known as Baseline funds) or $563,338 can be used for services. In the most recent year, SCLC appropriated its Baseline funds toward courier delivery services, the DigiLab project, Gale Archives of Sexuality and Gender, the annual audit, and digital resources. Appropriated funds can be used over a period of three years.

A copy of the FY 2021/22 approved Plan of Service is attached for reference.

Please review the attached template for the CLSA Plan of Service 2022/23 and come prepared to discuss priorities and content for the report.

FISCAL IMPACT: SCLC may receive up to $704,171 in CLSA funds, pending passage of the State Budget.

RECOMMENDATION: Authorize the Interim Executive Director to work with the Chair and incoming Chair on completing the Plan of Service and authorize the incoming Chair to sign the completed Plan for submission.

ATTACHMENTS: 2021/2022 CLSA Plan of Service
                2022/2023 CLSA Plan of Service

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CALIFORNIA LIBRARY SERVICES ACT
AMENDED PLAN OF SERVICE AND BUDGET
For use with 2021/2022 Communication & Delivery Program

California State Library
Sacramento
August 2021

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2021/2022 Amended Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due September 8, 2021
2. Demographics of System Service Area – Due June 3, 2021 ALREADY COMPLETED
3. Budget:
   - C&D Service Program Budget Request and Budget Summary – Due September 8, 2021 UPDATE WITH NEW BUDGET NUMBERS
   - System Detailed Budget – Due September 8, 2021 (separate attachment)
4. Use of Funding for Communications and Delivery – Due September 8, 2021 PLEASE AMEND AND HIGHLIGHT CHANGES FROM ORIGINAL
5. Future Plans for Cooperative System – Due September 8, 2021 PLEASE UPDATE IF NECESSARY

Once you have completed the process, please email your Plan of Service and Budget Request to Monica Rivas at monica.rivas@library.ca.gov.

Dates for physical delivery counts – FY 2021/2022:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2021/2022, due at the State Library on September 1, 2022. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 24- September 7, 2021
October 12 – October 26, 2021
January 11 – January 25, 2022
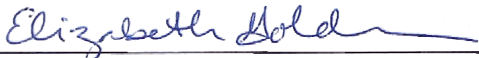April 26 - May 10, 2022

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-603-7159.

System Information
FY 2021/2022

System Name:			
Southern California Library Cooperative			
Director:	Email:		
Diane Z. Bednarski	dbednarski@socallibraries.org		
Address:	City:	State:	Zip:
254 N. Lake Ave. #874	Pasadena	CA	91101
Phone:	Fax:		
626-283-5949			

System Chair for FY 2021/2022 (if known):	Fiscal Agent:
Elizabeth Goldman	Southern California Library Cooperative

Date approved by Administrative Council:
8/25/2021

X _Elizabeth Gold____	10/20/2021
Signature of System Administrative Chair for FY 2021/2022	Date
Print Name: Elizabeth Goldman	

Conditions of Award

1. Accounting
    Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. Budget adjustments within approved programs
    Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

    Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. Earning interest
    Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report, but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2021).

4. Personal memberships and travel
    Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. Credit line
    Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

    "This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board."

    As appropriate, this disclaimer should be added:

    "The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred."

    This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. Funding alternatives
    Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Wednesday, September 8, 2021

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery Program* may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions
As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

b. **PC& E**: Planning, Coordination, & Evaluation

c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services where provided.

d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or
   auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must
   describe exactly what services are provided to the System.

e. **Capital Outlay** – estimate costs not only for necessary proposed purchases but also for maintenance of any established equipment replacement revolving fund, out of which purchase of replacement equipment will be made in the future.

f. **Anticipated Current Year-end Balance in the Equipment Revolving Fund** – use this space to provide the estimated year-end revolving fund balance.

   The total of a-e must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Wednesday, September 8, 2021

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they

are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

<u>Column Definitions</u>
As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.

b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.

c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.

d. **Interest** - enter all interest earned on System funds.

e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.

f. **Total budgeted** - is the sum of Columns a through e.

Program Definition
A program includes any program, service, or project administered by and funded through the System. This includes not only the CLSA C&D Program (System Administration/Baseline) but also LSTA demonstration projects, centralized ILL services, and the like. It does **not** include programs, projects, and services which are administered and funded separately from the System.

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resouces or Resource Sharing.

Other Definitions
Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget
The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

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C&D Service Program Budget Request FY 2021/2022 (Section 18745)

<mark>System Administration</mark>

(a) Personnel (Salaries & Personnel)

Classification	FTE/NO of positions	Salary	Benefits	Total
Executive Director	.23/1	$40,250	$9,185	$49,435
Deputy Director	.11/1	$13,905	$3,426	$17,331
Controller	.22/1	$27,811	$7,141	$34,952
Project Manager	.15/1	$15,625	$4,646	$20,271
Administrative Assistant	.22/1	$15,943	$4,287	$20,230
Total of (a)	.93/1	$113,534	$28,685	$142,219

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	$

(c) Indirect Cost (Do not include PC&E and provide description of services	
Total of (c)	$

Total of (a-c) **$142,219**

(d) Operations	
1. Office supplies	$
2. Duplication/Photocopy	$
3. Training (C&D program related)	$
4. E-Resources (Enki, Zinio,OverDrive, etc.) Gale Archives, PressReader	$425,611
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) Delivery Services & Audit	$78,270
6. System van/vehicle (fuel/insurance/maintenance)	$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software) Web hosting, Internet, Zoom, tech support, phones.	$30,000
Specify what funds were used for:	$
8. Resource Sharing (Zipbooks, Link+, document depository) Digilab	$35,000
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	$
Total of (d)	$568,881

(e)Capital Outlay		
1. Equipment (specify)	$	
2. Equipment revolving fund	$	
Total of (e)	$	

(f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund	
	$

	$711,100
Total of (a-e)	

2021/2022 AMENDED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	**$142,219**
PC&E	
Indirect	
Sub-total	**$142,219**
Operations	**$568,881**
Equipment	
Sub-total	**$568,881**
TOTAL	**$711,100**

C&D FUNDING: System Administration 20%
System Baseline 80%

Funding for Communications and Delivery – FY 2021/2022

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	17,000	0	17,000
b. Non-public libraries in System area	0	0	0
TOTAL	17,000	0	17,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items		0	2
d. Frequency/schedule of physical delivery service		0	Twice A Week

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
1%	%	%	%	99%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) by residents of System member libraries	7000+ newspaper & magazine titles
g. Percentage of CLSA funds to be spent on e-resources?	**75%**
h. Percentage of CLSA funds to be used for Broadband technology improvements	**0%**

i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list)

Section 2
(Please, highlight the amended changes from the original plan of service; complete only the questions impacted by your changes.)

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

SCLC plans to use 2021/22 CLSA funds to support the following service areas:

1. eResources = $425,161. SCLC will use $135,980 of 2021/22 CLSA funds combined with prior year rollover funds ($382,359 from FY 2019-2020 + $113,993 from FY 2020-2021) to initiate a systemwide subscription to PressReader, a repository of global full image newspapers and magazines. The total two-year cost for PressReader is $632,332. All 40 libraries will participate in the subscription. The systemwide subscription will commence on Oct 1, 2021. Five libraries will join mid-cycle once their existing PressReader subscriptions expire (LA County, LAPL, Glendale, San Marino, and Thousand Oaks). SCLC will also continue its systemwide subscription to the Gale Archives of Sexuality and Gender ($1,100), digital collection of historical primary source publications relating to the history and study of sex, sexuality, and gender research and gender studies research. Both resources provide a rich array of information reflecting a diverse range of perspectives. The remaining $288,081 will be carried forward to provide partial funding should SCLC choose to renew PressReader for a third year.

2. Contract Services = $78,720. SCLC's mandatory annual audit ($12,720) will continue to be funded from baseline funds, and courier delivery services ($66,000) will move materials between SCLC's 40 member libraries through weekly pickups and deliveries. SCLC will also apply an additional $17,718 in 2020/21 rollover funds towards courier delivery services. Delivery costs for the year are not precisely known due to the fact that member libraries are witnessing varying rates of in-person activities following the pandemic-related closures. There is a possibility that not all courier funds set aside for 2021/22 will be spent, in which case they will be carried forward to 2022/23. While courier delivery had previously been viewed as a means of transporting materials back to owning libraries in cases where a patron visited one library to borrow an item and

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visited a second library to return the item, delivery is now being adopted as a tool for low cost interlibrary loan, whereby a patron could request an item from any library within SCLC and have it delivered to the library that is most convenient to them.

3. Resource Sharing = $35,000. SCLC will continue to allocate CLSA funds to support the DigiLab project, which is currently used by 19 member libraries to digitize, catalog and make publicly accessible through a commercial content management system. An additional $65,848 in 2020/21 rollover funds is being allocated to the DigiLab project to allow for the possibility of moving to a different content management platform and updating the scanning equipment at participating libraries. The service is used by local and national researchers who are seeking information not otherwise available in books, newspapers or other materials. Redondo Beach related that a biographer from Missouri was able to address research questions pertaining to a local surfer through material that had been scanned to Digilab, and a local was able to have nearly ten questions addressed through the digitized content

   This year, a task force will be formed to examine alternative content managements systems – including open source – to address concerns that the current solution has a dated user interface that inhibits usability. The task force will also consider options for training volunteers to perform digitization tasks, given that members have cited staff shortages as an impediment to wider adoption.

4. Telecommunications = $30,000. SCLC will use funds to cover ongoing SCLC office expenses related to telephone service, Zoom subscriptions, third-party IT support, software hosting, and hosting of the SCLC website. Approximately $20,000 of the 2021/22 funds along with $16,724 in 2020/21 rollover funds are being allocated to update the SCLC website to better reflect current grant activities and projects being undertaken by SCLC member libraries, to accommodate a repository of member library policies and procedures, and to enhance website functionality.

 2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

   Most funds will be allocated to systemwide services. The $35,000 in 2021/22 funds that have been allocated for the DigiLab currently supports content management software licensing and scanner equipment maintenance for 30 member libraries. Should SCLC migrate to an open source platform, the number of participating libraries may change.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available) SCLC used 20/21 CLSA funds to support a shared license to the Gale Archives of *Sexuality* and Gender, a compilation of books, monographs, manuscripts on the study of gender and sexuality. SCLC plans to use 2021/22 funds plus unspent prior year funds to initiate a subscription to PressReader, a collection of 7000+ online newspapers and magazines from over 120 countries. All 40 SCLC member libraries will have access to these resources.

5. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

7. Will the System be using any of the communications funding to address broadband connectivity issues?
If so what were the funds used for and what were the connectivity issues?

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?

CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET
For use with 2022/2023 Communication & Delivery Program

California State Library
Sacramento
April 2022

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2022/2023 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 3, 2022
2. Demographics of System Service Area – Due June 3, 2022
3. Budget:
   - C&D Service Program Budget Request and Budget Summary – Due June 3, 2022
   - System Detailed Budget – Due September 8, 2022 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 3, 2022
5. Future Plans for Cooperative System – Due June 3, 2022

Once you have completed the process, please email your Plan of Service and Budget Request to Monica Rivas at monica.rivas@library.ca.gov.

Dates for physical delivery counts – FY 2022/2023:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2022/2023, due at the State Library on September 1, 2023. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 15- August 28, 2022
October 17 – October 30, 2022
January 23 – February 05, 2023
April 24 - May 07, 2023

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-603-7159.

System Information
FY 2022/2023

System Name:			
Director:	Email:		
Address:	City:	State: CA	Zip:
Phone:	Fax:		

System Chair for FY 2022/2023 (if known):	Fiscal Agent:

Date approved by Administrative Council:

X	
Signature of System Administrative Chair for FY 2022/2023	Date
Print Name:	

Conditions of Award

1. <u>Accounting</u>
    Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.

2. <u>Budget adjustments within approved programs</u>
    Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

    Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. <u>Earning interest</u>
    Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2022).

4. <u>Personal memberships and travel</u>
    Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.

5. <u>Credit line</u>
    Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

    "This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board."

    As appropriate, this disclaimer should be added:

    "The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred."

    This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. <u>Funding alternatives</u>
    Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Friday, June 03, 2022

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery Program* may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions
As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

a.   **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.

b.   **PC& E**: Planning, Coordination, & Evaluation

c.   **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services where provided.

d.   **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

The total of a-d must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Thursday, September 8, 2022

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions
As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.

b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.

c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.

d. **Interest** - enter all interest earned on System funds.

e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.

f. **Total budgeted** - is the sum of Columns a through e.

Program Definition
A program includes any program, service, or project administered by and funded through the System. This includes not only the CLSA C&D Program (System Administration/Baseline) but also LSTA demonstration projects, centralized ILL services, and the like. It does **not** include programs, projects, and services which are administered and funded separately from the System.

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resources or Resource Sharing.

Other Definitions
Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget
The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

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 resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

Demographics of System Service Area
System Population Profile, FY 2022/23

Total Population of System Service Area: _____

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)		
Institutionalized		
Aged (65+)		
Children & Youth: • Under 5		
• 5 to 9		
• 10 to 14		
• 15 to 19		
Handicapped		
Speakers of limited English or English as a Second Language		
Non-English Speaking		
Ethnicity • Black		
• Hispanic		
• Asian		
• Native American		
• Other (specify)		
Geographically Isolated (RURAL) * see note		
Functionally Illiterate		
Shut-In		

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

Describe briefly how this data will be used to plan CLSA-funded services:

Comments/ Additional Information:

* Geographically Isolated/ Rural

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

Funding for Communications and Delivery – FY 2022/2023

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library			
b. Non-public libraries in System area			
TOTAL			
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			
d. Frequency/schedule of physical delivery service			
e. Percentage of items to be physically delivered by:			

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
%	%	%	%	%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) for residents of System member libraries	
g. Percentage of CLSA funds to be spent on e-resources?	%
h. Percentage of CLSA funds to be used for Broadband technology improvements	%

"It is the intent of the California Library Services Act is 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." (Education Code 18702)

When submitting your Library Systems' proposals, they shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery, and resource sharing include the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

Section 2 Funding Goal (What have you done, for whom, and for what benefit?)

1. How will the Library System determine the needs of their community. Please describe the **goals** for the Communication and Delivery funding for your Library System and how it addresses that need.

2. Please specify how the Library System **will spend its 2022-2023 CLSA allocation of funding** and **provide specifics amounts** allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.

3. How did you determine the funding amounts per your C&D Service Program Budget Request?

4. If it will take you longer than 1 year to spend 2022-2023 funding specify why?

5. If you plan on using roll-over funds from a previous year to supplement 2022-2023 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?

6. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not, all libraries are participating in programs/services indicate which ones are and why others are not served (i.e., choice, funds, etc.).

7. How will the System determine and evaluate that the funding goals for their community where met?

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, **how much**, and **what percentage** of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

9. If the System is providing e-resources, what exactly are those e-resources? (How many libraries are you providing this service to)

10. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

11. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e., staff, what type of staff, do which program did you allocate staff, how much time was allocated)

12. Will the System be using any of the communications funding to address broadband connectivity issues? If so, what were the funds used for and what were the connectivity issues? If this includes **installation along or service fees, please specify the cost and** which member libraries will benefit (please list libraries)?

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?

DATE: May 25, 2022
TO: Administrative Council
FROM: Heather Cousin, Interim Executive Director
SUBJECT: Signature Authority

BACKGROUND: According to the Bylaws and Standing Rules, SCLC will regularly hold elections for a Vice Chair/Chair Elect, when that position becomes vacant. With the election of that new officer, it is also necessary to receive authorization to change signature authority at SCLC's bank, Pacific Western Bank.

FISCAL IMPACT: None

RECOMMENDATION: Authorize SCLC to update the Pacific Western Bank signature authority as follows:
1.   Add incoming Vice Chair/Chair elect, as an authorized signer on accounts.
2.   Remove outgoing Chair, Elizabeth Goldman, as an authorized signer on accounts.
3.   Signature authority for current Vice Chair/incoming Board Chair, Gary Shaffer, will be maintained.
4.   Signature authority for Interim Executive Director, Heather Cousin will be maintained
5.   Signature authority for Nerissa Snodgrass, Project Manager will be maintained.

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

DATE: May 25, 2022
TO: Administrative Council
FROM: Heather Cousin, Interim Executive Director
SUBJECT: Interim Executive Director's Report

BACKGROUND: Since late February, SCLC has been incredibly busy managing several programs, projects, and advocating on your behalf. Below is a sample:

Grant Projects:

The statewide Digital Navigator project is set to launch within the next week. The Digital Navigators program aids California residents (clients) in obtaining low-cost home internet service, low-cost internet-capable devices, or basic digital literacy skills, so they may fully participate in our society, democracy, and economy.

The program's Navigators, trained former, and current library staff or community members are familiar with digital equity resources and remotely help clients get online and connect with these resources. There is no cost to clients to be helped by a Navigator or to participating libraries. Our current pilot libraries include Calexico, Chula Vista, Ontario, Santa Monica, and Tehama. If you're interested in becoming a partner library let us know!

This program is managed by the Southern California Library Cooperative (SCLC) and funded by a grant from the California State Library. The State Library is currently reviewing funds for a second year.

California Library Collections Initiative grants libraries shared access to the New York Times. This grant from the California State Library is supported by SCLC and offers access to libraries across the State, managed by SCLC. We anticipate funding for fiscal year 2022/2023.

Advocacy and Outreach

In April, I met with Cal Cities' (formerly League of California Cities) Community Services Committee staff representative and discussed top concerns for libraries. This is what will now be part of an ongoing dialogue with Cal Cities. Caroline Cirrincione, the Community Services staff liaison said Cal Cities would like to see more engagement with the League from libraries and encourages Directors to work locally to become Committee members. She can also help support your efforts. Please let me know if you're interested and I can connect you.

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I met with the marketing staff from **Foothill Transit** who primarily serve the San Gabriel Valley. They are very interested in working with us to promote library services via their onboard, interior advertising card program. These cards (the cardstock cards the ones that are just above passenger's heads and line both sides of the bus interior), would carry a message of our choosing and Foothill would either print them at their expense or we could help offset the costs. This would include design and four color. This is an ongoing program and there is some flexibility about the time of year the cards would be displayed.

Deputy Director, Wayne Walker and I also met with the marketing team from **Metrolink**, who provide commuter rail service from as far east as San Bernardino, as far west as Ventura, as far north as Lancaster in Los Angeles County and as far south as Carlsbad in San Diego County. During this meeting we discussed the possibility of partnering to promote libraries by using Metrolink's calendar to share programming across their service area. We anticipate this will be the first of an ongoing dialog.

The California Library Services Board met on May 17. In addition to your Chair, SCLC staff was there to help represent your interests. Some of the meeting's highlights included a discussion of upcoming library infrastructure funding opportunities, potential legislative funding opportunities being advanced by advocated by CLA that the Board has pledged to support, and affirming the preliminary System allocations.

Communication and Events: There is a meeting scheduled at CLA for Cooperative Chairs, incoming Chairs, and administrative staff. The idea is to share information about our work, coordinate our advocacy, and get to know each other better. This meeting will be Friday, June 3, from 10am to 11am in the Hyatt Ballroom.

There is also a casual meet up for Library Directors later that day, Friday, June 3rd, from 4:30-6pm, location TBD, so stay tuned.

FISCAL IMPACT: TBD

RECOMMENDATION: Informational

California State Library, Library Development Services

Cooperative Library System Liaison Report

May 16, 2022

Funding Opportunities Through the California State Library
Please visit the grants page of the California State Library website for a listing and timetable of new and upcoming funding opportunities.

California State Library Parks Passes
The shipping update from the State Parks team indicates the second batch of passes will arrive during the week of May 16. If you have not received your passes, or an email with instructions for the program, please contact parkspass@library.ca.gov. The user survey that is linked to the QR code on the back of the passes is live as of April 29, 2022. Please encourage people who check out a pass to fill it out – incentives are coming this summer.

The FAQs page has a map of parks accepting the pass overlaid with library branches, cataloging and circulations information, a link to the Partner Toolkit with marketing resources, a recorded webinar on parks-based programming, a sample programs page, and the answers to many common questions. We would love to see examples of how you've packaged or marketed the passes. For more information, please contact parkspass@library.ca.gov.

California Libraries Learn (CALL)
The annual Seguimos Creando Enlaces free bilingual, binational conference will be ONLINE on **Thursday, May 19, from 9:15 to 4:15 p.m**. Register here. Please join in for addresses by keynote speaker Reyna Grande and lunchtime speaker Dulce Garcia of Border Angels. There will be five sessions with multiple options in each time slot! Creando is now managed by CALL as well as an active volunteer planning team.

CALL is also offering a limited number of no-cost seats to the annual Serving With a Purpose conference on May 19 at the Ontario Convention Center. Please visit the CALL calendar for more information. Plan your team's professional development by visiting www.callacademy.org and check the frequently updated calendar to explore the options. Free courses, weekly webinars, and cohort-based learning continue throughout the year. CALL has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy.

California Library Literacy Services
The annual (2022/2023) funding application for all returning CLLS programs opened on April 7 and are due on **May 20, 2022**. This application will include adult literacy services, family literacy services, and ESL (ESL only for programs that received Round I funding in 2021/2022).

Estimated award amounts have been provided to CLLS libraries by the State Library for adult literacy and family literacy services. Please contact beverly.schwartzberg@library.ca.gov or allyson.jeffredo@library.ca.gov for more information.

CLLS networking calls and trainings will continue on a regular basis, with upcoming sessions helping libraries prepare for new ESL services and more.

CopyCat Grants
CopyCat Grants are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects. 2021/22 CopyCat grant mid-project Narrative and Financial reports for activities and expenditures from beginning of the grant period to 4/30/2022 are **due by 5/31/2022**. Report forms can be found at Manage Your Current Grant - California State Library (look under "CopyCat" section). Grantees first point of contact is their project advisor. For other questions, contact LSTAGrants@library.ca.gov

CLA Conference
Come meet State Library staff at the CLA conference in Sacramento! We have a booth in the Exhibit Hall and please check the conference program for presentations on State Library initiatives and State Library-funded projects. We look forward to seeing you there! Our programs include:

Thursday, June 2:

8am-4pm: S@YL preconference: Building Equity Based Summers in California Libraries and Communities Co-Design Initiative. By invitation only.

9am-12pm: CLLS preconference on Tutor Training: "Training Volunteer Tutors: Laying Foundations, Creating Support and Feeling Confident"

1-5pm: CLLS New Coordinator and New Director Orientation. By invitation only.

1-5pm: Get Involved preconference: "Time Management for Volunteer Coordinators: Putting Volunteers to Work to Help YOU"

2-5pm: CLLS preconference on Learner Anthologies: "All Things Anthology - Creating, Collecting, and Communicating Learner Writings to Enrich Your Program and Tell Its Story"

Friday, June 3:

10:00am-10:45am: Your Investment in California Libraries (Room A4)

California State Librarian, Greg Lucas

10-10:45 am: Virtual Youth Programming.
A panel discussion on virtual youth programming that took place during the last year of the pandemic

11-11:45 a.m.: Literacy Interest Group: "Best Practices for Starting a CLLS ESL Program: Panel Discussion"

1-1:45 p.m.: Parks Pass program: "Check Out California Parks"

1-1:45 p.m.: My Leadership Journey with Greg Lucas, California State Librarian (Room A3)

2-2:45 pm: Career Online High School Panel: "From Disconnected to HS Diploma Bound: How California Public Libraries Are Re-Engaging Adults Back into the Educational System"

Saturday, June 4:

10-10:45 a.m.: Developing Leaders in California Libraries - 2022 Capstone Projects: Part I (Room A7)

10-10:45 a.m.: Assessing Workplace Climate at Your Library (Room A4)
Presenter: Sarah Harrington – California State Library
Presenter: Dana Nothnagel – California State Library

11-11:45am: CALL: "Make the Most of CALL Academy– Explore Free Professional Development and Continuing Education Courses"

11-11:45 a.m.: Home Connectivity Kits
A panel featuring Google, The Sacramento Public Library and the Ventura County Library   on how to help bridge the digital divide through the lending of internet connected Chromebooks.

1-1:45 p.m.: CALL/Niche Academy session: "Sustainable, Engaging, Customized Online Training for Staff and Volunteers"

1-1:45 p.m.: Ebooks for All
A panel on the statewide eBook project: eBooks for All.

1-1:45 p.m.: Developing Leaders in California Libraries - 2022 Capstone Projects: Part II (Room A9)

3–3:45 PM Sustainability in California Libraries: 2022 Report and Plan (Room A9)
Julianna Robbins, California State Library
Kimberli S. Buckley, San Jose State University & Contra Costa County Library

Sustainable California Libraries Survey & Upcoming Networking Sessions
The California State Library, in collaboration with Pacific Library Partnership, is creating a report and action plan for Sustainable California Libraries. Throughout the Spring and Summer of 2022, the State Library will convene several meetings of a new Advisory Group and host two open Networking Sessions. Input will be actively encouraged through a short survey, participating in networking sessions, interviews, and field research. Look out for opportunities to get involved and ways to help create more Sustainable California Libraries in the coming weeks.

Sustainable California Libraries Networking Sessions
The Sustainable California Libraries Networking Sessions are open to all California library staff members.

Networking Session: Focus on Sustainable Operations, Services, and Infrastructure
Register for Session
June 29, 2022, 11:00 am – noon
Join us for the Sustainable California Libraries Networking Session #2. We will be focusing on library operations and services, infrastructure, buildings, landscaping and grounds, and library sustainability certification. Guest speakers include:
- *Lawrence Nussbaum, from the California Green Business Networ*k, will share information about successful Green Business Certification for several California libraries
- *Sarah Solis, Facilities Manager at San Diego County Library*, who will share about their Sustainable Libraries Initiative Certification kick-off, Zero Net Energy libraries, and how the system is shifting towards a zero-carbon future

Please take our quick survey to share your thoughts about California libraries, sustainability, and the environment. Staff members of every level are invited to complete the survey. Survey results will be shared with the field and discussed during the Networking Sessions. Go to the **Sustainable California Libraries Survey**. The survey closes **Wednesday, May 18 at 5:00 p.m**.

Learn more at: https://www.library.ca.gov/services/to-libraries/sustainable/
Email sustainability@library.ca.gov with any questions or comments.

Directors Networking Conversations
Networking conversations for library directors continue once a month and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next library directors' call will be on **Wednesday, June 15, 2022**, from 3:30 to 5 p.m. Registration information will be sent in early June.

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Zip Books

The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local community. Program information and report forms can be found at Zip Books - California State Library. For questions, please contact zipbooks@library.ca.gov

Developing Leaders in California Libraries

In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the leadership training program, the Developing Leaders in California Libraries project is offering a series of "My Leadership Journey" webinars open to all staff to attend. To see upcoming My Leadership Journey events and view past recordings, please visit My Leadership Journey | CLA Leadership.

Building Forward Infrastructure Funding for California Libraries

The first round of applications for this program closed on **March 21, 2022**.

There is $439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The 2021-2022 budget sets these priorities for use of the funds:

1. Projects addressing life safety and other critical maintenance needs; and
2. Projects serving high poverty areas of the state.

Other library infrastructure projects may be considered if funding remains after priority projects have been evaluated.

Awards are expected to be announced in Spring 2022. Those who do not receive grants during the first round will be automatically considered in the next round of applications. The maximum grant a library can receive is $10 million. Funds must be used by March 31, 2026. For more information about the program, visit the State Library's website at www.library.ca.gov/grants/infrastructure and email questions to BuildingForward@library.ca.gov

California Public Libraries Survey (PLS) results available

The FY20-21 data have been submitted to IMLS, and the dataset is available for download on the State Library's statistics page. The pandemic affected every aspect of library service, and the data reflect this. Despite reduced access by the public to closed library buildings, libraries continued to circulate materials, answer reference questions, offer virtual and some in-person programming, circulated self-directed activities, loaned laptops and hotspots, and continued to provide wifi access to Californians.

Every three years, libraries are asked to submit salary ranges for a variety of library positions, and this subset of data is also available on the stats page or from this link. FY20-21 Salary Survey Results.

NASA@ My Library
Reading Challenge this May 2022! Registration information is below.

Look Up! Step Back in Time with the James Webb Space Telescope Challenge
Event Date: May 1, 2022–May 31, 2022
Registration Date: Register your library to participate in the Telescope Challenge!
Description: This challenge is designed to help readers explore the science behind NASA's newest space telescope mission, the James Webb Space Telescope. Throughout the challenge, readers will have access to virtual resources like articles and videos about space science to gain new skills and explore educational and career pathways in Earth and Space Science. All public libraries in the U.S. are eligible to join the challenge and will have a chance to win backpacks filled with STEM-related materials and a telescope! Fill out the form to register for the challenge and subscribe to updates at NASA @ My Library Reading Challenge (beanstack.com)

Reading challenges are a great way to engage patrons and encourage learners of all ages to read. Reading challenges vary from participating in a state or national summer reading challenge, utilizing reading challenge software like Beanstack or READSquared, or simply providing a list of books and activities to your patrons. To aid you in putting together any kind of reading challenge at your library, STAR Net has assembled a list of resources to help you integrate science readings and activities into your upcoming reading challenges! Read more at the blog post: Building a science-focused reading challenge? Check out these great resources! – STAR Library Network (starnetlibraries.org)

Summer Reading and Learning
As a reminder, CA State Library and California Library Association have partnered to provide a free premium Beanstack subscription to any and all CA libraries that are interested. If interested and you haven't already connected with Beanstack to get started, or if you want more information, please reach out to summeratyourlibrary@cla-net.org.

Home Connectivity Kits
Last year, the state library gave out funds and equipment to help CIPA compliant libraries bridge the digital divide through the lending of hotspots and Chromebooks. That project is back in the works again, this time including templates for instructions and funds for accessories such as bags, mice, and headsets. Libraries have claimed approximately 1 million dollars in funds for these pieces of equipment and it is expected that another approximately 500K will go out over the next few months. Contact arpa@library.ca.gov for more information.

eBooks for All CA
Every public library in California can now participate in the statewide "eBooks for All" project" Full details can be found on the State Library's e-book page. Joining is as simple as emailing

casupport@thepalaceproject.org and saying, 'My library is interested in joining.' The project implementation team will take it from there.

You likely have questions on how this will impact existing collection development practices and how it works with your current eBook ecosystem. We have generated an FAQ and recorded a live Q and A session to help answer those questions directly.
FAQ
Recorded Answer Session

Digital Learning Platforms for All California Public Libraries
We hope you are setting up the learning platforms Coursera, GetSetUp, LearningExpress (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare on your library website. Vendors have provided set-up information to the library staff you identified; each platform has a different access model. Information sessions, marketing materials, and FAQs can be found at https://my.nicheacademy.com/callacademy/course/39032. If you or your team has not heard from one of the vendors, or if you have changed your mind about adding one of the platforms, please email jen.lemberger@library.ca.gov.

Public Library Staff Education Program
The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. 2021/22 PLSEP grant report information can be found at Manage Your Current Grant - California State Library The 2021/22 grant year ends 7/31/2022 and the Final Financial Report, Tracking Report, Expenditure Detail Report and Final Program Narrative Report are **due by 8/30/2022**. For questions, please contact PLSEP@library.ca.gov

LSTA 2022-23 Grant Program
The application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now closed. https://www.library.ca.gov/grants/library-services-technology-act/competitive/ Proposals are currently under review. Email lstagrants@library.ca.gov for more information.

SCLC Meeting Dates
2021/22
Approved June 3, 2021

Wednesday, August 25, 2021
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

Wednesday, October 27, 2021
1:00pm Executive Committee,
only
Via Zoom

~~Wednesday, November 24, 2021~~
Wednesday, December 1, 2021
New date approved August 25, 2021
1:00pm Executive Committee
2:15pm Administrative Council
Glendale

Wednesday, January 26, 2022
1:00pm Executive Committee,
only
Via Zoom

Tuesday, February 22, 2022 -
Special
11:00am Administrative Council
Via Zoom

~~Wednesday, March 23, 2022~~
Wednesday, March 15, 2022 -
rescheduled
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

Monday, May 2, 2022 – *Special*
2:00pm Executive Committee,
only
Via Zoom

Wednesday, May 25, 2022
1:00pm Executive Committee
2:15pm Administrative Council
Santa Clarita