



Southern California Library Cooperative  
Administrative Council Meeting  
Wednesday, August 24, 2022  
2:15-4:15pm  
Hybrid Meeting  
Alhambra Library  
101 S. First Street, Alhambra, CA 91801

Minutes

*Approved November 30, 2022*

**Attendance**

Addington, Jennifer – Palos Verdes  
Anderson, Susan – Redondo Beach  
Behle, Kelly – Simi Valley  
Bradley, Darlene – Arcadia  
Broman, Susan – LAPL  
Buth, karen – Beverly Hills  
Conwell, Christine – Moorpark  
Cousin, Heather – Torrance  
Garcia, Diana – Monterey Park  
Goldman, Elizabeth – Burbank  
Herbert, Mark – El Segundo  
Lockwood, Barbara – Calabasas  
LohGuan, Hilda – Alhambra  
Maghsoudi, Paymaneh – Whittier  
Nasr, Mandy – Camarillo  
Regan, Leila – Sierra Madre  
Schram, Nancy – Ventura  
Shaffer, Gary – Glendale  
Shupe, Robert – Palmdale  
Stone, Janet - Glendora  
Tovar, Cecilia – Santa Monica  
Torres, Anita – Pomona  
Vera, Linda – San Marino  
Vonnegut, Shannon – Santa Clarita  
Walker-Lanz, Jesse – CoLA  
Winslow, Nikki - Altadena

Dinuzzo, Carol – SCLC former employee  
Geneck, Jason – Berry Dunn  
Graver, Lori – SCLC  
Hildreth, Susan – Berry Dunn  
Le Conge-Ziesenheimne, Monique -  
Berry Dunn  
Snodgrass, Nerissa – SCLC  
Walker, Wayne - SCLC

**Absent**

Arroyo, Kerri – Inglewood  
Balli, Shayna – Irwindale  
Billings, Cathy – South Pasadena  
DeLeon, Cathy – Long Beach  
Dickow, Ben – Downey  
Evans, Lisa – Covina  
Graf, Ann – Azusa  
Hughes, Charles – Signal Hill  
McDonald, Tim – Pasadena  
Neal, Alan – Oxnard  
Patterson, Jennifer – Thousand Oaks  
Raia, Deborah – Santa Fe Springs  
Vance, Carey - Monrovia

**Other**

Clanton, JR – Berry Dunn  
Cole, Natalie – CSL

1. Opening Gary Shaffer  
Meeting called to order at 2:16pm.
  
2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
None.
  
3. Consent Calendar Gary Shaffer  
*All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.*
  - a. Minutes of the May 25, 2022 Administrative Council meeting  
MSP (Shupe/Stone) to approve the Consent Calendar, without changes.  
24 yes, 0 no, 0 abstain
  
4. Adoption of Agenda Gary Shaffer  
Chair adopted Agenda as presented, without objection.
  
5. Budget Status Report FY2021/22 Carol Dinuzzo  
Most membership dues have been received and reminders have been sent to any jurisdictions with outstanding invoices. Most grant revenue has been received with the final 10% expected once all final reporting has been completed. Overall, all expenses fall within the total budgeted amount for the fiscal year. However, there were a few line items where some unanticipated expenses were incurred.
  - Personnel Expenses – With the retirement of the Executive Director in February, came the additional expense of a full payout of vacation time upon departure. Additionally, there was a slight increase in dental, vision and life insurance that occurred mid-year.
  - Operating Expenses – Increase due to replacement of staff laptops and associated software and IT support. Also, a slight increase in postage due to additional grant support.CLSA rollover funds:
  - FY 2019/20: All funds have been expended.
  - FY 2020/21: All funds have been expended with the exception of a remaining balance \$65,848 originally earmarked for Digilabs and will be reallocated to use toward E-Resources.Pending final close out of FY2021/22 grants.
  
6. Budget Status Report FY2022/23 Carol Dinuzzo  
All approved CLSA allocations and current grant awarded amounts have been included. PLSEP grant awards are still pending. With no other grants or special projects on the horizon, it is expected that there will be a significant shortfall in revenue. Although, there will be some roll over funds

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once FY2021/22 closes out, it is likely that reserve funds may need to be utilized to cover personnel and operations by the end of this fiscal year.

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

CLSA Rollover Funds:

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

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

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

7. Strategic Plan Update Elizabeth Goldman  
Council suggestion to amend the performance measure assessment to include "Improve satisfaction." Executive Committee recommended approval. MSP (Shupe/Torres) to adopt the SCLC 2022-25 Strategic Plan. 25 yes, 0 no, 0 abstain

8. PressReader and Los Angeles Times Gary Shaffer  
Noted that current contract expires in September 2023, and that LA Times text only is available via ProQuest.  
MSP (Shupe/Walker-Lanz) to:  
1) Conduct a survey of all member libraries to collect current annual spending on physical subscriptions to the LA Times.  
2) Authorize the Chair to draft a letter advising LA Times management of the negative impact to our member libraries' residents, the amount of

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- revenue we provide them, and asking them to please enter into negotiations with PressReader.
- 3) Conduct any follow up negotiations with the LA Times.  
26 yes, 0 no, 0 abstain
9. CLSA Annual Report FY2021/22 Wayne Walker  
MSP (Maghsoudi/LohGuan) to authorize the Interim Executive Director to work with the Chair to complete the CLSA 2021/22 Annual Report for submission to the State Library by September 6, 2021.  
26 yes, 0 no, 0 abstain
10. SCLC Controller Update Gary Shaffer  
Executive Committee recommended approval. MSP (Walker-Lanz/LohGuan) to
- 1) Authorize the Chair to enter into an agreement with a temporary agency or an accounting firm to fulfill controller duties.
  - 2) Authorize the Chair to enter into an agreement for accounting consulting purposes with one of our sister cooperatives on an as-needed basis.
- 26 yes, 0 no, 0 abstain
11. Executive Committee Appointment Gary Shaffer  
Mark Herbert (El Segundo) self-nominated to fill Statistical Group 5 seat left vacant by Sarmiento (Commerce), who retired on August 15, 2022.  
26 yes, 0 no, 0 abstain
12. Committee Updates
- a. Audit and Finance Committee Jesse Walker-Lanz  
July meeting was cancelled. Anderson is retiring, which creates a vacant seat. Walker-Lanz requested that members reach out, if interested in serving on the committee.
  - b. Technology Committee Nikki Winslow  
Next meeting is October 13, 2022.
13. Remaining Meeting Locations FY2022/23 Gary Shaffer  
Council requests to extend the hybrid model for meetings.
14. Other Gary Shaffer  
MSP (Winslow/Garcia) to renew compliance with Resolution AB361, and to continue meeting under hybrid conditions.  
26 yes, 0 no, 0 abstain  
Stone continues talks with Foothill Transit, for library advertising.
15. State Library Report Natalie Cole  
Cole encouraged Directors to apply for the AmeriCorps program, which funds library staffing; announced new Sustainable California Libraries

grant; CALL Leadership Development applications open soon; the portal for the FY2021/22 Public Libraries Survey will open on September 1, 2022; additional Parks Passes will be issued in November.

16. Chair Report

Gary Shaffer

Shaffer reviewed the recruitment status for Executive Director, and invited councilmembers to solicit qualified applicants from their communities.

17. Adjournment

Gary Shaffer

MSP (Shupe/Regan) to adjourn. Chair adjourned meeting, without objection, at 3:53pm.

*Respectfully submitted by Lori Graver on December 7, 2022*