



Southern California Library Cooperative
Executive Committee Meeting
Wednesday, October 25, 2023
1:00 - 2:00 pm
Via Zoom

Alternative Meeting locations:
Alhambra Library, 101 S. First St., Alhambra, CA 91801
Azusa City Library, 729 North Dalton Ave., Azusa, CA 91702
Los Angeles Public Library, 630 W. Fifth St., Los Angeles, CA 90242
Monterey Park City Hall, 320 West Newmark Ave., Monterey Park, CA 91754

Join Zoom Meeting
<https://us02web.zoom.us/j/86552183257?pwd=U3ErTnd0NHhObGdxVnINM0RyRDNGQT09>
Meeting ID: 865 5218 3257
Passcode: 690700

AGENDA

All items may be considered for action.

1. Opening Jesse Walker-Lanz
 - a. Chairperson's Welcome
 - b. Roll Call

2. Public Comment Jesse Walker-Lanz

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

3. Consent Calendar Jesse Walker-Lanz

(ACTION)

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

 - a. Minutes from the August 23, 2023 Executive Committee meeting.

4. Adoption of the Agenda Jesse Walker-Lanz

5. Budget Status Report FY2023/24 Andy Beck

(DISCUSSION)

- | | |
|---|----------------------------|
| 6. CLSA FY2023/24 Update
(ACTION) | Christine Powers |
| 7. LAIF Account Update
(ACTION) | Andy Beck |
| 8. Banking Status and Reconsideration
of Financial Authority
(ACTION) | Christine Powers/Andy Beck |
| 9. System Website
(DISCUSSION) | Christine Powers |
| 10. Status of Technology Committee
(ACTION) | Christine Powers |
| 11. Other
“...that is, matters initiated in the present meeting.” Robert’s Rules of Order,
Revised, III, p.21. Limited by Brown Act to discussion only. | Jesse Walker-Lanz |
| 12. Adjournment | Jesse Walker-Lanz |

Southern California Library Cooperative
 222 E. Harvard St. • Glendale, California 91205
 (626) 283-5949 • Fax (626) 283-5949
 Website : <http://www.socallibraries.org> • E-mail : sclcadmin@socallibraries.org



ACTION ITEMS

Meeting: _____ SCLC Executive Committee Meeting _____

Date: _____ October 25, 2023 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



Southern California Library Cooperative
Executive Committee Meeting
Wednesday, August 23, 2023
1:00 - 2:00 pm
Hybrid Meeting
Burbank Buena Vista Library
300 N. Buena Vista St., Burbank, CA 91502

Alternate locations:
El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245

Minutes draft

Attendance

Broman, Susan – LAPL
Garcia, Diana – Monterey Park
Hassen, Leila – Azusa
Herbert, Mark – El Segundo
LohGuan, Hilda – Alhambra
Shaffer, Gary – Glendale
Walker-Lanz, Jesse – LACo

Other

Beck, Andy – SCLC
Graver, Lori – SCLC
Powers, Christine – SCLC
Walker, Wayne – SCLC

1. Opening Jesse Walker-Lanz
Meeting called to order at 1:04 pm.
2. Public Comment Jesse Walker-Lanz
Opportunity for any guest or member of the public to address the Council on any item of SCLC business.
None.

3. Consent Calendar Jesse Walker-Lanz
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
- a. Minutes from the May 24, 2023 Executive Committee meeting.
MSP (Shaffer/Herbert) to pass the Consent Calendar, without changes.
4 yes, 0 no, 3 abstain
4. Adoption of the Agenda Jesse Walker-Lanz
The Chair adopted the agenda as presented, without objection.
5. Budget Status Report FY2022/23 and FY2023/24 Andy Beck
The Budget Status Report for FY 2022/23 reflects reconciled bank statements through June 30, 2023. The budgeted deficit of \$183,084 has is reduced to \$121,602. Rolled over CLSA funds are anticipated to be spent, with the exception of \$428,686 of e-Resources. No unexpected expenditures have been noted.
6. Review of 2024 Health Premiums Andy Beck
Motion was recommended by the Audit and Finance Committee.
MSP (Broman/Garcia) to recommend to the Administrative Council to increase the health premium allowance by 5.89% (\$3,169 increase in cost annually) effective January 1, 2024, to address increasing health care premiums.
7 yes, 0 no, 0 abstain
7. SCLC Banking Status Andy Beck
With the recommendation of the Audit & Finance Committee, the Administrative Council approved to switch Southern California Library Cooperative's (SCLC's) banking institution from Pacific Western Bank to a "larger bank" earlier this calendar year. The application process was started in July 2023 with JP Morgan Chase and staff anticipates transferring funds to the new account and closing SCLC's Pacific Western Bank in the coming weeks.
8. Leadership and Professional Nikki Winslow/Christine Powers
Development Committee Purpose,
Duties and Composition
- Executive Committee requested that the Leadership Committee to take the first six months to further define parameters and run a pilot program, to host local regional trainings, to award a certificate of completion to participants, and to gather feedback for future iterations.
9. SCLC Member Orientation Christine Powers
One of the goals of SCLC's Strategic Plan is to increase the transparency of SCLC endeavors. Powers reviewed the main bullet points of the "Intro to

SCLC” PowerPoint orientation. Committee members requested these additions be included:

- Include a statewide map of all nine library cooperatives
- Highlight the four cooperatives that contract services with SCLC

10. Other

Jesse Walker-Lanz

“...that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None.

11. Adjournment

Jesse Walker-Lanz

MSP (Shaffer/LohGuan) to adjourn the meeting at 1:59 pm.

DRAFT

Southern California Library Cooperative
222 E. Harvard St. • Glendale, California 91205
(626) 283-5949 • Fax (626) 283-5949

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



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: October 25, 2023
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report FY 2023/24 (DISCUSSION)**

BACKGROUND: The Budget Status Report for FY 2023/24 is attached for review and reflects reconciled bank statements through August 31, 2023.

Financial highlights for revenues include the receipt of 61% membership dues. There are no unexpected expenses.

California Library Services Act (CLSA) rollover funds from FYs 2020/21 through 2022/23, totaling \$861,942, were rolled to FY 2023/24. Rolled over CLSA funds are anticipated to be spent, with the exception of \$428,686 for e-Resources. Funds can be allocated as recommended by the Administrative Council.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:
a. Budget to Actual Report FY 2023/24

Southern California Library Cooperative
Budget Status Report
August 31, 2023

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
CLSA baseline revenue (communications and delivery)	\$ 599,447	\$ 142,870	\$ 18,687	\$ 580,760	97%	3%	Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	23,317	116,583	83%	17%	Expected to be received in December 2023
Fiscal and administration revenues	223,784	211,702	33,702	190,082	85%	15%	CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	186,098	1,040,334	85%	15%	
Grant indirect revenues	131,523	161,330	7,221	124,302	95%	5%	
Grant staffing revenues	142,045	84,781	25,705	116,340	82%	18%	
Membership dues	237,064	210,681	237,065	(1)	0%	100%	Lump sum billing; 61% received
Califa membership dues	13,590	13,590	13,591	(1)	0%	100%	Lump sum billing; 61% received
Investment income	100,000	40,115	-	100,000	100%	0%	Reported quarterly
Other	1,000	2,485	129	871	87%	13%	
Total revenues	2,814,785	3,385,618	545,515	2,269,270	81%	19%	
Expenditures:							
CLSA baseline expenditures:							
Office supplies	13,000	4,172	597	12,403	95%	5%	
Duplication and photocopies	1,500	1,735	240	1,260	84%	16%	
E-Resources	369,647	1,212	1,273	368,374	100%	0%	
Contract services for delivery	172,500	68,206	10,344	162,156	94%	6%	Reliant
Contract services	19,000	15,869	2,880	16,120	85%	15%	Audit; GASB 75
Telecommunications	21,800	16,681	3,353	18,447	85%	15%	Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-	-	-	PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	-	2,000	100%	0%	
Total CLSA baseline expenditures	599,447	142,870	18,687	580,760	97%	3%	
CLSA administration expenditures:							
Personnel							
Salary and wages	603,693	517,555	92,050	511,643	85%	15%	
Retirement benefits	62,700	46,628	9,549	53,151	85%	15%	
Unfunded pension liability	151,107	152,775	146,217	4,890	3%	97%	Discount with one time payment
Health insurance - current employees	56,000	46,491	8,536	47,464	85%	15%	
Health insurance - retired employees	46,300	47,102	7,619	38,681	84%	16%	
Dental and vision	5,400	5,063	891	4,509	84%	17%	Ameritas
Life insurance	2,300	1,214	285	2,015	88%	12%	Lincoln; Dearborn
Other personnel expenses	15,500	14,394	5,555	9,945	64%	36%	Payroll tax; Workers comp
Total personnel expenditures	943,000	831,222	270,702	672,298	71%	29%	
Other							
Payroll processing	7,000	7,766	1,326	5,674	81%	19%	Paychex; Paychex HR; Time/Attendance
Accounting software	4,000	3,969	4,118	(118)	-3%	103%	Lump sum payment
Office space rent	25,800	25,716	4,286	21,514	83%	17%	
Insurance	2,400	2,280	394	2,006	84%	16%	General liability
Travel/conference/meeting	10,000	9,028	324	9,676	97%	3%	
Membership dues	14,600	13,848	13,590	1,010	7%	93%	Payment to Califa
Legal	12,000	11,220	-	12,000	100%	0%	
Professional other	-	79,423	-	-	-	-	PY Accountant; Consultant
Other	3,000	3,590	1,299	1,701	57%	43%	GASB 68 report
Total other expenditures	78,800	156,840	25,337	53,463	68%	32%	
Total CLSA administration expenditures	1,021,800	988,062	296,039	779,224	76%	29%	
Grant project expenditure	1,226,432	2,377,231	186,097	1,040,335	85%	15%	
Total expenditure	2,847,679	3,508,163	500,823	2,400,319	84%	18%	
Deficit of revenues over expenditures	\$ (32,894)	\$ (122,545)	\$ 44,692	\$ (131,049)	398%	-136%	

SCLC ACCOUNT BALANCES

Pacific Western Bank	\$ 399,771
Chase	2,659,059
Local Agency Investment Fund	136,139
CA Employer's Pension Prefunding Trust	89,060
Total	\$ 3,284,029

CLSA FUNDS

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
E-Resources	\$ -	\$ 379,630	\$ -	\$ 379,630
Delivery	-	150,487	-	150,487
Contracted services	-	15,764	-	15,764
Office supplies	-	11,723	-	11,723
Capital outlay	-	2,000	-	2,000
Total	\$ -	\$ 559,604	\$ -	\$ 559,604
	FISCAL YEAR 2022-23			
	Beginning	Addition	Deletions	Ending
E-Resources	\$ 445,338	\$ -	\$ -	\$ 445,338
Delivery	21,854	-	(10,344)	11,510
Contracted services	3,236	-	(2,880)	356
Telecommunications	30,000	-	(177)	29,823
Office supplies	3,393	-	(837)	2,556
Total	\$ 503,821	\$ -	\$ (14,238)	\$ 489,583
				Pressreader \$16,653; Remaining \$428,686
	FISCAL YEAR 2021-22			
	Beginning	Addition	Deletions	Ending
E-Resources	\$ 288,419	\$ -	\$ -	\$ 288,419
Telecommunications	3,519	-	(3,176)	343
Total	\$ 291,938	\$ -	\$ (3,176)	\$ 288,762
				Pressreader
	FISCAL YEAR 2020-21			
	Beginning	Addition	Deletions	Ending
E-Resources	\$ 64,636	\$ -	\$ (1,273)	\$ 63,363
Total	\$ 64,636	\$ -	\$ (1,273)	\$ 63,363
				Pressreader



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: October 25, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **CLSA FY 2023/24 Update (DISCUSSION)**

BACKGROUND: Each year, the Southern California Library Cooperative (SCLC) receives California Library Services Act (CLSA) funds from the state 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 (CLSB). The Plan, which was submitted in June, outlines how the system intends to expend funds and how those expenditures will benefit the communities served by SCLC member libraries.

The CLSB agenda for October 19, 2023, included the review and approval of CLSA FY 2023/24 Plans of Service for all library cooperatives. At that meeting, the CLSB approved SCLC's Plan of Service, as submitted. SCLC will now work with State Library staff to complete the required paperwork to claim CLSA funds for the system. It is anticipated that these funds will be distributed by the end of the calendar year.

Exhibit A consists of the CLSA Final System Budget Allocations for the current fiscal year, broken down by each cooperative system. Exhibit B is a summary of SCLC's FY 2023/24 Plan of Service, as presented to the CLSB by State Library staff.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

- a. CLSA Final System Budget Allocations – FY 2023/24
- b. SCLC FY 2023/24 Plan of Service Summary

CLSA Final System Budget Allocations- FY 2023/24**Communications and Delivery Program**

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 111,082	\$ 27,770	\$ 138,852	
49-99	\$ 120,101	\$ 30,025	\$ 150,126	
Inland	\$ 299,065	\$ 74,767	\$ 373,832	
NorthNet	\$ 663,910	\$ 165,977	\$ 829,887	
PLP	\$ 569,046	\$ 142,261	\$ 711,307	
SJVLS	\$ 191,525	\$ 47,881	\$ 239,407	
Santiago	\$ 177,074	\$ 44,268	\$ 221,342	
Serra	\$ 212,595	\$ 53,149	\$ 265,743	
SCLC	\$ 559,604	\$ 139,900	\$ 699,504	
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000	\$ 1,000,000

Southern California Library Cooperative (SCLC): 40 Members**Total CLSA Budget: \$699,504****Previous year(s) CLSA funds being used: \$490,748.**

- **\$3,519** from FY 2021-2022 originally allocated to **Telecommunications** will be used for Telecommunications in FY 2023-2024
- **\$3,236** from FY 2022-2023 originally allocated to Audit will be used for the **Audit** in FY 2023-2024
- **\$21,854** from FY 2022-2023 originally allocated to Delivery will be used for **Delivery** in FY 2023-2024
- **\$30,000** from FY 2022-2023 originally allocated to **Telecommunications** will be used for Telecommunications in FY 2023-2024
- **\$428,746** from FY 2022-2023 originally allocated to **E-Resources** will be used for E-Resources in FY 2023-2024
- **\$3,393** from FY 2022-2023 originally allocated to **Office Supplies** will be used for Office Supplies in FY 2023-2024

CLSA Baseline Funding Budget: \$559,604

- **Delivery of Physical Materials: (\$150,487)**

Courier delivery services will move materials between SCLC's 40 member libraries through weekly pickups and deliveries. While courier delivery had previously been viewed as a means of transporting materials back to owning libraries. 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.

Estimated average cost to move one item in the region: \$3.80 and \$4.56 including staff cost.

- **Telecommunications: (\$33,519 from FY 2021-2022 and 2022-2023; \$11,719 will be rolled over to 2024-2025)**

Website Updates/Hosting (\$700)

An online presence is necessary for SCLC member libraries and the public to be able to get real-time updates and document retrieve relating to the System.

Internet (\$800)

Internet connectivity is crucial to maintain SCLC System operations. With an almost fully remote staff, the daily work of the organization is conducted remotely requiring high speed and a secure connectivity.

Tech Support (\$8,000)

IT support for System staff is essential to ensure staff can respond when System hardware is not working as intended.

Phone/Fax (\$9,100)

Web Software (\$200)

VOIP (\$3,000)

- **E-Resources: (\$379,630)**

Press Reader (\$368,435)

Systemwide purchase that provides all member libraries with access to newspapers across the world and enables patrons of diverse backgrounds to receive news and information from their home country, in their language.

Gale Archives of Sexuality and Gender (\$1,218)

This extensive and unique collection of primary sources covers the depth and breadth of 20th and 21st century human sexuality.

E-Resource To be Determined (\$9,977)

SCLC is in the process of determining whether to enhance existing e-resources or to put these funds towards an additional, approved e-resource.

- **Other: Audit (\$15,764)**

The System participates in an annual audit of its financial records to ensure the accuracy of its records and financial bookkeeping.

- **Office Supplies: (\$13,723)**

Duplication/Photocopy (\$1,500)

Postage (\$800)

General Office Supplies (\$11,423)

CLSA System Administrative Funding Budget: \$139,900

Salary and Benefits for:

- Executive Director: \$31,611 (FTE .156/1)
- Deputy Director: \$33,556 (FTE .212/1)
- Controller: \$24,345 (FTE .185/1)
- Project Manager: \$21,663 (FTE .158/1)
- Administrative Assistant: \$28,725 (FTE .272/1)

Program Support using non-CLSA funding:

Access to these vital resources isn't being funded locally, which is why the CLSA funds are being used to fund Systemwide selections. Given that most System members are smaller libraries with smaller budgets, Systemwide funding of this kind is essential to ensure their patrons have access to these vital and robust international resources.

Meeting the Goals of the community:

System members continually survey patrons to determine satisfaction with their current selection of materials and services. Member libraries refine their services, start new programs and services, or stop offering some products and services based on low usage and feedback from staff or the public.

The System's goal remains to offer the best variety of materials and services distributed equitably across the service area. Given how geographically diverse the System is, with a mix of urban, rural, and suburban systems, and having two of the largest library members in the state, it is critical that a variety of culturally diverse resources is offered in a manner that is as timely and efficient as possible.

Total CLSA BASELINE Funds with ROLLOVER for SCLC: \$1,050,352

Fiscal Year	Administrative Funding	Baseline Program Funding	Intentions for funding	Status of funding	Previously approved purpose
2023-2024	\$139,900	\$559,604	E-Resources: \$379,630 <ul style="list-style-type: none"> • Press Reader: \$368,435 • Gayle Archives: \$1,218 • To Be Determined: \$9,977 Delivery: \$150,487 Other: Audit \$15,764 Office Supplies: \$13,723 <ul style="list-style-type: none"> • Postage: \$800 • General Office Supplies: \$11,423 • Duplication/photocopy \$1,500 	Not yet approved	N/A
2022-2023		\$3,393	Office Supplies	rollover; will use in Fiscal Year 2023-2024	Office Supplies
2022-2023		\$428,746	E-Resources		E-Resources
2022-2023		\$21,854	Delivery		Delivery
2022-2023		\$3,236	Audit		Audit
2022-2023		\$30,000	Telecommunications		Telecommunications
2021-2022	\$0	\$3,519	Telecommunications		Telecommunications

TOTAL:	\$139,900	\$1,050,352
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REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: October 25, 2023
FROM: Andy Beck, Controller

SUBJECT: **LAIF Account Update (ACTION)**

BACKGROUND: The Local Agency Investment Fund (LAIF) is considered a 2a7 like investment or a money market fund for governmental organizations. SCLC has maintained a LAIF account since May 2008. Any changes to LAIF must be approved by the Administrative Council, which is verified by the State of California. SCLC has opened a new bank account with JP Morgan Chase. To transfer funds to and from LAIF, the banking institution must be updated with LAIF.

FISCAL IMPACT: None

RECOMMENDATION: Recommend to the Administrative Council to include JP Morgan Chase as an authorized bank for SCLC's LAIF account.

EXHIBITS:

- a. LAIF Bank Account Authorization Form



California State Treasurer's Office
Local Agency Investment Fund (LAIF)

Bank Account Authorization

Effective Date _____

Agency Name _____

LAIF Account # _____

Agency's LAIF Resolution # _____ or Resolution Date _____

ONLY the following bank account(s) listed in the table below are hereby authorized for agency transfers with LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF.***

Bank Name, Branch Number, Address & Telephone	Account & ABA (Routing) Number*	LAIF Bank
	Account #: ABA #:	
	Account #: ABA #:	
	Account #: ABA #:	
	Account #: ABA #:	

***Subject to verification by the State Treasurer's Office. For all new bank account(s) being added: 1) Bank account must be in the agency's name. 2) Attach an original voided check or bank statement showing the name on the account and full bank account number.**

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature

Signature

Print Name

Print Name

Title

Title

Telephone

Telephone

Please provide email address to receive LAIF email notifications.

Name	Email

Please email the completed form for review to laif@treasurer.ca.gov and allow 2 days for the review. **DO NOT** mail the original form until you receive a response from LAIF that the form is acceptable.

Mail the approved form to: CA State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: October 25, 2023
FROM: Christine Powers, Executive Director
Andy Beck, Controller

SUBJECT: **Banking Status and Reconsideration of Financial Authority
(ACTION)**

BACKGROUND:

Status of SCLC's Bank Accounts

Earlier this calendar year, the Administrative Council approved switching Southern California Library Cooperative's (SCLC's) banking institution from Pacific Western Bank to a "larger bank." Upon careful consideration, staff moved forward with JP Morgan Chase as SCLC's new bank, as this bank does support governmental organizations and is able to provide coverage over the FDIC limit to SCLC's account. The application process was started in July 2023 and the account was established by the end of August. Financial authority was provided to the following individuals:

- Christine Powers, Executive Director, Authorized Representative
- Nerissa Snodgrass, Project Manager, Authorized Representative
- Jesse Walker-Lanz, Chair, Authorized Signer
- Hilda LohGuan, Vice Chair, Authorized Signer

Currently, SCLC's Pacific Western Bank account is still open. This is because SCLC's LAIF account is currently tied to the Pacific Western Bank account, and formal authority from the Administrative Council is required before staff can close the account. The Pacific Western Bank account will remain open until the Administrative Council votes on that item next month at the November 29 meeting. After this process is completed, staff can move forward with transferring the remaining funds to the Chase account, and permanently close the Pacific Western Bank account.

Banking Status of Other Cooperatives

After establishing SCLC's new account, staff moved forward with streamlining its operations by obtaining authority from the other four cooperatives they manage to also switch their banks to JP Morgan Chase. Staff obtained this authority from the other four cooperatives and are currently in the process of switching their banking status.

Reconsideration of Financial Authority

As mentioned above, the Administrative Council has granted financial authority to two members of SCLC staff, as well as to the Chair and Vice Chair. In order to obtain financial authority, each individual who will be added to the bank account must provide their name, address, social security number, a copy of their driver's license (or some other form of official identification, such as a passport), as well as a secondary form of identification. This information is collected by the bank and is not, at any point, collected by or provided to SCLC staff members.

While having Council Members on bank accounts has been a practice for SCLC and for the other four cooperatives that it serves for several years, there does not seem to be any sort of legal requirement for this practice. In reviewing the system's JPA, Bylaws, and Standing Rules, there is no explicit requirement for Council Members to be authorized signers on any financial accounts. The only requirement listed in the JPA Agreement (section 8a), states that "the Treasurer of the System shall be the Director, who shall have custody of all the money of the System from whatever source." Furthermore, when reviewing the duties of the Chair and Vice Chair in the Standing Rules, there is no mention of having financial authority for either position.

While having members of the Administrative Council on SCLC's bank accounts is likely an effort to increase transparency, it also poses some drawbacks. First, it puts pressure on Council Members to disclose financial information that they may not be comfortable sharing, especially as they are probably not required to provide this information in the course of their work in their respective library systems. Secondly, while the process is much easier now with Chase, it does create additional work to switch members on and off the account: for the Administrative Council to vote on, for staff to draft the appropriate communications/reports and to coordinate the changes with the bank, and for the bank itself to make these changes on an annual basis. Finally, having additional members on the account who are not under SCLC's authority does pose a liability.

The current practice of having the Chair and Vice Chair as authorized signers on the account could continue, but staff wanted to bring this item up for discussion and potential recommendation to the Administrative Council. Should there be a desire to discontinue having Council Members on bank accounts, other transparency measures can be implemented, such as providing bank statements during budget status reports to the Audit and Finance Committee and/or to the Executive Committee and the Administrative Council.

FISCAL IMPACT: None

RECOMMENDATION: Should the Executive Committee wish to reconsider having Council Members as authorized signers on SCLC's bank account, a recommendation can be made to Administrative Council to discontinue the practice of having Council Members on the accounts, effective either at the end of this calendar or fiscal year.

EXHIBITS: None



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: October 25, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **System Website (DISCUSSION)**

BACKGROUND: The Southern California Library Cooperative's (SCLC) Strategic Plan is broken down into three main priorities: Resource Nexus; Transparency, Advocacy, and Engagement; and Organizational Health and Sustainability. As part of its Transparency, Advocacy, and Engagement efforts, one goal includes hiring a digital media developer to establish a more robust online presence for SCLC. The timing for this goal is set for this current fiscal year.

As part of this effort, staff have been looking into potential vendors to redo the entire website. Prior to hiring a vendor to do this, staff has begun slowly updating SCLC's website to reflect not only the work of SCLC, but to also reflect that it provides administrative and fiscal services to four of the other nine library cooperatives in the state. As part of this effort, as well as to maintain compliance with the Brown Act, staff obtained authority from each of the other four systems to build microsites for each of these systems that would be controlled by SCLC staff. Prior to this request, staff did not have access to systems' websites to post agendas and minutes. These sites will have a redirect with their own URL but will also be linked to SCLC's main website. In looking at the new website, staff are exploring the potential to have member-only portals, allowing members the ability to share resources and best practices.

In the Strategic Plan, there is direction to issue a request for proposals (RFP) to hire a digital media developer. Staff has identified a vendor that would be a good fit for this project, but given the direction in the Strategic Plan, are prepared to issue an RFP for services. The RFP process will take a couple months, and a vendor will likely not be identified in time for the November meeting. Given the timing of quarterly meetings, a proposal will not come before the Administrative Council until the March 2024 meeting, unless a special meeting is convened for this purpose.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: October 25, 2023
FROM: Christine Powers, Executive Director

SUBJECT: **Status of Technology Committee (ACTION)**

BACKGROUND: At its June 30, 2020, meeting, the SCLC Administrative Council authorized the formation of a Technology Committee to act in an advisory role to the Council. This came shortly after the Administrative Council had approved a process allowing an interest group to apply to become a committee.

The application listed the following statement of interest:

The SCLC Technology Committee discusses how technology can be used to library services including topics of automation, infrastructure improvement, digital literacy, digital equity, and emerging technology.

It also listed the following goals for the committee:

- Learn and Grow
 - Learn from one another and increase the exchange of ideas and information.
 - Meet at various library locations in order to better understand each library, their community, and their needs.
 - Invite both IT professionals and Library staff to the SCLC meetings to get a better understanding of each respective profession, their process, and their goals.
- Collaborate and Share
 - Research various technology, weigh pros and cons of each, and find solution that best fits the needs of the library.
 - Share grant and funding opportunities with one another.
 - Discuss common goals, threads, missions, and best practices.

- Stay Engaged and Connected
 - Meet quarterly in order to keep topics fresh and to keep the group active and engaged.
 - SCLC structure allows us to stay connected by e-mail through listservs or physically in meetings.
 - Important to keep our Library Directors involved to show the importance of technology as a critical thread in today's library service.
 - Support SCLC technology goals as subject matter experts.

At the last Technology Committee meeting on September 28, 2023, there was an item on the agenda to discuss the status of the Technology Committee. The members discussed the challenges and constraints that the Brown Act placed on their ability to meet and share new ideas. The group ultimately voted to make a recommendation to the Administrative Council to no longer be a standing committee, and to revert to an interest group instead.

FISCAL IMPACT: Currently, the costs associated with administering the Technology Committee are approximately \$2,300 in staff time. Reverting to an interest group would likely take less staff time, and thus, allow staff to spend this time elsewhere.

RECOMMENDATION:

- a. Recommendation to the Administrative Council to revert the Technology Committee back to an interest group; or
- b. Recommendation to the Administrative Council to retain the Technology Committee as it currently stands.

EXHIBITS: None



SCLC Meeting Dates

2023/24

Approved 05242023

Updated 07142023

Wednesday, August 23, 2023

1:00pm Executive Committee

2:15pm Administrative Council

Whittier

Burbank, Buena Vista branch

Wednesday, October 25, 2023

1:00pm Executive Committee, only

Via Zoom

Wednesday, November 29, 2023

1:00pm Executive Committee

2:15pm Administrative Council

Burbank

Whittier

Wednesday, January 24, 2024

1:00pm Executive Committee, only

Via Zoom

Wednesday, March 27, 2024

1:00pm Executive Committee

2:15pm Administrative Council

Los Angeles County, East Los Angeles branch

Wednesday, May 22, 2024

1:00pm Executive Committee

2:15pm Administrative Council

Santa Clarita

Southern California Library Cooperative
222 E. Harvard St. • Glendale, California 91205
(626) 283-5949 • Fax (626) 283-5949

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