



**Southern California Library Cooperative
Administrative Council Meeting Agenda**

**Thursday, May 28, 2026
2:15 - 4:15 pm**

Hybrid Meeting

**LA County - Paramount Library
16254 Colorado Ave., Paramount, CA 90723**

Join Zoom Meeting:

<https://us02web.zoom.us/j/87380046066?pwd=AMTR95NK8X9h4yulQ7jboNgbloEabP.1>

Passcode: 015923

Meeting ID: 873 8004 6066

Alternate Meeting Locations:

- Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
- Azusa City Library, 340 West Fifth Street, Azusa, CA 91702
- Beverly Hills Public Library, 444 N. Rexford Dr., Beverly Hills, CA 90210
- Billie Jean King Main Library, 200 W. Broadway, Long Beach, CA 90802
- City of Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
- Covina Public Library, 234 N. Second Ave., Covina, CA 91723
- Glendora Public Library, 140 Glendora Ave., Glendora, CA 91741
- Grant R. Brimhall Library, 1401 East Janss Road, Thousand Oaks, CA 91362
- Katy Geissert/ Torrance Public Library, 3301 Torrance Bl., Torrance, CA 90503
- Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754
- Oxnard Public Library, 251 South A Street, Oxnard, CA 93030
- Palmdale City Library, 700 East Palmdale Blvd., Palmdale, CA 93550
- Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, CA 90274
- Signal Hill Public Library, 1800 East Hill Street, Signal Hill, CA 90755
- Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
- Ventura County Library, 5600 Everglades Street, Suite A, Ventura, CA 93003
- Whittier Public Library, 7344 Washington Ave., Whittier, CA 90602

All items may be considered for action.

1. Opening Mandy Nasr
 - a. Chairperson's Welcome
 - b. Roll Call

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

3. Consent Calendar Mandy Nasr
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the March 26, 2026, Administrative Council regular meeting
 - b. Proposed SCLC Holidays for FY 2026/27

4. Adoption of Agenda Mandy Nasr

5. Budget Status Report for FY 2025/26 Andy Beck
(DISCUSSION)

6. Cooperative Library System Agreement Renewals Christine Powers
for FY 2026/27
(ACTION)

7. Consideration of Digital Periodical Vendor for Christine Powers
FY 2026/27
(ACTION)

8. CLSA Plan of Service and Budget for FY 2026/27 Christine Powers
(ACTION)

9. Proposed Salary Schedule Revisions and Adjustments Christine Powers
(ACTION)

10. Executive Director Employment Agreement Mandy Nasr
(ACTION)

11. Proposed Budget for FY 2026/27 Andy Beck/
Christine Powers
(ACTION)

12. Election of Chair and Vice-Chair/Chair Elect Hilda LohGuan
for FY 2026/27
(ACTION)

13. Appointments to Audit and Finance Committee Mandy Nasr
(ACTION)

14. Proposed Meeting Schedule for FY 2026/27 (ACTION)	Christine Powers
15. Committee Updates	
a. Audit and Finance Committee	Erica Cuyugan
b. Leadership and Professional Development Committee	Nikki Winslow
16. California State Library Report	Shana Sojoyner
17. Executive Director's Report	Christine Powers
18. Administrative Council Chair's Report	Mandy Nasr
19. Other	Mandy Nasr
20. Adjournment	Mandy Nasr



**Southern California Library Cooperative
Administrative Council Meeting Minutes**

Thursday, March 26, 2026
2:15 - 4:15 pm

Hybrid Meeting

Old Town Newhall Library, Community Room
24500 Main Street, Santa Clarita, CA 91321

Alternate Meeting Locations:

- Alhambra Library, 101 S. 1st St., Alhambra, CA 91801
- Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
- Azusa City Library, 340 W. Fifth St., Azusa, CA 91702
- City of Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
- City of Pasadena, 221 E. Walnut St., Ste. 199, Pasadena, CA 91101
- Covina Public Library, 1250 N. Hollenbeck Ave., Covina, CA 91722
- Crowell Public Library, 1890 Huntington Dr., San Marino, CA 91108
- El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245
- Glendale Central Library, 222 E. Harvard St., Glendale, CA 91205
- Glendora Public Library, 140 S. Glendora Ave., Glendora, CA 91741
- Grant R. Brimhall Library, 1401 E. Janss Rd, Thousand Oaks, CA 91362
- Irwindale Public Library, 5050 N. Irwindale Ave., Irwindale, CA 91706
- Long Beach Public Library, 200 W. Broadway, Long Beach, CA 90802
- Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754
- Peninsula Center Library, 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
- Signal Hill Public Library, 1800 E. Hill St., Signal Hill, CA 90755
- South Pasadena Public Library, 1100 Oxley St., South Pasadena, CA 91030
- Torrance Public Library, 3301 Torrance Blvd., Torrance, CA 90503
- Whittier Public Library, 7344 Washington Ave., Whittier, CA 90602

Attendance

- Addington, Jennifer - PVP
- Arroyo, Kerri - ING
- Balli, Shayna - IRW
- Bautista, Sonia - CMM
- Patsel, Matthew - SOPAS
- Broman, Susan - LAPL
- Conwell, Christine - MOOR
- Aguado, Cynthia - TOR
- DeLeon, Cathy - LBPL
- Smith, Krystal - COV
- Hassen, Leila - AZU
- Herbert, Mark - ELS
- Lockwood, Barbara - CAB

- LohGuan, Hilda - AHM
- McDonald, Tim - PAS
- Nasr, Mandy - CAM
- Olivarez, Kristin - MPK
- Pelayo-Lozada, Lessa - GDL
- Regan, Leila - SMD
- Roberson, Gina - SCL
- Sanchez, Jac - WHI
- Romero, Cindy - DORA
- Watts, Ashley - SMAR
- Walker-Lanz, Jesse - LACo
- Winslow, Nikki - ALT
- Wronka, Stephanie - SVPL

Absent

Ashmore, Kathleen – OXN
Bradley, Darlene – ARC
Buth, Karen – BEV
Cuyugan, Erica – SAM
Dickow, Ben - DOW
Hughes, Charles – SIG
Jeffrey, Darren - THO
Lashley, Eric - BUR
Raia, Deborah – SFE

Schram, Nancy - VEN
Shupe, Robert – PALM
Vance, Carey - MON
Vinke, Dana – RED

Other

Beck, Andy - SCLC
Powers, Christine - SCLC
Cole, Natalie - CSL

1. Opening Mandy Nasr
 - a. Chairperson's Welcome
The meeting was called to order at 2:21 pm.
 - b. Roll Call

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 Mandy Nasr
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the November 13, 2025, Administrative Council regular meeting
 - b. Minutes of the February 26, 2026, Annual Planning Retreat meeting
MSP (McDonald/Addington) to pass the consent calendar.
25 yes, 0 no, 1 abstain

4. Adoption of Agenda Mandy Nasr
The Chair adopted the agenda as presented, without changes.

5. Budget Status Report and Budget Amendment Andy Beck
for FY 2025/26
(ACTION)
MSP (Regan/Wronka) to approve the budget amendment, as presented.
26 yes, 0 no, 0 abstain

6. Preliminary Budget for FY 2026/27 Christine Powers
(DISCUSSION)
Executive Director, Christine Powers, presented the Preliminary Budget for FY 2026/27.

7. Membership Dues for FY 2026/27 Andy Beck
(ACTION)

MSP (McDonald/ LohGuan) to Approve SCLC membership and Califa dues schedule for FY 2026/27.
25 yes, 0 no, 0 abstain

8. CLSA Planning for FY 2026/27 Christine Powers
(DISCUSSION)
Executive Director, Christine Powers, presented the CLSA Planning for FY 2026/27.
9. CLOSED SESSION: Executive Director Evaluation Mandy Nasr
The Council conducted the evaluation in closed session.
10. Appointments to Fill Committee Vacancies: Mandy Nasr
Executive and Leadership and Professional Development
(ACTION)
MSP (Walker-Lanz /Conwell) to confirm the Chair's appointments to the Executive and the Leadership and Professional Development Committees. Appointments for the Executive Committee will consist of Kathleen Ashmore, Stephanie Erbie, Jennifer Addington and Leila Regan. Appointments for the Leadership and Professional Development Committees will consist of Nikki Winslow, Cathy DeLeon, Robert Shupe, and Leila Regan.
- Additionally, the Council voted to change the population cap for Pomona to 160,000 to maintain them in Statistical Group 2.
26 yes, 0 no, 0 abstain
11. Appointment of Members to the Nominating Committee Mandy Nasr
(ACTION)
MSP (DeLeon/Broman) to confirm members to serve on the Nominating Committee. The committee will consist of Hilda LohGuan, Sonia Bautista, and Ashley Watts.
26 yes, 0 no, 0 abstain
12. Committee Updates
- a. Audit and Finance Committee Erica Cuyugan
None
 - b. Leadership and Professional Development Nikki Winslow
Committee
The committee last met on January 26, 2026. They discussed the mentorship program, interest groups and new appointees. The next meeting will be in April 2026.
13. Presentation of Vision for California's Public Libraries Brandon Beaudette
(DISCUSSION)
Brandon Beaudette presented the Vision for California's Public Libraries.

14. California State Library Report
California State Library representative, Natalie Cole, presented the State Library Report. Natalie Cole
15. Executive Director's Report
Christine Powers presented the Executive Director's Report. Christine Powers
16. Administrative Council Chair's Report
Lessa Pelayo-Lozada running for ALA Counselor-at-large. Mandy Nasr
17. Other
Skye Patrick running for PLA. Mandy Nasr
18. Adjournment
MS (Conwell /Regan) meeting adjourned at 4:20 pm. Mandy Nasr

DRAFT



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **Proposed SCLC Holidays FY 2026/27**

BACKGROUND: According to the Personnel Policies and Employee Handbook of the Southern California Library Cooperative (SCLC), the schedule of paid holidays observed by SCLC will be determined by the SCLC Executive Committee and approved prior to July 1.

The list of holidays presented in this report for consideration in FY 2026/27 is consistent with the holidays that were approved for the current fiscal year:

Independence Day	Friday, July 3, 2026 (observed)
Labor Day	Monday, September 7, 2026
Veteran's Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Day After Thanksgiving	Friday, November 27, 2026
Christmas	Friday, December 25, 2026
New Year's Day	Friday, January 1, 2027
Martin Luther King, Jr. Day	Monday, January 18, 2027
Presidents' Day	Monday, February 15, 2027
Farmworkers Day*	Wednesday, March 31, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth Natl. Ind. Day	Friday, June 18, 2027 (observed)
Floating Holidays	Two per year for each employee

*This holiday was recently renamed in California from Cesar Chavez Day to Farmworkers Day by the Governor.

FISCAL IMPACT: None

RECOMMENDATION: Approval of the SCLC holidays, as presented, for FY 2026/27.



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report for FY 2025/26 (DISCUSSION)**

BACKGROUND: The Budget Status Report for Fiscal Year 2025/26 is attached for review and reflects reconciled bank statements through March 31, 2026.

For revenues, membership dues of \$246,178 were recorded as financial resources available for use. Other revenues include communication and delivery of \$428,649, system administration of \$54,155, fiscal and administrative revenues of \$159,931, grant revenues of \$873,005, and investment earnings of \$55,135, which were recorded as earned.

Expenses include communications and delivery of \$428,649, personnel expenses of \$599,383, other administrative expenses of \$37,261, and grant expenses of \$782,591. These expenses do not reflect what was paid but amounts that were incurred.

As of March 31, 2026, the System has a deficit of \$16,689; however, a surplus is expected by the end of the fiscal year. Cash and investments total \$3,103,687.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

- a. Budget Status Report
- b. Bank Statements February 2026 through March 2026

	Actual FY 2024/25	Amended Budget FY 2025/26	Actual FY2025/26	\$ Variance	% Realized
Revenues					
CLSA communications and delivery	\$ 935,574	\$ 603,500	\$ 428,649	\$ 174,851	71.03%
CLSA system administration	72,204	72,207	54,155	18,052	75.00%
Fiscal and administration revenues	222,453	220,000	159,931	60,069	72.70%
Grant project revenues	538,204	2,287,554	782,591	1,504,963	34.21%
Grant indirect revenues	59,379	180,003	45,631	134,372	25.35%
Grant staffing revenues	83,908	90,551	44,783	45,768	49.46%
Membership dues	241,103	246,179	246,178	1	100.00%
Califa membership dues	13,590	13,590	13,590	-	100.00%
Investment income	106,702	80,000	55,135	24,865	68.92%
Other	573	500	552	(52)	110.40%
Total revenues	\$ 2,273,690	\$ 3,794,084	\$ 1,831,195	\$ 1,962,889	48.26%
Communications and delivery expenses					
Office supplies	\$ 4,787	\$ 7,000	\$ 2,493	\$ 4,507	35.61%
E-Resources	821,025	482,000	348,425	133,575	72.29%
Contract services for delivery	66,890	72,000	48,990	23,010	68.04%
Contract services	19,788	20,500	13,185	7,315	64.32%
Telecommunications	23,084	22,000	15,556	6,444	70.71%
Total communications & delivery expenses	\$ 935,574	\$ 603,500	\$ 428,649	\$ 174,851	71.03%
Personnel expenses					
Salary and wages	\$ 553,880	\$ 407,000	\$ 312,675	\$ 94,325	76.82%
Retirement benefits	55,912	49,000	37,397	11,603	76.32%
Unfunded pension liability	173,314	204,263	197,654	6,609	96.76%
Health allotment - current employees	47,785	37,500	28,818	8,682	76.85% *
Health insurance - retired employees	33,384	13,400	9,589	3,811	71.56%
Dental and vision	4,055	2,800	2,109	691	75.32%
Life insurance	1,217	950	704	246	74.11%
Other personnel expenses	11,206	12,000	10,437	1,563	86.98%
Total personnel expenses	\$ 880,753	\$ 726,913	\$ 599,383	\$ 127,530	82.46%
Other expenses					
Payroll processing	\$ 446	\$ -	\$ -	\$ -	100.00%
Accounting software	2,713	2,900	2,231	669	76.93%
Office space rent	19,480	16,100	12,060	4,040	74.91%
Insurance	2,510	2,900	2,670	230	92.07%
Travel/conference/meeting	5,330	6,000	2,732	3,268	45.53%
Membership dues	14,025	14,600	14,165	435	97.02%
Legal	8,600	6,000	2,838	3,162	47.30%
Other	1,026	1,500	565	935	37.67%
Total other expenses	\$ 54,130	\$ 50,000	\$ 37,261	\$ 12,739	74.52%
Grant expenses					
Federal grant	\$ 538,204	\$ 2,287,554	\$ 782,591	\$ 1,504,963	34.21%
State grant	-	-	-	-	100.00%
Total grant expenses	\$ 538,204	\$ 2,287,554	\$ 782,591	\$ 1,504,963	34.21%
Summary					
Revenues	\$ 2,273,690	\$ 3,794,084	\$ 1,831,195	\$ 1,962,889	48.26%
Expenses	2,408,661	3,667,967	1,847,884	1,820,083	50.38%
Surplus (Deficit)	\$ (134,971)	\$ 126,117	\$ (16,689)	\$ 142,806	-13.23%

Note

* SIP457 = \$28,818

Southern California Library Cooperative
Budget to Actual Report
March 31, 2026

Cash and Investments	Balance
Chase	\$ 1,333,470
Local Agency Investment Fund	179,015
CalPERS Employer Prefunding Pension Trust	106,731
U.S. Treasuries	1,484,471
Total	\$ 3,103,687



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 -2051

January 31, 2026 through February 27, 2026

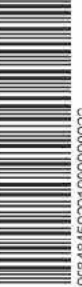
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

00084845 DRE 703 210 06326 NNNNNNNNNN 1 000000000 Z9 0000

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE
 OPERATING ACCOUNT
 222 E HARVARD ST
 GLENDALE CA 91205-1017



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$1,671,788.26
Checks Paid	4	-4,406.90
Electronic Withdrawals	18	-46,662.18
Fees	1	-5.00
Ending Balance	23	\$1,620,714.18

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1390 ^		02/12	\$18.90
1391 ^		02/23	466.00
1392 ^		02/24	2,582.00
1393 ^		02/26	1,340.00
Total Checks Paid			\$4,406.90

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.



January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
02/03	Orig CO Name:+Lincoln Nationa Orig ID:6203950959 Desc Date: CO Entry Descr:EDI Pymntssec:CCD Trace#:091000014066820 Eed:260203 Ind ID:Hhufy7Brj9 Ind Name:Southern California Li Rmr*IV*910000115190101253444Ardis-P Re\ EDI Trm: 0344066820Tc	\$60.99
02/03	02/03 Online ACH Payment 11205798232 To Scldelivery (#####3792)	2,449.00
02/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000016900478 Eed:260204 Ind ID:7503917825 Ind Name:Southern California Li 100000018149581 Cur Trm: 0356900478Tc	2,026.88
02/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000026900473 Eed:260204 Ind ID:7503917825 Ind Name:Southern California Li 100000018195940 Irc Trm: 0356900473Tc	1,825.90
02/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000016900481 Eed:260204 Ind ID:7503917825 Ind Name:Southern California Li 100000018182750 Pab Trm: 0356900481Tc	975.09
02/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000016900476 Eed:260204 Ind ID:7503917825 Ind Name:Southern California Li 100000018149643 Cur Trm: 0356900476Tc	746.16
02/12	Orig CO Name:Intuit Payroll S Orig ID:1722616679 Desc Date:260212 CO Entry Descr:Quickbookssec:CCD Trace#:021000022190686 Eed:260212 Ind ID:953877419 Ind Name:Southern California Li Ervice 953877419 Trm: 0432190686Tc	10,974.55
02/13	Orig CO Name:Irs Orig ID:3387702000 Desc Date:021326 CO Entry Descr:Usatxpymtsec:CCD Trace#:061036015167375 Eed:260213 Ind ID:225644413181100 Ind Name:Southern California Li Trn: 0445167375Tc	2,861.39
02/13	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:021226 CO Entry Descr:Edd Eftpmntsec:CCD Trace#:042000015167379 Eed:260213 Ind ID:1308184032 Ind Name:Southern California Li Payment Trm: 0445167379Tc	969.73
02/13	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:260212 CO Entry Descr:8007939400Sec:CCD Trace#:091000015167377 Eed:260213 Ind ID:11698250397 Ind Name:Southern California Li 20260212060000Pgcach Trm: 0445167377Tc	325.00
02/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:260217 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000021570922 Eed:260217 Ind ID:A3958 Ind Name:Christine Powers Am Trm: 0481570922Tc	1,400.89
02/18	02/18 Online ACH Payment 11207733522 To Scldelivery (#####3792)	2,642.00
02/19	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000013668780 Eed:260219 Ind ID:7503917825 Ind Name:Southern California Li 100000018176971 Cur Trm: 0503668780Tc	2,026.88
02/19	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000023668777 Eed:260219 Ind ID:7503917825 Ind Name:Southern California Li 100000018201604 Irc Trm: 0503668777Tc	1,825.90
02/19	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000013668782 Eed:260219 Ind ID:7503917825 Ind Name:Southern California Li 100000018177009 Cur Trm: 0503668782Tc	746.16

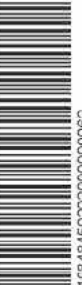


January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
02/26	Orig CO Name: Intuit Payroll S Orig ID: 1722616679 Desc Date: 260226 CO Entry Descr: Quickbookssec: CCD Trace#: 021000020238518 Eed: 260226 Ind ID: 953877419 Ind Name: Southern California Li Ervice 953877419 Trn: 0570238518Tc	10,974.56
02/27	Orig CO Name: Irs Orig ID: 3387702000 Desc Date: 022726 CO Entry Descr: Usatxpymtsec: CCD Trace#: 061036017702425 Eed: 260227 Ind ID: 225645833254294 Ind Name: Southern California Li Trn: 0587702425Tc	2,861.37
02/27	Orig CO Name: Employment Devel Orig ID: 2282533055 Desc Date: 022626 CO Entry Descr: Edd Eftpmtsec: CCD Trace#: 042000017702427 Eed: 260227 Ind ID: 1531059680 Ind Name: Southern California Li Payment Trn: 0587702427Tc	969.73
Total Electronic Withdrawals		\$46,662.18



108484502000000062

FEES

DATE	DESCRIPTION	AMOUNT
02/04	Service Charges For The Month of January	\$5.00
Total Fees		\$5.00

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
02/03	\$1,669,278.27	02/17	1,647,148.78	02/24	1,636,859.84
02/04	1,663,699.24	02/18	1,644,506.78	02/26	1,624,545.28
02/12	1,652,705.79	02/19	1,639,907.84	02/27	1,620,714.18
02/13	1,648,549.67	02/23	1,639,441.84		

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$5.00
Total Service Charges	\$5.00 Will be assessed on 3/4/26

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Credits					
Non-Electronic Transactions	20	500	0	\$0.50	\$0.00
Cash Management Services					
Standard ACH Pmnts Initial Fee	2	0	2	\$2.50	\$5.00
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	26	0	26	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges (Will be assessed on 3/4/26)					\$5.00

ACCOUNT [REDACTED]

Other Service Charges:



January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

SERVICE CHARGE DETAIL (continued)

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Credits					
Non-Electronic Transactions	20				
Cash Management Services					
Standard ACH Pmnts Initial Fee	2				
Debit Block Maintenance	1				
ACH Debit Block - Authorized ID	26				
Quick Deposit Single Feed Maint	1				

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will provide provisional credit to your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your Deposit Account Agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.
 P O Box 44959
 Indianapolis, IN 46244 - 4959

February 28, 2026 through March 31, 2026

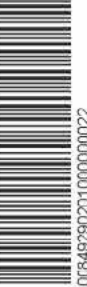
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

00084929 DRE 703 210 09326 NNNNNNNNNN 1 000000000 Z9 0000

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE
 OPERATING ACCOUNT
 222 E HARVARD ST
 GLENDALE CA 91205-1017



00849290201000000022

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$1,620,714.18
Deposits and Additions	1	500,000.00
Checks Paid	2	-1,604.03
Electronic Withdrawals	25	-784,075.02
Fees	1	-5.00
Ending Balance	29	\$1,335,030.13

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
03/24	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Mar 26 CO Entry Descr:Banklink Sec:PPD Trace#:021000021401059 Eed:260324 Ind ID:031-05744-13 Ind Name:Southern California Li Red 912797Ta5 United Stat Es T 2026 Trn: 0831401059Tc	\$500,000.00

Total Deposits and Additions \$500,000.00

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1394 ^		03/09	\$466.00
1395 ^		03/30	1,138.03

Total Checks Paid \$1,604.03

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.



February 28, 2026 through March 31, 2026

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
03/03	03/03 Online ACH Payment 11209489468 To Scldelivery (_#####3792)	\$2,449.00
03/03	Orig CO Name:+Lincoln Nationa Orig ID:6203950959 Desc Date: CO Entry Descr:EDI Pymntssec:CCD Trace#:091000019373813 Eed:260303 Ind ID:Csnhvhoiy Ind Name:Southern California Li Rmr*IV*910000115356171253444Ardis-P Re\ EDI Trm: 0629373813Tc	60.99
03/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000011548066 Eed:260304 Ind ID:7503917825 Ind Name:Southern California Li 100000018176991 Cur Trm: 0631548066Tc	2,026.88
03/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000011548071 Eed:260304 Ind ID:7503917825 Ind Name:Southern California Li 100000018213137 Pab Trm: 0631548071Tc	975.09
03/04	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000011548068 Eed:260304 Ind ID:7503917825 Ind Name:Southern California Li 100000018177032 Cur Trm: 0631548068Tc	746.16
03/05	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000026041014 Eed:260305 Ind ID:7503917825 Ind Name:Southern California Li 100000018221970 Irc Trm: 0646041014Tc	1,825.90
03/11	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:260310 CO Entry Descr:8007939400Sec:CCD Trace#:091000011418366 Eed:260311 Ind ID:11805401503 Ind Name:Southern California Li 20260310060000Pgcach Trm: 0701418366Tc	325.00
03/12	Orig CO Name:Intuit Payroll S Orig ID:1722616679 Desc Date:260312 CO Entry Descr:Quickbookssec:CCD Trace#:021000025605471 Eed:260312 Ind ID:953877419 Ind Name:Southern California Li ErVICES 953877419 Trm: 0715605471Tc	10,974.55
03/13	Orig CO Name:Irs Orig ID:3387702000 Desc Date:031326 CO Entry Descr:Usatexpymtsec:CCD Trace#:061036013328405 Eed:260313 Ind ID:225647211280557 Ind Name:Southern California Li Trm: 0723328405Tc	2,861.39
03/13	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:031226 CO Entry Descr:Edd Eftpmtsec:CCD Trace#:042000013328408 Eed:260313 Ind ID:2024537568 Ind Name:Southern California Li Payment Trm: 0723328408Tc	1,155.00
03/13	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:031226 CO Entry Descr:Edd Eftpmtsec:CCD Trace#:042000013328407 Eed:260313 Ind ID:293060064 Ind Name:Southern California Li Payment Trm: 0723328407Tc	969.73
03/17	03/17 Online ACH Payment 11211388589 To Scldelivery (_#####3792)	2,642.00
03/17	Orig CO Name:American Express Orig ID:9493560001 Desc Date:260317 CO Entry Descr:ACH Pmt Sec:CCD Trace#:021000028263599 Eed:260317 Ind ID:A8502 Ind Name:Christine Powers Am Trm: 0768263599Tc	1,635.68
03/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015032083 Eed:260318 Ind ID:7503917825 Ind Name:Southern California Li 100000018208169 Cur Trm: 0775032083Tc	2,026.88
03/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1900 Sec:CCD Trace#:011000025032088 Eed:260318 Ind ID:7503917825 Ind Name:Southern California Li 100000018231897 Irc Trm: 0775032088Tc	1,825.90
03/18	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000015032085 Eed:260318 Ind ID:7503917825 Ind Name:Southern California Li 100000018208205 Cur Trm: 0775032085Tc	746.16
03/18	Orig CO Name:Progent Corporat Orig ID:1273846756 Desc Date:260317 CO Entry Descr:8007939400Sec:CCD Trace#:091000015032081 Eed:260318 Ind ID:11834734298 Ind Name:Southern California Li 20260317060000Pgcach Trm: 0775032081Tc	88.45

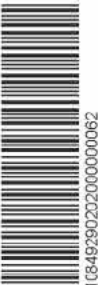


February 28, 2026 through March 31, 2026

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
03/24	03/24 Online ACH Payment 11212224379 To Pillardesignsllc (#####8001)	240,844.73
03/24	Orig CO Name:Jpmcc Orig ID:3133604093 Desc Date:Mar 26 CO Entry Descr:Banklink Sec:PPD Trace#:021000024040794 Eed:260324 Ind ID:031-05744-13 Ind Name:Southern California Li Buy 500000 7381563 United Stat Es T 2026 Trn: 0834040794Tc	491,341.75
03/26	Orig CO Name:Intuit Payroll S Orig ID:1722616679 Desc Date:260326 CO Entry Descr:Quickbookssec:CCD Trace#:021000021404251 Eed:260326 Ind ID:953877419 Ind Name:Southern California Li ErVICES 953877419 Trn: 0851404251Tc	10,974.57
03/27	Orig CO Name:Irs Orig ID:3387702000 Desc Date:032726 CO Entry Descr:Usataxpytsec:CCD Trace#:061036011783091 Eed:260327 Ind ID:225648681505298 Ind Name:Southern California Li Trn: 0861783091Tc	2,861.35
03/27	Orig CO Name:Employment Devel Orig ID:2282533055 Desc Date:032626 CO Entry Descr:Edd Eftpmtsec:CCD Trace#:042000011783093 Eed:260327 Ind ID:1223959520 Ind Name:Southern California Li Payment Trn: 0861783093Tc	969.73
03/31	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000011648115 Eed:260331 Ind ID:7503917825 Ind Name:Southern California Li 100000018208190 Cur Trn: 0901648115Tc	2,026.88
03/31	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:1800 Sec:CCD Trace#:042000011648120 Eed:260331 Ind ID:7503917825 Ind Name:Southern California Li 100000018244111 Pab Trn: 0901648120Tc	975.09
03/31	Orig CO Name:Calpers Orig ID:1946207465 Desc Date: CO Entry Descr:3100 Sec:CCD Trace#:042000011648117 Eed:260331 Ind ID:7503917825 Ind Name:Southern California Li 100000018208228 Cur Trn: 0901648117Tc	746.16
Total Electronic Withdrawals		\$784,075.02



FEES

DATE	DESCRIPTION	AMOUNT
03/04	Service Charges For The Month of February	\$5.00
Total Fees		\$5.00

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
03/03	\$1,618,204.19	03/12	1,600,859.61	03/26	1,343,747.37
03/04	1,614,451.06	03/13	1,595,873.49	03/27	1,339,916.29
03/05	1,612,625.16	03/17	1,591,595.81	03/30	1,338,778.26
03/09	1,612,159.16	03/18	1,586,908.42	03/31	1,335,030.13
03/11	1,611,834.16	03/24	1,354,721.94		

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$5.00
Total Service Charges	\$5.00 Will be assessed on 4/3/26

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.



February 28, 2026 through March 31, 2026

Account Number: [REDACTED]

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Credits	1	Unlimited	0	\$0.40	\$0.00
Credits					
Non-Electronic Transactions	24	500	0	\$0.50	\$0.00
Cash Management Services					
Standard ACH Pmnts Initial Fee	2	0	2	\$2.50	\$5.00
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
ACH Debit Block - Authorized ID	26	0	26	\$0.00	\$0.00
Quick Deposit Single Feed Maint	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges (Will be assessed on 4/3/26)					\$5.00

ACCOUNT [REDACTED]

Other Service Charges:

Electronic Credits	
Electronic Credits	1
Credits	
Non-Electronic Transactions	24
Cash Management Services	
Standard ACH Pmnts Initial Fee	2
Debit Block Maintenance	1
ACH Debit Block - Authorized ID	26
Quick Deposit Single Feed Maint	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will provide provisional credit to your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your Deposit Account Agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **Cooperative Library System Agreement Renewals for FY 2026/27
(ACTION)**

BACKGROUND: The Southern California Library Cooperative (SCLC) maintains agreements with four other cooperative library systems (Systems) to provide them with administrative and fiscal services: 49-99 Cooperative Library System, Inland Library System, Santiago Library System, and Serra Cooperative Library System. Agreements run from July 1, 2026, through June 30, 2027, concurrent with the fiscal year.

The Systems pay for services primarily from California Library Services Act (CLSA) budget allocations, specifically from the System Administration fees. Given continued cuts to CLSA allocations by 50%, including the System Administration funding, SCLC asked each cooperative to maintain the original level of funding as provided under System Administration prior to these 50% reductions. The four systems agreed to this again for FY 2026/27.

The agreements also include an additional fee to each System for office supplies and telecommunication costs incurred by SCLC, which will be paid for from the CLSA Communication and Delivery Baseline Budget. This is a fee was implemented a couple of years ago. Additionally, cooperatives continue to agree to share the cost of travel by the Executive Director to conferences representing all five systems. These amounts were calculated using a population-based pro rata between the five systems managed by SCLC.

The agreements also offer provisions for SCLC to invoice the systems for work that exceeds the CLSA allocations.

FISCAL IMPACT: As of the writing of this report, the California State Library Board has not yet approved the CLSA Preliminary System Budget Allocations for FY 2026/27 and may be subject to change. Any changes to CLSA allocations will return to each cooperative and SCLC for reconsideration.

The table below provides information about the contract costs for each system. The additional fees below include the office supplies, telecommunications, and conference cost-sharing measures being implemented among the other four systems, plus the CLSA System Administration fees that the contracts are based on. Should the allocations remain as currently presented, the total fiscal impact for services is as follows:

System	Additional Fees	CLSA System Admin.	Total Contract
49-99	\$2,940	\$30,060	\$33,000
Inland	\$8,403	\$73,391	\$81,823
Santiago	\$5,266	\$46,001	\$49,117
Serra	\$5,547	\$53,153	\$58,228
Total	\$22,156	\$202,605	\$224,761

The total contracts cost of \$224,761 is \$2,593 more than last year's total, and \$2,316 more than the total two years ago.

RECOMMENDATION: Authorize the SCLC Executive Director to sign the agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2026/27.

EXHIBITS:

- a. System Agreements for FY 2026/27 (on pgs. 65-84 of agenda packet)



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **Consideration of Digital Periodical Vendor for FY 2026/27 (ACTION)**

BACKGROUND: In September of 2021, the Southern California Library Cooperative (SCLC) entered into an agreement with Baker & Taylor (B&T) in the amount of \$632,332 for a 2-year-period to procure PressReader on behalf of the Cooperative. At the time it was believed that this was the highest and best use of funds that needed to be spent on shared electronic resources.

While the resource offers access to over 7,000 global newspapers and magazines, a key reason for the procurement was the fact that *Los Angeles Times (LA Times)* was featured on the platform. On July 1, 2022, *LA Times* was abruptly removed from the platform without notice. SCLC's agreement with B&T did not include any language about the inclusion of specific periodicals, nor that the removal of any specific periodical from the platform would trigger changes to the agreement. Since then, staff have spent a significant amount of time attempting to determine why *LA Times* was pulled from PressReader, but a verifiable response was never provided by any source.

Immediately after the removal of *LA Times* from PressReader, overall usage of PressReader by SCLC's service area residents declined from 1,272,6612 articles opened in June 2022 to 875,109 articles opened in July 2022, a decrease in usage of 32%.

Currently, PressReader has a monthly usage of 1,170,129 articles opened (April 2026), and the top three publications accessed are as follows:

1. *The New York Times*
2. *The Star Malaysia*
3. *The Economist*

Exhibit “a” of this report provides a sampling of usage statistics for *LA Times* (while it was available), compared to the top three publications noted above.

The New York (NY) Times is offered to SCLC by way of the California State Library. Currently, any public library in California can provide access to *The NY Times* through a link on their website. Patrons must click on a link using a specific redemption code, good for that day, and then log in to *The NY Times* website to access the publication online. This process must be utilized each time to access this paper. However, through PressReader, patrons can access *The NY Times* directly through their PressReader account as they would any other periodical that is offered through the platform.

The Economist is a publication that is currently offered to SCLC libraries at an additional cost. In November 2023, the Administrative Council voted to add *The Economist* to its PressReader subscription at an annual cost of \$75,496. In 2025, SCLC discontinued acquiring PressReader through B&T and instead acquired the subscription directly through PressReader. PressReader pricing for the past two fiscal years is as follows:

Date	Vendor	Cost
10/01/24 – 09/30/25	Baker & Taylor	\$457,248.42
10/01/25 – 09/30/26	PressReader (direct)	\$466,127.03

Consideration of CloudLibrary NewsStand

Staff recently discovered that *LA Times* is available through CloudLibrary’s NewsStand, a feature within the CloudLibrary platform that delivers curated digital content to library patrons, including magazines, newspapers, comics, and other periodicals. It is part of the broader CloudLibrary service, which provides access to millions of eBooks, audiobooks, streaming media, and other digital resources through a mobile app and web portal. NewsStand integrates with CloudLibrary’s content library, which includes tens of thousands of titles in more than 50 languages. According to OCLC staff, *LA Times* was added to the NewsStand Title List in the summer of 2025.

OCLC acquired CloudLibrary from Biblioteca in 2024. OCLC is a nonprofit, global library cooperative that provides shared technology services, research, and community programs to libraries worldwide. It was founded in 1967 as the Ohio College Library Center by a group of Ohio university leaders and librarians who wanted to create a computerized network for libraries to share resources and reduce costs. As it expanded beyond Ohio, the organization adopted the name Online Computer Library Center in 1977, retaining the OCLC acronym.

Given that NewsStand integrates with the CloudLibrary platform, the 13 SCLC libraries that currently utilize CloudLibrary for their eBooks and audiobooks would be able to have the NewsStand digital periodical subscription integrated into their CloudLibrary applications. The 13 SCLC member libraries that have CloudLibrary are as follows:

1. Altadena Library District
2. Calabasas City Library
3. Covina Public Library
4. Downey City Library
5. Glendale Library, Arts & Culture
6. Glendora Library & Cultural Center
7. Pomona Public Library
8. Palmdale City Library
9. Pasadena Public Library
10. Sante Fe Springs City Library
11. Simi Valley Public Library
12. Ventura County Library
13. Whittier Public Library

While CloudLibrary NewsStand offers *LA Times*, it should be noted that it does not provide the current top three publications accessed by SCLC member library patrons within PressReader: *The NY Times*, *The Star Malaysia*, and *The Economist*.

CloudLibrary NewsStand does offer other Malaysian publications; and, while *The NY Times* cannot be accessed through CloudLibrary, patrons may still access *The NY Times* directly through their library websites, as the State Library will continue to renew the statewide subscription.

A comprehensive list of publications for both PressReader and CloudLibrary NewsStand can be found as Exhibits “b” and “c” of this report, respectively. Given the size of these documents, they are included as links below.

Potential Transition

Should SCLC approve switching its digital periodical vendor from PressReader to OCLC CloudLibrary NewsStand, it is recommended that SCLC sign an agreement with OCLC effective July 1, 2026. This would give member libraries a three-month period to transition their respective patrons to the CloudLibrary platform for digital periodical content, as the PressReader subscription would terminate on September 30, 2026 (should it not be renewed). OCLC will offer one-hour training to member library staff, provide a marketing toolkit, as well as system access for member library staff to log in with credentials to reach OCLC’s support team.

PressReader has provided training to member library staff in the past, as well as marketing toolkits, but does not offer system access for member staff to log and track support requests. For such support, member library staff must email the PressReader support team.

FISCAL IMPACT: PressReader has proposed a quote of \$398,180.67 for the upcoming fiscal year, effective October 1, 2026, through September 30, 2027, waiving the additional cost of *The Economist*.

OCLC has proposed a quote of \$293,000 for SCLC to offer CloudLibrary NewsStand to its member libraries, effective July 1, 2026, through June 30, 2027. This reflects a savings of 15%, as it would cost members \$345,000 if they acquired NewsStand individually. OCLC has indicated that there may be up to a 4% annual increase if the partner that provides digital news access (Magster) imposes an increase on OCLC. Additionally, should *LA Times* be pulled from NewsStand for any reason, OCLC has offered to provide a 10% prorated credit for the remaining months in that fiscal year, as well as an explanation of why the publication was pulled.

RECOMMENDATION: Provide direction to staff on whether to offer digital periodical content to SCLC member libraries from PressReader or OCLC CloudLibrary NewsStand for FY 2026/27. Should the Council wish to have more time to consider this transition, SCLC can remain with PressReader for FY 2026/27, and conduct a study during the year to reconsider a transition for FY 2027/28.

EXHIBITS:

- a. PressReader Usage Statistics
- b. [PressReader Title List](#) (sorted alphabetically)
- c. [CloudLibrary NewsStand Title List](#) (sorted by language)

PressReader Usage Statistics

The table below indicates that *LA Times* represented over 30% of all articles opened within the PressReader platform while it was available.

<i>Los Angeles Times</i>	Issue Opens	Article Opens	% Issue Opens	% Article Opens
December 2021	14,831	441,341	24.22%	36.17%
March 2022	14,583	379,976	21.36%	32.79%
June 2022	15,298	404,866	23.29%	31.70%

The following table presents the top three publications currently accessed on PressReader, and each titles share of total issue and article opens over the past four months. Collectively, these three publications represent approximately 30% of all articles opened within the PressReader platform.

January 2026	Issue Opens	Article Opens	% Issue Opens	% Article Opens
<i>The New York Times</i>	6,622	199,591	7.86%	17.49%
<i>The Star Malaysia</i>	2,526	71,294	3.00%	6.25%
<i>The Economist</i>	4,177	63,724	4.95%	5.58%
Total	13,325	334,609	15.81%	29.32%
February 2026	Issue Opens	Article Opens	% Issue Opens	% Article Opens
<i>The New York Times</i>	5,625	193,768	7.47%	18.01%
<i>The Star Malaysia</i>	2,388	64,430	3.17%	5.99%
<i>The Economist</i>	3,218	58,266	4.27%	5.42%
Total	11,231	316,464	14.92%	29.41%
March 2026	Issue Opens	Article Opens	% Issue Opens	% Article Opens
<i>The New York Times</i>	7,451	212,265	8.58%	17.92%
<i>The Economist</i>	4,264	74,160	4.91%	6.26%
<i>The Star Malaysia</i>	2,436	69,125	2.81%	5.84%
Total	14,151	355,550	16.30%	30.02%

April 2026	Issue Opens	Article Opens	% Issue Opens	% Article Opens
<i>The New York Times</i>	6,615	198,280	8.73%	16.89%
<i>The Star Malaysia</i>	2,804	79,485	3.70%	6.77%
<i>The Economist</i>	3,659	63,645	4.83%	5.42%
Total	13,078	341,410	17.26%	29.09%



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **CLSA Plan of Service and Budget for FY 2026/27 (ACTION)**

BACKGROUND: The California State Library appropriates funding for communication and delivery, “to facilitate greater equality of access to library services and resources” as mandated by the California Library Services Act (CLSA). Each year, the Southern California Library Cooperative (SCLC) receives CLSA funds from the state to promote resource sharing within the system. Exhibit “a” of this report provides the Preliminary System Budget Allocations to the nine cooperatives in the state for FY 2026/27.

To receive these funds, SCLC must complete and submit a Plan of Service (Exhibit “b”) that is reviewed and subject to approval by the California Library Services Board (CLSB). The Plan outlines how the system intends to expend these state funds and how those expenditures will benefit the communities served by the various libraries represented by SCLC. The CLSB has not yet met to consider approving the FY 2026/27 CLSA preliminary system budget allocation, but it is anticipated that they will meet in mid-June.

At the March 27, 2025, Administrative Council meeting, members did not propose changing any of the activities that are currently in place for FY 2026/27. These activities consist of:

- eResources
 - PressReader
 - Gale Archives of Sexuality and Gender
- Courier Delivery Services
- Telecommunications
 - IT Support
 - Zoom
 - Internet
 - Website Updates/Hosting

- Phone/Fax
- Telecommunications Equipment
- Audit
- Postage & Office Supplies

FISCAL IMPACT: The CLSA preliminary system budget allocation to SCLC for FY 2026/27 is \$360,414, which is \$625 less than the current year's allocation. Of that funding, \$288,332 (80%) is for the Baseline Budget, which is used to fund services, including delivery and audit, and some operational expenses. The remaining balance of \$72,082 (20%) is allocated as System Administration funding, which is utilized to pay for system administration services provided by SCLC staff.

The FY 2026/27 allocations will not be finalized until the CLSB approves the preliminary CLSA allocations, the State Legislature passes a budget to the Governor, and the Governor signs the budget (due by June 30). Should these figures change, staff will return to the Administrative Council for reconsideration.

The CLSA budget was reduced by approximately 50% by the Governor as part of a two-year plan to address State deficits, and unfortunately, these cuts are proposed again for the upcoming fiscal year. Prior to these cuts, SCLC received over \$550,000 in CLSA funding.

RECOMMENDATION: Authorize the Chair to review and sign the FY 2026/27 Plan of Service and Budget for submission to the State Library.

EXHIBITS:

- a. CLSA Preliminary System Budget Allocations – FY 2026/27
- b. CLSA Plan of Service Application – FY 2026/27 (on pgs. 85-104 of agenda packet)

CLSA Preliminary System Budget Allocations \$1,880,000- FY 2026/27

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 57,559	\$ 14,390	\$ 71,949	
49-99	\$ 62,273	\$ 15,568	\$ 77,841	
Inland	\$ 152,039	\$ 38,010	\$ 190,049	
NorthNet	\$ 344,691	\$ 86,173	\$ 430,864	
PLP	\$ 294,047	\$ 73,512	\$ 367,559	
SJVLS	\$ 99,648	\$ 24,912	\$ 124,560	
Santiago	\$ 95,297	\$ 23,824	\$ 119,121	
Serra	\$ 110,114	\$ 27,529	\$ 137,643	
SCLC	\$ 288,332	\$ 72,082	\$ 360,414	
Total funding	\$ 1,504,000	\$ 376,000	\$ 1,880,000	\$ 1,000,000



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **Proposed Salary Schedule Revisions and Adjustments (ACTION)**

BACKGROUND: In May 2022, the Southern California Library Cooperative (SCLC) Administrative Council—at the Audit and Finance Committee’s recommendation—approved a 2.5% increase to the salary ranges of all staff positions for each of the following three fiscal years (FY): FY 2022/23, 2023/24, and FY 2024/25. The Administrative Council also directed the Audit and Finance Committee to review this schedule during FY 2024/25 and to recommend any adjustments once every three years moving forward.

Since then, there have been no adjustments or considerations regarding the salary schedule, although there was a proposal to consider a 10% furlough for all existing staff for FY 2025/26. This was proposed due to an anticipated shortfall in the FY 2025/26 budget of approximately \$144,000. At the recommendation of the Audit and Finance Committee, the Administrative Council rejected this proposal so long as the organization’s deficit did not exceed the projected amount. Thankfully, SCLC was awarded a substantial grant to manage that allowed the organization to have a surplus by the end of the fiscal year.

Below are the proposed changes to SCLC’s salary schedule for consideration by the Audit and Finance Committee:

- Correction to Executive Director Salary Range
- Removal of Deputy Director Position
- Adjustments to Controller and Project Manager Salary Ranges

SCLC's current salary schedule is included as Exhibit "a" of this report, and the proposed salary schedule with the aforementioned requests is included as Exhibit "b."

Correction to Executive Director Salary Range

As noted above, the Administrative Council approved the increase of SCLC staff salary ranges for each position by 2.5% for three fiscal years. Subsequently, staff adjusted the salary schedule for all positions except for the position of the Executive Director. While the Executive Director's salary is not subject to an annual step increase, it is appropriate to increase the salary *range* to maintain internal consistency with the Council-approved schedule and to ensure the position remains aligned with comparable roles in similarly situated public-sector organizations. Updating the range preserves the current framework for future compensation decisions and reduces the risk that the position falls out of line with market conditions over time. This action adjusts the authorized range only and does not, by itself, result in an automatic salary increase; any future adjustment to the Executive Director's actual compensation would continue to be considered separately and approved through the appropriate process.

Removal of Deputy Director Position

After review of the organization's size, scope of operations, staffing levels, and management complexity, it has become clear that the Deputy (Executive) Director position is not essential to the effective functioning of SCLC at this time. Core executive, administrative, and operational responsibilities can be, and have been, appropriately managed within the existing leadership framework without diminishing service levels, compliance, or strategic capacity. Currently, SCLC does not operate at a scale that requires a permanent second executive-level role, as decision-making authority and operational oversight are clear and do not require an additional executive layer. The existing staff structure allows for effective delegation and accountability without duplicative leadership roles.

Eliminating the Deputy Director position supports prudent fiscal management by reducing ongoing personnel costs associated with salary, benefits, and indirect expenses. This allows SCLC to be more operationally stable during the current period of fiscal uncertainty and does not preclude SCLC from addressing future leadership needs. Should operational complexity, programmatic expansion, or strategic priorities warrant additional capacity, a different position with clearly defined scope and duties will be proposed based on identified needs and available funding. The current job description for the Deputy Director position is included for reference as Exhibit "c."

Adjustments to Controller and Project Manager Salary Ranges

It is requested that the Committee also consider increasing the salary ranges for the Controller and Project Manager classifications by 3%, effective FY 2026/27. This proposed adjustment is intended to keep SCLC's salary schedule current in light of ongoing Consumer Price Index (CPI) increases and to reflect the expanded scope of work these positions now carry.

In the past two years, SCLC's staffing has been reduced by 40% due to continued funding shortfalls from the State, consisting of reductions to California Library Services Act (CLSA) funds as well as a reduction in the number of grant projects offered by the State Library. Over the past year, the Controller has taken on additional data collection and reporting duties, along with oversight of additional annual reporting requirements; the Project Manager has assumed oversight of grant management, in addition to other tasks that were previously assumed. A modest range adjustment helps maintain market competitiveness, supports retention and continuity in key operational functions, and promotes internal equity by keeping these classifications aligned with the overall salary schedule framework. This recommendation only adjusts the authorized ranges and does not result in an automatic salary increase for any individual employee; however, both employees in these current roles deserve the increase. Currently, there is no recommendation to adjust the Administrative Assistant position, as this position is currently not filled. It would be prudent to maintain this position in the salary schedule to preserve flexibility for future recruitment and ensure the organization can restore administrative capacity when funding and operational needs allow.

FISCAL IMPACT: The increase in the salary schedule, as proposed, for the Controller and Project Manager positions has a fiscal impact of \$8,070.39 for FY 2026/27. This includes salary and wages, pension benefits, and payroll taxes.

RECOMMENDATION: Approval of the following, as recommended by the Audit and Finance Committee during their last regular meeting held on May 6, 2026:

- Correct and update the Executive Director salary range with an increase of 2.5% for each of the three fiscal years, as presented in Exhibit "b;"
- Remove the Deputy Director position from the salary schedule; and
- Approve an increase of 3% to the salary ranges of both the Controller and Project Manager positions.

EXHIBITS:

- a. Current Salary Schedule
- b. Revised Salary Schedule
- c. Job Description for Deputy Executive Director

Approved - 05/25/2022

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE



FY24/25 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 Director	Per Hour	\$ 53.84	\$ 56.54	\$ 59.37	\$ 62.33	\$ 65.46
		Annual	\$ 111,987.20	\$ 117,603.20	\$ 123,489.60	\$ 129,646.40	\$ 136,156.80
3)	Controller	Per Hour	\$ 53.84	\$ 56.54	\$ 59.37	\$ 62.33	\$ 65.46
		Annual	\$ 111,987.20	\$ 117,603.20	\$ 123,489.60	\$ 129,646.40	\$ 136,156.80
4)	Project Manager	Per Hour	\$ 43.60	\$ 45.79	\$ 48.07	\$ 50.48	\$ 53.00
		Annual	\$ 90,688.00	\$ 95,243.20	\$ 99,985.60	\$ 104,998.40	\$ 110,240.00
6)	Administrative Assistant	Per Hour	\$ 35.73	\$ 37.52	\$ 39.39	\$ 41.36	\$ 43.43
		Annual	\$ 74,318.40	\$ 78,041.60	\$ 81,931.20	\$ 86,028.80	\$ 90,334.40
*2.5% COLA increase approved through fiscal year 2024-25.							
* 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.							

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE



FY26/27 Full Time Job Classification and Salary Schedule - REVISED

JOB CLASSIFICATIONS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1) Executive Director	Per Hour	\$ 78.03				\$ 91.04
	Annual	\$ 162,309.44				\$ 189,364.77
2) Controller	Per Hour	\$ 55.46	\$ 58.24	\$ 61.15	\$ 64.20	\$ 67.42
	Annual	\$ 115,346.82	\$ 121,131.30	\$ 127,194.29	\$ 133,535.79	\$ 140,241.50
3) Project Manager	Per Hour	\$ 44.91	\$ 47.16	\$ 49.51	\$ 51.99	\$ 54.59
	Annual	\$ 93,408.64	\$ 98,100.50	\$ 102,985.17	\$ 108,148.35	\$ 113,547.20
4) Administrative Assistant	Per Hour	\$ 35.73	\$ 37.52	\$ 39.39	\$ 41.36	\$ 43.43
	Annual	\$ 74,318.40	\$ 78,041.60	\$ 81,931.20	\$ 86,028.80	\$ 90,334.40

* 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.

Deputy Executive Director

ANNUAL SALARY

\$104,000.00 - \$126,412.65



DESCRIPTION:

The Deputy Executive Director, under general direction of the Executive Director, is responsible for assisting with both the day-to-day administration of the system and its long-term viability.

RESPONSIBILITIES:

- Works with the Executive Director, Executive Committee and the Administrative Council to set yearly goals for the system.
- Assists in the development and implementation of the annual Plan of Service for SCLC and other contracted agencies.
- Assists in the development and implementation of SCLC's strategic goals.
- Oversees LSTA and other grants and ensures that fiscal and written reports are submitted in a timely manner.
- Assists in the development and implementation of system policies and procedures.
- Prepares reports and analyses for Executive Committee, Administrative Council, other committees of SCLC, and contracted agencies as needed or requested.
- Works with the Executive Director, Controller and the Audit & Finance Committee to oversee the investment of the system's reserves.
- Coordinates projects with all staff members.
- Work on broadband as long as the program continues with SCLC.
- Represents the organization and its members on a statewide and national level.
- Assists in the development and oversees the annual budget.
- Serves as Deputy Executive Director for contract systems as defined in their agreements and oversees the administration of those agreements.
- Participates in community activities and professional organizations as appropriate.
- Collaborates with similar organizations on a statewide basis.
- Other duties may be assigned.

QUALIFICATIONS:

- Cooperative and/or public library background including knowledge of issues associated with shared services and technology.
- Manage large projects with the ability to quickly change direction as the projects evolve.
- Expertise in developing new funding sources and creating new service opportunities;
- Visionary and collaborative leadership skills.
- Track record of inclusive leadership and innovation.
- Experience advocating with local and state governmental bodies.
- Marketing and public relations knowledge.
- Familiarity with budgeting and reading financial documents.
- Consensus and alliance builder with strong interpersonal and communication skills.
- Manage diverse and competing responsibilities.

- Establish and maintain excellent working relationships with SCLC and member library staff, vendors and government agencies.
- Represent SCLC and contracted agencies in both professional and public venues.
- Deal with frequent change, delays or unexpected events.

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: Master in any field preferred or equivalent in experience. Five or more years of management in a public library or consortia may be substituted for a master's. Experience with strategic planning, budget reporting, grant/contract management preferably in a nonprofit institution or joint powers agency (JPA).

Bachelor's degree is required.

Experience: Five or more years of related professional experience, including three years of administrative and supervisory experience of projects and/or staff. Governmental agency or non-profit experience a plus.

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 work remote. Flexibility is critical.

EXPECTED HOURS OF WORK:

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

BENEFITS: Benefit package includes health, dental, vision, life insurance, long-term disability and CalPERS retirement. Additional benefits include vacation, sick, personal and holidays.

TRAVEL:

This position will require travel.

SUPPLEMENTAL:

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

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

Questions: Complete the supplemental questions and submit with a resume and application.



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Mandy Nasr, Chair

SUBJECT: **Executive Director Employment Agreement (ACTION)**

BACKGROUND: The original Executive Director Employment Agreement, dated December 19, 2022, provides for a three-year term with an automatic extension of one additional year. This current agreement is effective January 1, 2023, through December 31, 2026.

The Administrative Council completed its performance evaluation of the Executive Director, Christine Powers, on March 26, 2026, in which she exceeded overall expectations. She continues to be engaged and committed to the sustainability of SCLC and its managed cooperatives and has sought ways to create success and long-term impact for the organization, consistently providing great support and strong leadership guidance.

Given this performance, a renewal of the Executive Director Employment Agreement is presented for the Council's consideration and approval. This renewal agreement (included as Exhibit "a") is proposed with an effective date of July 1, 2026, to align with the Southern California Library Cooperative's (SCLC) fiscal year. This proposed agreement uses tracked changes to clearly indicate changes to the renewal. Should this agreement be executed, it will replace the current agreement.

Terms of the Renewal Agreement

Contract Duration: Three years, with an automatic one-year renewal, unless written notice is given by either party that the party does not want the Term of the Agreement to be extended.

Compensation: Annual salary of \$178,080.00 (which represents a 6% increase over the current salary), with benefits consistent with the previous agreement, plus an increase in annual vacation hours, as follows:

- FY 2026/27 – 176 hours
- FY 2027/28 – 192 hours
- FY 2028/29 – 208 hours

Maximum vacation accrual has also been increased for each year, with a maximum of 400 hours by FY 2028/29.

Termination: Council may terminate with or without cause at any time. If terminated without cause, SCLC shall continue to pay the Executive Director's base salary for a period of six months from the date of termination, or until the conclusion of the agreement, whichever period is shorter. All benefit plans and programs providing health and/or life insurance benefits the Executive Director was entitled to participate in immediately prior to termination shall also be provided during this period.

FISCAL IMPACT: As proposed, the Agreement represents an increase of \$11,631.31 to SCLC for FY 2026/27, which includes salary and wages, pension benefits, and payroll taxes. Since her hire, the Executive Director has received one salary increase, effective July 1, 2024, for an annual salary of \$168,000.

RECOMMENDATION: Approve the proposed Employment Agreement, with the suggested changes, for the employment of the Executive Director, effective July 1, 2026, for the three-year term and the automatic renewal of one additional year.

Should the Council not wish to approve this Agreement as proposed, the following alternatives may be considered:

- Negotiate adjustments to compensation, term length, or termination payments.
- Not renew the contract, which would require a formal vote and potential compensation upon termination without cause.

EXHIBITS:

- a. Proposed Employment Agreement



PROPOSED
EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into by **Southern California Library Cooperative** ("SCLC"), and **Christine Powers** ("Executive"), with reference to the following facts:

1. The effective date of this Agreement shall be ~~July 1, 2026~~ January 1, 2023 ("Effective Date").
2. SCLC and Executive desire to formalize the employment relationship of Executive with SCLC in a written agreement that specifies, among other things, the terms and conditions and the duration of such employment.

NOW, THEREFORE, in consideration of the foregoing facts and the mutual covenants and conditions set forth herein, SCLC and Executive hereby agree as follows:

1. **Employment.** SCLC hereby employs Executive, and Executive hereby accepts employment and agrees to serve as Executive Director for SCLC under the terms and conditions set forth herein. Executive agrees to perform, faithfully and diligently, all duties and responsibilities required of such position and other duties that are assigned to Executive by the Administrative Council provided that such duties are the types of duties that would ordinarily be assigned to a person occupying an executive position. Due to the nature of the position, it is understood that the workday and workweek hours may vary. The Executive is an exempt position; Employee shall not be eligible for overtime. Executive further agrees to use Executive's best efforts to promote the interests of SCLC and that Executive, with exception for personal business matters and charitable functions, will devote all of her business time and effort to the business and affairs of SCLC during the term of Executive's employment with SCLC. Executive shall report to Administrative Council through the Chair and/or a designee of the Administrative Council (hereinafter "Supervisor").
2. **Terms.**
 - A. **Term.** The term of employment of Executive hereunder will be three years, commencing on the Effective Date of this Agreement and expiring on the third anniversary of the Effective Date ("Term"). However, the "Term" of this Agreement may be ended immediately if any of the following occur:
 - (i) The termination of Executive's employment in accordance with Section 2.C, below;
 - (ii) Executive's resignation or retirement in accordance with SCLC's plans and policies; or

(iii) Executive's death.

B. Extension of Agreement. Except as provided in Section 2.A, the Term of the Agreement shall be automatically extended for one additional year unless written notice is given by either party that the party does not want the Term of the Agreement to be extended. Notice shall be provided no later than 30 days prior to the expiration of the Agreement (the "Notice of Non-Renewal"). SCLC and Executive agree that the Term of the Agreement may only be extended once.

C. At-Will. Executive agrees and acknowledges that her employment with SCLC is "at will" and that SCLC may terminate Executive at any time with or without cause. For the purposes hereof, termination for "Cause" shall mean termination due to any of the following:

- (i) Executive's violation of any of the provisions herein;
- (ii) Executive's commission of an act of fraud, embezzlement, theft or dishonesty against SCLC or its affiliates;
- (iii) Executive's conviction of, indictment for (or its procedural equivalent), or the entering of a guilty plea (or pleading by executive of nolo contendere) to any crime (a) with respect to which imprisonment is a possible punishment or (b) involving moral turpitude or which might, in the reasonable opinion of the SCLC, cause embarrassment to SCLC;
- (iv) Engaging in misconduct materially and demonstrably injurious to SCLC;
- (v) Material failure to comply with Company policies;
- (vi) Unsatisfactory performance of the duties and obligations of Executive's position after written notice by the Supervisor of performance deficiencies and a reasonable opportunity to improve.

The parties agree that the purpose of defining "Cause" for termination of the Agreement is to establish the amount of compensation, if any, to be paid to Executive upon the termination of Executive's employment by SCLC. By defining causes for termination, the parties do not intend to limit SCLC's right to terminate Executive's employment at any time for any reason.

D. Compensation Upon Termination of Employment.

- (i) Compensation Upon Termination for Cause or Upon Termination of Agreement by Executive. If Executive's employment shall be terminated for Cause as described in Section 2.C or Executive elects to terminate her employment, SCLC shall be discharged of any obligations under this Agreement except for any Base Salary, as this term is defined in Section 2.F(i), below, through Executive's last date of employment. Employer

shall have no further obligation to pay any compensation of any kind or severance payment of any kind.

(ii) Compensation Upon Termination Without Cause. If SCLC shall terminate Executive's employment other than for "Cause" pursuant to Section 2.C., above:

- (a) SCLC shall continue to pay Executive their Base Salary without interest for a period of six months from the date of termination, in accordance with normal payroll practices, or until the conclusion of the Term of this Agreement, whichever period is shorter.
- (b) SCLC shall maintain in full force and effect, for a period of six months from the date of termination or until the conclusion of the Term of this Agreement, whichever period is shorter, all employee benefit plans and programs providing health and/or life insurance benefits in which Executive was entitled to participate immediately prior to the date of Termination, provided that Executive's continued participation is possible under the general terms or provisions of such plans and programs.

E. Return of Company Property. Upon completion of Executive's employment with SCLC for any reason, whether by SCLC or by Executive, Executive shall immediately return to SCLC, without condition, all files, records, documents, keys, identification badges or papers identifying Executive as an officer or employee of SCLC, and all other property that has been furnished to Executive by SCLC.

F. Compensation. In consideration for all services to be performed under, and subject to Executive's compliance with the terms and provisions of this Agreement, Executive shall receive the initial salary and auto allowance set out below:

- (i) Base Salary. Executive shall be paid a salary at not less than one ~~seventy eight hundred sixty~~ thousand and eighty dollars (~~\$178,080.00~~160,000) per year ("Base Salary"). Bonuses are not eligible for compensation. The Base Salary will be payable in installments in accordance with SCLC's usual payroll procedures; SCLC will be entitled to withhold therefrom such payroll, Social Security, state disability taxes and other amounts required to be withheld by law and for employee benefit plans in which Executive participates; and the Base Salary shall be prorated for any partial year that Executive is employed hereunder. The Base Salary shall be subject to increase during the Term of this Agreement once annually at the discretion of the Executive Committee.
- (ii) Car Allowance. Executive shall receive a car allowance of four hundred dollars (\$400) per month during the term of Executive's employment. Any

travel to conduct business with contracted cooperatives will be charged the current mileage at the government rate.

(iii) Communication Allowance. Executive shall receive a communication allowance of nineteen hundred and fifty dollars (\$1,950) for 12 months.

~~(iv)~~ Vacation. Executive shall be entitled to ~~160~~176 hours ~~(four weeks)~~ vacation ~~from July 1, 2026 until June 30, 2027. From July 1, 2027 until June 30, 2028, Executive shall be entitled to 192 hours of vacation. From July 1, 2028 until June 30, 2029, Executive shall be entitled to 208 hours of vacation. or each calendar year this Agreement is in effect.~~ Such vacation shall be taken at such time or times as may be agreed between Executive and the Supervisor. The maximum vacation accrual shall be the following:

July 1, 2026 until June 30, 2027: 336 vacation hours

July 1, 2027 until June 30, 2028: 368 vacation hours

July 1, 2028 until June 30, 2029: 400 vacation hours

~~(iv)~~(v) administered in accordance with SCLC's written policies and procedures. ~~Executive will have the four weeks populated on the effective date of this agreement.~~

~~(v)~~(vi) Employee Benefit Plans. Executive shall be entitled to participate in such health insurance and other benefit plan(s) or programs as SCLC may from time-to-time make available to its employees commencing on Executive's first day of employment. Any other fringe benefits or prerequisites to be made available to Executive shall be subject to prior approval of SCLC's Administrative Council:

Health and other insurance: All fulltime employees are eligible for health, vision and dental insurance as follows:

- Health insurance: Up to the current rate of employer contribution, difference is put into a 457 plan account for the employee. Health insurance is offered through CalPERS.
- Dental and vision insurance: Full cost of dental and vision insurance paid for employee. Dependents and other eligible family members can be added on, with additional cost being paid by the employee.
- Long Term Disability (LTD): Effective after 90 days of disability, coverage is 60% of salary with a \$2,000 maximum per month.
- Life/Accidental Death & Dismemberment: \$10,000, reduced at age 65 if still employed by SCLC.
- Leave: SCLC offers vacation and sick leave, as well as personal leave, holidays, floating holidays, paid jury duty and bereavement leave.
- ~~Vacation 160 hrs/year Maximum of 320 hrs. may be accrued.~~
- Personal 32 hrs/year Per year, no carry over
- Holidays 11 days Per year, no carry over.
- Floating holidays 2 days Per year, no carry over.
- Sick 96 hrs/year Maximum of 520 hrs. may be accrued

- Jury duty 5 days/year
- Bereavement 3 days/year, no carry over.
- Retirement: SCLC participates in CalPERS. Under the Public Employees Pension Reform Act of 2013 (PEPRA), for any SCLC employee hired AFTER January 2, 2013 the following applies:
- Employee contribution: 7% of salary
- Retirement formula: PEPRA 2% at 62, Classic 2% at 55

- Note: New employees are subject to the Pensionable Compensation Cap put in place by PEPRRA. If a new employee is a "classic" CalPERS member, the above limits may not apply.
- Professional development: SCLC offers its executive director the opportunity 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.

~~(vi)~~(vii) Other. Upon resumption of office-based administration and/or in-person SCLC meetings, SCLC reserves the right to negotiate minimum in-person participation.

3. **Conflict of Interests.** During the Term of this Agreement, Executive shall devote Executive's full working time, ability, and attention to the business of SCLC, and shall not accept other employment or engage in any other outside business activity which interferes with the performance of Executive's duties and responsibilities under this Agreement or which involves actual or potential competition with the business of SCLC, except with the express prior written consent of SCLC's Administrative Council.
4. **Amendment.** This Agreement may be modified only by written agreement signed by the party against whom any amendment is to be enforced.
5. **Governing Law.** Any controversy or claim arising out of or relating to the construction or application, enforceability, or out of or relating to any breach or alleged breach, of any terms, provisions, or conditions of this Agreement shall be governed by California law.
6. **Partial Invalidity.** In the event any provision of this Agreement is void or unenforceable, the remaining provisions shall continue in full force and effect.
7. **Interpretation and Fair Construction.** In the event it is determined that any provision of this Agreement is uncertain or ambiguous, the language in all parts of this Agreement shall be in all cases construed as a whole according to its fair meaning and shall not be construed against or for any party. The headings of the Sections and Subsections of this Agreement are for convenience of reference only, shall not be considered in, nor shall they affect, the interpretation of any of the provisions of this Agreement.
8. **Waiver.** The failure of any party hereto to insist upon strict performance of any of the covenants and agreements herein contained, or to exercise any right herein conferred, in any one or more instances, shall not be construed to be a waiver or relinquishment thereof, but the same shall be and remain in full force and effect. No waiver shall be effective unless it is set forth in writing and is signed by the party granting such waiver and no waiver of the breach of any provision hereof shall constitute a waiver of any other breach, whether previous or subsequent, of the same provision.

9. **Opportunity to Consult Counsel.** The parties acknowledge that they have had an opportunity to consult with their respective counsel regarding this Agreement.
10. **Complete Agreement.** This Agreement contains the entire agreement between the parties, and supersedes any and all prior and contemporaneous oral and written agreements or discussions, including, without limitation, Executive's previous employment contracts or relationships with SCLC, which shall have no further force and effect.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the date first written above.

EXECUTIVE:

_____ Dated: 12/16/2022
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SOUTHERN CALIFORNIA LIBRARY COOPERATIVE:

_____ Dated: May, 2026 ~~December~~
16, 2022
Gary



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Andy Beck, Controller

SUBJECT: **Proposed Budget for FY 2026/27 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY2026/27 is attached for review and consideration by the Southern California Library Cooperative's (SCLC) Administrative Council.

The California State Library released the preliminary allocations of the California Library Services Act (CLSA) funding, which includes \$288,832 in Baseline Budget funds and \$72,207 in System Administration funds. These numbers are approximately 50% of what has typically been allocated to the System. The System's FY 2026/27 budget has been calculated based on this information and previously approved membership dues.

At this time, grants have not been secured for the coming fiscal year, although it is not uncommon for SCLC to apply for and receive grants in the first two quarters of the year. Given ongoing conversations with State Library staff, along with other potential grant opportunities on the horizon, staff has included an estimate of \$500,000.

Projected expenses have been calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

The proposed budget, with the projected deficit of \$94,573, has been updated to reflect the new salary schedule as recommended for approval by the Audit and Finance Committee on May 6, 2026.

The next step is approval of CLSA funds by the California Library Service Board (CLSB), passage of the State Budget by the California Legislature by June 15, and final approval of the Budget by the Governor by June 30. Should there be any changes to

CLSA funding amounts, or grant revenues, a revised budget will be presented to the Council as soon as possible for approval.

FISCAL IMPACT: Given current revenues and expenditures, a deficit of \$94,573 is projected.

RECOMMENDATION: Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBITS:

- a. Proposed Budget FY 2026/27

	Amended Budget FY 2025/26	Proposed Budget FY 2026/27	\$ Change
Revenues			
CLSA communications and delivery	\$ 603,500	\$ 525,950	\$ (77,550)
CLSA system administration	72,207	72,082	(125)
Fiscal and administration revenues	220,000	220,000	-
Grant project revenues	2,287,554	425,000	(1,862,554)
Grant staffing revenues	180,003	43,000	(137,003)
Grant indirect revenues	90,551	78,500	(12,051)
Membership dues	246,179	251,107	4,928
Califa membership dues	13,590	13,590	-
Investment income	80,000	52,500	(27,500)
Other	500	500	-
Total revenues	\$ 3,794,084	\$ 1,682,229	\$ (2,111,855)
Communications and delivery expenses			
Office supplies	\$ 7,000	\$ 7,000	\$ -
E-Resources	482,000	399,650	(82,350)
Contract services for delivery	72,000	75,000	3,000
Contract services	20,500	20,500	-
Telecommunications	22,000	23,800	1,800
Total communications and delivery expenses	\$ 603,500	\$ 525,950	\$ (77,550)
Personnel expenses			
Salary and wages	\$ 407,000	\$ 430,000	\$ 23,000
Retirement benefits	49,000	52,000	3,000
Unfunded pension liability	204,263	224,272	20,009
Health allotment - current employees	37,500	37,500	-
Health insurance - retired employees	13,400	12,000	(1,400)
Dental and vision	2,800	2,880	80
Life insurance	950	1,000	50
Other personnel expenses	12,000	12,500	500
Total personnel expenses	\$ 726,913	\$ 772,152	\$ 45,239
Other expenses			
Accounting software	\$ 2,900	\$ 2,500	\$ (400)
Office space rent	16,100	16,100	-
Insurance	2,900	3,000	100
Travel/conference/meeting	6,000	10,000	4,000
Membership dues	14,600	14,600	-
Legal	6,000	6,000	-
Other	1,500	1,500	-
Total other expenses	\$ 50,000	\$ 53,700	\$ 3,700
Grant expenses			
Federal grant	\$ 2,287,554	\$ 425,000	\$ (1,862,554)
State grant	-	-	-
Total grant expenses	\$ 2,287,554	\$ 425,000	\$ (1,862,554)
Summary			
Revenues	\$ 3,794,084	\$ 1,682,229	\$ (2,111,855)
Expenses	3,667,967	1,776,802	(1,891,165)
Surplus (Deficit)	\$ 126,117	\$ (94,573)	\$ (220,690)



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Hilda LohGuan, Immediate Past Chair

SUBJECT: **Election of Chair and Vice-Chair/Chair-Elect for FY 2026/27 (ACTION)**

BACKGROUND: According to the Southern California Library Cooperative Standing Rules, the Nominating Committee shall help identify candidates from the members of the Council for the offices of Chair and Vice-Chair/Chair-Elect. The Nominating Committee, as approved by the Administrative Council at the March 26, 2026, meeting, is comprised of: Hilda LohGuan, Committee Chair; Sonia Bautista; and Ashley Watts.

The Standing Rules provide that the Nominating Committee shall report the slate of candidates to all Council members at least two (2) weeks prior to an election, with a call for additional nominations. The vote for officers shall be conducted at the last regular meeting of the fiscal year. If more than one candidate is nominated for a position, an electronic ballot listing all candidates for the office shall be prepared by System staff and distributed, collected, and tallied.

An email was sent to the Administrative Council on May 7, 2026, announcing the following candidates for office for FY 2026/27:

- Chair: Erica Cuyugan
- Vice-Chair/Chair-Elect: Mark Herbert

The email also included a call for additional nominations, but none were received as of May 21, 2026.

FISCAL IMPACT: None

RECOMMENDATION: Request a call for additional nominations and elect a Chair and Vice-Chair/Chair-Elect for FY 2026/27.

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **Appointments to Audit and Finance Committee (ACTION)**

BACKGROUND: The Southern California Library Cooperative (SCLC) has standing committees, including the Audit and Finance Committee. SCLC's Standing Rules indicate that the Chair is to appoint members, subject to approval by the Administrative Council, when there are committee vacancies.

The Audit and Finance Committee consists of at least six (6) Council members. The Vice-Chair/Chair-Elect will serve as chair of the Audit and Finance Committee and will count as one of the six committee members. The other five committee members will be appointed by the Council Chair.

The duties of the Audit and Finance Committee are:

- to ensure the completion of the annual audit, review the resulting document and findings and report to Council;
- to confirm that the terms of the System's Investment Policy are being met;
- to do a quarterly review of the System's investments for compliance and performance;
- to review the System's insurance coverage to make sure it is adequate according to the JPA;
- to review the amount in reserves each year and to recommend the level of funding for the reserve at the annual meeting; and
- to consider and report to Council on any other financial concerns that may be brought to its attention.

The current Audit and Finance Committee consists of the following members:

- Erica Cuyugan, Chair (will be replaced by Vice-Chair/Chair elect effective July 1)
- Sonia Bautista
- Barbara Lockwood
- Nancy Schram
- Jesse Walker-Lanz

Currently, there is a vacancy that was created by the departure of former Council member Heather Cousin from SCLC that needs to be filled. Additionally, Council member Barbara Lockwood has announced her retirement, effective in August 2026. Council member Lockwood will resign from the Audit and Finance Committee on June 30, 2026, in order to allow for the appointment of a replacement member prior to her departure.

Chair Nasr is appointing the following members to the Audit and Finance Committee:

- Hilda LohGuan (to fill current vacancy)
- Leila Hassan (to replace Council member Lockwood, effective July 1, 2026)

FISCAL IMPACT: None

RECOMMENDATION: Administrative Council to confirm Chair's appointments to the Audit and Finance Committee, as presented.

EXHIBITS: None



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **Proposed Meeting Schedules for FY 2026/27 (ACTION)**

BACKGROUND: The Administrative Council meets quarterly each fiscal year, with meetings being held from 2:15 – 4:15 pm on the fourth Thursday in the months of: August, November, March, and May (with the exception of November, due to the Thanksgiving holiday). The November meeting will need to be moved to either Thursday, November 12, 2026, or Thursday, November 19, 2026. It should be noted that the Thursday, May 27, 2027, meeting will fall just before the Memorial Day holiday on Monday, May 31, 2027.

The Executive Council meets at 1:00 pm just before each Administrative Council meeting, with two additional standalone committee meetings in the months of October and January. The four quarterly meetings are held in a hybrid manner, allowing members to participate virtually via Zoom from their public library locations. The two standalone Executive Committee meetings are held virtually.

For the past two years, the Administrative Council has not set regular meetings for the Audit and Finance Committee and has instead allowed the Chair of that Committee to work with members to set its quarterly meetings. The Administrative Council may continue this practice, or set a meeting schedule for this Committee. These meetings are held virtually via Zoom.

Additionally, the Leadership and Professional Development Committee meets on the fourth Wednesday at 3:30 pm in the months of: July, October, January, and April. These meetings are also held virtually via Zoom. The Committee recently approved the included schedule for the coming fiscal year for recommendation to the Administrative Council.

Quorum must be reached for all aforementioned meetings in order to conduct the system's business.

FISCAL IMPACT: None

RECOMMENDATION: Administrative Council to set the times and dates for SCLC's four regular meetings for FY 2026/27 and select the in-person meeting locations for each of these meetings; and set the times and dates for the following committee meetings: Executive, Audit and Finance, and Leadership and Professional Development.

EXHIBITS:

- a. SCLC Proposed Meeting Dates - FY 2026/27

SCLC Meeting Dates FY 2026/27
Proposed

**Administrative Council and
Executive Committee**

Thursday, August 27, 2026

1:00 pm Executive Committee

2:15 pm Administrative Council

Location TBD

Thursday, October 22, 2026

1:00 pm Executive Committee only

Via Zoom

Thursday, November 12/19, 2026

1:00 pm Executive Committee

2:15 pm Administrative Council

Location TBD

Thursday, January 28, 2027

1:00 pm Executive Committee only

Via Zoom

Thursday, March 25, 2027

1:00 pm Executive Committee

2:15 pm Administrative Council

Location TBD

Thursday, May 27, 2027

1:00 pm Executive Committee

2:15 pm Administrative Council

Location TBD

Audit and Finance Committee (Zoom)

TBD

**Leadership and Professional
Development Committee (Zoom)**

Monday, July 27, 2026

Monday, October 26, 2026

Monday, January 25, 2027

Monday, April 26, 2027

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated May 18, 2026

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State Library News

State Digital Equity Resource Finder

The California State Library and the Department of Technology collaborated to develop a statewide [Digital Equity Resource Finder](#) as part of the state's Broadband for All initiative. The finder helps residents and organizations locate digital inclusion programs including broadband access, devices, digital skills training, and technical assistance. The tool allows users to search for virtual and placed based services, includes a mapping feature that allows users to find resources nearest to them, and is accessible in over 100 different languages. Thus far, over 200 state and local organizations contributed information on over 800 locations around the state. Given the role that libraries play in the digital inclusion space, over half of locations featured are local branch libraries.

We invite libraries to utilize and promote the finder to your patrons. If your library system is not yet included, please take a few minutes to complete the [Digital Equity Resource Survey](#), or contact DEResourceFinder@state.ca.gov for bulk upload instructions if you have more than five locations.

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

LDS Newsletter

Please be sure to sign up for the LDS Newsletter [LibrarytoLibrary](#). For those who receive this monthly email, please consider forwarding it to your staff and/or printing a copy for your break rooms.

Career Online High School

[Career Online High School](#) (COHS) program is pausing enrollments of new libraries at this time. The state-funding supply of COHS scholarships ran out in mid-May 2026. This situation has no impact on already enrolled online high school students. As soon as more information becomes available, we will share it with you. COHS questions can be sent to cohs@library.ca.gov. *State of CA and LSTA-funded.*

Opportunities

Digital Literacy and Access

The [Digital Literacy and Access](#) opportunity provides funds to help California public libraries improve access to high-speed broadband and improve digital literacy in their communities, through digital navigation services for library users, digital literacy training opportunities for the public, and AI and/or internet safety classes. The opportunity opened on April 22 and closes at 12 Noon on June 3. *State of CA and LSTA-funded.*

Zip Books

Good news: **Zip Books is open for libraries to apply!** If you're looking for a simple way to say "yes" to more patron requests, especially for titles you don't already own, this is your moment.

Bonus: Zip Books now comes with an [extra eBooks option, run by Califa](#). Patrons can request **eBooks**, and when selected, those titles are **added to the statewide collection!** These books are then available to the whole state, via the Palace app.

Ready to jump in? [Program details + application info are live on the web.](#)

[Information Session Recording](#)

Key dates:

- Application Opens: April 22, 2026
- Deadline to Apply: May 20, 2026 at 12:00 noon
- Application Review Period: May–June, 2026
- Award Notification: July 2026
- Grant Program Period: July 1, 2026 – August 31, 2027

Networking and Training

Public Library Directors Networking Call

The next call is scheduled for Wednesday May 20 at 3:30 p.m. The call will feature updates from the State Library, further work on the statewide visioning project, and collaborative group discussions.

Communities of Practice

The California State Library now consolidates all scheduled Community of Practice events on a single calendar. On our website, under Services to Libraries, select [Communities of Practice](#) (under the Resources for Public Libraries section). Remember, you can help your staff build valuable connections across the state by sharing the Community of Practice opportunities with them.

Current Projects and Services

[Libraries with Heart Campaign from Rural Health Connections](#)

Since November, public and tribal rural libraries across the state have participated in Califa's Rural Health Connections project. In partnership with the American Heart Association, 58 locations are preparing to launch the Libraries with Heart campaign. Through this initiative, participating locations will offer blood pressure monitors (for checkout or for in-library use) alongside programming that supports heart health.

LSTA-funded.

[California Library Literacy Services: ESL funds ends June 30, Adult Literacy & Family Literacy Ongoing](#)

Dedicated one-time English as a Second Language (ESL) funding ends June 30, 2026. All ESL funds must be spent by this date. Adult Literacy Services and Family Literacy Services continue to be supported by ongoing funding provided by the State of California.

Thank you to the new coordinators and directors with CLLS programs who are joining us at the CLLS Orientation this May. We appreciate you taking time out of your schedules to participate. For general information on the CLLS program, see the [CLLS web pages](#) and visit the [Manage Your Grant](#) page for information on CLLS data collection. Reach out to cls@library.ca.gov for more information. *State of CA-funded.*

[California Libraries Learn \(CALL\) – professional development for all levels of library staff](#)

- Access live and recorded professional development for all members of your team at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Encourage all levels of your staff to get started with [CALL Academy](#).
- Local CALL can help your library bring high-demand in-person trainings to your region. [Learn more and submit an interest form](#). The interest form will close May 29!

LSTA-funded.

[COMPASS Project: Resources and Information for Public Libraries](#)

At a time when many library systems are facing decreased budgets and may be forced to cut digital subscriptions, a reminder that California offers — at no cost to public schools, districts, local libraries, or students — online educational content and tools with [COMPASS: the California Online Media Program for Access and Student Success](#) (formerly the K-12 Online Resources Program). The purpose of COMPASS, from the California State Library, is to provide equitable access to online library resources for all K-12 public school students and their families, both in the classroom and after school. *State of CA-funded.*

COMPASS provides tools ranging from early literacy support (PebbleGo Science, TeachingBooks for Libraries) to science and climate change resources (Gale Interactive Science, Nat Geo Kids, Environmental Studies) to a suite of performing-arts and history/social studies content (20+ Alexander Street collections).

Timely COMPASS Resources and Information for Public Libraries

- [Slides from recent COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [General program sign up form](#)
- Does your library currently offer Capstone’s PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)
- Questions about the [Alexander Street content](#) or set up information? Watch this [recording of a July 2024 training](#) and accompanying [slide deck](#). Remember, the Alexander Street collections include [library performing rights too](#) (with the exception of the National Theatre collection) – a great addition for programming for all ages!
- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact compass@library.ca.gov with any questions.

State of CA-funded.

Parks Pass Program

The Parks Pass program supports all Californians in exploring the outdoors and gaining the benefits of our parks by providing free vehicle day-use entry passes for checkout at local libraries.

The Parks Pass quarterly report due dates are:

- July 23, 2026 (for reporting period Apr-June 2026)
- October 22, 2026 (for reporting period July-Sept 2026)
- January 28, 2027 (for reporting period Oct-Dec 2026)

Quarterly reports should be submitted via the [California State Library Statistics Portal](#). For any questions, email parkspass@library.ca.gov.

Save the Dates for California State Parks Week: June 10–14, 2026! The weeklong celebration will be **June 10–14, 2026**, and your library is invited to participate. The tagline is “This is where you live.” There are many ways to celebrate California State Parks Week. Visit <https://castateparksweek.org/> for more information and to view the event schedule. This event celebrates California’s 280 state parks and the people who visit and help protect these iconic places.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If a participating public library jurisdiction need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). To report lost passes, please enter each lost pass [using this webform](#) (an individual submission for each lost pass). Parks Passes are valid through December 31, 2026. *State of CA-funded.*

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

California’s [Cultural Heritage Disaster Preparedness Project](#) connects communities holding at-risk collections with the resources needed to protect those collections from destruction and make them available to all Californians. In partnership with the Northeast Document Conservation Center, [Ready – Or Not](#) preservation consultants provide consultation and conduct free site visits for California organizations stewarding cultural resources and then deliver an assessment report with their observations.

California cultural heritage collections interested in a free consultation can [sign up for a free assessment](#). Remote consultations for disaster plan creation or updates are also available. For more information, contact CAready@nedcc.org *State of CA-funded.*

Additional training on Disaster Planning Basics can be found through California Libraries Learn: **Four-week self-paced course | June 8 - July 6, 2026**

Libraries, archives, and museums must be prepared to protect staff, users, collections, and facilities in the event of emergencies ranging from minor crises to community-wide disasters. This course helps participants prepare for and limit various types of damage through risk assessment, disaster planning, and recovery procedures.

Learn more and sign up at [Disaster Planning Basics | CALL Academy](#). *LSTA-funded.*

Student Success Cards for All

California legislation signed by the Governor in October 2023 — SB 321 (Ashby) — makes it easier for libraries to put Student Success cards into the hands of every California child who wants one.

Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts. The Student Success Cards for All initiative aims to ensure that all California students have the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

- Offer resources to assist public libraries and schools in finding strategies that work best for their communities.
- Coordinate with public libraries to determine the most effective means to ensure each student is provided the opportunity to obtain a Student Success card by third grade.

- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

See recent CLA Talk messages around Student Success for registration links to the regularly occurring networking calls.

For more information, visit the [Student Success Cards for All webpage](#) or email studentsuccess@library.ca.gov.

Summer Community Impact Report 2026

The [2026 Summer Community Impact Report Questions](#) are available online. Data collected from this report will show the impact of public library summer programs across California.

We are looking to confirm your library's contact person for submission. Use the link below to input the contact information for the person(s) in your library that will submit your summer program data.

The person(s) listed will be responsible for submitting the **2026 Summer Community Impact Report** through **Microsoft Forms**. Although we ask for multiple contacts, only one person should submit the data for your library jurisdiction.

[Submit your library contact information using this form](#) by **July 10th at 5pm**.

An excel form with the questions will also be sent to the person listed as your primary contact once your information is submitted. Use the excel form or copy the questions from the [2026 Summer Community Impact Report Questions](#) webpage to collect required statistics and programming information for your library's 2026 summer programs.

The Summer Community Impact Report relates to all your library's summer 2026 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

Projects marked "LSTA-funded" are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA-funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.



REPORT TO THE ADMINISTRATIVE COUNCIL
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 28, 2026
FROM: Christine Powers, Executive Director

SUBJECT: **Executive Director's Report**

Since the last meeting in March, staff at Southern California Library Cooperative (SCLC) have been very busy with transitions, meetings, budget planning, and advocacy efforts.

Budgets, Budgets, and More Budgets

May is officially the busiest month for SCLC staff, as we hold meetings with each of the five cooperatives to present them with their upcoming fiscal year budgets, renew agreements for the various services they maintain, and work on Plans of Service for submission to the State Library. Given the challenges of the ongoing cuts to the California Library Services Act (CLSA), I am working closely with each cooperative to determine the next best steps.

Brown Act Changes

During the last Executive Director's Report in March, I reported on Senate Bill (SB) 707, and its revisions to the Ralph M. Brown Act. In conversations with legal counsel, it has been determined that joint powers authorities, such as SCLC, are exempt from these changes.

Legislative Update

The Governor released his May Revise of the proposed State Budget on May 14, 2026, which included no changes to any line item within the State Library's Budget from the January Proposed Budget. Advocacy efforts to restore CLSA funding to cooperatives continue, as the State Legislature has until June 15 to submit a budget for the Governor's consideration.

Additionally, the following bills in the table below are currently being considered by State Legislators that may impact libraries. Each bill number links to additional bill information, including text and status.

Bill No.	Author	Title	Status
AB 1804	Hart	State parks: parks passes: libraries	In Senate; awaiting committee assignment (05/21/26)
AB 2007	Bauer-Kahan	Youth programs: identifying information of youth	In Senate; awaiting committee assignment (05/21/26)
AB 2150	Haney	Employment: training requirements: opioid overdose reversals	In Assembly; read second time; ordered to third reading (05/19/26)
AB 2426	Wallis	Online platforms: educational children's content	In Assembly Privacy & Consumer Protection Committee; hearing canceled at request of author (04/09/26)
AB 2790	Committee on Communications & Conveyance	Committee on Communications and Conveyance. California Teleconnect Fund Administrative Committee Fund	In Assembly; read second time; ordered to third reading (05/18/26)
SB 965	Blakespear	Public libraries: library cards	In Assembly Education Committee (05/18/26)

Empowering Access Project

Staff continue to work with the State Library on the Empowering Access Project, which is federally funded. This grant supports the acquisition of privacy booths, Charlie Carts, outreach book bikes, caregiver workstations, light tables, and sewing machines. The final award total for this project is \$2.5 million, and staff received the augmentation needed to execute the second round of this project. Staff have issued all award notifications and have finalized procurement for all materials. Materials are currently being shipped to libraries. SCLC is also collecting photos and stories from libraries as materials are received and utilized by the public. Staff continue to work with libraries and vendors to ensure all materials are delivered as anticipated, and to facilitate any issues that may arise. The next step after this will be initiating a usage count from libraries.

**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, 2026.
- 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 the regularly scheduled May 49-99 Administrative Council meeting; having at least one SCLC staff member attend other meetings virtually.
- 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. 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 and/or fully funded by CLSA as desired by the 49-99 Administrative Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- 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.
- 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 2026/27 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 15% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by 49-99 of CLSA funding from the State, within 30 days of receipt of the funding. Should CLSA System Administrative funds remain at 50% levels as they did last year, 49-99 will provide SCLC with the other 50% of funds, for a total of \$30,021.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by 49-99 of CLSA funding from the State, within 30 days of receipt of the funding.
- Travel reimbursements for Executive Director to conferences in which she represents 49-99.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

49-99 Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.83
Controller	\$75.10
Project Manager	\$68.71
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 15% (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 Administrative and Fiscal Agent services for 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, 2026.
- 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 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 the regularly scheduled May ILS Administrative Council meeting; having at least one SCLC staff member attend other meetings virtually.
- 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. 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 of 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 and/or fully funded by CLSA as desired by the ILS Administrative Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- 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.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated by both parties.
- 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'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 the fiscal year. *(Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline/Communication and Delivery funds.)*
- 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 and 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 2026-27 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 15% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding. Should CLSA System Administrative funds remain at 50% levels as they did last year, ILS will provide SCLC with the other 50% of funds, for a total of \$73,391.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding.
- Travel reimbursements for Executive Director to conferences in which she represents ILS.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

ILS Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.83
Controller	\$75.10
Project Manager	\$68.71
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 15% (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 Administrative and Fiscal Agent services for 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, 2026.
- The Agreement will be a one-year contract, renewable annually if approved by SLS 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 SLS and SCLC Administrative Councils.

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 the regularly scheduled May SLS Executive Council meeting; having at least one SCLC staff member attend other meetings virtually.
- 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. 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 SLS. A fee for contracts outside of 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 and/or fully funded by CLSA as desired by the SLS Executive Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- 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.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated by both parties.
- 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. **Fiscal Agent Services**

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'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 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/Communication and Delivery funds.)*
- 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 and 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 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 and SCLC Administrative Councils.

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 2026-27 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 15%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by SLS of CLSA funding from the State, within 30 days of receipt of the funding. Should CLSA System Administrative funds remain at 50% levels as they did last year, SLS will provide SCLC with the other 50% of funds, for a total of \$46,001.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by SLS of CLSA funding from the State, within 30 days of receipt of the funding.
- Travel reimbursements for Executive Director to conferences in which she represents SLS.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

SLS Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.83
Controller	\$75.10
Project Manager	\$68.71
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 15% (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, 2026.
- 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. 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, subject to SCLC staff capacity.)
- 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, and 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 2026/27 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 15% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by Serra of CLSA funding from the State, within 30 days of receipt of the funding. Should CLSA System Administrative funds remain at 50% levels as they did last year, Serra will provide SCLC with the other 50% of funds, for a total of \$53,153.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by Serra of CLSA funding from the State, within 30 days of receipt of the funding.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

Serra Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.83
Controller	\$75.10
Project Manager	\$68.71
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 15% (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.



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2026-2027 Plan of Service
Application Instructions and Guidelines

California State Library
Sacramento
April 13, 2026

Greg Lucas, Chief Executive Officer
California Library Services Board

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INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Library's California Library Services Act, Communications, Delivery and Resource Sharing program Plan of Service application, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information no later than **June 3, 2026 (extensions available)** to have your funding approved:

1. Award Contact Information
2. Applicant Information
3. Project Details
4. Plan of Service- CLSA Specific Information
5. Project Activities
6. Project Timeline
7. Additional Information/Uploads
8. CLSA Specific Information

You will also be required to provide detailed projected budget expenditures for each year in which you hold CLSA funding.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Application document.
- Guidance to help applicants provide the requested information.

APPLICANT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Organization - Question 1 and 1b	For question 1, ("Is your organization and public Library?") select "No" and enter your legal organization name in question 1b when requested.
Location – Question 1c and 1d	Although your project will be implemented in a California Public Library please enter "No" for question 1c ("Will the project proposed be implemented in a California Public Library?"). In question 1d ("Name of location(s) where project will be implemented.") please enter "[your Cooperative system name] jurisdiction".
Questions 2-8: Authorized Representative Information <ul style="list-style-type: none"> • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number <i>(Please use the format 123-456-7890)</i> • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code <p>Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i></p>	The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.
Questions 9-12: Recipient Grant Manager Contact Information <ul style="list-style-type: none"> • Grant Manager Name • Grant Manager Title • Grant Manager Email Address • Grant Manager Business Phone Number <i>(Please use the format 123-456-7890)</i> 	The recipient Grant Manager is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff.

Question 13: Eligibility	This is a required question for grant programs. Please select yes.
Question 14. Federal Employer Identification Number (FEIN)	Enter your organization's Federal Employer Identification Number.

PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Question 1: Primary Project Audience	Identify the audience(s) for this project. Please select all that apply.
Question 2: Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	Ensure that your statement clearly and concisely represents your plan for the project. This statement may be used for publicity purposes.
Question 3: Description Describe <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. (Word limit: 300)	Provide a description that enables the reader to understand the overall project if they were to read only this response and no other portion of the application. The text should be a summary of the needs and aspirations your project responds to, your planned activities, and how the activities you propose will achieve your desired outcomes and goal. Organize your text in a readable format. Use subheadings as needed.
Question 4: Agency Information Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 300)	The response should align with agencies most recent strategic plan or other guiding documents and describe how your activities fit with your broader mission.
Question 5 and 5b: Will this be a brand-new project? (Y/N)	Please select "no" for question 5. You will be asked to describe the project's current status, any results, lessons learned, and impact to date in question 5b.
Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?	If you select yes, you will be asked to describe your plans for future years and how the activities proposed in this project contribute to your organization's plans as a whole.
Question 7: Focus Population Who is the focus population for this project? (Word limit: 25)	Please identify what population this project will focus on. Some examples could include families, minority populations, children under 5, etc.

<p>Question 8: Addressing Barriers and Unmet Needs: How does this proposed project address barriers and needs experienced by the focus population and align with the population's needs and aspirations? (Word limit: 150)</p>	<p>Describe how what you plan to do will help address the barriers and unmet needs, and align with the aspirations of the focus population.</p>
<p>Question 9: Connecting with the Focus Population: How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)</p>	<p>Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.</p>
<p>Question 10: Collaborating with the Focus Population: If applicable, how is your project being created, planned, and implemented in collaboration with the focus population? (Word limit: 300)</p>	<p>Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it. If you do not do this, put "not applicable".</p>
<p>Question 11: Project Outputs List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.</p>	<p>Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.</p> <p>Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.</p>
<p>Question 12: Evaluation Plans Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)</p>	<p>If you have evaluation plans, describe the metrics you will use and how your organization defines positive outcomes.</p>
<p>Question 13: Future Plans Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned? (Word limit: 150)</p>	
<p>Question 14: Project Partners Project Partners are cooperating institutions, designated through a formal, signed agreement (contract, MOU, etc.), which contributes resources (materials/funds/staff) to one or more project activity or activities.</p>	<p>Should you have project partners, you will be asked to provide the following information for each partner: the organization name, a description of what the partner will provide/contribute to the project, the type of organization the project partner is, as well a copy of the agreement.</p>

	<p>Project partners are invited but not required. If you do not have any project partners, please select "No".</p> <p><i>Organizations or individuals acting as contractors under the project are not considered to be "partners".</i></p>
<p>Question 15: Community Connections Community Connections are those unaffiliated organizations that will support your project but with which you do not have a formal signed agreement.</p>	<p>Should you have community connections you will be asked to provide the following information for each connection: connection name, description of the resources the connection will contribute and how that will help achieve the project goals, as well as any letters of support.</p> <p>Community connections are invited but not required. If you do not have any community connections, please select "No".</p>

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

This section contains questions specific to the California Library Services Act Plan of Service.

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Resources/Services/Programs Summary of library participation in resources, services, and programs</p>	<p>In this sections list each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.</p> <p>Please enter one resource, service, or program in question 1. If you have additional resources, services, or programs you provide please select "yes" in question 1b and another box will populate. You can enter up to five (5) resources, services, or programs. If you have more than five (5) please group the remainder under question 1i "Fifth resource, service or program provided to your member libraries using CLSA funds."</p> <p>Example: Resource/service/program name: Delivery/Courier Service Participating libraries: All If applicable, why did some libraries not opt into this resource/service/program: N/A</p>

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Demographics of System Service Area	<p>Please provide the population number for the below listed underserved populations in your system. Appendix D lists the definitions and sources that you should use to determine the population numbers below.</p> <ul style="list-style-type: none"> • Total population of System service area • Economically Disadvantaged (below poverty level) population • Institutionalized population • Population aged 65+ • Children and youth population <ul style="list-style-type: none"> • Under 5 years of age • 5 to 9 • 10 to 14 • 15 to 19 • Persons with disabilities • Speakers of limited English or English as a Second language population • Non-English speaking population • Ethnicity <ul style="list-style-type: none"> • Black • Hispanic • Asian • Native American • Other • Geographically isolated population (Rural) • Functionally illiterate population • Homebound population

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. [Appendix B](#) has additional information on all the Activity categories.

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If you have activities to report that are not covered by the activities described on this document, please include them at the end of the activities section. Refer to the categories and information on the table below for guidance.

Please reach out to the State Library if you have questions.

Activity 1: Electronic Materials (Resource Sharing)	Include in your description the names of all services you will purchase from or subscribe to,
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<p>If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed, and, for each service, the number of circulations and the number and names of participating libraries.</p>
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<p>Activity 2: Learning Platforms (Resource sharing) If funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.</p>	<p>Please note systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.</p>
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<p>Activity 3: Inter Library Loan (Delivery) If funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical</p>	<p>Please note systems will be asked to report in the system annual report on the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries.</p>
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<p>Activity 4: Intra System Lending (Delivery) If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:</p> <p>Categories: Activity: Content</p>	<p>Please note systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.</p> <p>Please include in your description of this activity:</p> <ul style="list-style-type: none"> • Number of system-owned delivery vehicles that physically move items:
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<p>Mode: Lending Format: Digital or physical or combined digital and physical</p>	<ul style="list-style-type: none"> • Frequency/schedule of physical delivery service: • Number of contracted vendor delivery vehicles that physically move items: • Frequency/schedule of physical delivery service:
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<p>Activity 5: Programming (Resource Sharing) If funds will be used to support programming provided by libraries, for example, DigiLabs, the activity categories should be:</p> <p>Categories: Activity: Instruction Mode: Program Format: In-person, virtual, combined in-person and virtual, other</p>	<p>Please note systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).</p>
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<p>Activity 6: Library Management and Operations (Resource Sharing) If funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS), the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.</p>
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<p>Activity 7: Library Broadband (Communications and Delivery) If funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment, the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report the number and names of participating libraries.</p>
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<p>Activity 8: System Operations (Resource Sharing, Communications and Delivery) If funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc., the activity categories should be:</p>	
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<p>Beneficiaries: Library Workforce</p> <p>Categories: Activity: Procurement</p>	
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TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major actions and when they begin and end. It must include all activities listed in the application (for example, when books will be purchased, programs will be rolled out) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

ADDITIONAL INFORMATION/UPLOADS

Applicant Organization Assessment

Complete the organization assessment portion of the online application. This brief organizational assessment will help us determine the type of support awardees need from the State Library

BUDGET INFORMATION

Please complete the accompanying Grant Award Template (Excel).

Each budget category in your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2025-2026 you will still need to complete the bottom portion of the sheet. (2024-2025, 2025-2026, and 2026-2027)

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: [https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer>)

Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives; collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

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

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program	Formal interaction and active user engagement (i.e. a computer class)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
Content	Acquisition	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols,</p>

		and negotiating with outside agencies such as publishers and vendors. to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	<p>systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical.</p>
	Creation	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored</p>

			<p>[for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Lending	<p>Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.</p>	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Preservation	<p>Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.</p>	<p>In-house Third party</p>
Planning & Evaluation	Retrospective	<p>Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group</p>	<p>In-house Third party</p>
	Prospective	<p>Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.</p>	<p>In-house Third party</p>

Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A
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APPENDIX C: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

APPENDIX D: DEMOGRAPHICS OF SYSTEM SERVICE AREAS

In an effort to standardize the demographics being provided by the cooperative library systems, below is a list the demographics required, and related definitions and sources.

Demographic	Resource
Total population of the system area.	City, Counties and State population and housing estimates with Annual percentage changes – January 1, 2024-2025
Economically Disadvantaged	U.S. Census Bureau, 2017-2021 American Community Survey 5-year Estimates (S1701)
Institutionalized	U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)
Aged (65+)	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Children and Youth	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Persons with Disabilities	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)
Speakers or limited English or English as a Second Language	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02); People That Speak English Less Than "Very Well" in the United States ;
Non-English Speaking	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1601); People That Speak English Less Than "Very Well" in the United States
Ethnicity	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Geographically Isolated (Rural)	Definition: For the purposes of the CLSA Plan of Service the California State Library defines rural as all geographic areas not classified as urban by the 2020 US Census. Refer to Column V in the following Excel file: County-level 2020 Census Urban and Rural Information for the U.S., Puerto Rico, and Island Areas sorted by state and county FIPS codes
Functionally Illiterate	Definition: For the purposes of the CLSA Plan of Service the California State Library defines functionally illiterate as those individuals at Level 1 or below. https://nces.ed.gov/surveys/piaac/skillsmap/
Homebound	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)