



**Southern California Library Cooperative
Executive Committee Meeting**

**Wednesday, May 29, 2024
1:00 – 2:00 pm**

Hybrid Meeting

**Billy Jean King Main Library
200 W. Broadway, Long Beach, CA 90802**

Alternate locations:

Azusa City Library, 729 N. Dalton Ave., Azusa, CA 91702
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063

Join Zoom Meeting

<https://us02web.zoom.us/j/83947242761?pwd=UTN6bIZFWUI4TFZKUFplbVY3Nllvdz09>

Passcode: 289519

Meeting ID: 839 4724 2761

AGENDA

All items may be considered for action.

1. Opening Jesse Walker-Lanz
 - 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 Jesse Walker-Lanz
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the March 27, 2024, Executive Committee meeting
 - b. Minutes of the March 27, 2024, Special Closed Session Executive Committee meeting
 - c. Proposed SCLC Holidays FY 2024/25

- | | |
|---|-------------------|
| 4. Adoption of Agenda | Jesse Walker-Lanz |
| 5. Budget Status Report for FY 2023/24
(DISCUSSION) | Andy Beck |
| 6. CLSA Plan of Service and Budget for FY 2024/25
(ACTION) | Christine Powers |
| 7. Consideration of Other Post Employment Benefits
(ACTION) | Christine Powers |
| 8. Proposed Budget for FY 2024/25
(ACTION) | Andy Beck |
| 9. Consideration of SCLC Mission and Vision
Statements
(ACTION) | Christine Powers |
| 10. Other
<i>“...that is, matters initiated in the present meeting.” Robert’s Rules of Order,
Revised, III, p.21. Limited by Brown Act to discussion only.</i> | Jesse Walker-Lanz |
| 11. Adjournment | Jesse Walker-Lanz |



ACTION ITEMS

Meeting: _____ SCLC Executive Committee Meeting _____

Date: _____ May 29, 2024 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Send completed form to: sclcadmin@socallibraries.org

Name: _____

Date: _____

Page 2

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Send completed form to: sclcadmin@socallibraries.org



**Southern California Library Cooperative
Executive Committee Meeting**

Wednesday, March 27, 2024

1:00 – 2:00 pm

Hybrid Meeting

**East Los Angeles Library
4837 E. 3rd Street, Los Angeles, CA 90022**

Alternate locations:

Los Angeles Central Library, 630 W. 5th St., Los Angeles, CA 90071

Minutes – draft

Attendance

Behle, Kelly – SVPL
Broman, Susan – LAPL
Goldman, Elizabeth – BUR
Hassen, Leila – AZU
LohGuan, Hilda – AHM
Walker-Lanz, Jesse – LACO

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Snodgrass, Nerissa - SCLC
Walker, Wayne – SCLC

Absent

Herbert, Mark – ESPL

1. Opening Jesse Walker-Lanz
Meeting called to order at 1:29 pm.
2. Public Comment
Opportunity for any guest or member of the public to address the Committee on any item of SCLC business.
None
3. Consent Calendar Jesse Walker-Lanz
(ACTION)
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.

- a. Minutes of the January 24, 2024, Executive Committee meeting.
MSP (LohGuan/Hassen) to pass the Consent Calendar, without changes.
6 yes, 0 no, 0 abstain
4. Adoption of Agenda Jesse Walker-Lanz
Chair adopted the Agenda as presented, without objection.
5. Budget Status Report FY 2023/24 Andy Beck
(DISCUSSION)
Andy Beck presented the Budget Status Report for FY 2023/24, which reflects reconciled bank statements through January 31, 2024.
6. Membership Dues FY 2024/25 Andy Beck
(ACTION)
MSP (Goldman/Behle) Recommend the approval of membership dues schedule for FY 2024/25 to the Administrative Council.
6 yes, 0 no, 0 abstain.
7. Preliminary Budget FY 2024/25 Andy Beck
(DISCUSSION)
Andy Beck presented a preliminary budget including revenues, expenses, and grants.
8. CLSA Planning FY 2024/25 Christine Powers/
Andy Beck
(ACTION)
MSP (Goldman/LohGuan) Recommend to the Administrative Council that a survey be conducted for all members to gauge interest for LinkedIn Learning and a member disbursement.
6 yes, 0 no, 0 abstain
9. Executive Director Evaluation Jesse Walker-Lanz
(CLOSED SESSION DISCUSSION)
Staff and the member of the public present at the meeting left the room so that the Executive Committee members could engage in the closed session discussion.
Staff and the public rejoined the meeting after the discussion was concluded.
10. Executive Director Salary Jesse Walker-Lanz
(ACTION)
MSP (Goldman/LohGuan) Recommend a 5% salary increase for the Executive Director to the Administrative Council.
6 yes, 0 no, 0 abstain
11. SCLC Mission and Vision Statements Christine Powers

(DISCUSSION)

This item was introduced but discussion was limited in the interest of time.

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

13. Adjournment Jesse Walker-Lanz
MS (LohGuan/Behle) to adjourn the meeting at 2:11 pm.



**Southern California Library Cooperative
Executive Committee Special Meeting**

**Wednesday, March 27, 2024
1:00 – 2:00 pm**

Hybrid Meeting

**East Los Angeles Library
4837 E. 3rd Street, Los Angeles, CA 90022**

Alternate locations:
Los Angeles Central Library, 630 W. 5th St., Los Angeles, CA 90071

Minutes – draft

Attendance

Behle, Kelly – SVPL
Broman, Susan – LAPL
Goldman, Elizabeth – BUR
Hassen, Leila – AZU
LohGuan, Hilda – AHM
Walker-Lanz, Jesse – LACO

Other

Andy Beck – SCLC
Jamaar Boyd-Weatherby – Jones Mayer Law
Christine Powers – SCLC

Absent

Herbert, Mark – ESPL

1. Call to Order Jesse Walker-Lanz
The meeting was called to order at 1:02 pm.

2. Closed Session
 - a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Pursuant to Government Code § 54956.9(d)(2). Number of Cases: One (1)
After receiving a briefing, members of the Executive Committee provided feedback to the Executive Director regarding the matter.

3. Adjournment Jesse Walker-Lanz
MS (LohGuan/Goldman) to adjourn at 1:28 pm.



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Proposed SCLC Holidays FY 2024/25**

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 2024/25 are consistent with the holidays that were approved for the current fiscal year:

Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Cesar Chavez Day	Monday, March 31, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Floating Holidays	Two per year for each employee

FISCAL IMPACT: None

RECOMMENDATION: Recommend to the Administrative Council the approval of the SCLC holidays, as presented, for FY 2024/25.

EXHIBITS: None



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Andy Beck, Controller

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

BACKGROUND: Budget Status Report for Fiscal Year 2023/24 is attached for review and reflects reconciled bank statements through March 31, 2023.

Financial highlights for revenues include the receipt of 79% membership dues. For expenses, there are no unexpected expenses since the last meeting.

CLSA rollover funds from FYs 2020/21 through 2022/23, totaling \$861,942, were rolled over to FY 2023/24. Rolled over CLSA funds are anticipated to be spent, with the exception of \$365,773 for e-Resources which is the reduced balance after considering the cost of *The Economist*.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:
a. Budget Status Report

Southern California Library Cooperative
Budget Status Report
January 31, 2024

EC Agenda Item 05a

	Proposed Budget FY 23/24	FY22/23 Actual	FY2324 Actual	Amount Unrealized	Percent Unrealized	Percent Realized	Note
Revenues:							
CLSA baseline revenue (communications and delivery)	\$ 599,447	\$ 142,870	\$ 302,397	\$ 297,050	50%	50%	Rollover = 39,843; CLSA = 559,604
CLSA system administration	139,900	140,833	104,925	34,975	25%	75%	Received in December 2023
Fiscal and administration revenues	223,784	211,702	167,838	55,946	25%	75%	CLSA = 202,209; Shared expense = 21,575
Grant project revenues	1,226,432	2,377,231	1,166,527	59,905	5%	95%	
Grant indirect revenues	131,523	161,330	113,834	17,689	13%	87%	
Grant staffing revenues	142,045	84,781	111,406	30,639	22%	78%	
Membership dues	237,064	210,681	237,065	(1)	0%	100%	Lump sum billing; 79% received
Califa membership dues	13,590	13,590	13,591	(1)	0%	100%	Lump sum billing; 79% received
Investment income	100,000	40,115	93,561	6,439	6%	94%	LAIF and CEPPT reported quarterly
Other	1,000	2,485	1,814	(814)	-81%	181%	
Total revenues	<u>2,814,785</u>	<u>3,385,618</u>	<u>2,312,958</u>	<u>501,827</u>	<u>18%</u>	<u>82%</u>	
Expenditures:							
CLSA baseline expenditures:							
Office supplies	13,000	4,172	5,890	7,110	55%	45%	
Duplication and photocopies	1,500	1,735	-	1,500	100%	0%	
E-Resources	369,647	1,212	210,655	158,992	43%	57%	
Contract services for delivery	172,500	68,206	47,786	124,714	72%	28%	Reliant
Contract services	19,000	15,869	19,250	(250)	-1%	101%	Audit; GASB 75
Telecommunications	21,800	16,681	18,816	2,984	14%	86%	Internet; website; IT; Phone; VOIP; Zoom
Resource sharing	-	34,995	-	-	-	-	PY - Scanners; CY - No allocation
Capital Outlay	2,000	-	-	2,000	100%	0%	
Total CLSA baseline expenditures	<u>599,447</u>	<u>142,870</u>	<u>302,397</u>	<u>297,050</u>	<u>50%</u>	<u>50%</u>	
CLSA administration expenditures:							
Personnel							
Salary and wages	603,693	517,555	473,036	130,657	22%	78%	
Retirement benefits	62,700	46,628	47,278	15,422	25%	75%	
Unfunded pension liability	151,107	152,775	146,217	4,890	3%	97%	Discount with one time payment
Health insurance - current employees	56,000	46,491	41,809	14,191	25%	75%	
Health insurance - retired employees	46,300	47,102	34,139	12,161	26%	74%	
Dental and vision	5,400	5,063	4,010	1,390	26%	74%	Ameritas
Life insurance	2,300	1,214	1,160	1,140	50%	50%	Lincoln; Dearborn
Other personnel expenses	15,500	14,394	13,170	2,330	15%	85%	Payroll tax; Workers comp
Total personnel expenditures	<u>943,000</u>	<u>831,222</u>	<u>760,819</u>	<u>182,181</u>	<u>19%</u>	<u>81%</u>	
Other							
Payroll processing	7,000	7,766	5,190	1,810	26%	74%	Paychex; Paychex HR; Time/Attendance
Accounting software	4,000	3,969	4,118	(118)	-3%	103%	Lump sum payment
Office space rent	25,800	25,716	19,287	6,513	25%	75%	
Insurance	2,400	2,280	1,771	629	26%	74%	General liability
Travel/conference/meeting	10,000	9,028	5,154	4,846	48%	52%	Retreat
Membership dues	14,600	13,848	13,820	780	5%	95%	Payment to Califa
Legal	12,000	11,220	5,140	6,860	57%	43%	
Professional other	-	79,423	-	-	-	-	PY Accountant; Consultant
Other	3,000	3,590	1,853	1,147	38%	62%	GASB 68 report
Total other expenditures	<u>78,800</u>	<u>156,840</u>	<u>56,333</u>	<u>22,467</u>	<u>29%</u>	<u>71%</u>	
Total CLSA administration expenditures	<u>1,021,800</u>	<u>988,062</u>	<u>817,152</u>	<u>204,648</u>	<u>20%</u>	<u>80%</u>	
Grant project expenditure	<u>1,226,432</u>	<u>2,377,231</u>	<u>1,065,858</u>	<u>160,574</u>	<u>13%</u>	<u>87%</u>	
Total expenditure	<u>2,847,679</u>	<u>3,508,163</u>	<u>2,185,407</u>	<u>662,272</u>	<u>23%</u>	<u>77%</u>	
Deficit of revenues over expenditures	<u>\$ (32,894)</u>	<u>\$ (122,545)</u>	<u>\$ 127,551</u>	<u>\$ (160,445)</u>	<u>488%</u>	<u>-388%</u>	

SCLC ACCOUNT BALANCES

Chase	\$ 3,841,385
Local Agency Investment Fund	162,915
CA Employer's Pension Prefunding Trust	93,452
Total	<u>\$ 4,097,751</u>

Southern California Library Cooperative
Budget Status Report
January 31, 2024

CLSA FUNDS

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
E-Resources	\$ -	\$ 379,630	\$ -	\$ 379,630
Delivery	-	150,487	(25,932)	124,555
Contracted services	-	15,764	(16,014)	(250)
Office supplies	-	11,723	(2,497)	9,226
Capital outlay	-	2,000	-	2,000
	<u>\$ -</u>	<u>\$ 559,604</u>	<u>\$ (44,443)</u>	<u>\$ 515,161</u>

	FISCAL YEAR 2022-23				
	Beginning	Addition	Deletions	Ending	
E-Resources	\$ 445,338	\$ -	\$ (25,165)	\$ 420,173	Remaining \$365,773
Delivery	21,854	-	(21,854)	-	
Contracted services	3,236	-	(3,236)	-	
Telecommunications	30,000	-	(15,297)	14,703	
Office supplies	3,393	-	(3,393)	-	
	<u>\$ 503,821</u>	<u>\$ -</u>	<u>\$ (68,945)</u>	<u>\$ 434,876</u>	

	FISCAL YEAR 2021-22				
	Beginning	Addition	Deletions	Ending	
E-Resources	\$ 288,419	\$ -	\$ (120,854)	\$ 167,565	Pressreader
Telecommunications	3,519	-	(3,519)	-	
	<u>\$ 291,938</u>	<u>\$ -</u>	<u>\$ (124,373)</u>	<u>\$ 167,565</u>	

	FISCAL YEAR 2020-21				
	Beginning	Addition	Deletions	Ending	
E-Resources	\$ 64,636	\$ -	\$ (64,636)	\$ -	Pressreader
	<u>\$ 64,636</u>	<u>\$ -</u>	<u>\$ (64,636)</u>	<u>\$ -</u>	



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director
Andy Beck, Controller

SUBJECT: **CLSA Plan of Service and Budget for FY 2024/25 (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. In order to receive this funding, SCLC submits an annual Plan of Service 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 was scheduled to meet in April to consider approving the CLSA’s preliminary system budget allocation, but that meeting has been postponed to May 28, 2024. Additionally, the State Library has recently provided a new Plan of Service application, and as a result, has pushed the deadline to submit the Plan of Service to August 1 (they are typically due early June).

CLSA funding was previously categorized as follows: eResources, Resource Sharing, Delivery, Audit, Office Supplies, and Telecommunication. These are all still valid categories but are now organized into eight activities and a section for other activity in the new application. Once approved, cooperatives have the year of funding and two subsequent years (total of three years) to use the CLSA funds. Although encumbered funds may not be spent, since these funds are committed to be spent in the near future, the California State Library allows encumbered funds to be spent beyond the three-year period. Any remaining funds must be returned to the California State Library.

FY 2024/25 CLSA Funds

At the March 27, 2024, Administrative Council meeting, members recommended maintaining the same distributions for FY 2024/25 that are in place for the current fiscal year:

1. eResources (92.8%)
 - a. PressReader
 - b. Gale Archives of Sexuality and Gender
2. Courier Delivery Services (0.0%)
3. Telecommunications (3.0%)
 - a. IT Support
 - b. Zoom
 - c. Internet
 - d. Website Updates/Hosting
 - e. Phone/Fax
 - f. Telecommunications Equipment
4. Audit (3.7%)
5. Postage & Office Supplies (0.5%)

CLSA Rollover Funds

As noted above, cooperatives have a total of three years to expend CLSA funds. Any funds awarded and not spent within the fiscal year may be rolled over for an additional two years. SCLC rolled over \$64,636 from FY 2020/21, \$291,938 from FY 2021/22, and \$503,821 from FY 2022/23, to total \$860,395 in rollover funds. These rollover funds are earmarked and expected to be spent before expiring, except for \$428,686 in eResources. Just recently, the Administrative Council approved \$62,913 for the addition of *The Economist* to its PressReader subscription, which reduced this eResource balance to \$365,773. At a minimum, this balance must be encumbered by the end of FY 2024/25.

At the March 27, 2024, Administrative Council meeting, members expressed interest in two options of expending these rollover funds: one was for a systemwide purchase of LinkedIn Learning for all members, and the other was for a disbursement of the funds to members to utilize on eResources.

Staff reached out to LinkedIn Learning and received pricing for FY 2024/25, which is included as Exhibit d in this report. The pricing shows the list price for each library, reflects which libraries are currently offering LinkedIn Learning through the State Library, and reflects the discounted price for each library, as there is a 20% consortium discount if at least 25 member libraries participate in LinkedIn Learning. Should every library wish to participate, the total price would be \$485,600 for FY 2024/25. Should only the current member libraries which offer LinkedIn Learning participate, the total price would be \$415,900.

CLSA FY 2023/24 funds of \$150,487 were allocated to delivery due to service issues with SCLC's delivery vendor. Subsequent to FY 2022/23, SCLC's delivery vendor has corrected the issue. Excess funds from CLSA FY2023/24 will be rolled over to FY 2024/25 and no additional funds from CLSA FY 2024/25 will be requested. Given the cost of LinkedIn Learning (between \$415,900 and \$485,600) and the total rollover funds available for eResources (\$365,773), the balance of the expenditure can be supplemented with CLSA FY 2024/25 funds including amounts that would traditionally be allocated to delivery.

The second option is a one-time disbursement to members to utilize on the eResource of their choice. Should members opt to take these disbursements, they will need to let staff know ahead of time what specific eResource they will be spending the funds on. Additionally, at least three members must utilize the same eResource, per CLSA law, so there will need to be some level of coordination of what eResources these funds are expended on. A breakdown of the amount each member would receive in member disbursements is included as Exhibit e of this report. The disbursements only include the CLSA FY 2022/23 roll over funds.

CLSA FY 2023/24 roll over funds, which are currently estimated at \$120,000, will be determined shortly after the end of the fiscal year and can be added to the CLSA FY 2022/23 roll over funds for disbursements, or can be set aside to address any potential budget shortfall should CLSA funds be reduced by 50% for the next two fiscal years, as indicated in the Governor's May Revise of the State Budget.

A survey was distributed to members via email using Survey Monkey. Eighteen members responded to the survey, of which three members (17%) expressed a preference for using rollover funds towards LinkedIn Learning. The remaining 15 members (83%) indicated that they would prefer to have a check issued to their library for the following eResources:

- Hoopla (2 members)
- OverDrive (4 members)
- cloudLibrary (4 members)
- Kanopy (4 members)
- Brainfuse HelpNow (1 member)

As the Committee determines the best use of these funds, it's important to note that these funds are a one-time expenditure and should not be viewed as recurring.

FISCAL IMPACT: The CLSA preliminary system budget allocation for FY 2024/25 is \$697,088. Of that funding, \$557,672 (80%) is for the Baseline Budget, which is used to fund services, including delivery and audit, and some operational expenses. The remaining balance of \$139,416 (20%) is allocated as System Administration funding, which is utilized to pay for system administration services provided by SCLC staff. The overall CLSA budget allocation for SCLC decreased by \$2,416 when compared to last

year's funds due to a population decrease in SCLC's jurisdiction. Over the past two years, SCLC funds have decreased by a total of over \$7,000.

The May Revision Finance Letter for Education posted on the Department of Finance website indicates that in his May Revision, the Governor proposes to reduce the annual allocation to the CLSA funding by \$1.75 million, which would leave \$1.88 million to allocate to the cooperative library systems for both FY 2024/25 and 2025/26. This would reduce SCLC's overall CLSA allocation to \$361,026, of which \$288,822 would be for the Baseline Budget and \$72,204 would be for System Administration. This revised budget allocation is included as Exhibit b of this report. These cuts have not yet been finalized, and given the advocacy efforts led by cooperatives, staff remain hopeful that the CLSA funding will remain intact.

RECOMMENDATION: Recommend to the Administrative Council to provide direction for expenditure of CLSA rollover funds and authorize the Chair and Vice-Chair to work with staff to complete and sign the FY 2024/25 Plan of Service and Budget for submission to the State Library. Additionally, given the proposed cuts to CLSA, it is recommended that the Administrative Council provide direction on how to proceed with the roll over funds should the cuts be implemented. Options include using all of the rollover funds regardless of the adjustment to the CLSA funding or using a reduced amount of the rollover funds.

EXHIBITS:

- a. CLSA Preliminary System Budget Allocations – FY 2024/25
- b. Revised CLSA Preliminary System Budget Allocations – FY 2024/25
- c. CLSA Plan of Service
- d. LinkedIn Learning Pricing
- e. Member Disbursement Breakdown

Exhibit A

CLSA Preliminary System Budget Allocations- FY 2024/25

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 111,269	\$ 27,817	\$ 139,086	
49-99	\$ 120,190	\$ 30,048	\$ 150,238	
Inland	\$ 299,108	\$ 74,778	\$ 373,886	
NorthNet	\$ 666,360	\$ 166,590	\$ 832,950	
PLP	\$ 568,138	\$ 142,035	\$ 710,173	
SJVLS	\$ 192,158	\$ 48,040	\$ 240,198	
Santiago	\$ 176,620	\$ 44,155	\$ 220,775	
Serra	\$ 212,485	\$ 53,121	\$ 265,606	
SCLC	\$ 557,672	\$ 139,416	\$ 697,088	
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000	\$ 1,000,000

Exhibit B**CLSA Preliminary System Budget Allocations \$1,880,000- FY 2024/25****Communications and Delivery Program**

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 57,627	\$ 14,407	\$ 72,034	
49-99	\$ 62,248	\$ 15,562	\$ 77,810	
Inland	\$ 154,910	\$ 38,729	\$ 193,639	
NorthNet	\$ 345,112	\$ 86,278	\$ 431,390	
PLP	\$ 294,242	\$ 73,561	\$ 367,803	
SJVLS	\$ 99,520	\$ 24,880	\$ 124,400	
Santiago	\$ 91,472	\$ 22,867	\$ 114,339	
Serra	\$ 110,047	\$ 27,512	\$ 137,559	
SCLC	\$ 288,822	\$ 72,204	\$ 361,026	
Total funding	\$ 1,504,000	\$ 376,000	\$ 1,880,000	\$ 1,000,000



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

Table of Contents

INTRODUCTION	3
PHYSICAL DELIVERY COUNTS – FY 2024-2025:	3
PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY	3
GOAL FOUR OF THE FIVE-YEAR PLAN	3
SUPPORT FOR COOPERATIVE SYSTEMS	3
APPLICATION INSTRUCTIONS	5
BASIC INFORMATION.....	5
Applicant Organization Name	5
Organization Name	5
Application Title.....	5
Authorized Representative Information.....	5
Alternate Contact Information.....	6
Administrative Council Chair Information	6
Goal (California State Library Five Year Plan for Grantmaking)	6
Primary Audience(s) for Project.....	6
Employer Identification Number (EIN)	7
PROJECT INFORMATION	7
Brief Abstract	7
Description	7
Agency Information.....	7
Impact to Date.....	8
Community Needs, Aspirations, and Assets Response	8
Community Engagement	8
Intent.....	9
Anticipated Outputs.....	9
Evaluation Plans	10
Sustainability	10
Summary of library participation in resources, services, and programs	10
Any other comments?	10
ACTIVITIES.....	11
Activity 1: Electronic Materials (Resource Sharing)	11
Activity 2: Learning Platforms (Resource sharing).....	12
Activity 3: Inter Library Loan (Delivery).....	12
Activity 4: Intra System Lending (Delivery).....	13
Activity 5: Programming (Resource Sharing).....	14
Activity 6: Library Management and Operations (Resource Sharing)	15

Activity 7: Library Broadband (Communications and Delivery)	15
Activity 8: System Operations (Resource Sharing, Communications, and Delivery)	16
Other Activity:.....	16
TIMELINE.....	17
BUDGET INFORMATION.....	17
SIGNATURES:.....	18
APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS	19
APPENDIX B: ACTIVITY INFORMATION	21
APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)	24
APPENDIX D: OUTCOME SURVEY INFORMATION	25
APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE).....	26

INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, 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 by **August 1, 2024** to have your funding approved:

1. CLSA Plan of Service Narrative Application
2. CLSA Plan of Service Budget – One worksheet for each fiscal year you hold funds

PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024

October 14 - October 27, 2024

January 06 - January 19, 2025

April 28 - May 11, 2025

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." ([18701](#))

"It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." ([18702](#))

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." ([18745](#))

GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	The name of the system applying for the funds.
Response:	
Organization Name	(If different from above) The name of the system whose activities the funds will benefit.
Response:	
Application Title	<p>The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year</p> <p>For example: Santiago Library System _CLSA Communication and Delivery Program _2024-2025</p>
Response:	
<p>Authorized Representative Information</p> <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 • 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.</p>
Response:	

Alternate Contact Information <ul style="list-style-type: none"> • Alternate Contact Name • Alternate Contact Title • Alternate Contact Email Address • Alternate Contact Business Phone Number <i>(Please use the format 123-456-7890)</i> 	<p>The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council.</p> <p>This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.</p>
Response:	
Administrative Council Chair Information <ul style="list-style-type: none"> • Administrative Council Chair Name • Administrative Council Chair Title • Administrative Council Chair Email Address • Administrative Council Chair Business Phone Number <i>(Please use the format 123-456-7890)</i> 	
Response:	
Goal (California State Library Five Year Plan for Grantmaking)	Response Pre-populated by the State Library.
Response: Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.	
Primary Audience(s) for Project	Response pre-populated by the State Library.
Response: General Population	

Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.
EIN:	

PROJECT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>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)</p>	Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.
Response:	
<p>Description Describe</p> <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. <p>(Word limit: 300)</p>	<p>Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application.</p> <p>The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system.</p> <p>It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.</p>
Response:	
<p>Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)</p>	The response should align with your most recent strategic plan or other guiding documents and describe how your CLSA activities fit with your broader mission.

Response:	
Impact to Date Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)	Ensure that the impact, lessons learned, or successes are evident and well-supported.
Response:	
Community Needs, Aspirations, and Assets Response Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)	<p>Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved.</p> <p>Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.</p>
Response:	
Community Engagement Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)	<p>Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations.</p> <p>The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.</p>

Response:	
Intent	Response pre-populated by the State Library
Response: Information Access: Improve access to information	
Anticipated Outputs List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.	<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>Outputs should include the names of services subscribed to; anticipated circulation numbers for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs.</p> <p>Examples: One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries.</p> <p>[Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times.</p> <p>One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries.</p> <p>[Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service.</p>
Response:	

Evaluation Plans What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)	Describe the metrics you will use and how your system defines positive outcomes.
Response:	
Sustainability How is your cooperative system preparing and planning for the future? (Word limit: 300)	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.
Response:	
Summary of library participation in resources, services, and programs	List below 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.
Response (add sections as needed): Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program: Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program: Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:	
Any other comments?	
Response:	

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. Further information is available in [Appendix B](#).

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

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.
- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

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

<p>Activity 1: Electronic Materials (Resource Sharing)</p> <p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>Include in your description the names of all services you will purchase from or subscribe to, 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>
<p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none">○ General Population○ Targeted Group <p>If targeted group:</p> <ul style="list-style-type: none">• Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban• If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused• If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White• If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs• Is the activity directed at groups that fall into a category not already captured? If yes, please describe.	

Categories:
Activity: Content
Mode: Acquisition
Format: Digital

Activity 2: Learning Platforms (Resource sharing)

Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.

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.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Acquisition

Format: Digital

Activity 3: Inter Library Loan (Delivery)

Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.

Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the interlibrary loan delivery system and, for each service, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population

- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery)

Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.

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.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Physical items sent by system member public libraries:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Physical items sent by non-public libraries in system area:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Number of system-owned delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Number of contracted vendor delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Percentage of items to be physically delivered by:

US Mail:

UPS:

System Van:

Contracted Van:

Other:

Other: please describe

Activity 5: Programming (Resource Sharing)

Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.

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).

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with

disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs

- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Instruction

Mode: Program

Format: In-person, virtual, combined in-person and virtual, other

Activity 6: Library Management and Operations (Resource Sharing)

Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).

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.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 7: Library Broadband (Communications and Delivery)

Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.

Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications, and Delivery)

Complete this activity section 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.

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:

Response:

Title:

Description (90-160 words):

Beneficiaries:

Categories:

TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) 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.

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended

BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on 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 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

SIGNATURES

System Name:		
Director:	Director Email:	
Address:	City:	Zip:
Phone:		

System Chair for FY 2024-2025:	Fiscal Agent:
---------------------------------------	----------------------

Date approved by Administrative Council:

Signature of FY 2024-25 Administrative Chair:	
Print Name:	Date:

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.

Equity

Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.

(Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at <https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/>)

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 and negotiating with outside agencies such as publishers and vendors. to obtain	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.

		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.	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.]) Combined digital and physical.
	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.	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. 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.]) Combined digital and physical
	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.	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. 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.])

			Combined digital and physical
	Lending	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>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	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.	In-house Third party
Planning & Evaluation	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
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

APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

Registration Requirements

Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

System for Award Management (SAM)

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are **required to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: 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

LinkedIn Learning Pricing

Library Name	Current State Contract Opt-In	List Price	20% Consortium Discount (minimum 25 participants)
Alhambra Public Library	Yes	\$13,125	\$10,500.0
Altadena Library District	Yes	\$7,000	\$5,600.0
Arcadia Public Library	Yes	\$13,125	\$10,500.0
Azusa City Library	Yes	\$7,000	\$5,600.0
Burbank Public Library	Yes	\$15,750	\$12,600.0
Calabasas Public Library	Yes	\$4,500	\$3,600.0
Camarillo Public Library	Yes	\$13,125	\$10,500.0
City Of Commerce Public Library	Yes	\$2,500	\$2,000.0
Covina Public Library	Yes	\$13,125	\$10,500.0
Downey City Library	Yes	\$15,750	\$12,600.0
El Segundo Public Library	Yes	\$4,500	\$3,600.0
Glendale Public Library	Yes	\$20,000	\$16,000.0
Glendora Library and Cultural Center	Yes	\$13,125	\$10,500.0
Inglewood Public Library	Yes	\$15,750	\$12,600.0
Irwindale Public Library	Yes	\$2,500	\$2,000.0
LA County Library	Yes	\$78,750	\$63,000.0
Long Beach Public Library	Yes	\$20,000	\$16,000.0
Los Angeles Public Library	Yes	\$78,750	\$63,000.0
Monterey Park Bruggemeyer Library	Yes	\$13,125	\$10,500.0
Moorpark City Library	Yes	\$7,000	\$5,600.0
Palmdale City Library	Yes	\$20,000	\$16,000.0
Palos Verdes Library District	Yes	\$13,125	\$10,500.0
Pasadena Public Library	Yes	\$15,750	\$12,600.0
San Marino Public Library - Crowell	Yes	\$2,500	\$2,000.0
Santa Fe Springs City Library	Yes	\$4,500	\$3,600.0
Santa Monica Public Library	Yes	\$13,125	\$10,500.0
Sierra Madre Public Library	Yes	\$2,500	\$2,000.0
Signal Hill Public Library	Yes	\$2,500	\$2,000.0
Simi Valley Public Library	Yes	\$15,750	\$12,600.0
South Pasadena Public Library	Yes	\$7,000	\$5,600.0
Thousand Oaks Library	Yes	\$15,750	\$12,600.0
Torrance Public Library	Yes	\$15,750	\$12,600.0
Ventura County Library	Yes	\$20,000	\$16,000.0
Whittier Public Library	Yes	\$13,125	\$10,500.0
Beverly Hills Public Library	No	\$7,000	\$5,600.0
Monrovia Public Library	No	\$7,000	\$5,600.0
Oxnard Public Library	No	\$20,000	\$16,000.0
Pomona Public Library	No	\$20,000	\$16,000.0
Redondo Beach Public Library	No	\$13,125	\$10,500.0
Santa Clarita Public Library	No	\$20,000	\$16,000.0
		Total	Total for all SCLC
		\$607,000.0	\$485,600.0
			Total for Current Users Only
			\$415,900.0

Member Disbursement Breakdown

Member Library	FY 2024/25 Dues	Pro-ratio	Distribution
Alhambra - AHM	\$ 4,237.00	1.76%	\$ 6,428
Altadena - ALT	\$ 3,027.00	1.26%	\$ 4,592
Arcadia - ARC	\$ 3,427.00	1.42%	\$ 5,199
Azusa - AZU	\$ 3,238.00	1.34%	\$ 4,912
Beverly Hills - BEV	\$ 2,678.00	1.11%	\$ 4,063
Burbank - BUR	\$ 4,967.00	2.06%	\$ 7,535
Calabasas - CAB	\$ 2,400.00	1.00%	\$ 3,641
Camarillo - CAM	\$ 3,860.00	1.60%	\$ 5,856
Commerce - CMM	\$ 2,061.00	0.85%	\$ 3,127
Covina - COV	\$ 3,265.00	1.35%	\$ 4,953
Downey - DOW	\$ 5,178.00	2.15%	\$ 7,855
El Segundo - ELS	\$ 2,215.00	0.92%	\$ 3,360
Glendale - GDL	\$ 7,692.00	3.19%	\$ 11,669
Glendora - DORA	\$ 3,290.00	1.36%	\$ 4,991
Inglewood - ING	\$ 5,021.00	2.08%	\$ 7,617
Irwindale - IRW	\$ 1,730.00	0.72%	\$ 2,625
Long Beach - LBPL	\$ 15,428.00	6.40%	\$ 23,406
Los Angeles City - LAPL	\$ 33,966.00	14.09%	\$ 51,529
Los Angeles County - LACO	\$ 33,966.00	14.09%	\$ 51,529
Monrovia - MON	\$ 2,862.00	1.19%	\$ 4,342
Monterey Park - MPK	\$ 3,546.00	1.47%	\$ 5,380
Moorpark - MOOR	\$ 2,787.00	1.16%	\$ 4,228
Oxnard - OXN	\$ 7,887.00	3.27%	\$ 11,965
Palmdale - PALM	\$ 6,895.00	2.86%	\$ 10,460
Palos Verdes District - PVP	\$ 3,759.00	1.56%	\$ 5,703
Pasadena - PAS	\$ 5,987.00	2.48%	\$ 9,083
Pomona - POM	\$ 6,387.00	2.65%	\$ 9,690
Redondo Beach - RED	\$ 3,832.00	1.59%	\$ 5,813
San Marino - SMAR	\$ 2,066.00	0.86%	\$ 3,134
Santa Clarita - SCL	\$ 8,929.00	3.70%	\$ 13,546
Santa Fe Springs - SFE	\$ 2,266.00	0.94%	\$ 3,438
Santa Monica - SAM	\$ 4,564.00	1.89%	\$ 6,924
Sierra Madre - SMD	\$ 2,023.00	0.84%	\$ 3,070
Signal Hill - SIG	\$ 2,042.00	0.85%	\$ 3,098
Simi Valley - SIM	\$ 5,584.00	2.32%	\$ 8,471
South Pasadena - SOPAS	\$ 2,508.00	1.04%	\$ 3,805
Thousand Oaks - THO	\$ 5,546.00	2.30%	\$ 8,414
Torrance - TOT	\$ 6,177.00	2.56%	\$ 9,371
Ventura County - VEN	\$ 9,385.00	3.89%	\$ 14,238
Whittier - WHI	\$ 4,425.00	1.84%	\$ 6,713
Total	\$ 241,103.00	100.00%	\$ 365,773



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: Consideration of Other Post Employment Benefits (ACTION)

BACKGROUND: The Southern California Library Cooperative (SCLC) provides CalPERS health insurance to its employees as a benefit. The CalPERS Health Program is governed by the Public Employees Medical and Hospital Care Act (PEMHCA), and the California Code of Regulations (CCR), of the California Public Employees Retirement Law (PERL). PEMHCA contains all the rules and regulations that a contracting agency, such as SCLC, must adhere to.

Some local government agencies provide health benefits to retired employees, while many do not. These benefits are usually, although not always, documented in labor agreements with employee bargaining units. Federal law requires local government agencies to provide health benefits for active employees, however the Affordable Care Act does not mandate that cities provide health coverage to retired employees or their dependents. State law requires retiree medical only for local government agencies using CalPERS as their employee medical benefit plan provider. These agencies are required by the Public Employees' Medical & Hospital Care Act (PEMHCA) to provide a minimum benefit for retired employees. As noted above, SCLC uses CalPERS as its employee medical benefit plan provider, and thus, is required by state law to provide medical benefits to its retirees as well.

SCLC employees, both past and present, are employed at will, and sign contracts for employment. These contracts do not include any provisions for retiree health benefits to be paid by SCLC. An agency has the ability and authority to file a change resolution to change the monthly employer health contribution. Moreover, the employer contribution can be reduced to a minimum amount, as defined by PEMHCA. Contracting agencies may change their employer contribution anytime in the contracting year. A change resolution can become effective as early as the first day of the second month in which the resolution is filed and received by CalPERS.

To maintain the same level of benefits for active employees, SCLC can have a side agreement with active employees for the difference between the PEMHCA minimum and the current medical benefits.

SCLC's Strategic Plan includes an objective to develop fiscal sustainability by putting funds to best use. This objective, coupled with SCLC's budget deficit, requires that all expenditures be scrutinized in order to sustain SCLC as an organization.

FISCAL IMPACT: From July through December 2023, SCLC had eight retirees with premiums ranging from \$283.25 to \$785.42 per month. In January 2024, there were eight retirees, and from February 2024 to current, there are seven retirees with premiums ranging from \$324.79 to \$813.20. It is anticipated that SCLC will soon have eight retirees, as it is expected that another employee will soon file for retirement, which will increase the monthly contribution towards retiree health benefits. For FY 2023/24, SCLC will have paid \$47,070 towards retiree health benefits. For reference, SCLC has double the retirees as it does active employees.

As noted above, an agency has the ability and authority to file a change resolution to change the monthly employer health contribution, and can reduce this to a minimum amount, as defined by PEMHCA. The 2024 PEMHCA minimum is \$157 per month, per retiree. This amount changes annually, and the 2025 PEMHCA has not yet been set. For context, the 2023 PEMHCA minimum was \$151, representing a 4% increase from 2023 to 2024. For comparison, if the PEMHCA minimum was implemented in FY 2023/24, the annual premium would have been \$14,784, providing a savings of over \$32,000.

RECOMMENDATION: Recommend to the Administrative Council to authorize the SCLC Chair to sign Resolution No. 2024-01 Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants. The resolution would set the monthly contribution for retiree health benefits to the PEMHCA minimum and would become effective January 2025. This would provide enough time to communicate the change in benefits to retirees and allow them to change their health benefit plan, if desired, during open enrollment in the Fall of 2024.

EXHIBITS:

- a. Resolution No. 2024-01

RESOLUTION NO. 2024-01
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS

- WHEREAS, (1) Southern California Library Cooperative is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the **PEMHCA Minimum** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) Southern California Library Cooperative has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Southern California Library Cooperative shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Southern California Library Cooperative would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Position Title or Name of Person to file with the Board a verified copy of this resolution, and to perform on behalf of Southern California Library Cooperative all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on **January 1, 2025**.

Adopted at a regular meeting of the Southern California Library Cooperative
Administrative Council at Long Beach, California, this 29th day of May, 2024.

Signed: _____
Jesse Walker-Lanz, Chairperson

Attest: _____
Hilda LohGuan, Vice Chair



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Andy Beck, Controller

SUBJECT: **Proposed Budget for FY 2024/25 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY 2024/25 is attached for review.

REVENUES: The California State Library has released the preliminary allocations of the CLSA funding. The budget has been calculated based on this information, expected grants, and an increase of 2% in membership dues.

EXPENSES: Projected expenses were 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.

Points to review:

- Spending of CLSA funds must be approved by the Council.
- SCLC will be managing one new grant in 2024/25.
- A deficit of \$90,987 is projected.

FISCAL IMPACT: Next step is approval of funds at the next California Library Service Board (CLSB) meeting and final approval of the Governor's budget.

The May Revision Finance Letter for Education posted on the Department of Finance website indicates that in the May Revision, the Governor proposes to reduce the annual allocation to the CLSA funding by \$1.75 million, which would leave \$1.88 million to allocate to the cooperative library systems. This would reduce SCLC's overall CLSA allocation, and impact the revenues received from the other four cooperatives that staff provide services to. Should these cuts be implemented, staff will return with an

amended budget to address these cuts, which includes recommendations for additional revenues.

RECOMMENDATION: Recommend to the Administrative Council to approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBITS:

- a. Proposed Budget for FY 2024/25

Southern California Library Cooperative
Proposed Budget
FY 2024/25

EC Agenda Item 08a

	Preliminary Budget FY 24/25	Approved Budget FY 23/24	\$ Change	Approved Budget FY 22/23	\$ Change
Revenues:					
CLSA baseline revenue (communications and delivery)	\$ 570,472	\$ 599,447	\$ (28,975)	\$ 563,338	\$ 36,109
CLSA system administration	139,416	139,900	(484)	140,833	(933)
Fiscal and administration revenues	222,102	223,784	(1,682)	202,568	21,216
Grant project revenues	590,002	1,226,432	(636,430)	3,364,024	(2,137,592)
Grant indirect revenues	66,103	131,523	(65,420)	286,970	(155,447)
Grant staffing revenues	71,014	142,045	(71,031)	94,078	47,967
Membership dues	241,805	237,064	4,741	210,681	26,383
Califa membership dues	13,590	13,590	-	13,590	-
Investment income	100,000	100,000	-	18,750	81,250
Other	1,000	1,000	-	-	1,000
Total revenues	<u>2,015,504</u>	<u>2,814,785</u>	<u>(799,281)</u>	<u>4,894,832</u>	<u>(2,080,047)</u>
Expenditures:					
CLSA baseline expenditures:					
Office supplies	\$ 8,500	\$ 13,000	\$ (4,500)	\$ 9,300	\$ 3,700
Duplication and photocopies	1,500	1,500	-	-	1,500
E-Resources	445,532	369,647	75,885	445,338	(75,691)
Contract services for delivery	70,000	172,500	(102,500)	66,500	106,000
Contract services	20,565	19,000	1,565	12,200	6,800
Telecommunications	24,375	21,800	2,575	30,000	(8,200)
Resource sharing	-	-	-	-	-
Capital Outlay	-	2,000	(2,000)	-	2,000
Total CLSA baseline expenditures	<u>570,472</u>	<u>599,447</u>	<u>(28,975)</u>	<u>563,338</u>	<u>36,109</u>
CLSA administration expenditures:					
Personnel					
Salary and wages	542,030	603,693	(61,663)	652,945	(49,252)
Retirement benefits	58,591	62,700	(4,109)	71,453	(8,753)
Unfunded pension liability	179,143	151,107	28,036	154,223	(3,116)
Health insurance - current employees	47,040	56,000	(8,960)	50,280	5,720
Health insurance - retired employees	34,326	46,300	(11,974)	80,448	(34,148)
Dental and vision	4,053	5,400	(1,347)	6,552	(1,152)
Life insurance	1,190	2,300	(1,110)	1,224	1,076
Other personnel expenses	14,544	15,500	(956)	3,101	12,399
Total personnel expenditures	<u>880,917</u>	<u>943,000</u>	<u>(62,083)</u>	<u>1,020,226</u>	<u>(77,226)</u>
Other					
Payroll processing	7,000	7,000	-	-	7,000
Accounting software	3,000	4,000	(1,000)	3,479	521
Office space rent	21,000	25,800	(4,800)	32,000	(6,200)
Insurance	2,500	2,400	100	-	2,400
Travel/conference/meeting	10,000	10,000	-	15,000	(5,000)
Membership dues	14,600	14,600	-	14,500	100
Legal	5,000	12,000	(7,000)	-	12,000
Professional Other	-	-	-	65,000	(65,000)
Other	2,000	3,000	(1,000)	350	2,650
Total other expenditures	<u>65,100</u>	<u>78,800</u>	<u>(13,700)</u>	<u>130,329</u>	<u>(51,529)</u>
Total CLSA administration expenditures	<u>946,017</u>	<u>1,021,800</u>	<u>(75,783)</u>	<u>1,150,555</u>	<u>(128,755)</u>
Grant project expenditure	<u>590,002</u>	<u>1,226,432</u>	<u>(636,430)</u>	<u>3,364,024</u>	<u>(2,137,592)</u>
Total expenditure	<u>\$ 2,106,491</u>	<u>\$ 2,847,679</u>	<u>\$ (741,188)</u>	<u>\$ 5,077,917</u>	<u>\$ (2,230,238)</u>
Deficit of revenues over expenditures	<u>\$ (90,987)</u>	<u>\$ (32,894)</u>	<u>\$ (58,093)</u>	<u>\$ (183,085)</u>	<u>\$ 150,191</u>



REPORT TO THE EXECUTIVE COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

DATE: May 29, 2024
FROM: Christine Powers, Executive Director

SUBJECT: **Consideration of SCLC Mission and Vision Statements (ACTION)**

BACKGROUND: On January 18, 2024, the Southern California Library Cooperative (SCLC) held its SCLC Connect: Annual Planning Retreat at the Santa Monica Public Library. As part of its Strategic Plan, members of the Administrative Council discussed new mission and vision statements for the organization. Led by Julie Lamba, who facilitated this portion of the retreat, members had a two-hour brainstorming session. From this, Ms. Lamba produced session notes containing the key words and phrases that were discussed in groups. The session notes, along with a mission and vision worksheet provided by Ms. Lamba, are included as exhibits in this report.

Members of the Executive Committee used these documents to draft new mission and vision statements for the Administrative Council's consideration at their March 27, 2024, meeting. During that meeting, the Administrative Council revised the various options presented at that meeting, and staff indicated that a survey would go out to members to see which mission and vision statements were the most popular. The following options were presented in that survey:

Option 1

Mission: The Southern California Library Cooperative improves the lives of the people of Los Angeles and Ventura Counties by connecting member libraries to each other and to resources.

- a. Vision: Help Los Angeles and Ventura County public libraries thrive.
- b. Vision: Public libraries help Los Angeles and Ventura Counties thrive.

Option 2

Mission: The Southern California Library Cooperative fosters communication and collaboration among its member libraries to provide advocacy, networking, resource-sharing, and professional growth opportunities.

- a. Vision: The public libraries of Los Angeles and Ventura Counties are connected and empowered to serve their communities.
- b. Vision: Public libraries empower the people of Los Angeles and Ventura Counties to thrive.

Option 3

Mission: Advancing the reach of Los Angeles and Ventura County public library communities through best practices, regional engagement, and system-wide services.

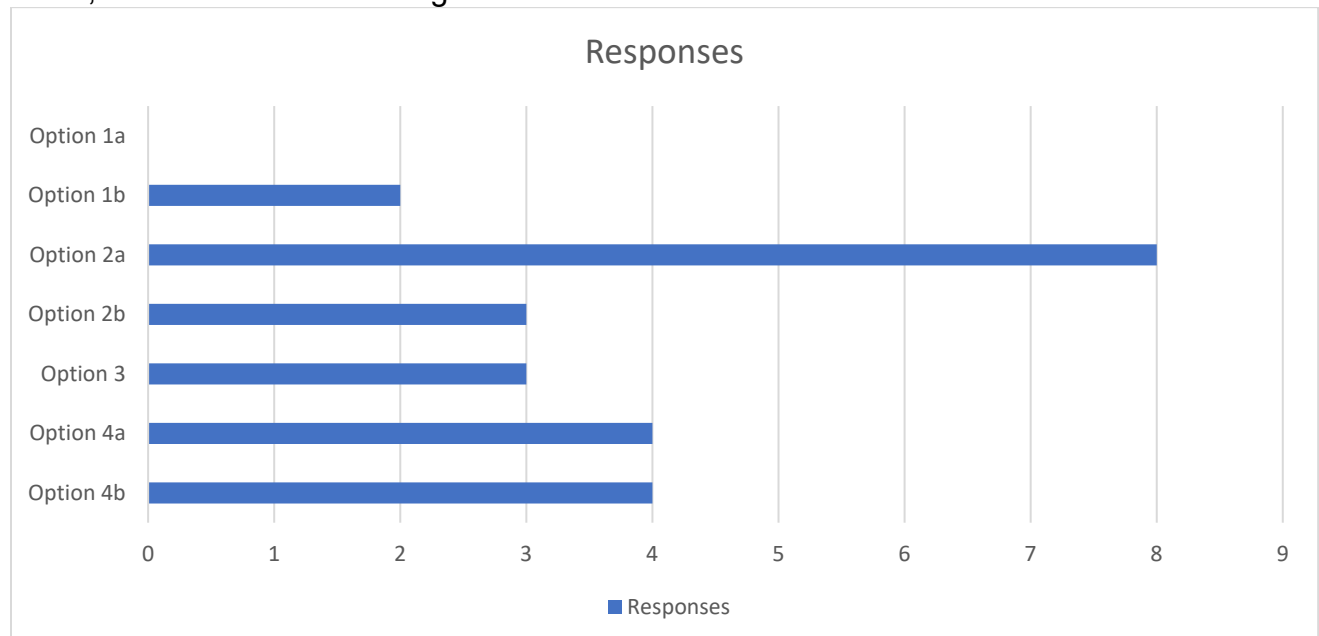
Vision: Cultivating an extended public library community that serves its members in an evolving library landscape.

Option 4

Mission: The Southern California Library Cooperative fosters communication and collaboration among its member libraries to improve the lives of the people in the community.

- a. Vision: Public libraries empower the people of Los Angeles and Ventura Counties to thrive.
- b. Vision: Public libraries empower the communities in Los Angeles and Ventura Counties to thrive.

A total of 24 responses were received, with Option 2a receiving the highest number of votes, as noted in the following chart:



For reference, SCLC's current mission and vision statements are as follows:

Mission: SCLC enhances the resources of independent libraries through cooperative services to better serve their local library users.

Vision: SCLC is a dynamic and expanding consortium of information and service providers with a shared mission and resources which benefit members' clientele.

FISCAL IMPACT: None

RECOMMENDATION: Recommend to the Administrative Council the to consider approving a mission and vision from these options or choose to have additional sets of mission and vision statements drafted, at their direction.

EXHIBITS: None