

**Minutes
CCL Board Meeting
Wednesday, August 2, 2023 | 8:30 am – 12:00 noon
Embassy Suites Sacramento**

ATTENDANCE - Board Members:

John Taylor, Eric Hanson, Evelyn Lord, Alison Gurganus, Parisa Samaie, Tina Inzerilla, Treisa Cassens Will Breitbach, Elnora Tayag, Mai Souza Lee, Glorian Sipman, Mary-Catherine Oxford

ATTENDANCE – Ex-Officio, Non-Voting Members:

Amy Beadle, Dan Crump, Gregg Atkins, Nancy Golz, Elizabeth Bowman, Cynthia Orozco

ABSENT – Board Members:

Carina Love, Andrew Kuo, Darryl Swarm,

ABSENT – Ex-Officio, Non-Voting Members:

Megan Kinney

GUESTS:

Chancellor Sonya Christian

CALL TO ORDER

The meeting was called to order at 9 am.

VISION 2030 WEBINAR (Viewing)

- 1) Vision 2030 Webinar

The Board viewed the Chancellor’s Vision 2030 live webinar, followed by discussion.

DISCUSSION AND ACTION ITEMS

2) Professional Development Position

Gregg proposed that we create a position (staffed by Elizabeth Bowman, up to 5 hours per week) to gather and share Professional Development opportunities with the field.

MOTION: Authorize funding for staffing up to 5 hours per week to gather and share professional development opportunities with the field. (Gregg / Parisa) **APPROVED**

3) CCL Evaluation

The Board discussed the Board self-evaluation results.

4) Financial Review (Draft Budget, Draft LSP Budget, Salaries, Investment Possibilities)

Gregg reviewed with the Board the 2022-23 Budget Reports for the LSP and CCL, the current bank statement for CCL, a proposed budget for CCL, and a proposed budget for the LSP.

Interest rate opportunities have improved recently and Gregg proposed moving \$400,000 of CCL savings into a CD.

The proposed budget would allow for more spending than expected 2023-24 income. This would allow CCL to spend down some of its savings, if needed. Although budgeted, often the allocated budget is not fully expended.

MOTION: Approve stipend of \$27,000 for Executive Director, \$8,000 for Communication Manager, and up to \$10,000 (at a rate of \$80 per hour) for Professional Development Coordinator. (Alison / Glorian) **APPROVED**

MOTION: Approve proposed CCL budget for 2023-24. (Will / Eric) **APPROVED**

The LSP allocation from the state increased by 5% for 2023-24.

MOTION: Approve proposed LSP budget for 2023-24 with a 5% increase for the sub-contract vendor. (Will / Parisa) **APPROVED**

The eCAUG (ELUNA California Users Group) Conference is taking place in Oakland in August. Registration is free and many CCC library representatives plan to attend.

MOTION: Approve payment of up to \$15,000 from Professional Development budget allocation for hotel rooms for CCC currently-registered eCAUG attendees and a reception at eCAUG. (Will / Tina)
APPROVED

5) Election of President-Elect

MOTION: Nominate Alison Gurganis as CCL President-Elect. (Evelyn / Eric) **APPROVED**

6) Guest: Chancellor Sonya Christian

Gregg and John introduced CCC Chancellor Sonya Christian. Dr. Christian joined the CCL Board and the LSP Governance Committee for lunch and a photo.

ADJOURNMENT

The meeting adjourned at 12 pm.

BUDGET REPORT

- LIBRARY SERVICES PLATFORM AGREEMENT BUDGET REPORT 2022-23
 MAY 2023

INCOME	Annual Budget	Current Month	Year-To-Date
cccco	470,000.00		470,000.00
TOTAL	470,000.00		470,000.00

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Sub:contract Vendor	<i>348,500.00</i>		
CCLC	<i>348,500.00</i>		348,500.00

Professional Development	29,000.00	20,150.00	20,150.00
Policy Development	30,000.00		
<i>Gov Comm Retreat</i>	15,000.00		3,246.22
<i>Gov Comm Meetings</i>	15,000.00		10,592.50
Administrative Management	5,000.00		
<i>LSP Task Force Meetings</i>			
ELUNA Participation	34,000.00		
<i>Memberships</i>	30,000.00		28,280.00
<i>Representatives' Travel</i>	4,000.00	810.00	1,796.70
LSP Program Oversight	23,500.00		
<i>LSP Program Manager</i>	23,500.00		23,500.00
TOTAL	470,000.00	20,960.00	436,065.42

- LIBRARY SERVICES PLATFORM AGREEMENT BUDGET REPORT 2022-23
JUNE 2023

INCOME	Annual Budget	Current Month	Year-To-Date
CCCCO	470,000.00		470,000.00
TOTAL	470,000.00		470,000.00

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Sub-Contract Vendor <i>CCLC</i>	348,500.00 <i>348,500.00</i>		348,500.00
Professional Development	29,000.00	5,200.00	25,350.00
Policy Development <i>Gov Comm Retreat</i> <i>Gov Comm Meetings</i>	30,000.00 15,000.00 15,000.00	9,000.00 9,196.29	12,246.22 19,788.79
Administrative Management <i>LSP Task Force Meetings</i>	5,000.00		
ELUNA Participation <i>Memberships</i> <i>Representatives' Travel</i>	34,000.00 <i>30,000.00</i> <i>4,000.00</i>	810.00	28,280.00 1,796.70
LSP Program Oversight <i>LSP Program Manager</i>	23,500.00 23,500.00		23,500.00
TOTAL	470,000.00	24,206.29	460,271.71

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• GENERAL OPERATING BUDGET REPORT 2022-23 / JUNE 2023

INCOME	Annual Budget	Current Month	Year-To-Date
Membership	15,750.00	600.00	15,450.00
Consortium	158,000.00		155,904.53
Interest	100.00	5.15	62.65
LSP Agreement	23,500.00		23,500.00
TOTAL	197,350.00	605.15	194,917.18

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
EBSCO Support <i>CCL-EAR Meetings/ Grants</i>	5,000.00 5,000.00		
		5,049.43	11,158.70
Professional Development & Training <i>D&DMtg</i>	64,450.00 52,000.00		
<i>Workshops</i>	0		61,300.59
<i>Area Meetings</i>	3,450.00		
<i>Special Leadership Project</i>	9,000.00		
Policy Development <i>Board Retreat</i>	35,000.00 20,000.00		
<i>Board Meetings</i>	15,000.00	6,000.00 362.09	11,998.78 14,374.36
External CCC Group Collaboration <i>President's Travel</i>	7,000.00 7,000.00		
		593.93	3,654.51
Operational Support for Leadership Activities <i>Exec Director Salary</i>	85,900.00 25,000.00		
<i>Communication Mgr Salary</i>	7,500.00	2,083.00 625.00	25,000.00 7,500.00
<i>LSP Program Mgr Salary</i>	23,500.00	675.00	11,868.90
<i>Website & Outlook</i>	3,500.00		
<i>Supplies & Operations</i>	2,000.00	12.00	548.82
<i>Databases</i>	9,500.00		8,538.86
<i>Tax Prep</i>	850.00		779.55
<i>Data Survey Analysis</i>	6,000.00	4,500.00	4,500.00
<i>Insurance</i>	2,000.00		2,249.00
<i>Miscellaneous</i>	2,000.00	37.80	37.80
<i>Special Projects</i>	27,550.00		
TOTAL	197,350.00	19,900.45	161,609.37

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• GENERAL OPERATING BUDGET REPORT 2022-23 / MAY 2023

INCOME	Annual Budget	Current Month	Year-To-Date
Membership	15,750.00	1,650.00	14,850.00
Consortium	158,000.00		155,904.53
Interest	100.00	5.66	57.50
LSP Agreement	23,500.00		23,500.00
TOTAL	197,350.00	1,655.66	194,312.03

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
EBSCO Support <i>CCL-EAR Meetings/Grants</i>	5,000.00 5,000.00		6,109.27
Professional Development & Training <i>D&DMtg</i> <i>Workshops</i> <i>Area Meetings</i> <i>Special Leadership Project</i>	64,450.00 52,000.00 0 3,450.00 9,000.00	10,556.96	61,300.59
Policy Development <i>Board Retreat</i> <i>Board Meetings</i>	35,000.00 20,000.00 15,000.00		5,998.78 14,012.27
External CCC Group Collaboration <i>President's Travel</i>	7,000.00 7,000.00	277.33	3,060.58
Operational Support for Leadership Activities <i>Exec Director Salary</i> <i>Communication Mgr Salary</i> <i>LSP Program Mgr Salary</i> <i>Website & Outlook</i> <i>Supplies & Operations</i> <i>Databases</i> <i>Tax Prep</i> <i>Data Survey Analysis</i> <i>Insurance</i> <i>Miscellaneous</i> <i>Special Projects</i>	85,900.00 25,000.00 7,500.00 23,500.00 3,500.00 2,000.00 9,500.00 850.00 6,000.00 2,000.00 2,000.00 2,550.00	2,083.00 625.00 1,125.00 12.00 37.80	22,917.00 6,875.00 11,193.90 536.82 8,538.86 779.55 2,249.00 37.80
TOTAL	197,350.00	14,717.09	141,708.92

STATEMENT FOR MAY, 2023

SAVINGS	
Beginning Balance	317,846.51
Income	5.66
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,856.98
<i>Savings Ending Balance</i>	<i>317,856.98</i>
CHECKING	
Beginning Balance	368,577.72
Income (GENERAL FUND)	1,650.00
Income (LSP)	
Transfer to Savings	0
Transfer from Savings	0
Expenditures (GENERAL)	14,717.09
Expenditures (LSP)	20,960.00
<i>Ending Balance</i>	<i>333,835.54</i>
ACCOUNT TOTAL	651,692.52

[STATEMENT FOR JUNE, 2023

SAVINGS	
Beginning Balance	317,856.98
Income	5.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,862.13
<i>Savings Ending Balance</i>	<i>317,862.13</i>
CHECKING	
Beginning Balance	333,835.54
Income (GENERAL FUND)	600.00
Income (LSP)	
Transfer to Savings	0
Transfer from Savings	0
Expenditures (GENERAL)	19,900.45
Expenditures (LSP)	24,206.29
<i>Ending Balance</i>	<i>290,328.80</i>
ACCOUNT TOTAL	608,190.93