

Serra Cooperative Library System  
c/o SCLC ▪ 222 E. Harvard Street ▪ Glendale, CA 91205  
Phone: 626-359-6111  
www.serralib.org

**EXECUTIVE COMMITTEE MEETING**  
**Thursday, October 12, 2023**  
**9:30 am – 10:30 am**

**Meeting Location:**  
**Oceanside Public Library**  
**330 North Coast Highway**  
**Oceanside, CA 92054**

Via Zoom:  
<https://us02web.zoom.us/j/83475950793?pwd=MjNFK1B3bmszWkVjL3dkZmRBeWISQ>  
[T09](#)  
Meeting ID: 834 7595 0793  
Passcode: 724471

**Alternate Meeting Locations:**  
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92231  
Coronado Public Library, 640 Orange Ave., Coronado, CA 92118  
San Diego County Library, 5560 Overland Ave., Suite 110 San Diego, CA 92123

**Agenda**

All items may be considered for action.

1. Call to Order and Roll Call Lizeth Legaspi
2. Public Comment Lizeth Legaspi  
*Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.*
3. Consent Calendar Lizeth Legaspi
  - a. Minutes from August 17, 2023, Executive Committee meeting
4. Adoption of Agenda Lizeth Legaspi

- |  |                                |
|--|--------------------------------|
| 5. Budget Status Report FY2023/24<br>(DISCUSSION)  | Andy Beck                      |
| 6. LINK+ Implementation Update<br>(DISCUSSION)   | Wayne Walker                   |
| 7. Discover & Go Update<br>(DISCUSSION)  | Christine Powers/<br>Andy Beck |
| 8. Appointment of Executive Committee Vacancies:<br>Vice Chair and Treasurer<br>(ACTION) | Christine Powers               |
| 9. Other   | Lizeth Legaspi                 |
| 10. Adjournment  | Lizeth Legaspi                 |



ACTION ITEMS

Meeting: \_\_\_\_\_ Serra Executive Committee Meeting \_\_\_\_\_

Date: \_\_\_\_\_ October 12, 2023 \_\_\_\_\_

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

\_\_\_\_\_ Abstain



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**EXECUTIVE COMMITTEE MEETING**  
**Thursday, August 17, 2023**  
**9:30 am – 10:30 am**

**Meeting Location:**  
**San Diego Public Library, Central Branch**  
**330 Park Blvd.**  
**San Diego, CA 92101**

**Minutes draft**

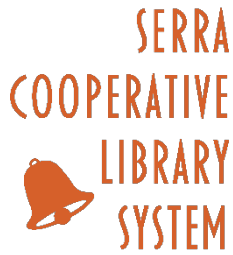
Bradds, Dara – Escondido  
Cronk, Robert – San Diego Public  
Legaspi, Lizeth – Camarena  
Risolo, Glenn – Coronado  
Ryan, Joyce – National City

**Other**

Beck, Andy – SCLC  
Graver, Lori - SCLC  
Ohr, Donna – San Diego County (*participating as member of public*)  
Powers, Christine – SCLC  
Walker, Wayne – SCLC

1. Call to Order and Roll Call Lizeth Legaspi  
Meeting called to order at 9:41 am.
  
2. Public Comment Lizeth Legaspi  
*Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.*  
None.
  
3. Consent Calendar Lizeth Legaspi
  - a. Minutes from May 18, 2023, Executive Committee meeting  
MSP (Cronk/Bradds) to accept the Consent Calendar, without changes.  
5 yes, 0 no, 0 abstain

4. Adoption of Agenda Lizeth Legaspi  
MSP (Cronk/Ryan) to adopt the agenda, as presented. Chair adopted the agenda without objection.
  
5. Budget Status Report FY2022/23 Andy Beck  
The Budget Status Report for Fiscal Year 2022/23 reflects reconciled bank statements through June 30, 2023. All expenses have been received and recorded. Financial highlights include a surplus of \$10,411 compared to a surplus of \$864 as budgeted.
  
6. Authority for Financial Institutions Christine Powers  
MSP (Cronk/Ryan) to recommend to the Administrative Council to authorize staff to close Serra Cooperative Library System's Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase. Continue to authorize signature authority for the new account as directed at the May 2023 meeting to Christine Powers, Executive Director; Lizeth Legaspi, Serra Chair; Joyce Ryan, Treasurer; and Nerissa Snodgrass, Project Manager, as authorized signers on Serra's bank account.  
5 yes, 0 no, 0 abstain
  
7. Serra Digital Download Library Support Update Christine Powers  
Staff has been working with Serra's OverDrive account representative Kevin Coon, and Kristin Roccaforte, MLIS, Digital Content Librarian III for OverDrive to ensure that orders are being submitted as the system transitions away from Kristina Garcia's services. In meetings with OverDrive staff, they recommended that orders be placed on a more frequent basis, and will work with the CD Team to ensure that titles are ordered at a pace to match Serra's budget.
  
8. LINK+ Implementation Update Wayne Walker/Sam Liston  
San Diego Public Library implemented LINK+ in June. National City went live this week (week of 8/14/2023). El Centro is scheduled to go live this month. Imperial Public Library has started the implementation process; Imperial County Free Library will start the process. Imperial County grant funds earmarked for LINK+ are confirmed as eligible to pay for LINK+ expenses of libraries within Imperial County. CLSA 21/22 LINK+ funds have been fully expended. Upcoming LINK+ service expenses will be paid with CLSA 22/23 funds.
  
9. Other Lizeth Legaspi  
None.
  
10. Adjournment Lizeth Legaspi  
MSP (Cronk/Ryan) to adjourn the meeting at 10:00 am.



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EC Agenda Item 05

DATE: October 12, 2023  
TO: Serra Executive Committee  
FROM: Andy Beck, Controller, SCLC/Serra

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

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

For revenues, financial highlights include LINK+ expense reimbursements of \$3,997; and memberships dues have been billed pending receipt.

There were no unexpected expenses.

California Library Services Act fund carryover totals of \$163,708 are expected to be used in FY 2023/24.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Informational item

**EXHIBIT:**  
a. Budget Status Report

Serra Cooperative Library System  
Budget Status Report  
August 31, 2023

EC Agenda Item 05a

	<u>FY23/24 Budget</u>	<u>Prior Year Actuals</u>	<u>FY23/24 Actuals</u>	<u>Balance</u>	<u>% Unrealized</u>	<u>% Realized</u>	<u>Notes</u>
<b>REVENUE</b>							
CLSA Communications & Delivery	\$ 368,853	\$ 171,432	\$ 105,034	\$ 263,819	72%	28%	Est. RF = 156,258; FY2324 = 212,595
CLSA System Administration	53,149	53,341	8,858	44,291	83%	17%	Expected to be received in Dec 2023
Reimbursement (Link+)	145,000	-	3,997	141,003	97%	3%	Imperial County libraries
Membership Dues	64,222	64,703	64,221	1	0%	100%	
Investment income	-	1,446	402	(402)	0%	0%	
<b>Total revenues</b>	<b>\$ 631,224</b>	<b>\$ 290,922</b>	<b>\$ 182,512</b>	<b>\$ 448,712</b>	<b>71%</b>	<b>29%</b>	
<b>EXPENDITURES</b>							
<b>Communications and delivery</b>							
Delivery	\$ 17,000	\$ 12,017	\$ 2,692	\$ 14,308	84%	16%	Kergyl
E-resources	125,000	120,732	80,162	44,838	36%	64%	Overdrive; Flipster
Resource sharing	347,480	52,686	26,177	321,303	92%	8%	Innovative 113,611 / Unity 233,869
Audit Fees	6,500	6,911	-	6,500	100%	0%	CJ Brown
Office supplies	2,250	-	-	2,250	100%	0%	
Telecommunications	3,500	2,370	-	3,500	100%	0%	
<b>Total communication and delivery</b>	<b>501,730</b>	<b>194,716</b>	<b>109,031</b>	<b>392,699</b>	<b>78%</b>	<b>22%</b>	
<b>Other services</b>							
Museum Month Sponsorship	5,000	5,000	-	5,000	100%	0%	
Discover & Go Sponsorship	25,700	17,500	735	24,965	97%	3%	17,500 Implementation; 8,200 annual
Youth Services Professional Development	4,000	3,571	-	4,000	100%	0%	
Adult Services Professional Development	4,000	4,038	-	4,000	100%	0%	
<b>Total other services</b>	<b>38,700</b>	<b>30,109</b>	<b>735</b>	<b>37,965</b>	<b>98%</b>	<b>2%</b>	
<b>Administration</b>							
Administration expense	53,149	53,341	8,858	44,291	83%	17%	SCLC
Meetings/conferences/travel	1,500	-	94	1,406	94%	6%	
Other	-	2,546	-	-	-	-	
<b>Total administration</b>	<b>54,649</b>	<b>55,887</b>	<b>8,952</b>	<b>45,697</b>	<b>84%</b>	<b>16%</b>	
<b>Total expenditures</b>	<b>\$ 595,079</b>	<b>\$ 280,712</b>	<b>\$ 118,718</b>	<b>\$ 476,361</b>	<b>80%</b>	<b>20%</b>	
<b>SURPLUS (DEFICIT)</b>	<b>\$ 36,145</b>	<b>\$ 10,210</b>	<b>\$ 63,794</b>	<b>\$ (27,649)</b>	<b>-76%</b>	<b>176%</b>	

ACCOUNT BALANCES

Bank of America \$ 950,982

CLSA FUNDS

FY2023/24 CLSA Communications & Delivery (Restricted)

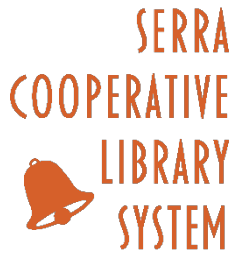
	<b>FISCAL YEAR 2023-24</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ -	\$ 121,828	\$ (80,061)	\$ 41,767
Delivery	-	14,420	-	14,420
Contracted services	-	6,500	-	6,500
Telecommunications	-	3,410	-	3,410
Office supplies	-	2,250	-	2,250
Resource sharing (Link+)	-	64,187	-	64,187
	<b>\$ -</b>	<b>\$ 212,595</b>	<b>\$ (80,061)</b>	<b>\$ 132,534</b>

FY2022/23 CLSA Communications & Delivery (Restricted)

	<b>FISCAL YEAR 2022-23</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ 101	\$ -	\$ (101)	\$ -
Delivery	3,483	-	(2,692)	791
Contracted services	2,060	-	-	2,060
Resource sharing (Link+)	123,328	-	(8,576)	114,752
	<b>\$ 128,972</b>	<b>\$ -</b>	<b>\$ (11,369)</b>	<b>\$ 117,603</b>

FY2021/22 CLSA Communications & Delivery (Restricted)

	<b>FISCAL YEAR 2021-22</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
Resource sharing (Link+)	\$ 34,736	\$ -	\$ (13,604)	\$ 21,132
	<b>\$ 34,736</b>	<b>\$ -</b>	<b>\$ (13,604)</b>	<b>\$ 21,132</b>



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EC Agenda Item 06

DATE: October 12, 2023  
TO: Serra Executive Committee  
FROM: Wayne Walker, Deputy Director, SCLC/Serra

SUBJECT: **LINK+ Implementation Update (DISCUSSION)**

BACKGROUND: This report is being provided as an update on the status of the implementation of LINK+ for the Serra Library Cooperative.

Implementation Update

National City, El Centro, and Imperial Public Library went live with LINK+ in August. The implementation process for Imperial County, Camarena, and Chula Vista will be targeted next. The implementation process for some libraries has been subject to software issues, software upgrades, and staffing constraints from both libraries and Innovative. Carlsbad had previously requested to pause the implementation process until October. Brawley will be targeted for implementation soon using the lessons learned from libraries whose implementation process was similar.

Implementation guide documents are available for members upon request.

Imperial County Grant Funds

The first expenses to be paid with Imperial County grant funds earmarked for LINK+ have been submitted to Imperial County for El Centro and Imperial Public Library.

FISCAL IMPACT: Funding has been secured for this project. The timing of expenditures is related to the ongoing implementation process. The receipt of expenses has been slower than originally estimated at the onset of the project.

RECOMMENDATION: Informational item

EXHIBIT:

- a. Serra LINK+ Adoption Timeline of Events as of October 2023



## Serra LINK+ Adoption Timeline - October 2023

Date	Milestone
June 2021	\$102,897 Requested in FY21/22 CLSA Plan of Service for LINK+ - Approved by CLSB in the Fall.
October 2021	Administrative Council discussed options for covering initial and ongoing costs. Current reserves could cover expenses for the first year but would fall short of fully funding a second year if two years of Serra operating costs are set aside in reserves. Suggested that reserves could be lowered to 18 months of operating expenses. Discussed the possibility of increasing membership dues, which two libraries expressed would be challenging and others expressing that they would examine reducing their collection budget to help cover Link+. Strege will discuss state funding opportunities with State Librarian. Councilmembers requested a special meeting for further discussion.
November 2021	Administrative Council discussed in a Special Meeting Imperial County to receive special funding from state, and will use a portion to cover Link+ start-up costs of all Imperial County systems. San Diego County needs two weeks to review and discuss local purchasing guidelines to confirm that it can cease its direct agreement for Link+ shift to a Serra Link+ arrangement. Contingent on San Diego County joining, the Administrative Council recommend: 1. Assign \$571,390 in unrestricted Serra reserves to support the adoption of Link+. 2. Continue to allocate at least \$100,000 in baseline CLSA funds toward Link+.
December 2021	Administrative Council discussed in a Special Meeting updated pricing for the Innovative InnReach software and Unity delivery services was presented, reflecting the removal of San Diego County as a participant in a Serra-wide Link+ solution. Also considered was the availability of at least \$290,000 of 2021-2022 Targeted State Budget Allocation funds that the Imperial County Library has received approval to apply toward Link+ costs for Serra member libraries located in the County of Imperial. Revised estimates of 5- year costs and member library contributions were reviewed. The Administrative Council Voted to: 1. Assign \$571,390 in unrestricted Serra reserves to support the adoption of Link+. 2. Apply Imperial County funds toward startup and ongoing fees for member libraries located in Imperial County. 3. Continue to allocate at least \$100,000 in baseline CLSA funds toward Link+ as available after expenses for the annual audit, Serra Digital Download Library, and shared eMagazine collection are considered. 4. Establish a Link+ Fund Account with annual membership contributions commencing July 2022 to cover expenses not otherwise addressed from Serra reserves, Imperial County funds and CLSA funds. 5. Authorize the Executive Director to work with the STARC Chair to execute agreements with Innovative and Unity Courier. 6. Actively advocate for Link+ funding from the State Library.
February 2022	The Administrative Council authorized the Chair to sign a five-year contract with Innovative and Unity, up to \$1,625,000.
March 2022	Fiver-year agreement with Innovative for LINK+ was executed.
May 2022	Administrative Council discussed the implementation of LINK+ is going slower than anticipated because the first participating library, Carlsbad, has some particularities; there, February 2023 is the new target date for implementation. LINK+ will have MOUs with each system, but the service contract will be with Serra. Request to fund Discover and Go program, in which San Diego Public Library would negotiate a contract on behalf of Serra, to be placed on next meeting's agenda.
June 2022	\$123,328 Requested in FY22/23 CLSA Plan of Service for LINK+ - Approved by CLSB in the Fall.
August 2022	Administrative Council discussed LINK+ projected to be implemented by January 2023, perhaps sooner. Currently onboarding Escondido. Request contact information from Brawley and Imperial County.
October 2022	Escondido implementation complete. (Joins Coronado and Oceanside by way of Serra, and San Diego County individually)
October 2022	Administrative Council did not discuss LINK+ at this meeting. STARC staff unable to attend.

February 2023	<p>At the Administrative Council meeting - Smithson spoke to delay in Carlsbad LINK+ implementation due to establishing a VPN tunnel. Guerrero requests process to pay Imperial County's portion, as intended grant monies can only be disbursed for Imperial County, no Serra efforts, as a whole. Because of the implementation delays, it is predicted that that there may be a funding hole for Imperial County, which must spend grant funds by June 2024 . Ohr has been elected to the LINK+ Executive Committee, and asked who will represent Serra at LINK+ meetings. Request for update on all at the May 2023 meeting. Oceanside has paid for start-up materials for Escondido, total cost not presented at meeting.</p> <p>The Administrative Council voted to:</p> <ol style="list-style-type: none"> <li>1. Reimburse libraries for any Unity Courier invoices paid directly by the library for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.</li> <li>2. Pay Unity directly for any outstanding library invoices for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.</li> <li>3.) Reimburse Oceanside for start-up costs paid for Escondido, and going forward, implement a formal process of invoicing Serra for expenses.</li> </ol>
February 2023	Five-year agreement (pro-rated to align with the earlier executed 5-year Innovative agreement) with Unity Courier executed.
March 2023	Unity Courier billing to Serra now incorporates all members implemented through Serra. Reimbursements to libraries who were previously paying directly in process.
May 2023	National City and San Diego Public implementation nearing end. Imperial County Free Library commences implementation process.
June 2023	San Diego Public Library completes implementation and goes live.
August 2023	El Centro, Imperial Public, and National City completes implementation and goes live.



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EC Agenda Item 07

DATE: October 12, 2023  
TO: Serra Executive Committee  
FROM: Christine Powers, Executive Director, SCLC/Serra  
Andy Beck, Controller, SCLC/Serra

SUBJECT: **Discover & Go Update (DISCUSSION)**

**BACKGROUND:** At the August 2022 meeting, the Serra Cooperative Library System approved Serra's participation in Discover & Go, a platform designed for public libraries to facilitate the issuance of digital museum passes. Library users browse the venues they want to visit, select the dates, reserve passes, and either print them or present them digitally at the venue. The passes are secure and include the library cardholder's name and the date the pass is valid.

Participating venues can determine how many passes they wish to contribute, what days and times those passes will be valid, and blackout dates, if any. This prevents passholders from overwhelming busy times and minimizes revenue loss for the attractions. Venues can also determine if they'd like to provide additional passes for underserved areas, as well as generate reports detailing usage.

San Diego Public Library launched Discover & Go for its patrons in November 2021, and established relationships with many venues within their legal service area (LSA). Since other libraries had expressed interest in participating through the cooperative, the Serra Technology and Automation Review Committee (STARC) had coordinated with program administrators at San Diego Public Library to set up a model where each library jurisdiction would be responsible for obtaining passes from venues within their LSAs on behalf of all Serra libraries. Passes get pooled and are accessible to all residents.

As part of Serra's approval of its participation in Discover & Go, the Administrative Council approved payment of \$36,000 from Serra system reserves to be split between Contra Costa County Library and Quipu for implementation services and training; and to annually apportion \$7,800 (\$600 per system) from Serra system reserves for the ongoing service, starting in FY 2022/23.

Currently, seven member libraries have been brought on board to the Discover & Go platform, with six members remaining. Implementation fees of \$2,500 per member for

the seven members have been paid. Fees for the remaining six members have not been paid yet. Hosting and maintenance fees for FY 2023/24 of \$630 per member were paid for the seven members in the previous fiscal year (this is a prepaid expense).

STARC is working on implementing the remaining six member libraries.

This item will return to the Administrative Council in May 2024 for consideration and approval of Serra's participation in Discover & Go for FY 2024/25.

FISCAL IMPACT: Serra's FY 2023/24 budget includes \$25,700 for the implementation and hosting and maintenance fees, with estimated increases.

RECOMMENDATION: Informational item

EXHBIT: None



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EC Agenda Item 08

DATE: October 12, 2023  
TO: Serra Executive Committee  
FROM: Christine Powers, Executive Director, SCLC/Serra

**SUBJECT: Appointment of Executive Committee Vacancies: Vice Chair and Treasurer (ACTION)**

BACKGROUND: At its May 2023 meeting, the Serra Cooperative Library System elected members to the positions of Chair, Vice Chair, and Treasurer, in accordance with its bylaws. Dara Bradds (Escondido) was elected to serve as the system's Vice Chair, and Joyce Ryan (National City) was elected to serve as the system's Treasurer for FY 2023/24. Both members are no longer working at those libraries and are no longer serving on Serra.

Given these vacancies, it is recommended that a new Vice Chair and Treasurer be elected to serve out the remainder of the fiscal year.

The Vice Chair shall act as an aide to the Chair and perform such duties as prescribed by the Chair and shall perform the duties of the Chair in the absence or inability of that officer to serve.

The Treasurer shall serve as a liaison to the System's fiscal agent and shall review all fiscal reports. The Treasurer will perform such other duties as required by the Council or the Chair. In addition to these duties, the Treasurer also serves as an authorized signer on its bank account. As such, any member who is elected to serve as Treasurer shall work with staff and JP Morgan Chase to provide the appropriate documentation to become an authorized signatory on the account.

The Bylaws of the Serra Cooperative System establish a standing Executive Committee made up of the Chair Vice Chair, and Treasurer, along with the immediate past Chair of the Council, the director of the San Diego County Library, and the director of the San Diego Public Library. The primary responsibility of the Executive Committee is to advise the Council and the System Coordinator on matters of personnel, finance, issues of administrative import, and long-range planning.

The Executive Committee of FY 2023/24 currently consists of the following members:

- Lizeth Legaspi (Camarena) – Chair
- VACANT – Vice Chair
- VACANT – Treasurer
- Shaun Briley (Coronado) – Immediate Past Chair
- Donna Ohr (on behalf of Miguel Acosta) – San Diego County Library
- Robert Cronk (on behalf of Misty Jones) – San Diego Public Library

If the members elected to the Executive Committee for FY 2023/24 do not include a member from each of the five distinct geographic areas that make up the cooperative, a member-at-large will be appointed to represent the unrepresented area. Those five geographical areas are comprised of:

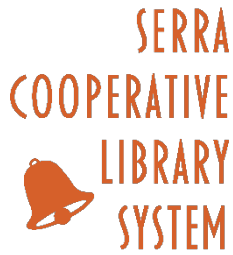
- Imperial Valley: Brawley, Calexico, El Centro, Imperial County, and Imperial Public Libraries
- North San Diego County: Carlsbad, Escondido, and Oceanside Public Libraries
- South San Diego County: Chula Vista, Coronado, and National City
- San Diego County Library
- San Diego Public Library

Given the current vacancies, there is no representation from North San Diego County libraries on the Executive Committee.

FISCAL IMPACT: None

RECOMMENDATION: In accordance with the Bylaws, recommend to the Administrative Council the appointment of a Vice Chair and Treasurer to the Executive Committee and, if necessary, appoint a member-at-large to represent unrepresented areas.

EHXHIBIT: None



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**Serra Meeting Dates  
FY 2023/24**

*Approved May 18, 2023*

**Thursday, August 17, 2023**

9:30am Executive Committee  
11:00am Administrative Council  
*San Diego Public Library, Central*

**Thursday, October 12, 2023**

9:30am Executive Committee  
11:00am Administrative Council  
*Oceanside*

**Thursday, February 15, 2024**

9:30am Executive Committee  
11:00 Administrative Committee  
*El Centro*

**Thursday, May 16, 2024**

9:30am Executive Committee  
11:00 Administrative Council  
*National City*