



Serra Cooperative Library System
c/o SCLC ▪ 222 E. Harvard Street ▪ Glendale, CA 91205
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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

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

Minutes
Approved February 15, 2024

Attendance

Acosta, Migell – San Diego County
Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
Legaspi, Lizeth – Camarena

Absent

Wood, Dan – Escondido

Other

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

1. Call to Order and Roll Call
Meeting called to order at 9:32am.

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.
None.
3. Consent Calendar Lizeth Legaspi
 - a. Minutes from August 17, 2023, Executive Committee meeting
MSP (Legaspi/Cronk) to pass the Consent Calendar, without changes.
4 yes, 0 no, 0 abstain
4. Adoption of Agenda Lizeth Legaspi
Chair passed the Agenda as presented, without objection.
5. Budget Status Report FY2023/24 Andy Beck
The Budget Status Report for FY 2023/24 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 (CLSA) fund carryover totals \$163,708 is expected to be expended in FY 2023/24.
6. LINK+ Implementation Update Wayne Walker
National City, El Centro, and Imperial Public Library went live with LINK+ in August; Imperial County, Camarena, and Chula Vista are targeted next for implementation. Some jurisdictions experience slower implementation, due to software issues, software upgrades, and both library and Innovative staffing constraints. Carlsbad requested to pause the implementation process until October. Brawley will implement soon, following the lessons learned from similar libraries. Implementation guide documents are available to members upon request. Billing submitted to Imperial County to reimburse Serra for El Centro and Imperial Public expenses, using Imperial County grant funds earmarked for LINK+. Funding has been secured for this project. Expending designated funds is slower than anticipated due ongoing implementation process and slower rate of billing.
7. Discover & Go Update Christine Powers/Andy Beck
Discover & Go is a platform for public libraries to issue digital museum passes. San Diego Public Library launched Discover & Go in November 2021, and the Serra Technology and Automation Review Committee (STARC) set up a model for all Serra libraries to participate. The Serra Administrative Council approved payment of \$36,000 from Serra system reserves to implement services and training, and to annually agendize \$7,800 (\$600 per system) from Serra system reserves for ongoing services, starting in FY 2022/23.

Currently, seven member libraries participate in the Discover & Go platform, with six members remaining. Implementation fees of \$2,500 per member for seven members are paid. Fees for the remaining six members remains pending. 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 to implement 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. Serra's FY 2023/24 budget includes \$25,700 for the implementation and hosting and maintenance fees, with estimated increases.

8. Appointment of Executive Committee Vacancies: Christine Powers
Vice Chair and Treasurer

At its May 2023 meeting, the Serra Cooperative Library System elected Dara Bradds (Escondido) to serve as the system's Vice Chair, and Joyce Ryan (National City) 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 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, plus the appointment of a member-at-large, if one of the five geographical regions is not otherwise represented.

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

Members agreed to bring forward names at the Administrative Council meeting.

9. Other Lizeth Legaspi
None.

10. Adjournment Lizeth Legaspi
MSP (Cronk/Briley) to adjourn meeting at 9:54 am.

Respectfully submitted by Lori Graver on February 23, 2024.