



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

ADMINISTRATIVE COUNCIL MEETING
Thursday, October 12, 2023
11:00 am – 1:00 pm

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

Via Zoom:
<https://us02web.zoom.us/j/82161776115?pwd=T3FXTUNvY1U1aEJXeVhZalVWQ1Q4dz09>
Meeting ID: 821 6177 6115
Passcode: 802485

Alternate Meeting Locations:

- Brawley Public Library, Shirley Park Conf. Room, 400 Main St, Brawley, CA 92227
- Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92231
- Chula Vista Public Library, 365 F Street, Chula Vista, CA 91910
- Coronado Public Library, 640 Orange Ave., Coronado, CA 92118
- Imperial County Free Library, 1331 S. Clark Road, Bldg. 24, El Centro, CA 92243
- 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, Administrative Council meeting

- | | |
|--|--------------------------------|
| 4. Adoption of Agenda | Lizeth Legaspi |
| 5. Budget Status Report FY2023/24
(DISCUSSION) | Andy Beck |
| 6. LINK+ Implementation Update
(DISCUSSION) | Wayne Walker |
| 7. Discover & Go Update
(DISCUSSION) | Christine Powers/
Andy Beck |
| 8. Serra Cooperative Library System Webpage Update
(DISCUSSION) | Christine Powers |
| 9. Appointment of Executive Committee Vacancies:
Vice Chair and Treasurer
(ACTION) | Christine Powers |
| 10. Authority for Financial Institutions
(ACTION) | Christine Powers |
| 11. Committee Reports <ul style="list-style-type: none"> a. STARC b. Adult Services c. Youth Services | Robert Cronk |
| 12. State Library Report | Kaela Villalobos |
| 13. Administrative Council Chair Report | Lizeth Legaspi |
| 14. Other | Lizeth Legaspi |
| 15. What's New at Your Library | Lizeth Legaspi |
| 16. Adjournment | Lizeth Legaspi |



ACTION ITEMS

Meeting: _____ Serra Administrative Council 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

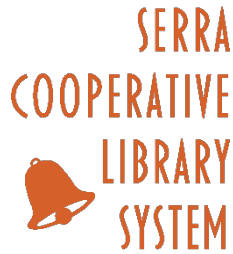
_____ Aye _____ Motion

_____ Nay _____ Second

_____ Nay _____ Second

_____ Abstain

_____ Abstain



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ADMINISTRATIVE COUNCIL MEETING
Thursday, August 17, 2023
11:00 am – 1:00 pm

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

Alternate Meeting Locations:
Brawley Public Library, Shirley Park Conf. Room, 400 Main St, Brawley, CA 92227
Chula Vista Public Library, 365 F Street, Chula Vista, CA 91910
Imperial County Free Library, 1331 S. Clark Road, Bldg. 24, El Centro, CA 92243
Imperial Public Library 200 W. 9th Street., Imperial, CA 92251
Oceanside Public Library 300 N. Coast Highway, Oceanside, CA 92054

Minutes draft

Attendance

Bradds, Dara – Escondido
Cronk, Robert – San Diego Public
Crosby, Sheila – Carlsbad
DiMento, Cathy – Oceanside
Guerrero, Mary Jane – Imperial County
Legaspi, Lizeth – Camarena
Mason, Carla – El Centro
Ortega, Petra - Brawley
Risolo, Glenn – Coronado
Ryan, Joyce – National City
Ulett, Denise – City of Imperial
Whatley, Joy – Chula Vista

Other

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

1. Call to Order and Roll Call
Meeting called to order at 11:00 am.

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 May 18, 2023, Administrative Council meeting
 MSP (Cronk/Ryan) to pass the Consent Calendar, without changes.
 11 yes, 0 no, 0 abstain

4. Adoption of Agenda Lizeth Legaspi
 MSP (Ryan/Cronk) to adopt the agenda, as presented. Chair adopted 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. CLSA Annual Report FY2022/23 Christine Powers
 MSP (Cronk/Ryan) to authorize the Executive Director to work with the Chair to complete the CLSA FY 2022/23 Annual Report for submission to the State Library by the September deadline.
 12 yes, 0 no, 0 abstain

7. Authority for Financial Institutions Christine Powers
 Recommendation from the Executive Committee to approve.
 MSP (Cronk/Ryan) 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.
 12 yes, 0 no, 0 abstain

8. 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.

9. Serra Cooperative Library System Webpage Update Christine Powers
 At the direction of the Administrative Council, SCLC staff is transitioning the Serra website as a subpage of SCLC's website, to include Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Once the site is complete, staff will share a link to the website with all members via email. Serra's current website is still up and will remain until the transition is complete.
10. 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 FY 2021/22 LINK+ funds have been fully expended. Upcoming LINK+ service expenses will be paid with CLSA FY 2022/23 funds.
11. Committee Reports
- a. STARC CJ Dimento
 Discover and Go functioning, with all libraries on board, and Imperial County libraries added within the next few months. New Chair is Phil Gunderson from San Diego Public.
 - b. Adult Services Sheila Crosby
 Pete Meisner from San Diego Public was elected as new Chair. Survey to be sent to directors re: 2024 workshop, with request to share survey with staff.
 - c. Youth Services Dara Bradds
 Kat Klein from San Diego Public is the new Chair. No further report.
12. State Library Report Julianna Robbins
 California Public Libraries Survey will open on September 5, 2023, and close on November 6, 2023. Reporting forms will be posted on LibPAS by August 18, 2023, and an info session will be held on August 31, 2023. The 2024 Lunch at the Library program is state funded on an annual, sustained basis, and open to all California public libraries. Applications open in mid-September 2023, and close December 1, 2023. Additional grant programs available include Broadband/California Connect, Career Online high School, CALIFORNIA Library Literacy Services, California Libraries Learn (CALL), Digital Navigators, Parks Pass, Ready or Not Cultural Heritage Disaster Preparedness Program, and Zip Books.
13. Administrative Council Chair Report Lizeth Legaspi
 None
14. Other Lizeth Legaspi
 None

15. What's New at Your Library

Lizeth Legaspi

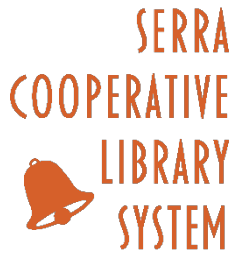
Oceanside – will host a grand re-opening for a third branch and resource center; added an arts and culture position to staff

San Diego County – Stronger Together grant outreach vehicles have been received.

16. Adjournment

Lizeth Legaspi

MSP (Ryan/Cronk) to adjourn the meeting at 11:34 am.



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AC Agenda Item 05

DATE: October 12, 2023
TO: Serra Administrative Council
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

AC 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>
REVENUE							
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%	
Total revenues	\$ 631,224	\$ 290,922	\$ 182,512	\$ 448,712	71%	29%	
EXPENDITURES							
Communications and delivery							
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%	
Total communication and delivery	501,730	194,716	109,031	392,699	78%	22%	
Other services							
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%	
Total other services	38,700	30,109	735	37,965	98%	2%	
Administration							
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	-	-	-	-	
Total administration	54,649	55,887	8,952	45,697	84%	16%	
Total expenditures	\$ 595,079	\$ 280,712	\$ 118,718	\$ 476,361	80%	20%	
SURPLUS (DEFICIT)	\$ 36,145	\$ 10,210	\$ 63,794	\$ (27,649)	-76%	176%	

ACCOUNT BALANCES

Bank of America \$ 950,982

CLSA FUNDS

FY2023/24 CLSA Communications & Delivery (Restricted)

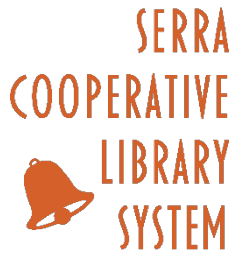
	FISCAL YEAR 2023-24			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
E-Resources	\$ -	\$ 121,828	\$ (80,061)	\$ 41,767
Delivery	-	14,420	-	14,420
Contracted services	-	6,500	-	6,500
Telecommunications	-	3,410	-	3,410
Office supplies	-	2,250	-	2,250
Resource sharing (Link+)	-	64,187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

FY2022/23 CLSA Communications & Delivery (Restricted)

	FISCAL YEAR 2022-23			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
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
	\$ 128,972	\$ -	\$ (11,369)	\$ 117,603

FY2021/22 CLSA Communications & Delivery (Restricted)

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



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AC Agenda Item 06

DATE: October 12, 2023
TO: Serra Administrative Council
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

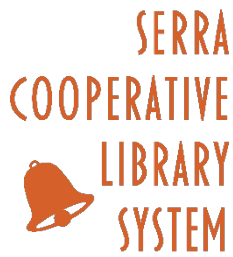
EXHIBIT:

- 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"> 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. 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. 3.) Reimburse Oceanside for start-up costs paid for Escondido, and going forward, implement a formal process of invoicing Serra for expenses.
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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AC Agenda Item 07

DATE: October 12, 2023
TO: Serra Administrative Council
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).

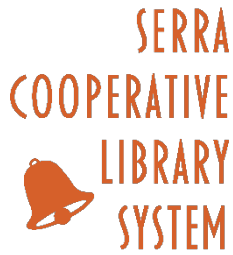
STARC is working on implementing the remaining six member libraries.

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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AC Agenda Item 08

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

SUBJECT: Serra Cooperative Library System Webpage Update (DISCUSSION)

BACKGROUND: Earlier this year, members of the Serra Cooperative Library System voted to discard the system's existing website policy and allow SCLC staff to manage the Serra website as a subpage of SCLC's website.

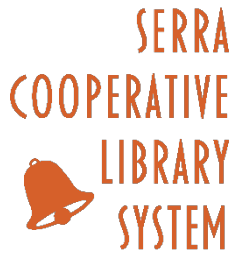
This webpage includes Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will take care of updating this site regularly to post agendas in compliance with the Brown Act and make any updates regarding member library contact information, as needed.

The webpage is done but has not yet been made public. After reviewing the website during the system meeting, staff will make the site public and share a link to the website with all members via email. Serra's current website is still up and will remain until the new link has been made public.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT: None



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AC Agenda Item 09

DATE: October 12, 2023
TO: Serra Administrative Council
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:

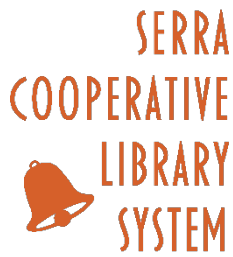
- Imperial Valley: Brawley, Calexico, El Centro, Imperial County, and Imperial Public Libraries
- North San Diego County: Carlsbad, Escondido, and Oceanside Public Libraries
- South San Diego County: Chula Vista, Coronado, and National City
- San Diego County Library
- San Diego Public Library

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, appoint a Vice Chair and Treasurer to the Executive Committee and, if necessary, appoint a member-at-large to represent unrepresented areas.

EHXHIBIT: None



Serra Cooperative Library System
c/o SCLC ▪ 222 E. Harvard St. ▪ Glendale, CA 91205
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AC Agenda Item 10

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

SUBJECT: **Authority for Financial Institutions (ACTION)**

BACKGROUND: The Southern California Library Cooperative (SCLC) provides administrative and financial services to five library cooperatives. In an effort to streamline business operations, staff seek to centralize banking for all five cooperatives with one bank, while continuing to maintain separate accounts for each cooperative.

At the last meeting of the Serra Cooperative Library System, members voted to close the 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. Members also voted to 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.

Staff began the process of establishing a bank account with JP Morgan Chase, but given the departure of Joyce Ryan as Treasurer, signature authority will need to be granted to the newly appointed Treasurer. Once this is established, staff can continue the process through JP Morgan Chase.

FISCAL IMPACT: None

RECOMMENDATION: Continue to authorize signature authority for the new account as directed at the May 2023 meeting for Christine Powers, Executive Director; Lizeth Legaspi, Serra Chair; Nerissa Snodgrass, Project Manager; and the newly appointed Treasurer as authorized signers on Serra's bank account.

EXHBIT: None

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated October 4, 2023

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State Library News

LSTA News: This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

FY22-23 California Public Libraries Survey

The portal for reporting FY22-23 data for the California Public Libraries Survey dataset opened on Tuesday, September 5th. **Data will be due no later than Monday, November 6, 2023.** Resources necessary to complete reporting are available on the [State Library's Statistics page](#). Contact LibraryStatistics@library.ca.gov with any questions.

Open Opportunities

Public Library Staff Education Program

The California State Library is pleased to announce that the call for student applications for the 2023-2024 Public Library Staff Education Program (PLSEP) is now open! The Public Library Staff Education Program is a tuition reimbursement program developed by the [California State Library](#) in partnership with the [Southern California Library Cooperative](#) to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library and county law library staff with tuition reimbursement for courses required for a master's degree in library and information science.

Application information and forms can be found at [California Public Library Staff Education Program - California State Library](#). Student applications are **due by Tuesday, October 31, 2023, 12 p.m. (noon)**. For questions, please contact the PLSEP team at wwalker@socallibraries.org

LSTA Inspiration Grants

The FY23-24 Inspiration Grants opportunity is now open. The opportunity closes **November 30, 2023 at 12:00 noon**, or once all available funds have been awarded. Inspiration Grants provide Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Inspiration

Grants provide funding for projects that may not fit within the bounds of the other grants offered by the State Library and/or for ideas that are generated outside of other funding opportunity application timeframes. For full information, including timeline, guidelines and a link to the online application, visit the [LSTA Inspiration Grants](#) website.

[Lunch at the Library](#)

The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!

This year's applications to receive funding for *Lunch at your Library* **opened September 13th and will close November 29th, 2023.**

Funding for Summer 2024 will begin in February 2024, and end January 2025.

To view the most current information on this and other grant opportunities, please visit the [Grant Opportunities](#) page. To join the ongoing Lunch at the Library conversation, please subscribe to our listserv by emailing lunch@library.ca.gov with the subject "Listserv".

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at lunch@library.ca.gov.

[Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates](#)

The [California Library Connect Program](#) is now accepting applications. Libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

For California Library Connect questions, please contact us at admin@californialibraryconnect.com, the California Library Connect Grants Coordinator email grants@californialibraryconnect.com or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

Visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

[Career Online High School](#)

The [Career Online High School](#) (COHS) program **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Current Projects and Services

[Building Forward Library Facilities Improvement Program](#)

The out-of-state advisory panel has completed their reviews of the Building Forward Round 2 applications. Funding announcements are forthcoming shortly. We received funding requests totaling approximately \$500 million, and there is approximately \$175 million to award.

[California Library Literacy Services - Ongoing](#)

The [annual final report](#) for CLLS libraries for 2022/2023 opened in Counting Opinions on August 1 and closed September 28, 2023. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

[California Libraries Learn \(CALL\) - Ongoing](#)

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL will be launching a printable schedule in August for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

[Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing](#)

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit www.internetforallnow.org/applytoday and to find resources to promote the Affordable Connectivity Program at your library visit www.internetforallnow.org/acp-toolkit.

For more information on getting involved in the State Digital Equity Plan visit:

<https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>

State of CA funded.

[Digital Navigators / Connected California – Info Session Recording Available](#)

The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under [Digital Navigators and Your Library](#). Extend your library staff capacity and support digital equity. English & Spanish Navigators are current or former library staff. No application or reporting.

An information session was held on July 18, 2023 for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities.

[View the recorded session on CALL Academy.](#)

The information session covers:

- What the Digital Navigators service does, including connecting patrons to the internet, getting them devices, and helping them learn to navigate the digital world
- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

For more information, email: DigNavs@library.ca.gov

[Tutoring Project – Ongoing](#)

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

[Parks Pass Program – Ongoing](#)

Cindy Zalog, who is the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback.

Current Parks Pass Program priorities include:

- Round 2 Mid-year Reports have been submitted and reviewed.
- The next Community of Practice is scheduled for 10/17/23. It will focus on outdoor education resources, with guest speakers from the Parks PORTS program and PBS.
- SCLC is has begun work on the Backpack Project. Information on how to apply to receive packs will go out to libraries later this month.

A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#).

For any questions, email parkspass@library.ca.gov. State of CA funded.

Ready or Not

The "[Ready—Or Not](#)" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to join them for information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Secure your spot by registering in advance at nedcc.org/CAready. State of CA funded.

- **Disaster Planning for Tribal Cultural Heritage Organizations:** October 12th, 12:30 pm-1 pm (PDT)
- **Getting Your Library Ready for Disaster:** October 23rd, 9:30 am-10 am (PDT)

Recordings can be viewed at "[Ready — Or Not](#)": Cultural Heritage Disaster Preparedness Project. If you have additional questions, reach out to the team at CAready@nedcc.org

Zip Books Program - Ongoing

2023-24 [Zip Books](#) grant award notification was sent out August 2023. State of CA funded. For questions, please contact zipbooks@library.ca.gov

Networking and Training

Community-Centered Libraries: Harnessing the Power of Data to Equitably Serve Your Community

A yearlong initiative brought to you by the State Library and the Pacific Library Partnership, [Community-Centered Libraries](#) offers training and tools to help libraries make data-driven decisions for community impact. Training is offered in multiple formats to meet the needs of all California Library Staff. Read more in this week's CALL blogpost [Choose Your Own Data Adventure!](#)

[Career Pathways Workforce & Upskilling Resources: Webinars Open to All Library Staff](#)
Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways Resource: Northstar for Admins](#)
Wednesday, October 4, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using LinkedIn Learning](#)
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel.](#)

New to the library or not sure which platforms your library offers? Check out the [CAreer Pathways Services Locator map](#). State of CA funded. Questions? CAPathways@library.ca.gov

Online Tutoring Training 2023

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. Next training is Thursday, November 2, from 11:00 am – 12:00 pm and will focus on the Writing Lab. [Register Here](#). All trainings are archived on [our tutoring page](#).

Next Directors Networking Call – October 18, 2023 – Register Now!

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. If you have any suggestions for topics for small group discussions, or future meetings, please note that [on the registration](#).

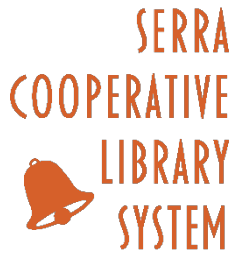
Wednesday, October 18, 2023

3:30 PM – 4:30 PM

This meeting will include guest speakers on library-related emergency response as well as updates from the Online K-12 Content Project.

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

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



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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