



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

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**SERRA COOPERATIVE LIBRARY SYSTEM  
EXECUTIVE COMMITTEE MEETING AGENDA**

**Thursday, October 15, 2026  
9:30 – 10:30 am**

**Meeting Location:  
Chula Vista Public Library Civic Center Branch  
365 F Street, Chula Vista, CA 91910**

**Via Zoom:**

<https://us02web.zoom.us/j/84984810962?pwd=KAjPfgGPwKsbreetaTM5RlqltTqWO3.1>

Meeting ID: 849 8481 0962

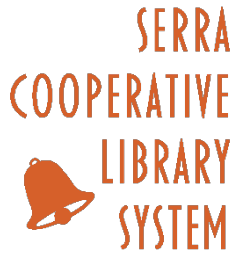
Passcode: 702749

Alternate Meeting Location:  
El Centro Library, 1198 N. Imperial Ave., El Centro, CA 92243

All items may be considered for action.

1. Call to Order and Roll Call Carla Mason
2. Public Comment Carla Mason  
*Opportunity for any guest or member of the public to address the Committee on any item of Serra business not represented on the current agenda.*
3. Consent Calendar Carla Mason  
(ACTION)  
*All items on the consent calendar may be approved by a single motion. Any Committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.*
  - a. Minutes of the August 20, 2026, Executive Committee Regular Meeting

- |                                                                                |                  |
|--------------------------------------------------------------------------------|------------------|
| 4. Adoption of the Agenda                                                      | Carla Mason      |
| 5. Budget Status Report for FY 2026/27<br>(DISCUSSION)                         | Andy Beck        |
| 6. LINK+ Delivery Update<br>(DISCUSSION)                                       | Christine Powers |
| 7. Changes to Museum Month Sponsorship Effective<br>FY 2026/27<br>(DISCUSSION) | Christine Powers |
| 8. Other                                                                       | Carla Mason      |
| 9. Adjournment                                                                 | Carla Mason      |



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**SERRA COOPERATIVE LIBRARY SYSTEM  
EXECUTIVE COMMITTEE MEETING minute**

**Thursday, August 20, 2026, 9:30 – 10:30 am**

Meeting Location:

Escondido Public Library, 239 S. Kalmia St., Escondido, CA 92025

Alternate Meeting Location:

El Centro Library, 1198 N. Imperial Ave., El Centro, CA 92243

**Attendance**

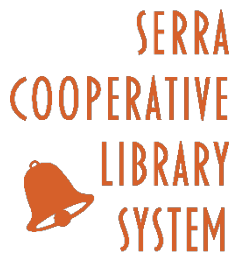
Jenkins, Jennifer - San Diego Public  
Ghio, Danielle - National City  
Mason, Carla - El Centro  
Isicson, Robin - San Diego County  
Smithson, Suzanne - Carlsbad City Library

**Other**

Beck, Andy - SCLC  
Powers, Christine - SCLC  
Snodgrass, Nerissa - SCLC

1. Call to Order and Roll Call Carla Mason  
Meeting called to order at 9:35 am.
2. Public Comment Carla Mason  
*Opportunity for any guest or member of the public to address the Committee on any item of Serra business not represented on the current agenda.*  
None
3. Consent Calendar Carla Mason
  - a. Minutes of the May 21, 2026, Executive Committee regular meeting (ACTION)  
MSP (Jenkins/Ghio) to pass the Consent Calendar, without changes.  
4 yes, 0 no, 1 abstain

4. Adoption of the Agenda Carla Mason  
The Chair adopted the agenda, without objection.
5. Budget Status Report for FY 2025/26 Andy Beck  
(DISCUSSION)  
Controller, Andy Beck, presented the Budget Status Report for Fiscal Year 2025/26.
6. Revised CLSA Plan of Service & Budget for FY 2026/27 Christine Powers  
(ACTION)  
MSP (Ghio/Smithson) to allocate the additional CLSA funds toward resource sharing and system administration and authorize the Serra Chair to review the revised FY 2026/27 CLSA Plan of Service and Budget for submission to the California State Library.  
5 yes, 0 no, 0 abstain
7. Proposed Budget Amendment for FY 2026/27 Andy Beck  
(ACTION)  
MSP (Isicson/Smithson) to approve the Proposed Budget Amendment for FY 2026/27, as presented.  
5 yes, 0 no, 0 abstain
8. LINK+ Delivery Changes & Consideration of Policy Christine Powers  
(ACTION)  
MSP (Smithson/Ghio) to delay implementation of the LINK+ hub-and-spoke delivery model to October 1, 2026; allow Administrative Council members to submit proposed revisions to the policy and operating procedures by September 4, 2026; have STARC review the proposed revisions; and bring the revised documents back to the Administrative Council at a special meeting for final approval.  
5 yes, 0 no, 0 abstain
9. Other Carla Mason  
None
10. Adjournment Carla Mason  
MS (Ghio/Isicson) to adjourn the meeting at 10:47 am.



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EC Agenda Item 5

DATE: October 15, 2026  
TO: Serra Executive Committee  
FROM: Andy Beck, Controller, Serra/SCLC

**SUBJECT: Budget Status Report for FY 2026/27 (DISCUSSION)**

**BACKGROUND:** The Budget Status Report for Fiscal Year 2026/27 is attached for review and reflects reconciled bank statements through August 31, 2026.

For revenues, membership dues of \$66,885 were recorded as financial resources available for use. Other revenues include CLSA baseline of \$48,226 and system administration of \$7,029, which were recorded as respective expenses were recognized.

Expenses include communication and delivery of \$57,848, other program services of \$958, and administration of \$8,913. These expenses do not reflect what was paid but amounts that were incurred.

As of August 31, 2026, the System has a surplus of \$54,421 and cash balance of \$520,291.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Informational

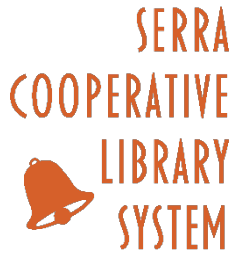
**EXHIBIT:**

- a. Budget Status Report
- b. Bank Statements July – August 2026 (on pages 11-14 of packet)

Serra Cooperative Library System  
 Budget to Actual Report  
 August 31, 2026

|                                           | Actual<br>FY 2025/26 | Approved Budget<br>FY 2026/27 | Actual            | Difference          |
|-------------------------------------------|----------------------|-------------------------------|-------------------|---------------------|
| <b>Program and general revenues</b>       |                      |                               |                   |                     |
| CLSA Communications & Delivery            | \$ 210,933           | \$ 168,685                    | \$ 48,226         | \$ 120,459          |
| CLSA System Administration                | 27,498               | 42,172                        | 7,029             | 35,143              |
| Reimbursement (Link+)                     | 40,258               | 31,000                        | -                 | 31,000              |
| Membership Dues                           | 66,568               | 66,885                        | 66,885            | -                   |
| Other income                              | 2,160                | 2,000                         | -                 | 2,000               |
| Investment return                         | 2,339                | 1,000                         | -                 | 1,000               |
| <b>Total program and general revenues</b> | <b>\$ 349,756</b>    | <b>\$ 311,742</b>             | <b>\$ 122,140</b> | <b>\$ 189,602</b>   |
| <b>Communications and delivery</b>        |                      |                               |                   |                     |
| Delivery                                  | \$ -                 | \$ 500                        | \$ -              | \$ 500              |
| E-resources                               | 70,000               | 75,000                        | 8,333             | 66,667              |
| Resource sharing*                         | 295,979              | 208,000                       | 48,226            | 159,774             |
| Audit Fees                                | 6,910                | 6,875                         | -                 | 6,875               |
| Office supplies                           | 910                  | 1,200                         | 56                | 1,144               |
| Telecommunications                        | 3,451                | 3,800                         | 1,233             | 2,567               |
| <b>Total communication and delivery</b>   | <b>\$ 377,250</b>    | <b>\$ 295,375</b>             | <b>\$ 57,848</b>  | <b>\$ 237,527</b>   |
| <b>Other services</b>                     |                      |                               |                   |                     |
| Museum Month Sponsorship                  | \$ 5,000             | \$ -                          | \$ -              | \$ -                |
| Discover & Go                             | 5,215                | 8,950                         | 958               | 7,992               |
| Youth Services Professional Develop.      | 3,278                | 5,000                         | -                 | 5,000               |
| Adult Services Professional Develop.      | 3,860                | 4,000                         | -                 | 4,000               |
| <b>Total other services</b>               | <b>\$ 17,353</b>     | <b>\$ 17,950</b>              | <b>\$ 958</b>     | <b>\$ 16,992</b>    |
| <b>Administration</b>                     |                      |                               |                   |                     |
| Administration expense                    | \$ 53,095            | \$ 53,153                     | \$ 8,859          | \$ 44,294           |
| Legal                                     | -                    | 950                           | -                 | 950                 |
| Meetings/conferences/travel               | 1,591                | 2,300                         | 54                | 2,246               |
| <b>Total administration</b>               | <b>\$ 54,686</b>     | <b>\$ 56,403</b>              | <b>\$ 8,913</b>   | <b>\$ 47,490</b>    |
| <b>Summary</b>                            |                      |                               |                   |                     |
| Total revenues                            | \$ 349,756           | \$ 311,742                    | \$ 122,140        | \$ 189,602          |
| Total expenses                            | 449,289              | 369,728                       | 67,719            | 302,009             |
| <b>Surplus (Deficit)</b>                  | <b>\$ (99,533)</b>   | <b>\$ (57,986)</b>            | <b>\$ 54,421</b>  | <b>\$ (112,407)</b> |

\* Resource sharing includes charges for Innovative and Unity.



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EC Agenda Item 6

DATE: October 15, 2026  
TO: Serra Executive Committee  
FROM: Christine Powers, Executive Director, Serra/SCLC

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

**BACKGROUND:** The Serra Cooperative Library System participates in LINK+, a cooperative service among libraries in California and Nevada that allows users to borrow books and media items not available at their local library. When the Administrative Council agreed to utilizing this resource, there was an understanding that System members (with the exception of San Diego County Library, which maintains its own LINK+ membership), would need to contribute additional funding on an annual basis to cover these costs.

At the October 16, 2025, Administrative Council meeting, members approved a funding model to provide LINK+ contributions to Serra to fill a \$31,000 budget gap, as follows: Population 50%, Circulation 50%, with \$15k cap for San Diego Public Library and pro rata for the rest of the libraries. In addition, libraries agreed to update their statistics annually.

The new delivery model consists of four regional hubs, with the participating members of each hub:

| North San Diego | Central San Diego | South San Diego | Imperial Valley  |
|-----------------|-------------------|-----------------|------------------|
| Oceanside       | San Diego Public* | Chula Vista*    | Brawley          |
| Carlsbad*       |                   | National City   | Camarena         |
| Escondido       |                   | Coronado        | El Centro        |
|                 |                   |                 | Imperial County* |
|                 |                   |                 | Imperial Public  |

\* Member library that Unity Courier will deliver materials to/from.

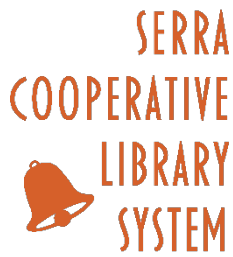
In August, the Administrative Council approved delaying implementation of the LINK+ shared delivery model to October 1, 2026; and to hold a special meeting in September to approve the policy and procedures documents for this change. The Administrative Council held a special meeting on September 24, 2026, during which documents were approved, incorporating changes discussed at that meeting, including designation of Imperial Public Library as the Imperial Valley hub. Members agreed to provide updated operational information, as needed.

The implementation process for Brawley, Camarena, and Imperial County continues, and it is anticipated that these libraries will be implemented in the coming fiscal year.

FISCAL IMPACT: N/A

RECOMMENDATION: Informational item. Members are welcome to provide any updates on how the new shared delivery system is operating, provide feedback, or request any changes for consideration.

EXHIBITS: None



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EC Agenda Item 7

DATE: October 15, 2026  
TO: Serra Executive Committee  
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **Changes to Museum Month Sponsorship Effective 2026/27  
(DISCUSSION)**

**BACKGROUND:** The San Diego Museum Council hosts an annual Museum Month in February. Museum Month is a program that promotes arts, culture, and history by highlighting the offerings of local museums and providing admission incentives. Historically, the Serra Cooperative Library System has participated in the program by distributing the museum passes at library branches and collaborating in joint marketing efforts.

History of Sponsorship

Since 2019, Serra has been underwriting Museum Month for \$5,000 to offset distribution costs associated with delivering over 55,000 passes to member libraries, and design and printing costs for print and digital marketing collateral. Since the underwriting is a reimbursement for funds expended, the Youth Services Committee had asked the Serra Administrative Council to approve the reimbursement each year.

As Serra has been approving this amount annually since 2019, the assumption was made that Museum Month was permanently approved for funding, and therefore the request for reimbursement was not agendized annually. This item was brought to the Administrative Council during the August 18, 2022, meeting, in which the Administrative Council approved the San Diego Museum Council Museum Month's sponsorship by Serra up to \$5,000 annually for FY 2022/23, FY 2023/24, and FY 2024/25, totaling \$15,000, using Serra reserve funds.

The Youth Services Committee had not requested sponsorship for FY 2025/26, presumably because of the assumption that this had become a regular, annual expenditure. The Serra Administrative Council authorized the \$5,000 for FY 2025/26; but given the System's budget deficit, declined to support Museum Month with a monetary sponsorship in FY 2026/27, instead authorizing in-kind sponsorship of this effort moving forward.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None



JPMorgan Chase Bank, N.A.  
P O Box 44959  
Indianapolis, IN 46244 - 4959

July 01, 2026 through July 31, 2026

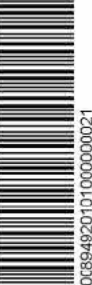
Account Number: [REDACTED]

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SERRA COOPERATIVE LIBRARY SYSTEM  
OPERATING ACCOUNT  
222 E. HARVARD ST.  
GLENDALE CA 91205

### CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**  
We accept operator relay calls



### CHECKING SUMMARY

Chase Platinum Business Checking

|                          | INSTANCES | AMOUNT              |
|--------------------------|-----------|---------------------|
| <b>Beginning Balance</b> |           | <b>\$554,309.63</b> |
| Deposits and Additions   | 1         | 107.00              |
| Electronic Withdrawals   | 5         | -18,621.86          |
| <b>Ending Balance</b>    | <b>6</b>  | <b>\$535,794.77</b> |

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please review the Additional Banking Services and Fees for Business Accounts at [chase.com/business/disclosures](https://chase.com/business/disclosures) or visit a Chase branch.

### DEPOSITS AND ADDITIONS

| DATE                                | DESCRIPTION                                                | AMOUNT          |
|-------------------------------------|------------------------------------------------------------|-----------------|
| 07/22                               | Credit Return: Online Payment 29928328759 To Robin Isacson | \$107.00        |
| <b>Total Deposits and Additions</b> |                                                            | <b>\$107.00</b> |

### ELECTRONIC WITHDRAWALS

| DATE                                | DESCRIPTION                                                      | AMOUNT             |
|-------------------------------------|------------------------------------------------------------------|--------------------|
| 07/08                               | 07/08 Online Payment 29928328754 To Unity Courier Services, Inc. | \$3,885.50         |
| 07/08                               | 07/08 Online Payment 29928328759 To Robin Isacson                | 107.00             |
| 07/14                               | 07/14 Online Payment 30001594762 To Unity Courier Services, Inc. | 3,084.90           |
| 07/21                               | 07/21 Online Payment 30093219856 To Unity Courier Services, Inc. | 7,696.96           |
| 07/28                               | 07/28 Online Payment 30176357327 To Unity Courier Services, Inc. | 3,847.50           |
| <b>Total Electronic Withdrawals</b> |                                                                  | <b>\$18,621.86</b> |



July 01, 2026 through July 31, 2026

Account Number: [REDACTED]

**DAILY ENDING BALANCE**

| DATE  | AMOUNT       |
|-------|--------------|
| 07/08 | \$550,317.13 |
| 07/14 | 547,232.23   |
| 07/21 | 539,535.27   |
| 07/22 | 539,642.27   |
| 07/28 | 535,794.77   |

**SERVICE CHARGE SUMMARY**

|                              |               |
|------------------------------|---------------|
| Monthly Service Fee          | \$0.00        |
| Other Service Charges        | \$0.00        |
| <b>Total Service Charges</b> | <b>\$0.00</b> |

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

**SERVICE CHARGE DETAIL**

| DESCRIPTION                           | VOLUME | ALLOWED | CHARGED | PRICE/UNIT | TOTAL         |
|---------------------------------------|--------|---------|---------|------------|---------------|
| <b>Monthly Service Fee</b>            |        |         |         |            |               |
| Monthly Service Fee Waived            | 0      |         |         | \$95.00    | \$0.00        |
| <b>Other Service Charges:</b>         |        |         |         |            |               |
| <b>Cash Management Services</b>       |        |         |         |            |               |
| Debit Block Maintenance               | 1      | 0       | 1       | \$0.00     | \$0.00        |
| <b>Subtotal Other Service Charges</b> |        |         |         |            | <b>\$0.00</b> |

**ACCOUNT** [REDACTED]

**Other Service Charges:**  
**Cash Management Services**  
Debit Block Maintenance

1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will provide provisional credit to your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**For business accounts,** our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your Deposit Account Agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC



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P O Box 44959  
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August 01, 2026 through August 31, 2026

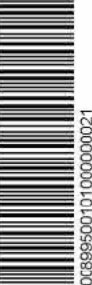
Account Number: [REDACTED]

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GLENDALE CA 91205



### CHECKING SUMMARY

Chase Platinum Business Checking

|                          | INSTANCES | AMOUNT              |
|--------------------------|-----------|---------------------|
| <b>Beginning Balance</b> |           | <b>\$535,794.77</b> |
| Electronic Withdrawals   | 4         | -15,503.60          |
| <b>Ending Balance</b>    | <b>4</b>  | <b>\$520,291.17</b> |

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### ELECTRONIC WITHDRAWALS

| DATE                                | DESCRIPTION                                                      | AMOUNT             |
|-------------------------------------|------------------------------------------------------------------|--------------------|
| 08/04                               | 08/04 Online Payment 30277343594 To Unity Courier Services, Inc. | \$3,861.10         |
| 08/11                               | 08/11 Online Payment 30367672063 To Unity Courier Services, Inc. | 3,878.50           |
| 08/18                               | 08/18 Online Payment 30463127736 To Unity Courier Services, Inc. | 3,882.00           |
| 08/25                               | 08/25 Online Payment 30546794861 To Unity Courier Services, Inc. | 3,882.00           |
| <b>Total Electronic Withdrawals</b> |                                                                  | <b>\$15,503.60</b> |

### DAILY ENDING BALANCE

| DATE  | AMOUNT       |
|-------|--------------|
| 08/04 | \$531,933.67 |
| 08/11 | 528,055.17   |
| 08/18 | 524,173.17   |
| 08/25 | 520,291.17   |

### SERVICE CHARGE SUMMARY

|                              |               |
|------------------------------|---------------|
| Monthly Service Fee          | \$0.00        |
| Other Service Charges        | \$0.00        |
| <b>Total Service Charges</b> | <b>\$0.00</b> |



August 01, 2026 through August 31, 2026

Account Number: [REDACTED]

## SERVICE CHARGE SUMMARY *(continued)*

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

## SERVICE CHARGE DETAIL

| DESCRIPTION                           | VOLUME | ALLOWED | CHARGED | PRICE/UNIT | TOTAL         |
|---------------------------------------|--------|---------|---------|------------|---------------|
| <b>Monthly Service Fee</b>            |        |         |         |            |               |
| Monthly Service Fee Waived            | 0      |         |         | \$95.00    | \$0.00        |
| <b>Other Service Charges:</b>         |        |         |         |            |               |
| <b>Cash Management Services</b>       |        |         |         |            |               |
| Debit Block Maintenance               | 1      | 0       | 1       | \$0.00     | \$0.00        |
| <b>Subtotal Other Service Charges</b> |        |         |         |            | <b>\$0.00</b> |

### ACCOUNT [REDACTED]

**Other Service Charges:**  
**Cash Management Services**  
Debit Block Maintenance

1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.

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**JPMorgan Chase Bank, N.A. Member FDIC**