

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, August 17, 2023
9:30 am – 10:30 am

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

Via Zoom:
<https://us02web.zoom.us/j/88482841858?pwd=aEIQZHpMaHlhUTNBYWhGanZpY0FCZz09>
Meeting ID: 884 8284 1858
Passcode: 604889

Agenda

All items may be considered for action.

- | | |
|---|------------------|
| 1. Call to Order and Roll Call | Lizeth Legaspi |
| 2. Public Comment
<i>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.</i> | Lizeth Legaspi |
| 3. Consent Calendar
a. Minutes from May 18, 2023 Executive Committee meeting | Lizeth Legaspi |
| 4. Adoption of Agenda | Lizeth Legaspi |
| 5. Budget Status Report FY2022/23
(DISCUSSION) | Andy Beck |
| 6. Authority for Financial Institutions
(ACTION) | Christine Powers |

- | | |
|---|-------------------------|
| 7. Serra Digital Download Library Support Update (DISCUSSION) | Christine Powers |
| 8. LINK+ Implementation Update (DISCUSSION) | Wayne Walker/Sam Liston |
| 9. Other | Lizeth Legaspi |
| 10. Adjournment | Lizeth Legaspi |



ACTION ITEMS

Meeting: _____ Serra Executive Committee Meeting _____

Date: _____ August 17, 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

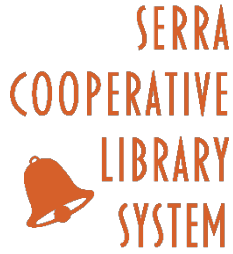
_____ Aye _____ Motion

_____ Nay _____ Second

_____ Nay _____ Second

_____ Abstain

_____ Abstain



Serra Cooperative Library System
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA 91101
Phone: 626-2359-6111
www.serralib.org

EXECUTIVE COMMITTEE MEETING
Thursday, May 18, 2023
9:30 – 11:00am

Meeting Location:
Escondido Public Library
239 S. Kalmia Street, Escondido, CA 92025

Minutes draft

Attendance

Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
Legaspi, Lizeth – Camarena
Ohr, Donna – San Diego County

Other

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

Absent

Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista

1. Call to Order and Roll Call Shaun Briley
Meeting called to order at 9:36am.
2. Public Comment Shaun Briley
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 Shaun Briley
 - a. Minutes from February 16, 2023 Executive Committee meeting
MSP (Briley/Cronk) to approve the Consent Calendar, as presented.
4 yes, 0 no, 0 abstain

4. Adoption of Agenda Shaun Briley
Chair approved the Agenda, without objection.

5. Brown Act Teleconferencing Requirements: Christine Powers
End of COVID-19 Emergency Order
Review teleconferencing requirements under the Brown Act and AB 2449, which provides another set of rules for utilizing teleconferencing under certain conditions.

6. Audit Report FY 2021/22 Andy Beck
Interim testing was conducted in December 2022. Final testing was completed in April 2023. For the fiscal year June 30, 2022, there were no material weaknesses or significant deficiencies.
MSP (Briley/Cronk) to recommend acceptance of the Financial Audit to the Administrative Council.
4 yes, 0 no, 0 abstain

7. Budget Status Report FY2022/23 Andy Beck
The Budget Report reflects the reconciled bank statement through March 31, 2023.

8. Serra Cooperative Library System Webpage Christine Powers
To comply with the Brown Act, and to improve management of the Serra website, Powers proposed that SCLC staff build a subpage for Serra under its website: <https://socallibraries.org/> . This webpage would include Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will be responsible for posting agendas, but will need committee liaisons to send staff agendas for committee meetings. Given these changes, the need for Serra's Website Policy was questioned.
MSP (Cronk/Legaspi) to recommend to the Administrative Council that Serra discard the existing website policy, and allow SCLC staff to manage the Serra website(as a subpage of SCLC's site).
4 yes, 0 no, 0 abstain

9. SCLC Agreement for Administrative and Fiscal Christine Powers
Services for FY 2023/24
Staff estimates a fiscal impact of \$58,812, yet to be finalized (pending approval by the California Library Services Board and the Governor). The contract costs is comprised of \$53,149 from the CLSA Preliminary System Budget Allocation for Serra, and \$5,663 from CLSA Communication and Delivery Budget for office supplies and telecommunications.

MSP (Briley/Ohr) to recommend to the Administrative Council to Authorize the Administrative Council Chair to sign the agreement between Serra Cooperative Library System and SCLC, for administrative and fiscal services for FY 2023/24.
4 yes, 0 no, 0 abstain

10. Proposed Budget FY2023/34

Andy Beck

The proposed budget is calculated based on membership dues and the California Library Services Act (CLSA) funding. A surplus of \$36,145 is projected.

MSP (Cronk/Briley) to recommend to the Administrative Council to authorize the Serra Chair to work with SCLC/Serra staff to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library.

4 yes, 0 no, 0 abstain

11. LINK+ Implementation Update

Wayne Walker

The agreement with Unity Courier has been executed. National City identified an additional startup cost for a data file extraction process to enable specific ILS to communicate with the Innovative LINK+ system. The Imperial County grant funds earmarked for LINK+ have been confirmed as eligible to pay for the share of LINK+ expenses only for libraries within Imperial County, through April 2024.

MSP (Cronk/Briley) to recommend to the Administrative Council to authorize Serra to add Data File Extraction service fees as an eligible reimbursement of LINK+ startup costs for libraries, not to exceed a total of \$18,000 (\$3,000/library system); if additional funds are needed, will return to Administrative Council for reconsideration.

3 yes, 0 no, 1 abstain

12. Serra Digital Download Library Support

Christine Powers

Staff SCLC/Serra staff will take over Ms. Garcia's services managing the platform of OverDrive eBooks and eAudiobooks on a temporary basis, while working with Serra's Collection Delivery Team to provide a smooth transition of these duties to OverDrive. Costs incurred by staff for work on this project would depend on the number of hours worked, but is not estimated to exceed \$500 in the first quarter of the fiscal year. Staff anticipates having a plan in place for the Council's consideration by its next regular meeting.

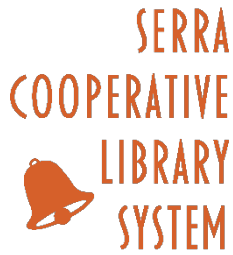
13. Other

Shaun Briley

None.

14. Adjournment

MSP (Ohr/Cronk) to adjourn meeting at 10:47am.



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EC Agenda Item 05

DATE: August 17, 2023
TO: Serra Executive Committee
FROM: Andy Beck, Controller – SCLC/Serra

SUBJECT: Budget Status Report FY 2022/23 - DISCUSSION

BACKGROUND: The Budget Status Report for Fiscal Year 2022/23 is attached for your review and 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.

CLSA funds carryover totals \$163,708 which were incorporated in FY 2023/24 budget.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT: Budget to Actual Report

REVENUES/EXPENSES	FY22/23 Budget	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE						
CLSA Communications & Delivery	\$ 213,362	\$ 213,437	\$ 171,432	\$ 41,930	80%	Received in December 2022
CLSA System Administration	\$ 53,341	\$ 53,359	\$ 53,341	\$ -	100%	Received in December 2022
Grant Project Revenue	\$ -	\$ 23,330	\$ -	\$ -	0%	PLSEP grants awarded through SCLC
Grant Indirect	\$ -	\$ 2,333	\$ -	\$ -	0%	PLSEP grants awarded through SCLC
Membership Dues	\$ 64,703	\$ 65,244	\$ 64,703	\$ -	100%	Recognized
Serra System Administration	\$ -	\$ -	\$ -	\$ -	0%	N/A
LINK+	\$ 292,000	\$ -	\$ -	\$ 292,000	0%	No Imperial County Libraries implemented
Investment Income	\$ 1,623	\$ 1,446	\$ 1,646	\$ (23)	101%	Bank Interest and Compushare
TOTAL REVENUE	\$ 625,029	\$ 359,149	\$ 291,122	\$ 333,907	47%	

EXPENDITURES						
Operating Expenses						
System Administration CLSA Funds	\$ 53,341	\$ 53,359	\$ 53,341	\$ -	100%	100% expensed through June 2023 to SCLC
System Administration Serra Funds	\$ -	\$ -	\$ -	\$ -	0%	None noted
Delivery	\$ 15,500	\$ 14,500	\$ 12,017	\$ 3,483	78%	Within budget
Unity Delivery	\$ 158,851	\$ -	\$ 38,150	\$ 120,701	24%	Not all members implemented
LINK+	\$ 123,328	\$ 17,715	\$ 14,536	\$ 108,792	12%	Not all members implemented
Overdrive	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	100%	Within budget
Overdrive Magazine	\$ -	\$ -	\$ 20,833	\$ (20,833)	0%	Non CLSA funded
Flipster	\$ 17,633	\$ 21,155	\$ 49,899	\$ (32,266)	283%	22/23 \$17,633/\$32,266 for 21/22 - Digital Magazines
Audit Fees	\$ 6,300	\$ 3,436	\$ 6,911	\$ (611)	110%	
CLSA Funds	\$ 141,062	\$ -	\$ -	\$ 141,062	0%	Remaining to be allocated
Professional Services	\$ 850	\$ 580	\$ 2,048	\$ (1,198)	241%	For CLSA 22/23 - Bank Fees and Consultant Overdrive
Telecommunications	\$ 500	\$ 500	\$ 2,370	\$ (1,870)	474%	Zoom, website, etc.
Other	\$ -	\$ -	\$ 498	\$ (498)	0%	Travel
Operating Expenses Subtotal	\$ 567,365	\$ 161,245	\$ 250,603	\$ 316,762	44%	
Grant Expenses						
PLSEP	\$ -	\$ -	\$ -	\$ -	0%	
Grant Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	0%	
Special Project Expenses						
Museum Month Sponsorship	\$ 5,000	\$ -	\$ 5,000	\$ -	100%	100% expensed
Discover & Go Sponsorship	\$ 43,800	\$ -	\$ 17,500	\$ 26,300	40%	Balance budgeted for next fiscal year
Youth Services Professional Development	\$ 4,000	\$ -	\$ 3,571	\$ 429	89%	
Adult Services Professional Development	\$ 4,000	\$ -	\$ 4,038	\$ (38)	101%	
Special Projects Subtotal	\$ 56,800	\$ -	\$ 30,109	\$ 26,691	53%	
TOTAL EXPENDITURES	\$ 624,165	\$ 161,245	\$ 280,711	\$ 343,454	45%	
Surplus (Deficit)	\$ 864	\$ 197,904	\$ 10,411	\$ (9,547)	1205%	

ACCOUNT BALANCES			
	Unrestricted	Restricted	Total
Balance as of June 30, 2022	\$ 833,386	\$ 275,426	\$ 1,108,811
Balance as of June 30, 2023	\$ 774,411	\$ 317,355	\$ 1,091,766

Serra Cooperative Library System
Budget to Actual
June 30, 2023

CARRY OVER CLSA FUNDS

FY 2022/23 CLSA Communications & Delivery

	FISCAL YEAR 2022-23			
	FY2021-22	Addition	Deletions	FY2022-23
E-Resources	\$ -	\$ 67,734	\$ (67,633)	\$ 101
Delivery	-	15,500	(12,017)	3,483
Contracted services	-	6,300	(4,240)	2,060
Telecommunications	-	500	(500)	-
Resource sharing (Link+)	-	123,328	-	123,328
	<u>\$ -</u>	<u>\$ 213,362</u>	<u>\$ (84,390)</u>	<u>\$ 128,972</u>

FY 2021/22 CLSA Communications & Delivery

	FISCAL YEAR 2021-22			
	FY2021-22	Addition	Deletions	FY2022-23
E-Resources	\$ 32,266	\$ -	\$ (32,266)	\$ -
Delivery	-	-	-	-
Contracted services	2,671	-	(2,671)	-
Telecommunications	-	-	-	-
Resource sharing (Link+)	85,182	-	(50,446)	34,736
	<u>\$ 120,119</u>	<u>\$ -</u>	<u>\$ (85,383)</u>	<u>\$ 34,736</u>



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EC Agenda Item 06

DATE: August 17, 2023
TO: Serra Executive Committee
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 seeks to centralize banking for all five cooperatives with one bank, while continuing to maintain separate accounts for each cooperative.

Given the geographical span of the five cooperatives managed by SCLC and given that Bank of America is the bank for two of the five existing cooperatives (including Serra) with multiple locations to allow members of each cooperative to access their system's bank account within their jurisdictions, staff originally sought to convert the other three systems' banks to Bank of America and obtained authority from these cooperatives to switch to Bank of America.

As staff began this process, it became apparent that Bank of America did not have the ability to open government accounts for its cooperatives. After some additional research, staff determined that JP Morgan Chase has the infrastructure and ability to open government accounts, and discussions with their representatives made staff confident that JP Morgan Chase was the appropriate bank for its five cooperatives. The process of establishing SCLC's account is almost complete; the process for signature authority is much easier with JP Morgan Chase as it can be completed online and does not require all members to be physically present at once.

Signature Authority for the new account will be maintained 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.

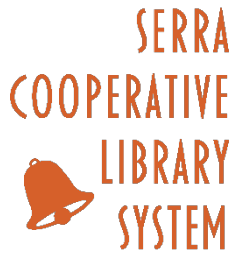
FISCAL IMPACT: None

RECOMMENDATION: 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.

EXHBIT: None



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EC Agenda Item 07

DATE: August 17, 2023
TO: Serra Executive Committee
FROM: Christine Powers, Executive Director – SCLC/Serra

SUBJECT: Serra Digital Download Library Support Update – DISCUSSION

BACKGROUND: Serra currently applies California Library Services Act (CLSA) Communication and Delivery funds for a shared collection of OverDrive eBooks and eAudiobooks. For the past decade, Kristina Garcia had been managing this platform for Serra, in conjunction with Serra’s Collection Development (CD) Team, made up of members from each library. Her responsibilities included completing orders every 6-8 weeks for titles on behalf of Serra.

As previously reported to the Administrative Council, Ms. Garcia concluded providing this service to Serra as of the end of this past fiscal year in June. 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 Ms. Garcia’s services. An order was placed for July for 41 titles, totaling \$2,005.21.

OverDrive will be able to assist with collection development, reporting, and more robust cart sharing at no additional cost. OverDrive staff will meet with Serra’s CD Team on Friday, August 25, to better learn about the cooperative’s needs regarding consortium ordering. A copy of the purchasing questionnaire that will be discussed with the CD Team during that meeting is included with this report. Currently, Serra has \$67,000 in content credit. 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.

FISCAL IMPACT: None

RECOMMENDATION: Informational only

EXHIBIT: Serra Purchasing Questionnaire



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EC Agenda Item 08

DATE: August 17, 2023
TO: Serra Executive Committee
FROM: Wayne Walker, Deputy Director, SCLC/Serra
Sam Liston, Serra STARC Chair

SUBJECT: **LINK+ Implementation Update**

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

Implementation Update

San Diego Public Library completed their implementation and went live with LINK+ in June. National City and El Centro are scheduled to go live this month. Imperial Public Library has started the implementation process. Carlsbad City Library has requested to resume the implementation process this fall. Volunteers from the remaining libraries to commence the implementation process as soon as possible is highly encouraged.

Implementation guide documents are available for members upon request.

Imperial County Grant Funds

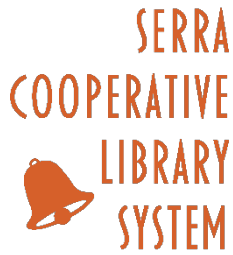
The Imperial County grant funds earmarked for LINK+ have been confirmed as eligible to pay for the share of LINK+ expenses only for libraries within Imperial County. Imperial County Free Library has agreed to start the implementation process as soon as possible to utilize these grant funds as soon as possible. The accounting process between Imperial County Library and Serra for these grant funds is being coordinated.

FISCAL IMPACT: Funding has been secured for this project. The timing of expenditures is related to the ongoing implementation process. CLSA 21/22 Funds budgeted for the LINK+ service have been fully expended. Upcoming LINK+ service expenses will be paid with CLSA 22/23 funds budgeted for LINK+.

RECOMMENDATION: Nothing at this time.

EXHIBIT:

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



Serra Cooperative Library System
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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