



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

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

Minutes

Approved 02152024

Attendance

Acosta, Migell – San Diego County
Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
DiMento, Cathy – Oceanside
Ghio, Danielle – National City
Guerrero, Mary Jane – Imperial County
Legaspi, Lizeth – Camarena
Mason, Carla – El Centro
Ortega, Petra – Brawley
Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista
Ulett, Denise – City of Imperial

Other

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

Absent

Wood, Dan – Escondido

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

Lizeth Legaspi

2. Public Comment Lizeth Legaspi
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.
None.

3. Consent Calendar Lizeth Legaspi
 - a. Minutes from August 17, 2023, Administrative Council meeting
MSP (Cronk/Whatley) to pass with Consent Calendar, without changes.
7 yes, 0 no, 1 abstain

4. Adoption of Agenda Lizeth Legaspi
Chair adopted the Agenda as present, without objection.

5. Budget Status Report FY2023/24 Andy Beck
The Budget Status Report for FY 2023/24 reflects reconciled bank statements through August 31, 2023. For revenues, financial highlights include LINK+ expense reimbursements of \$3,997 and memberships dues have been billed pending receipt. There were no unexpected expenses. California Library Services Act (CLSA) fund carryover totals \$163,708 is expected to be expended in FY 2023/24.

6. LINK+ Implementation Update Wayne Walker
National City, El Centro, and Imperial Public Library went live with LINK+ in August; Imperial County, Camarena, and Chula Vista are targeted next for implementation. Some jurisdictions experience slower implementation, due to software issues, software upgrades, and both library and Innovative staffing constraints. Carlsbad requested to pause the implementation process until October. Brawley will implement soon, following the lessons learned from similar libraries. Implementation guide documents are available to members upon request. Billing submitted to Imperial County to reimburse Serra for El Centro and Imperial Public expenses, using Imperial County grant funds earmarked for LINK+. Funding has been secured for this project. Expending designated funds is slower than anticipated due ongoing implementation process and slower rate of billing.

7. Discover & Go Update Christine Powers/Andy Beck
Discover & Go is a platform for public libraries to issue digital museum passes. San Diego Public Library launched Discover & Go in November 2021, and the Serra Technology and Automation Review Committee (STARC) set up a model for all Serra libraries to participate. The Serra Administrative Council approved payment of \$36,000 from Serra system reserves to implement services and training, and to annually agendize \$7,800 (\$600 per system) from Serra system reserves for ongoing services, starting in FY 2022/23.

Currently, seven member libraries participate in the Discover & Go platform, with six members remaining. Implementation fees of \$2,500 per member for seven members are paid. Fees for the remaining six members remains pending. Hosting and maintenance fees for FY 2023/24 of \$630 per member were paid for the seven members in the previous fiscal year (this is a prepaid expense). STARC is working to implement the remaining six member libraries.

This item will return to the Administrative Council in May 2024 for consideration and approval of Serra's participation in Discover & Go for FY 2024/25. Serra's FY 2023/24 budget includes \$25,700 for the implementation and hosting and maintenance fees, with estimated increases.

8. Serra Cooperative Library System Webpage Update Christine Powers
Earlier this year, the Administrative Council 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 update this site regularly to post agendas in compliance with the Brown Act and make any updates regarding member library contact information, as needed.

9. Appointment of Executive Committee Vacancies: Christine Powers
Vice Chair and Treasurer
MSP (Cronk/Whatley) to appoint Smithson as Vice Chair and DiMento as Treasurer, for the remainder of FY2023/24.
12 yes, 0 no, 0 abstain

10. Authority for Financial Institutions Christine Powers
MSP (Cronk/Smithson) to continue signature authority authorization 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 Cathy DiMento, Treasurer, as authorized signers on Serra's bank account.
12 yes, 0 no, 0 abstain
11. Committee Reports Robert Cronk
a. STARC
Committee update was contained in items 6 and 7 above.
b. Adult Services
Reassessing after the successful 2023 Adult Services Committee workshop, and surveyed member libraries for the topic of the next workshop.
c. Youth Services
Committee is finalizing details for the Professional Development workshop on October 19, with a keynote speaker from the Trauma Resource Institute. Workshop registration stands at 119 attendees. Met with Villalobos from the State Library regarding application for the Lunch@theLibrary program.
12. State Library Report Kaela Villalobos
Responses are due to the Public Library Survey portal by November 6, 2023. See the State Library website (www.library.ca.gov/grants/) for more information on the following grants: Public Library Staff Education Program (PLSEP), Lunch@theLibrary, Broadband, Inspiration grants, Zip Books, Digital Divide and California Literacy Services.
13. Administrative Council Chair Report Lizeth Legaspi
None.
14. Other Lizeth Legaspi
Powers requests volunteer raters for PLSEP applications, and announced a webinar to reveal the backpack portion of the State Parks Pass grant.
15. What's New at Your Library Lizeth Legaspi
Brawley: received conditional approval for a Building Forward grant of \$611,050, to be used to replace HVAC and windows
Carlsbad: Printing fees for patrons was eliminated in the FY2023/24 budget; hosting the first staff development day since before COVID, with keynote speaker Caryn Peabody, to speak on cultural connectiveness; traded several part time positions for a new, full time senior librarian position.
El Centro: working on reclassification as current staff is paid minimum wage
Imperial: waved fine structure, undergoing a small renovation and conducting a reclassification and compensation study
Oceanside: conducting an economic impact study of local arts

San Diego: large turn out for the One Book/One County event
San Diego County: Pride challenges are being opposed by local public school teachers, which is a tremendous support to student patrons

16. Adjournment

Lizeth Legaspi

MSP (Cronk/DiMento) to adjourn meeting at 11:57am.

Respectfully submitted by Lori Graver on February 23, 2024