



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

ADMINISTRATIVE COUNCIL MEETING
Thursday, October 10, 2024
11:00 am – 1:00 pm

Meeting Location:
San Diego Central Library, Mary Hollis Clark Conference Center
330 Park Blvd., San Diego, CA 92101

Via Zoom:
<https://us02web.zoom.us/j/86568758781?pwd=vw2IDPX9iJ5sLcXujeEK5fb5AAW4ZL.1>
Meeting ID: 865 6875 8781
Passcode: 340554

Alternate Meeting Locations:

Imperial County Free Library Headquarters, 1331 S. Clark Rd., El Centro, CA 92243
Imperial Public Library, 200 W. 9th St., Imperial, CA 92251
Escondido Public Library, 239 South Kalmia St., Escondido, CA 92025
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92331
Brawley Public Library, 400 Main St., Brawley, CA 92227
Chula Vista Public Library, 365 F Street, Chula Vista, CA 91910

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 of the August 15, 2024, Administrative Council regular meeting (ACTION)
4. Adoption of the Agenda Lizeth Legaspi

- | | |
|---|---|
| 5. Budget Status Report for FY 2024/25
(DISCUSSION) | Andy Beck |
| 6. CLSA FY 2024/25 Plan of Service Update
(DISCUSSION) | Christine Powers |
| 7. Discussion of Future Membership Dues
(ACTION) | Andy Beck |
| 8. LINK+ Implementation Update
(DISCUSSION) | Wayne Walker |
| 9. Committee Reports <ul style="list-style-type: none"> a. STARC b. Adult Services c. Youth Services | Robert Cronk
Robert Cronk
Joy Whatley |
| 10. State Library Report | Julianna Robbins |
| 11. Administrative Council Chair Report | Lizeth Legaspi |
| 12. Other | Lizeth Legaspi |
| 13. What's New at Your Library | Lizeth Legaspi |
| 14. Adjournment | Lizeth Legaspi |



ACTION ITEMS

Meeting: Serra Administrative Council Meeting

Date: October 10, 2024

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

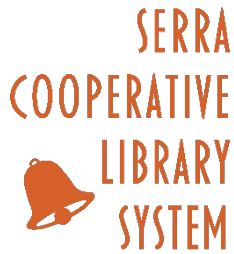
____ Nay _____ Second

____ Nay _____ Second

____ Abstain

____ Abstain

Email completed form to: slcadmin@socallibraries.org



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www.serralib.org

ADMINISTRATIVE COUNCIL MEETING
Thursday, August 15, 2024
11:00 am – 1:00 pm

Meeting Location:
Coronado Public Library
640 Orange Ave, Coronado, CA 92118

Alternate Meeting Locations:
Imperial County Free Library Headquarters, 1331 S. Clark Rd., El Centro, CA 92243
Imperial Public Library, 200 W. 9th St., Imperial, CA 92251
Escondido Public Library, 239 South Kalmia St., Escondido, CA 92025
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92331
Brawley Public Library, 400 Main St., Brawley, CA 92227
Chula Vista Public Library, 365 F Street, Chula Vista, CA 91910

Minutes Draft

Attendance

Briley, Shaun - Coronado
Cronk, Robert - San Diego Public
DiMento, Cathy (CJ) - Oceanside
Ghio, Danielle - National City
Guerrero, Mary Jane - Imperial County
Haller, Ember - City of Imperial
Landa, Rino - Escondido
Legaspi, Lizeth - Camarena
Mason, Carla - El Centro
Ohr, Donna - San Diego County
Smithson, Suzanne - Carlsbad

Absent

Ortega, Petra - Brawley
Whatley, Joy - Chula Vista

Other

Beck, Andy - SCLC
Powers, Christine - SCLC
Snodgrass, Nerissa - SCLC
Robbins, Julianna - CSL
Walker, Wayne - SCLC

Meeting called to order at 11:04 am.

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 of the May 16, 2024, Administrative Council regular meeting (ACTION)
 - b. Minutes of the July 11, 2024, Administrative Council special meeting. (ACTION)MSP (Smithson/Mason) to pass the Consent Calendar, with changes to the spelling of Donna Ohr's name.
10 yes, 0 no, 1 abstain

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

5. Budget Status Report for FY 2023/24 Andy Beck
(DISCUSSION)
Controller Andy Beck presented the Budget Status Report for FY 2023/24, reflecting reconciled bank statements through August 31, 2023.

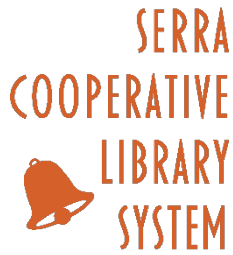
6. Banking Status Update Christine Powers
(DISCUSSION)
Executive Director Christine Powers presented the status of Serra's Chase and Bank of America bank accounts.

7. CLSA FY 2023/24 System Program Annual Report Christine Powers
(ACTION)
MSP (Cronk/Ohr) to authorize the Executive Director to work with the Chair to complete the CLSA FY 2023/24 System Program Annual Report for submission to the State Library by the September deadline.
11 yes, 0 no, 0 abstain

8. Discussion of Future Membership Dues Andy Beck
(ACTION)
The council postponed voting on this item due to Chula Vista's absence.
They plan to revisit the item and proceed with the vote at the next meeting.

9. FPPC Conflict of Interest Code Biennial Review Christine Powers
(ACTION)
MSP (Smithson/Briley) Council declared that no amendments were needed to Serra's Conflict of Interest Code.
11 yes, 0 no, 0 abstain

10. LINK+ Implementation Update (DISCUSSION) Wayne Walker
Deputy Director Wayne Walker provided an update on the status of the implementation of LINK+ for the Serra Cooperative Library System.
11. Committee Reports
- a. STARC Robert Cronk
None
 - b. Adult Services Robert Cronk
Committee has an upcoming meeting with SCLC staff to discuss roles and duties.
 - c. Youth Services Joy Whatley
None
12. State Library Report Julianna Robbins
Library Programs Consultant, Julianna Robbins, gave an update on all the current library programs and grants that the California State Library is offering.
13. Administrative Council Chair Report Lizeth Legaspi
None
14. Other Lizeth Legaspi
None
15. What's New at Your Library Lizeth Legaspi
San Diego Public – New building is almost ready for opening In October.
Imperial – Just awarded the “Pay for All” grant.
16. Adjournment Lizeth Legaspi
MSP (Ghio/Smithson) to adjourn meeting at 11:42 am.



Serra Cooperative Library System
c/o SCLC ▪ 222 E. Harvard St. ▪ Glendale, CA 91205
Phone: 626-2359-6111
www.serralib.org

AC Agenda Item 5

DATE: October 10, 2024
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: Budget Status Report for FY 2024/25 (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2024/25 is attached for review and reflects reconciled bank statements through August 31, 2024.

For revenues, membership dues of \$65,463 were recorded as financial resources available for use. Other revenues include communication and delivery of \$23,394, system administration of \$8,854, and LINK+ reimbursements of \$65,463, which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$54,447, other services of \$1,492, and administration of \$9,031. These expenses do not reflect what was paid but amounts that were incurred.

As of August 31, 2024, the System has a surplus of \$42,474 and cash balance of \$866,671.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT:

- a. Budget Status Report
- b. Bank Statements July – August 2024

Serra Cooperative Library System
Budget Status Report
August 31, 2024

AC Agenda Item 5a

	<u>FY24/25 Budget</u>	<u>Prior Year Actuals</u>	<u>FY24/25 Actuals</u>	<u>Balance</u>	<u>% Unrealized</u>	<u>% Realized</u>	<u>Notes</u>
REVENUE							
CLSA communications & delivery	\$ 201,391	\$ 287,474	\$ 23,394	\$ 177,997	88%	12%	
CLSA system administration	27,512	53,149	8,854	18,658	68%	32%	
Reimbursement (LINK+)	145,000	70,805	9,299	135,701	94%	6%	Imperial County libraries
Membership dues	65,463	64,221	65,463	-	0%	100%	
Investment income	1,000	1,694	434	566	57%	43%	
Total revenues	\$ 440,366	\$ 477,342	\$ 107,444	\$ 332,922	76%	24%	
EXPENDITURES							
Communications and delivery							
Delivery	\$ 1,000	\$ 6,661	\$ 37	\$ 963	96%	4%	
E-resources	125,688	121,828	20,948	104,740	83%	17%	Overdrive; Flipster
Resource sharing	345,000	216,627	32,693	312,307	91%	9%	LINK+
Audit Fees	6,625	6,300	-	6,625	100%	0%	
Office supplies	1,600	2,428	267	1,333	83%	17%	
Telecommunications	4,200	4,436	502	3,698	88%	12%	
Total communication and delivery	484,113	358,280	54,447	429,666	89%	11%	
Other services							
Museum Month sponsorship	5,000	5,000	-	5,000	100%	0%	
Discover & Go sponsorship	21,450	4,410	1,492	19,958	93%	7%	
Youth Services Professional Development	4,000	3,705	-	4,000	100%	0%	
Adult Services Professional Development	4,000	3,482	-	4,000	100%	0%	
Total other services	34,450	16,597	1,492	32,958	96%	4%	
Administration							
Administration expense	53,121	53,149	8,854	44,267	83%	17%	Amortized
Meetings/conferences/travel	1,800	1,633	177	1,623	90%	10%	
Other	-	13	-	-			
Total administration	54,921	54,795	9,031	45,890	84%	16%	
Total expenditures	\$ 573,484	\$ 429,672	\$ 64,970	\$ 508,514	89%	11%	
SURPLUS (DEFICIT)	\$ (133,118)	\$ 47,671	\$ 42,474	\$ (175,592)	132%	-32%	

ACCOUNT BALANCES

Bank balance \$ 866,671

CLSA FUNDS

FY2024/25 CLSA Communications & Delivery (Restricted)

	<u>FISCAL YEAR 2024-25</u>			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
Inter Library Loan (3)	\$ -	\$ 110,047	\$ -	\$ 110,047
	\$ -	\$ 110,047	\$ -	\$ 110,047

FY2023/24 CLSA Communications & Delivery (Restricted)

	<u>FISCAL YEAR 2023-24</u>			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
Inter Library Loan (3)	\$ 56,771	\$ -	\$ (15,644)	\$ 41,127
	\$ 56,771	\$ -	\$ (15,644)	\$ 41,127

FY2022/23 CLSA Communications & Delivery (Restricted)

	<u>FISCAL YEAR 2022-23</u>			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
Inter Library Loan (3)	\$ 34,874	\$ -	\$ (7,750)	\$ 27,124
	\$ 34,874	\$ -	\$ (7,750)	\$ 27,124



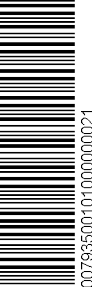
JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

June 29, 2024 through July 31, 2024
 Account Number: **000000605262958**

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

00079350 DRE 703 210 21624 NNNNNNNNNN 1 00000000 Z9 0000
 SERRA COOPERATIVE LIBRARY SYSTEM
 OPERATING ACCOUNT
 222 E. HARVARD ST.
 GLENDALE CA 91205



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$0.00
Deposits and Additions	3	603,477.17
Electronic Withdrawals	2	-25,036.87
Ending Balance	5	\$578,440.30

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 refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
07/09	Remote Online Deposit 4	\$600,000.00
07/16	Remote Online Deposit 4	3,050.46
07/16	Remote Online Deposit 4	426.71
Total Deposits and Additions		\$603,477.17

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/30	07/30 Online Payment 21553037216 To Carlsbad City Library	\$36.87
07/31	07/31 Online Payment 21553037218 To Overdrive, Inc.	25,000.00
Total Electronic Withdrawals		\$25,036.87

DAILY ENDING BALANCE

DATE	AMOUNT
07/09	\$600,000.00
07/16	603,477.17
07/30	603,440.30
07/31	578,440.30



SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	3	Unlimited	0	\$0.40	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 00000605262958

Other Service Charges:

Electronic Credits	
Electronic Items Deposited	3
Cash Management Services	
Debit Block Maintenance	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM 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 credit 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, see your deposit account agreement or other applicable agreements that govern your account for details.

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

P.O. Box 15284
Wilmington, DE 19850

Customer service information

-  1.888.BUSINESS (1.888.287.4637)
-  bankofamerica.com
-  Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

SERRA COOPERATIVE LIBRARY SYSTEM
GENERAL ACCOUNT
254 N LAKE AVE
BOX 874
PASADENA, CA 91101

Your Business Interest Checking Preferred Rewards for Bus Platinum Honors

for July 1, 2024 to July 31, 2024

Account number: 0011 3270 6730

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

Beginning balance on July 1, 2024	\$981,290.72
Deposits and other credits	4.48
Withdrawals and other debits	-0.00
Checks	-611,216.08
Service fees	-0.00
Ending balance on July 31, 2024	\$370,079.12

of deposits/credits: 1
 # of withdrawals/debits: 4
 # of days in cycle: 31
 Average ledger balance: \$528,609.15

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$56.68.

You've got a banking partner ready to help.



As your dedicated Small Business Specialist, I'm here to help with all of your business's financial needs and priorities.

Contact me today.
Julietta Hakobyan
818.824.8750
julietta.hakobyan@bofa.com

SSM-09-23-0714.B | 5972504

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Bank of America, N.A. Member FDIC and  Equal Housing Lender

Deposits and other credits

Date	Description	Amount
07/31/24	Interest Earned	4.48

Total deposits and other credits **\$4.48**

Checks

Date	Check #	Amount	Date	Check #	Amount
07/09/24	40425	-600,000.00	07/15/24	40427	-630.00
07/09/24	40426	-57.73	07/11/24	40428	-10,528.35

Total checks **-\$611,216.08**

Total # of checks **4**

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
07/01	981,290.72	07/11	370,704.64	07/31	370,079.12
07/09	381,232.99	07/15	370,074.64		



Important information about payment scams

We will never...

- call and ask you to send money using Zelle® to yourself or anyone else.
- contact you via phone or text to ask for a security code.
- reach out to you and ask you to send money or provide a code. If someone unfamiliar to you does this, it's likely a scam.

Treat Zelle® payments like cash – once you send money, you're unlikely to get it back.

Learn more about trending scams at bofa.com/helpprotectyourself

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Check images

Account number: 0011 3270 6730

Check number: 40425 | Amount: \$600,000.00

40425
 SERRA COOPERATIVE LIBRARY SYSTEM
 BANK OF AMERICA
 254 N. LAKE AVE. #674
 PASADENA, CA 91101
 DATE: 6/25/2024
 PAY TO THE ORDER OF: Serra Cooperative Library System
 \$ 600,000.00
 SIX HUNDRED THOUSAND AND 00/100
 VOID AFTER 90 DAYS
 Signature: *Veronica Snodgrass*

For Deposit Only - PMC

Check number: 40426 | Amount: \$57.73

40426
 SERRA COOPERATIVE LIBRARY SYSTEM
 BANK OF AMERICA
 254 N. LAKE AVE. #674
 PASADENA, CA 91101
 DATE: 7/2/2024
 PAY TO THE ORDER OF: Carlsbad City Library
 \$ 57.73
 FIFTY-SEVEN AND 73/100
 VOID AFTER 90 DAYS
 Signature: *Veronica Snodgrass*

CITY OF CARLSBAD
 07/02/2024 10:25:12 AM
 L: 43973
 C: 00000001 10 25 12 AM
 City of Carlsbad
 1775 DAVE LANE
 CARLSBAD, CA 92008-1775

Check number: 40427 | Amount: \$630.00

40427
 SERRA COOPERATIVE LIBRARY SYSTEM
 BANK OF AMERICA
 254 N. LAKE AVE. #674
 PASADENA, CA 91101
 DATE: 7/8/2024
 PAY TO THE ORDER OF: C.J. Brown & Company CPAs
 \$ 630.00
 SIX HUNDRED THIRTY AND 00/100
 VOID AFTER 90 DAYS
 Signature: *Veronica Snodgrass*

THE CREDITORS AND/OR BANK OF AMERICA ARE NOT RESPONSIBLE FOR THE VALIDITY OF THE CHECK OR THE PAYEE'S ACCOUNT INFORMATION.
 CREDIT COOPERATIVE LIBRARY SYSTEM
 THE WEBB PAYEE # 6730
 C/PAS

Check number: 40428 | Amount: \$10,528.35

40428
 SERRA COOPERATIVE LIBRARY SYSTEM
 BANK OF AMERICA
 254 N. LAKE AVE. #674
 PASADENA, CA 91101
 DATE: 7/5/2024
 PAY TO THE ORDER OF: Unity Courier Service, Inc.
 \$ 10,528.35
 TEN THOUSAND FIVE HUNDRED TWENTY-EIGHT AND 35/100
 VOID AFTER 90 DAYS
 Signature: *Veronica Snodgrass*

Seq: 6
 Dep: 032579
 Date: 07/11/24
 For Deposit Only to
 Unity Courier Service, Inc.
 Unity Courier Service, Inc.
 Unity Courier Services
 Deposited by

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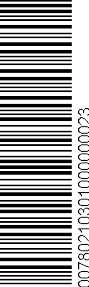
JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

August 01, 2024 through August 30, 2024
 Account Number: **000000605262958**

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

00078021 DRE 703 210 24924 NNNNNNNNNN 1 000000000 Z9 0000
 SERRA COOPERATIVE LIBRARY SYSTEM
 OPERATING ACCOUNT
 222 E. HARVARD ST.
 GLENDALE CA 91205



00780210301000000023

We're updating our Deposit Account Agreement, including the Arbitration section

On November 17, 2024, we're updating section *X. Arbitration; Resolving Disputes* in the Deposit Account Agreement. We've included excerpts of the more significant updates at the end of this statement. The Arbitration section explains how potential disputes and claims are handled between us. **You can opt out of arbitration any time before January 16, 2025, by calling us at 1-800-242-7338.**

You can view the full updated section in the Deposit Account Agreement which will be available on November 17 at chase.com/business/disclosures or by visiting a branch. The new agreement will include these changes as well as any additional updates occurring at this time.

If you have any questions, please call the number on this statement. We accept operator relay calls.

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$578,440.30
Deposits and Additions	1	3,008.10
Electronic Withdrawals	4	-63,153.51
Ending Balance	5	\$518,294.89

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 refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
08/20	Remote Online Deposit 4	\$3,008.10
Total Deposits and Additions		\$3,008.10



August 01, 2024 through August 30, 2024
 Account Number: **000000605262958**

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
08/06	08/06 Online Payment 21644272119 To Unity Courier Services, Inc.	\$10,950.94
08/06	08/06 Online Payment 21644272115 To Southern California Library Cooperative	1,471.03
08/07	08/06 Online Payment 21644272112 To Ebsco Information Services	50,687.92
08/20	08/20 Online Payment 21786778299 To Elizabeth Skelly	43.62
Total Electronic Withdrawals		\$63,153.51

DAILY ENDING BALANCE

DATE	AMOUNT
08/06	\$566,018.33
08/07	515,330.41
08/20	518,294.89

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	1	Unlimited	0	\$0.40	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000605262958

Other Service Charges:

Electronic Credits	
Electronic Items Deposited	1
Cash Management Services	
Debit Block Maintenance	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.



August 01, 2024 through August 30, 2024
Account Number: **000000605262958**

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:

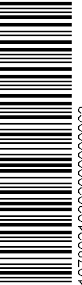
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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 credit 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, see your deposit account agreement or other applicable agreements that govern your account for details.

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



The following are excerpts of the more significant updates to *Section X. Arbitration; Resolving Disputes* to be published November 17, 2024:

- **What claims or disputes subject to arbitration?:**
 Claims or disputed factual or legal issues that arise out of or in any way relate in any way to any aspect of our relationship or interactions with each other, including but not limited to your deposit account, transactions involving your deposit account, whether actual, potential, canceled, or other transactions, any related product, service, or agreement with, or interactions of any kind with Chase employees are subject to arbitration.
- **Can I (customer) cancel or opt out of this agreement to arbitrate?:**
 You have the right to opt out of this agreement to arbitration if you tell us within sixty (60) days of opening your account, or by January 16, 2025, whichever is later. The exclusive way to opt out is by calling us at 1-800-242-7338. Any other method, form, or means of opting out will be treated as invalid or ineffective. Requests to opt out made more than sixty (60) days after opening your account or by January 16, 2025, whichever is later will be invalid.
- **Does arbitration apply to Claims involving third parties?:**
 For purposes of arbitration, “you” includes any person who is listed on your account or claims a right or interest in your account, and “we” and “us” includes JPMorgan Chase Bank, N.A., all its affiliates, third-party beneficiaries of this agreement and all third parties who are regarded as agents or representatives of ours in connection with a Claim.
- **How does arbitration work?:**
 Arbitration between us shall be administered by the American Arbitration Association (“AAA”), which will apply its Consumer Arbitration Rules in effect at the time the arbitration is commenced and the Mass Arbitration Supplementary Rules to mass arbitration matters. A single arbitrator shall conduct proceedings under the Consumer Arbitration Rules, and a Process Arbitrator and single Merits Arbitrator shall conduct each mass arbitration case. The Parties agree that, upon motion by either of us, the arbitrator or Merits Arbitrator shall have the power to decide dispositive issues of law prior to hearing, consistent with Federal Rules of Civil Procedure 12 and 56. All pleadings, information and documents exchanged, and the arbitrator’s ruling shall be treated as confidential and have no precedential value. However, if either Party seeks to confirm the arbitrator’s decision in court, the Parties agree that the documents necessary for such confirmation need not be filed under seal.

Who will pay for costs?:

Each Party will be responsible for the arbitration costs as allocated by the applicable AAA rules (www.adr.org). However, except for claims filed as part of a mass arbitration, if the arbitrator ultimately rules in your favor, you will be entitled to reimbursement by Chase for all fees you paid to the AAA.

NEW SECTION: What about mass arbitration matters?:

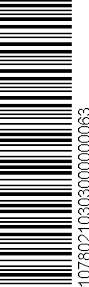
You agree that these additional requirements (“Mass Arbitration Procedures”) shall apply to your Claim if it is filed as part of a “mass arbitration,” which means twenty-five (25) or more arbitration claims involving the same or similar subject matter and/or issues of law or fact, and where representation of all claimants is the same or coordinated across the cases. You agree to these procedures even though they may delay the arbitration of your individual claim. If at any point you are unsatisfied with the speed by which your matter is proceeding, you are free to withdraw your arbitration demand and proceed in small claims court if the Claim is in that court’s jurisdiction and proceeds on an individual basis.

1. Mass Arbitration Filing Requirements:

In addition to the requirements set forth in the AAA Mass Arbitration Supplementary Rules, you agree that upon commencing a case with the AAA, you will provide your name, full Chase account number, mailing address, telephone number, email address, a factual description of every disputed transaction for which you seek compensation (date, amount, and transaction type) and/or event (date, location, and individuals involved), explanation of the basis of your Claim, an itemized calculation of all alleged damages, and, if represented by counsel, a signed statement authorizing us to share information regarding your account and the Claim with them. You agree and understand that failure to provide this information may result in dismissal of your Claim, though you have the right to refile once you provide the information described in the previous sentence.

2. Process Arbitrator Appointment:

You and Chase agree that before an arbitrator is assigned to determine the merit of your claim, a “Process Arbitrator” will be appointed. The Process Arbitrator will have the authority to ensure these Mass Arbitration Procedures and the AAA rules are followed. The Parties agree that the Process Arbitrator will be selected by the process set forth in AAA Mass Arbitration Supplementary Rule MA-7(a). In short, each Party will receive a list of proposed Process Arbitrators provided by the AAA and will meet and confer to identify a mutually-agreeable candidate. If the Parties cannot agree, they will submit their preferences to the AAA, and the AAA will select a Process Arbitrator.

**3. Matters To Be Decided by a Process Arbitrator:**

In addition to the authority outlined in AAA Mass Arbitration Supplementary Rules, the parties agree that the Process Arbitrator shall be empowered to resolve any dispute regarding whether your Claim should be dismissed because, for example, you failed to comply with the Mass Arbitration Filing Requirements, any other requirements outlined in this agreement, or any other reason. You agree that if the Process Arbitrator finds you failed to comply with any requirement, your claim will be dismissed, without prejudice to refile once the deficiencies are remedied. The Process Arbitrator will also have the power to decide whether, based on the information submitted in the Mass Arbitration Filing Requirements, other threshold eligibility issues for your case to proceed, including but not limited to whether you had an account at Chase, experienced the transaction, fee, or event at issue, or otherwise cannot pursue the claim due to a clear legal or factual deficiency, and to dismiss your claim as appropriate. The Process Arbitrator shall have the power to determine whether or not a given dispute regarding these Mass Arbitration Filing Requirements and/or Procedures are within their jurisdiction. The Process Arbitrator shall be authorized to afford any relief or impose any sanctions available under Federal Rule of Civil Procedure 11, 28 U.S.C. § 1927, or any applicable state law.

4. Mass Arbitration Procedures:

Following the resolution of any disputes within the jurisdiction of the Process Arbitrator, if any, counsel for the claimants and counsel for Chase shall each select fifteen (15) cases (per side) to proceed first in individual arbitration proceedings on the merits of each claim. Unless the Parties otherwise agree, in no event shall any individual Merits Arbitrator be assigned more than three (3) cases. No AAA per case fee shall be assessed in connection with any case until they are selected to proceed to individual arbitration proceedings as part of the process identified in this section. The Parties agree that each side shall have the right to have fifteen (15) cases of their choosing proceed to final hearing before the process described in this section moves forward. After the first thirty (30) cases are resolved, counsel will meet and confer regarding ways to improve the efficiency of the proceedings, including whether to mediate or change the number of cases filed in each stage. If the Parties are unable to resolve the remaining cases after the conclusion of the initial thirty (30) proceedings and conferring in good faith, each side shall select another fifteen (15) cases (per side) to proceed to individual arbitration proceedings. Each of these thirty (30) cases shall be assigned to a different Merits Arbitrator, though if the Parties otherwise agree, a single Merits Arbitrator may be assigned up to three (3) cases. No AAA per case fee shall be assessed in connection with the remaining cases until they are selected to proceed to individual arbitration proceedings as part of the process identified in this section. After this second set of thirty (30) cases are resolved, counsel will again meet and confer regarding ways to improve the efficiency of the proceedings, including whether to mediate or change the number of cases filed in each stage. If the Parties do not reach a global resolution after the second set of cases are resolved, on either Party's motion, the Process Arbitrator can decide to expedite the proceedings by forgoing more rounds of case selection and instead assigning Merits Arbitrators to all of the remaining cases at once. If no motion is made, this Mass Arbitration Procedure shall continue with thirty (30) cases in each set of proceedings, consistent with the parameters identified above. You and Chase agree to engage in these Mass Arbitration Procedures in good faith, which includes an agreement to pay the Parties' respective case fee if your case is selected. Any dispute regarding any aspect of the specific Mass Arbitration Procedures outlined in this section shall be resolved by the Process Arbitrator.

5. Interpretation and Enforcement of Mass Arbitration Provision:

Any dispute regarding the interpretation or enforcement of these mass arbitration procedures shall be decided by the Process Arbitrator or, in cases that have been released to merits proceedings, the Merits Arbitrator. Their decisions regarding the mass arbitrations process and procedures shall be considered interlocutory in nature and not subject to immediate judicial review. If any terms of these Mass Arbitration Procedures are found to be legally unenforceable for any reason, then the proceedings shall otherwise continue in arbitration in accordance with AAA's Mass Arbitration Supplementary rules.

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P.O. Box 15284
Wilmington, DE 19850

SERRA COOPERATIVE LIBRARY SYSTEM
GENERAL ACCOUNT
254 N LAKE AVE
BOX 874
PASADENA, CA 91101

Customer service information

-  1.888.BUSINESS (1.888.287.4637)
-  bankofamerica.com
-  Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

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for August 1, 2024 to August 31, 2024

Account number: 0011 3270 6730

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

Beginning balance on August 1, 2024	\$370,079.12
Deposits and other credits	2.95
Withdrawals and other debits	-0.00
Checks	-21,705.77
Service fees	-0.00
Ending balance on August 31, 2024	\$348,376.30

of deposits/credits: 1
of withdrawals/debits: 2
of days in cycle: 31
Average ledger balance: \$348,381.69

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$59.63.

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Julietta Hakobyan
818.824.8750
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IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Deposits and other credits

Date	Description	Amount
08/30/24	Interest Earned	2.95
Total deposits and other credits		\$2.95

Checks

Date	Check #	Amount	Date	Check #	Amount
08/02/24	40402	-255.77	08/01/24	40429*	-21,450.00
Total checks					-\$21,705.77
Total # of checks					2

* There is a gap in sequential check numbers

Daily ledger balances

Date	Balance (\$)	Date	Balance (\$)	Date	Balance (\$)
08/01	348,629.12	08/02	348,373.35	08/30	348,376.30

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When you use the QRC feature certain information is collected from your mobile device for business purposes.

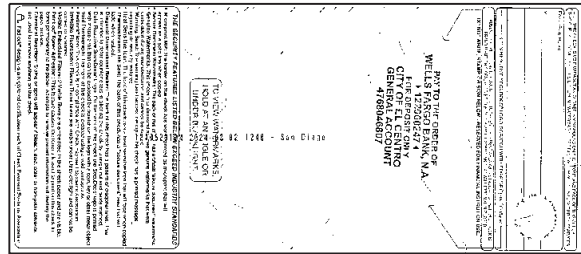
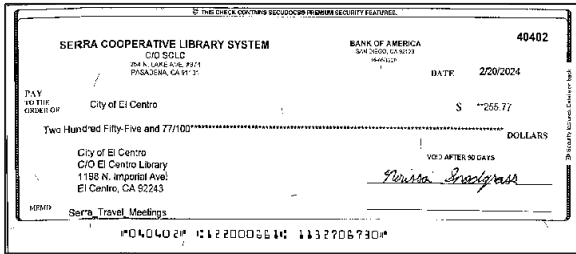
To qualify for the statement credit, make at least \$3,000 in Net Purchases with your card that post to your account within 90 days from account opening. One \$300 statement credit allowed per company. Restrictions apply. Offer subject to change without notice.

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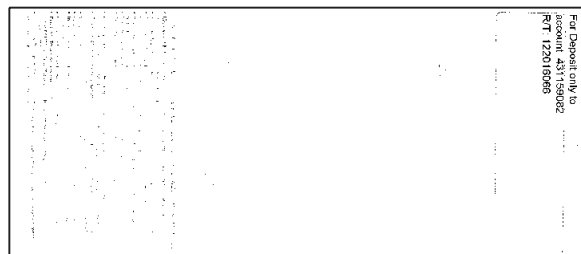
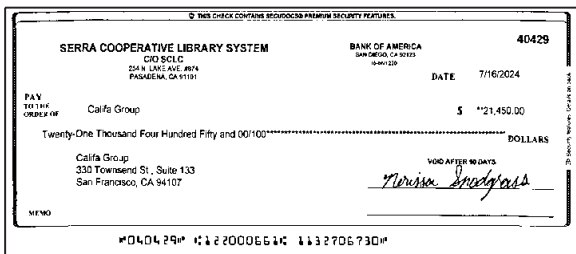
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Check images

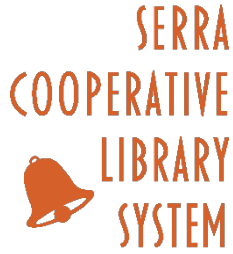
Account number: 0011 3270 6730
Check number: 40402 | Amount: \$255.77



Check number: 40429 | Amount: \$21,450.00



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

AC Agenda Item 6

DATE: October 10, 2024
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **CLSA FY 2024/25 Plan of Service Update (DISCUSSION)**

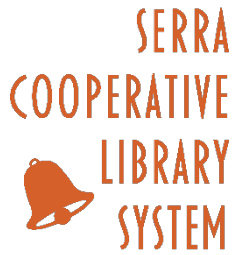
BACKGROUND: Each year, the Serra Cooperative Library System receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. To receive these funds, Serra must complete and submit a Plan of Service to be approved by the California Library Services Board (CLSB). The Plan outlines how the system intends on expending funds and how those expenditures will benefit the communities served by Serra libraries.

On October 2, 2024, the CLSB held its fall meeting, during which it approved Serra's Plan of Service, as submitted.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHBIT: None



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Phone: 626-2359-6111
www.serralib.org

AC Agenda Item 7

DATE: October 10, 2024
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: Discussion of Future Membership Dues (ACTION)

BACKGROUND: During the February 15, 2024, Council meeting, it was revealed that membership dues for a member with a greater population was lower than members with a lesser population. After investigating the matter, based on the previously adopted membership dues formula, membership dues were calculated correctly; however, based on this concern raised by members, it is recommended that the membership dues formula needs be revised.

The previously adopted membership dues formula is as follows:

Population under 20,000	Population x 2%
Population 55,000	Population x 2% + \$1,500
Population 200,000	Population x 3% + \$1,500
Population over 200,000	Population x 1% + \$1,500

When a member’s population is over 200,000, the per capita rate decreases from 3% to 1% for the entire population, causing aforementioned issue. To correct this issue, when a member graduates from one tier to the next tier, the per capita rate per population within the tier should not change. Based on this methodology, the following dues rate structure is proposed:

Population up to 100,000	Population x 3.0% + \$1,000
Population between 100,001 – 200,000	Above + (Population – 100,000) x 2.5%
Population between 200,001 – 1,000,000	Above + (Population – 200,000) x 1.0%
Population over 1,000,000	Above = \$14,500

The population threshold of 100,000, 200,000, and 1,000,000, were determined based on the percent difference in population between one member’s population and the next member with a higher population. A percentage difference greater than 50% was used to determine the threshold.

For all members, a base rate of \$1,000 would be applied. In addition, for all members, a population rate of 3.0% would be applied to their population from 1 to 100,000; 2.5% would be applied to their population from 100,001 to 200,000; and 1.0% would be applied to their population from 200,001 to 1,000,000. No rate would be applied to any population count above 1 million resulting in a ceiling of \$14,500.

Additionally, it is recommended that the Administrative Council consider setting a dues rate for Associate Members, should a library wish to join the Cooperative as an Associate Member. Based on records, it looks like Associate Member dues were set at \$500 at one point, but based on a request from a previous Associate Member, the dues were decreased to \$350 in August 2012.

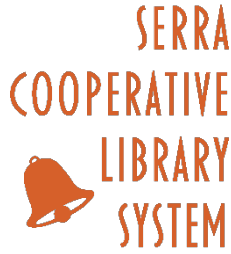
FISCAL IMPACT: Total membership dues would increase by \$1,048, if applied to the same population use for FY 2024/25.

RECOMMENDATION: Recommend that the Council adopt the new membership dues rate or suggest a variation of the new dues structure.

EXHIBIT:

- a. Proposed Future Membership Dues (Pro Formo for FY 2024/25)

Serra Library Cooperative System					
Proposed Future Membership Dues (Pro Forma for FY 2024/25)					
Library	2023 Population	Dues Based on Current Calculation	Dues Based on Proposed Calculation	Change	
Brawley	27,539	\$ 2,051	\$ 1,826	\$	(225)
Camarena Memorial	38,697	\$ 2,274	\$ 2,161	\$	(113)
Carlsbad	114,549	\$ 4,936	\$ 4,364	\$	(572)
Chula Vista	274,784	\$ 4,248	\$ 7,248	\$	3,000
Coronado	22,150	\$ 1,943	\$ 1,665	\$	(278)
El Centro	44,445	\$ 2,389	\$ 2,333	\$	(56)
Escondido	149,799	\$ 5,994	\$ 5,245	\$	(749)
Imperial	21,496	\$ 1,930	\$ 1,645	\$	(285)
Imperial Co	47,299	\$ 1,973	\$ 2,419	\$	446
National City	60,974	\$ 3,329	\$ 2,829	\$	(500)
Oceanside	171,063	\$ 6,632	\$ 5,777	\$	(855)
San Diego County	1,108,041	\$ 12,580	\$ 14,500	\$	1,920
San Diego Public	1,368,395	\$ 15,184	\$ 14,500	\$	(684)
Total	3,449,231	\$ 65,463	\$ 66,512	\$	1,049



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Phone: 626-359-6111
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AC Agenda Item 8

DATE: October 10, 2024
TO: Serra Administrative Council
FROM: Wayne Walker, Deputy Director, Serra/SCLC

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 Cooperative Library System. The implementation process for Brawley, Camarena, Carlsbad, Chula Vista, and Imperial County continues:

- Carlsbad: After multiple software challenges and delays from Innovative, it is anticipated the library will now go live in early November.
- Chula Vista: The implementation process was nearing completion but has been delayed due to a small technical issue with Innovative, but once resolved, the go-live date can be established.
- Camarena: The implementation process is nearing completion, and once completed, the go-live date can be established.
- Brawley and Imperial County: Innovative has begun the implementation process with both libraries. Due to a bit more complex technical setup needed, a staged service approach has been established to reach final and full implementation.

Imperial County Grant Funds

Expenses for eligible libraries continue to be paid with Imperial County grant funds earmarked for LINK+. As of the end of August 2024, \$90,747 in expenses have been reimbursed by the grant, with an additional \$3,929 recently billed for September. The grant currently ends on June 30, 2025.

FISCAL IMPACT: The receipt of expenses continues to be slower than originally estimated at the onset of the project. Once all libraries are implemented and the Imperial County grant ends, expenses will increase. The discussion about implementing proportionate member contributions to continue funding LINK+ will need to resume.

RECOMMENDATION: Informational item

EXHIBIT:

- a. Serra LINK+ Adoption Timeline of Events as of October 2024

Serra LINK+ Adoption Timeline - October 2024

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	<p>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.</p> <p>Contingent on San Diego County joining, the Administrative Council recommend:</p> <ol style="list-style-type: none"> 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+.

Serra LINK+ Adoption Timeline - October 2024

Date	Milestone
December 2021	<p>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.</p> <p>The Administrative Council Voted to:</p> <ol style="list-style-type: none"> 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)

Serra LINK+ Adoption Timeline - October 2024

Date	Milestone
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. 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.
September 2023	First set of reimbursements from the Imperial County grant submitted.
January 2024	Camarena and Chula Vista hold initial implementation planning meeting with Innovative
March 2024	Imperial County Free Library Grant Extended to June 20, 2024
August 2024	Carlsbad nearing completion of implementation.
October 2024	Carlsbad go live date scheduled for November 6, 2024.
October 2024	Camarena nearing completion of implementation, go live date to be determined soon.

Serra LINK+ Adoption Timeline - October 2024

Date	Milestone
October 2024	Chula Vista nearing completion of implementation, go live date to be determined soon.

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated October 1, 2024

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State Library News

LDS Newsletter

Sign up today for our new [newsletter!](#) Please share this with your teams.

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.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024. Data are due no later than Thursday, October 31, 2024.

- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- [Ready Reports page available to the public](#)
- [Log in to LibPAS to access additional Ready Reports available to libraries](#)
- [LibPAS Video Tutorials Page](#)

Contact LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- [Population Certification Memo from the State Librarian \(pdf\)](#)
- [Persons Served by California Public Libraries \(Excel\)](#)
- [Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024](#)

2024 Summer Community Impact Report

California's 2024 Summer Community Impact Report (formerly known as the Summer Participation Survey) is now open for data input in Counting Opinions. Data information is due from libraries no later than Wednesday, October 2, 2024. Data collected from this survey will show the impact of public library summer programs across California.

Please note that questions for this summer have been updated to reflect a focus on equity and impact which are central to the California State Library's [Building Equity-Based Summers \(BEBS\)](#) initiative.

This year's Summer Community Impact Report relates to all your library's summer 2024 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, storytimes, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

- [Summer Community Impact Questions and Guidance 2024](#): Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- [Summer Community Impact Report form 2024](#): A streamlined excel version of the questions to aid with data collection.
- [View the Summer Community Impact Report Information Session](#)

For your reference, these documents are available on the [California State Library's Statistics webpage](#).

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

We look forward to your suggestions and feedback as we continue to develop more materials for your use in the weeks and months ahead.

Open Opportunities

California Revealed

California Revealed help cultural heritage organizations describe California-related collection materials. California libraries, archives, historical societies, and other cultural heritage organizations will be provided with the reimbursement and guidance necessary to create item-level metadata records to describe physical and/or digital collections. We hope that you will take advantage of this unique opportunity to give your collections the attention they deserve! **The [2024/2025 Cataloging California Application](#) is now open. Please apply by Sunday, September 29, 2024.**

In addition to creating descriptions ideal for digitization and online discovery, Cataloging California can help:

- Address collection backlogs
- Rehouse materials and plan future preservation actions
- Increase intellectual and physical control over materials
- Foster skill-building for processing and cataloging
- Increase access to materials through accurate description and online discovery

For questions, contact team@californiarevealed.org. LSTA-funded.

Career Online High School

The [Career Online High School](#) (COHS) program is open to all public libraries in the state and **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

2024-2025 Public Library Staff Education Program – Due October 31 at 12:00 Noon

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is now open!

The Public Library Staff Education Program is a tuition reimbursement program. The program supports the improvement of library services to California's diverse communities.

The program reimburses California public and county law library staff who:

- are pursuing a master's degree in library and information science and

- show a commitment to serving California’s diverse communities

The Public Library Staff Education Program is a partnership of the California State Library and the Southern California Library Cooperative.

Get more information and prepare to apply for the [California Public Library Staff Education Program](#). **Student applications are due Thursday, October 31, 2024 at 12 p.m. (noon).**

Contact the PLSEP team at wwalker@socallibraries.org with any questions.

Lunch at the Library Annual Funding Opportunity

The [Lunch at the Library](#) grant application period is now open. The deadline to apply is Wednesday, November 20, 2024, at noon (12:00 PST). For more information on how to apply, please visit the [Application Instructions - California State Library](#).

Libraries that apply to take part in Lunch at the Library will receive Lunch at the Library Core Program funds to support the following core summer meals activities:

- **Library Meal Sites:** jurisdictions serving USDA summer meals and providing enrichment programming at their library sites including Farm to Summer activities and offering teens workforce readiness skills as they assist with the library meal site.
- **Pop-Up Libraries at Community Meal Sites:** jurisdictions taking pop-up library programming to other community meal sites including Farm to Summer activities and offering teens workforce readiness skills as they assist at community meal sites.
- **Books provided to build home libraries:** Funds can be used to provide books to USDA meal site attendees to build home libraries which include literature connecting families to summer reading.
- **Farm to Summer programming:** Funds can be used to create Farm to Summer programming focused on connecting children, teens, and families with locally sourced, sustainable food.

An Information Session and a series of Office Hours for applicants will be taking place in the upcoming weeks.

- **Lunch at the Library Opportunity Information Sessions:**
 - Summer 2025 Lunch at the Library Information Session, Tuesday, October 1, 2024, from 3:00pm-4:30pm. [Register here](#).
- **Lunch at the Library Opportunity Office Hours:**
 - Wednesday, October 9, 2024, from 9:00am-11:00am. [Register here](#).
 - Thursday, October 24, 2024, from 2:00pm-4:00pm. [Register here](#).
 - Tuesday, November 19, 2024, from 8:00am-10:00am. [Register here](#).

For questions email Lunch@library.ca.gov.

Now recruiting volunteer Peer Reviewers for California State Library grant applications! We are seeking volunteer library staff to become Peer Reviewers for California State Library grant applications. As peer reviewers, library staff will help the State Library make meaningful investments in library programs and services.

In launching this program, we hope to enrich the grantmaking process with new perspectives directly from library staff. Our goal is to create a pool of grant reviewers that represents the diversity of California's library staff and communities.

Want to learn more? Register to attend the [Peer Review Information Session](#) on **October 8, 2024, 3:00pm**. The session will be recorded.

Timeline

- Applications are due **November 7, 2024, at noon**.
- Peer reviewer applications submitted after the deadline will be considered on a rolling basis.
- The grant review period will start in March 2025.

Learn more on the new [Peer Review page](#).

Current Projects and Services

[Alexander Street Now available for Public Libraries](#)

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

The final report for 2023-2024 is now open in Counting Opinions and is **due September 30, 2024**. For guidance and details about the 2023-2024 reporting information session, and for details about how data collection has changed for the 2024-2025 program year, visit <https://www.library.ca.gov/grants/manage/#cls>.

There will be three CLLS-linked supersessions at the CLA conference in Pasadena on Thursday, Oct. 17, in addition to concurrent sessions later in the conference. For information on ongoing training, visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/> For more information on any of these programs, contact cls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) - Ongoing

Support professional development for your staff by visiting www.callacademy.org and the CALL [calendar](#) to explore options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). Anyone may [subscribe](#) to the CALL Letters newsletter directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by 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.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, will focus on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

In addition to webinars, which will be announced shortly, there are two cohort learning opportunities that enable participants to learn from trainers on-line and in-person. Participants will apply what they learn by completing a project relevant to their work at the library.

[Share the cohort opportunity page with your staff](#) and encourage them to apply to join a cohort. Their participation will build their skills, strengthen your library's communications with and about your community, and benefit the people in your library service area.

eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

Online Tutoring Project – Sunsetting August 25, 2024

Since September 2022, the California State Library has provided free online tutoring for California K-12 students, available through public libraries.

To confirm previous messages from the State Library, this service is scheduled to conclude on Sunday, August 25, 2024.

Should your library be interested in continuing local access after August 25, reach out to info@brainfuse.com. Reach out to our general email, catutoring@library.ca.gov, if you have any additional questions.

Parks Pass Program – Ongoing

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

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.

PolicyMap Statewide Subscription for all public library workers

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California’s underserved and underrepresented communities. To see some of the diverse places the Ready — Or Not team has assessed for disaster preparedness, browse the [Ready — Or Not Participant Showcase](#). State of CA funded.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC](#). The webpage also provides 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. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

Networking and Training

Upcoming training - "How to Manage Your Award in AmpliFund" Tues 10/8 at 10:00

Please join, or please send appropriate designees from your organization, to a one hour Zoom presentation called “How to Manage Your Award in AmpliFund.” Our representative from our new Grants Management System AmpliFund will provide information and answer questions from grantees.

Please note the title of this presentation has recently changed to reflect a broader range of topics to discuss about AmpliFund.

This presentation will take place from **Tuesday, October 8 from 10:00 a.m. to 11:00 a.m.**

The presentation will be a useful overview of how to submit your reports in AmpliFund over the course of the grant year. The presentation will be recorded, sent out on this listserv, and posted on our website.

No need to register, please just join us using the details below.

Join Zoom Meeting <https://amplifund.zoom.us/j/86886961063>

Meeting ID: 868 8696 1063

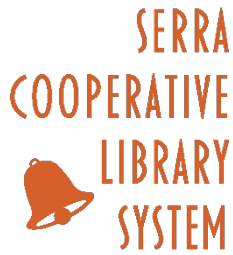
Career Pathways Workforce & Upskilling Resources: Sunsetting in September 2024
Access to the Career Pathways resources has ended! View the [August 2024 Sunsetting Career Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years! If you have any questions, contact: CAPathways@library.ca.gov or see the [Career Pathways Staff Resources page](#).

Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for Wednesday, **November 20, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests and sharing State Library news. California public library directors will receive an invitation to the Zoom meeting via email.

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 2024/25

Approved May 16, 2024

Thursday, August 15, 2024

9:30 am Executive Committee
11:00 am Administrative Council
Coronado Public Library

Thursday, October 10, 2024

9:30 am Executive Committee
11:00 am Administrative Council
San Diego Public Library, Central

Thursday, February 13, 2025

9:30 am Executive Committee
11:00 am Administrative Committee
El Centro Public Library

Thursday, May 15, 2025

9:30am Executive Committee
11:00 Administrative Council
Carlsbad City Library