

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, February 16, 2023
9:30am – 10:30am
Hybrid meeting
San Diego County Library, Alpine branch
1752 Alpine Blvd., Alpine, CA 91901

Via Zoom:

<https://us02web.zoom.us/j/86366922121?pwd=THRoWC8xclZJakU4TUVTmMxNnZ5dz09>

Agenda

All items may be considered for action.

1. Call to Order and Roll Call Shaun Briley
2. Public Comment Shaun Briley
Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.
3. Consent Calendar Shaun Briley
 - a. Minutes from October 13, 2022 Executive Committee meeting.
4. Adoption of Agenda Shaun Briley
5. SCLC Personnel Update Wayne Walker
6. Budget Status Report FY2022/23 Andy Beck
7. LINK+ Implementation Update, Unity Courier Wayne Walker/Sam Liston
8. OverDrive Update Christine Powers
9. CLSA FY2023/24 Planning Christine Powers

10. Other

Shaun Briley

11. Adjournment

Shaun Briley



ACTION ITEMS

Meeting: _____ Serra Executive Committee Meeting _____

Date: _____ February 16, 2023 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item:

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item:

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item:

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item:

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item:

_____ Aye _____ Motion

_____ Nay _____ Second

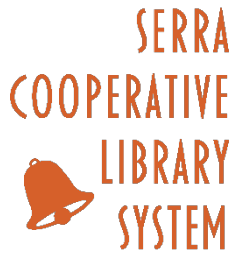
_____ Abstain

Agenda Item:

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



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EC Agenda Item 03a

EXECUTIVE COMMITTEE MEETING

Thursday, October 13, 2022

9:30am – 10:30am

Hybrid meeting

Camarena Memorial Library

850 Encinas Avenue Calexico, CA 92231

Minutes draft

Attendance

Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
Isicson, Robin – San Diego County
Legaspi, Lizeth – Camarena
Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista

Other

Graver, Lori – SCLC
Shapiro, Caryn – SCLC
Walker, Wayne – SCLC

1. Call to Order and Roll Call
Meeting called to order at 9:32am. Shaun Briley
2. Public Comment
Shaun Briley
Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.
None.

3. Consent Calendar Shaun Briley
 - a. Minutes from August 18, 2022 Executive Committee meeting.
MSP (Legaspi/Cronk) to pass the Consent Calendar.
4 yes, 0 no, 2 abstain

4. Adoption of Agenda Shaun Briley

Chair adopted the Agenda as presented, without objection.

5. Budget Status Report FY2022/23 Caryn Shapiro

No update has been provided from the SILDRN on how they are requesting to use their funds. Approved CLSA system budget allocations and Membership Dues have been included. A line item for LINK+ funds has been added and includes anticipated funds from Imperial County, as previously discussed. PLSEP grant revenue funds have not been determined. The California Library Services Board (CLSB) met on October 5, 2022, approved Serra's FY2022/23 Plan of Service, and voted in favor of sending a single payment of allocated CLSA funds. Last week, the California State Library opened applications for FY2022/23 PLSEP grant, and Serra can expect to see these funds pass through upcoming budgets. Due to the brevity of the fiscal year, only a few expenses have been paid for Delivery and the Flipster, Overdrive E-Books and Overdrive E-Magazines renewal. Per the CLSA Plan of Service, \$123,328 has been earmarked for LINK+ for the current year. From the FY2021/22 CLSA funds, there will be a carryover balance of \$85,182 for LINK+ and \$2,671 for Audit services.

6. OverDrive eMagazines Update Wayne Walker

SCLC staff worked with OverDrive to obtain pricing for a renewal subscription for eMagazines for September 1 thru June 30th to retain the same subscription as in FY21/22 to get the subscription back on the usual FY budget cycle. At the August 18, 2022 meeting, the Administrative Council approved the renewal with the expense for the subscription renewal to be paid by Serra reserve funds previously earmarked for LINK+ expenses that were not incurred as previously estimated. The subscription was renewed and the service reinstated on September 1, 2022. The FY23/24 renewal will be discussed for approval and funding source at a future meeting. FISCAL IMPACT: \$20,833.30 charged to Serra Reserve Funds.

7. CLSA Update Wayne Walker

The California Library Services Board (CLSB) met on October 5th. The FY2022/23 CLSA Plan of Service and Budget produced by Serra and SCLC staff submitted in June 2022 was on the agenda for review and approval. The CLSB approved the Plan of Service and Budget as submitted by Serra. SCLC staff will work with the CA State Library to completed needed paperwork to claim the funds. The CLSA funds will be distributed to Serra/SCLC by the end of the calendar year. FISCAL IMPACT: \$213,362 in baseline funds and \$53,341 in System Administration funds.

8. Conflict of Interest Biennial Review
MSP (Cronk/Legaspi) to Recommend to Administrative Council to approve no changes to the current Conflict of Interest Code are needed.
6 yes, 0 no, 0 abstain

Wayne Walker

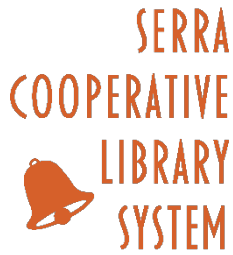
9. Other
None.

Shaun Briley

10. Adjournment
Meeting adjourned at 9:51am.

Shaun Briley

DRAFT



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EC Agenda Item 05

DATE: February 16, 2023
TO: Serra Executive Committee
FROM: Wayne Walker, Deputy Director SCLC/Serra
SUBJECT: SCLC Personnel Update

BACKGROUND: Executive Director Recruitment – SCLC was happy to welcome our new Executive Director, Christine Powers, to the organization on January 3, 2023. Christine served in the City Manager’s Office in the City of Glendale for over 14 years. As a Senior Executive Analyst for the City, Christine worked closely with the 14 departments within the City, as well as the Glendale City Council. She liaised with county, state, federal and international government officials, and served as the City’s Legislative Analyst, working alongside their state lobbyists. She oversaw the Glendale Commission on the Status of Women; led the City’s diversity, equity, and inclusion efforts; oversaw Citywide customer service; and was responsible for the creation and coordination of special events.

Controller Recruitment - SCLC was happy to welcome our new Controller Andy Beck to the organization on January 9, 2023. Andy has started his accounting career as an accountant and progressed to auditing where he audited employee benefit plans and other non-profit organizations for approximately nine years. He moved on to audit special district government organizations such as Serra for approximately eight years.

FISCAL IMPACT: None.

RECOMMENDATION: Informational.



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EC Agenda Item 06

DATE: February 16, 2023
TO: Serra Executive Committee
FROM: Andy Beck, Controller, SCLC/Serra
SUBJECT: Budget Status FY2022/23

BACKGROUND: The Budget Status update for fiscal year 2022/23 is attached for your review.

REVENUE: CLSA system allocations have been received in December 2022. Membership dues are 57% collected through December 2022. PLSEP grant has been approved and will run through SCLC. A line item for LINK+ funds has been added and includes anticipated funds from Imperial County, as previously discussed.

EXPENSES: Total expenses through December 2022, are \$105,596 which is 19% of the total budget. Expenses include amortized Overdrive fees, Overdrive E-magazines expenses, Flipster expenses, audit fees, and delivery charges through December 2022. Per the CLSA Plan of Service, \$123,328 has been earmarked for LINK+ for the current year; however, no expenses have been incurred.

CARRYOVER CLSA FUNDS: Balances of \$85,182 for LINK+ and \$2,671 for audit services are carried over from the FY2021/22 CLSA funds.

FISCAL IMPACT: None.

RECOMMENDATION: Informational.

REVENUES/EXPENSES	FY22/23 Budget	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE						
CLSA Communications & Delivery	\$ 213,362	\$ 213,437	\$ 82,715	\$ 130,647	39%	Received in December 2022
CLSA System Administration	\$ 53,341	\$ 53,359	\$ -	\$ 53,341	0%	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%	Imperial Co. Funds
Investment Income	\$ 1,623	\$ 1,446	\$ 1,204	\$ 419	74%	Bank Interest and Compshare

TOTAL REVENUE \$ 625,029 \$ 359,149 \$ 148,622 \$ 476,407 24%

EXPENDITURES

Operating Expenses

System Administration CLSA Funds	\$ 53,341	\$ 53,359	\$ -	\$ 53,341	0%	To be paid to SCLC
System Administration Serra Funds	\$ -	\$ -	\$ -	\$ -	0%	Projected Serra Contribution
Delivery	\$ 15,500	\$ 14,500	\$ 4,637	\$ 10,863	30%	For CLSA 22/23 - Kerygl Delivery-Within budget
Unity Delivery	\$ 158,851	\$ -	\$ -	\$ 158,851	0%	Projected per STARC
LINK+	\$ 123,328	\$ 17,715	\$ -	\$ 123,328	0%	No additional Libraries implemented yet.
Overdrive	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000	50%	For CLSA 22/23 - Overdrive Inc.-ebook platform
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	\$ 3,179	\$ 3,121	50%	For CLSA 22/23 - Audit Estimates
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	\$ -	\$ 500	0%	Zoom, website, etc.
Other	\$ -	\$ -	\$ 20,833	\$ (20,833)	0%	Apr 8/18 Meeting - OverDrive E-Magazines Reserve Funds
Operating Expenses Subtotal	\$ 567,365	\$ 161,245	\$ 105,596	\$ 461,769	19%	

Grant Expenses

PLSEP	\$ -	\$ -	\$ -	\$ -	0%	
Grant Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	0%	

Special Project Expenses

Museum Month Sponsorship	\$ 5,000	\$ -	\$ -	\$ 5,000	0%	Approved by council on 8/18/22.
Discover & Go Sponsorship	\$ 43,800	\$ -	\$ -	\$ 43,800	0%	FY 22/23 \$36,000 plus \$7,800 annually.
Youth Services Professional Development	\$ 4,000	\$ -	\$ 3,571	\$ 429	89%	Approved with the FY 22/23 Budget in May 2022.
Adult Services Professional Development	\$ 4,000	\$ -	\$ -	\$ 4,000	0%	Approved with the FY 22/23 Budget in May 2022.
Special Projects Subtotal	\$ 56,800	\$ -	\$ 3,571	\$ 53,229	6%	

TOTAL EXPENDITURES \$ 624,165 \$ 161,245 \$ 109,166 \$ 514,999 17%

Surplus (Deficit) \$ 864 \$ 197,904 \$ 39,455 \$ (38,591) 4567%

ACCOUNT BALANCES

Cash receipt

Membership dues	\$ 64,703	\$ 36,584	\$ 28,119	57%
CLSA Baseline and admin	\$ 266,703	\$ 266,703	\$ -	100%
LINK+	\$ 292,000	\$ -	\$ 292,000	0%
Investment Income	\$ 1,623	\$ 1,204	\$ 419	74%
TOTAL CASH RECEIPT	\$ 625,029	\$ 304,491	\$ 320,538	49%

Cash disbursements

Operating expenses	\$ (567,365)	\$ (197,721)	\$ (369,644)	35%
Grant expenses	\$ -	\$ -	\$ -	0%
Special project expenses	\$ (56,800)	\$ (3,571)	\$ (53,229)	6%
TOTAL CASH DISBURSEMENTS	\$ (624,165)	\$ (201,292)	\$ (422,873)	32%

Net change in cash \$ 103,199

Unrestricted Restricted Total

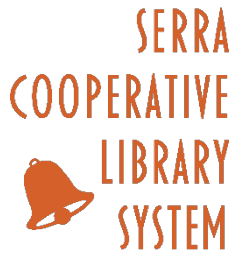
Balance as of June 30, 2022 \$ 833,386 \$ 275,426 \$ 1,108,811
Balance as of December 31, 2022 \$ 752,596 \$ 459,414 \$ 1,212,010

CARRY OVER CLSA FUNDS

FY 2021/22 CLSA Communications & Delivery

Resource Sharing	\$ 85,182	\$ -	\$ -	\$ 85,182	LINK+
Audit	\$ 2,671	\$ -	\$ -	\$ 2,671	Anticipated to expend once finalized

TOTAL \$ 87,853 \$ - \$ 87,853



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EC Agenda Item 07

DATE: February 16, 2023
TO: Serra Executive Committee
FROM: Wayne Walker, Deputy Director, SCLC/Serra
Sam Liston, Serra STARC Chair
SUBJECT: LINK+ Implementation Update, Unity Courier

BACKGROUND:

1. Unity Courier – Serra agreement

The Serra LINK+ team and Unity Courier have been engaged in ongoing conversations regarding Serra’s request to establish a single contract between Serra and Unity for the LINK+ associated delivery service for all participating libraries. Unity courier’s preference was to establish an individual agreement with each participating library. The Serra LINK+ team explained to Unity this would be an administrative and accounting issue for Serra as a system. The agreement is close to being finalized and presented to the Serra Chair for signature. (At the February 2022 Administrative Council meeting it was preapproved for the Chair top sign the agreement once it was finalized.)

2. Previous and pending Unity Courier bills

Unity courier has recently billed three libraries for LINK+ delivery service; previously existing customers (Oceanside and Coronado) and one library who was implemented through the Serra system process, (Escondido). Due to no formal agreement between Serra and Unity having yet been established, Serra was not yet authorized to pay these bills on behalf of the libraries as previously planned.

The Serra LINK+ team is proposing

- a. Serra offer the option for any of these three libraries to request reimbursement from Serra for any Unity service expenses already billed directly to and paid by these libraries,
- b. for any outstanding Unity expenses billed directly to one of these three libraries be paid by Serra.

A start date for eligible service expenses needs to be defined.

With the Serra – Unity Courier agreement imminent, any future billings for service to these libraries will be billed to Serra and paid by Serra as previously planned.

3. Reimburse Libraries for Startup Costs

Libraries to request reimbursement from Serra for various LINK+ startup costs paid directly by libraries for items such as, but not limited to, label makers, labels, and courier bags.

4. Imperial County Grant Funds

An update will be provided on the status of the Imperial County grant funds earmarked for LINK+.

5. Implementation Update

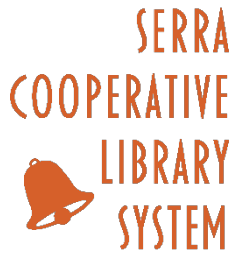
An update will be provided on the LINK+ implementation process for libraries.

FISCAL IMPACT: Funding has been secured for this project. The timing of the expenditures is related to the ongoing implementation process.

RECOMMENDATION FOR EXECUTIVE COMMITTEE:

Recommend Administrative Council to Authorize Serra to:

1. Reimburse libraries for any Unity Courier invoices paid directly by the library for delivery service between (enter date) 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 (enter date) and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.
3. Reimburse libraries for various LINK+ startup costs paid directly by libraries.



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EC Agenda Item 08

DATE: February 16, 2023
TO: Serra Executive Committee
FROM: Christine Powers, Executive Director, SCLC/Serra
SUBJECT: OverDrive Update

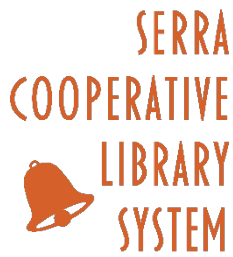
BACKGROUND: Serra currently applies California Library Services Act (CLSA) Communication and Delivery funds for a shared collection of OverDrive eBooks and eAudiobooks. For the past decade, Kristina Garcia has been managing this platform for Serra, in conjunction with Serra's Collection Development (CD)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

Ms. Garcia has indicated that she will no longer be able to provide this service to Serra after the conclusion of this fiscal year. Staff has engaged in initial conversations with OverDrive and learned that it now offers assistance to its customers in collection development, report, and more robust cart sharing at no additional cost. Staff is in the process of learning exactly which functions OverDrive can take over, what assistance may still be needed from the CD team, and what assistance staff can provide in this process moving forward. Should OverDrive be able to step in to provide this service, it would save Serra the cost of having to pay a contractor for these services.

Staff will work with Serra's CD Team and the Technology and Automation Review Committee (STARC) to formulate a final recommendation to Serra for consideration at its next meeting.

FISCAL IMPACT: To be determined. At this time, the current budget covers the cost of Ms. Garcia's services through the end of this fiscal year.

RECOMMENDATION: Informational



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EC Agenda Item 09

DATE: February 16, 2023
TO: Serra Executive Committee
FROM: Christine Powers, Executive Director, SCLC/Serra
SUBJECT: CLSA FY2023/24 Planning

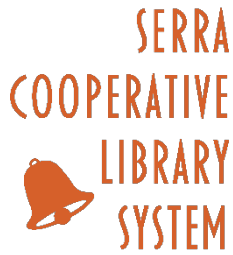
BACKGROUND: The proposed CLSA system allocations for FY23/24 are still unknown and will not be available until later this Spring. For this current fiscal year, Serra Cooperative Library System has allocated funds for the following:

1. eResources (40.7%)
 - a. OverDrive
 - b. Flipster
2. Resource Sharing (50.2%)
 - a. Link+
3. Contract Services (8.9%)
 - a. Courier delivery
 - b. Audit
4. Telecommunications (0.2%)
 - a. Zoom license
 - b. Website hosting

For the proposed CLSA system allocations for FY23/24, the determination will need to be made if the system wishes to proceed with the same distribution of funds. If the Council chooses to consider spending its funds differently, some discussion, coordination, and time will be required to obtain final consensus during the May meeting. This will allow for the submission of the CLSA Plan of Service for 23/24 by the usual June deadline.

FISCAL IMPACT: To be determined

RECOMMENDATION: Informational



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Serra Meeting Dates

2022/23

Approved 05122022

Amended 02082023

Thursday, August 18, 2022

9:30am Executive Committee

11:00am Administrative Council

Chula Vista

Thursday, October 13, 2022

9:30am Executive Committee

11:00am Administrative Council

Calexico

Thursday, February 16, 2023

9:30am Executive Committee

11:00 Administrative Committee

~~SDCL Lakeside~~

SDCL Alpine

Thursday, May 18, 2023

9:30am Executive Committee

11:00 Administrative Council

Escondido