SERRA COOPERATIVE LIBRARY SYSTEM

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, May 16, 2024
11:00 am – 1:00 pm

Meeting Location:
National City Public Library
1401 National City Blvd., National City, CA 91950

Via Zoom:
https://us02web.zoom.us/j/88081139385?pwd=RG1ONURrdjVucG9Xd2hRa05KYTZ0Zz09

Meeting ID: 880 8113 9385

Passcode: 202482

Alternate Meeting Locations:
Brawley Public Library, Shirley Park Conference Room, 400 Main St.,
Brawley, CA 92227
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92331
Carlsbad City Library, 1775 Dove Lane, Carlsbad, CA 92011
Chula Vista Public Library, 365 F St., Chula Vista, CA 91910
Escondido Public Library, 239 South Kalmia St., Escondido, CA 92025
Imperial County Free Library Headquarters, 1331 S. Clark Rd., El Centro, CA 92243
Imperial Public Library, 200 W. 9th St., Imperial, CA 92251

<u>Agenda</u>

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 February 15, 2024, Administrative Council meeting.
      (ACTION)
   b. Minutes of the February 15, 2024, Administrative Council special meeting.
      (ACTION)

4. Adoption of Agenda   Lizeth Legaspi

5. Budget Status Report for FY 2023/24   Andy Beck
   (DISCUSSION)

6. Agreement with SCLC for Administrative and   Christine Powers
   Fiscal Services for FY 2024/25
   (ACTION)

7. CLSA Plan of Service and Budget for FY 2024/25   Christine Powers
   (ACTION)

8. LINK+ Implementation Update   Wayne Walker
   (DISCUSSION)

9. Discover & Go Update   Christine Powers
   (ACTION)

10. Proposed Budget for FY 2024/25   Andy Beck
    (ACTION)

11. Banking Status Update and Reconsideration of   Christine Powers
    Financial Authority
    (ACTION)

12. Executive Committee Appointments for FY 2024/25   Christine Powers
    (ACTION)

13. Committee Reports   Robert Cronk
    a. STARC
    b. Adult Services
    c. Youth Services

14. Meeting Schedule for FY 2024/25   Lizeth Legaspi
    (ACTION)

15. State Library Report   Julianna Robbins

16. Administrative Council Chair Report   Lizeth Legaspi

17. Other   Lizeth Legaspi

18. What's New at Your Library   Lizeth Legaspi

19. Adjournment   Lizeth Legaspi

SERRA COOPERATIVE LIBRARY SYSTEM

Meeting: ____Serra Administrative Council Meeting_____

Date: _____May 16, 2024_____

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

Email completed form to: sclcadmin@socallibraries.org

Serra AC Action Items p2

Name:_____

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

Agenda Item: _____

_____ Aye   _____ Motion

_____ Nay   _____ Second

_____ Abstain
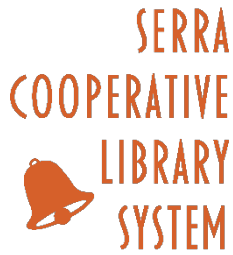
Agenda Item: _____

_____ Aye   _____ Motion

_____ Nay   _____ Second

_____ Abstain

Email completed form to: sclcadmin@socallibraries.org

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

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

Alternate Meeting Locations:
Carlsbad City Library, 1775 Dove Lane, Carlsbad, CA 92011
Chula Vista Public Library, 365 F St., Chula Vista, CA 91910
Escondido Public Library, 239 South Kalmia St., Escondido, CA 92025
San Diego Public Central Library, 330 Park Blvd., San Diego, CA 92101

<u>Minutes</u> *draft*

Attendance
Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
DiMento, Cathy – Oceanside
Ghio, Danielle – National City
Guerrero, Mary Jane – Imperial County
Landa, Rino – Escondido
Legaspi, Lizeth – Camarena
Mason, Carla – El Centro
Ohr, Donna – San Diego County
Ortega, Petra – Brawley

Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista
Wolfe, Kathryn – City of Imperial

Other
Beck, Andy – SCLC
Graver, Lori – SCLC
Powers, Christine – SCLC
Robbins, Julianna – CSL
Walker, Wayne - SCLC

1. Call to Order and Roll Call   Lizeth Legaspi
   Meeting called to order at 11:05 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 from October 12, 2023, Administrative Council meeting.
      MSP (Cronk/Mason) to pass the Consent Calendar, without changes.
      13 yes, 0 no, 0 abstain

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

5. Budget Status Report FY 2023/24   Andy Beck
   The Budget Status Report for Fiscal Year 2023/24 reflects reconciled bank
   statements through December 31, 2023.

6. Status of Delivery Services for Serra Cooperative   Christine Powers
   Library System
   MSP (Cronk/Legaspi) 1) not to issue an RFP for a new courier service; 2) continue
   with the reimbursement process for delivery expenses incurred by systems; and 3)
   utilize the existing LINK+ system, as available.
   13 yes, 0 no, 0 abstain

7. CLSA FY 2024/25 Planning   Christine Powers
   Committee recommends that CLSA FY 2024/25 spending allocations remain
   consistent with CLSA FY 2023/24 allocations, with request to consider purchasing
   Brainfuse for cost sharing, as Brainfuse is not currently in the State budget.

8. Membership Dues FY 2024/25   Andy Beck
   MSP (Cronk/Ohr) to approve the Membership Dues for FY 2024/25, and to revisit
   the dues formula at the August 2024 meeting, with staff recommendations.
   13 yes, 0 no, 0 abstain

9. Audit Report FY 2022/23   Andy Beck
   MSP (Briley/Mason) to accept the FY 2022/23 Audit.
   13 yes, 0 no, 0 abstain

10. Consideration of Travel Reimbursements   Christine Powers/Andy Beck
    MSP (Mason/Ortega) to approve travel reimbursement to SCLC for expenses
    incurred for conferences where the Executive Director represents all five Systems;
    reimbursement calculated pro-rata based on the CLSA appropriation for
    administration; if one cooperative declines participation, 100% of travel costs revert
    back to SCLC, alone.
    13 yes, 0 no, 0 abstain

11. LINK+ Implementation Update   Wayne Walker
    The implementation process for Brawley, Camarena, Carlsbad, Chula Vista, and
    Imperial County continues. Carlsbad implementation is delayed until Innovative

completes software updates. Camarena and Chula Vista had initial meetings with Innovative on January 22nd and these libraries expect to be online by April 2024. Brawley and Imperial County are completing the implementation process. Imperial County Grant Funds Expenses for eligible libraries are paid with Imperial County grant funds earmarked for LINK+. As of January 2024, $48,614.07 in expenses have been reimbursed by the Imperial County grant. Guerrero requests a timeline of expected invoices and amounts.

12. Serra Cooperative Library System Webpage Update   Christine Powers
    The Serra website is a subpage of SCLC's website, and includes Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. The webpage is now public. Staff is working with Streamline to update the SCLC website, which will include an update to Serra's webpage. Serra's current website is still up and will remain until the new webpage is up.

13. Nominating Committee for FY 2024/25 Officers   Lizeth Legaspi
    MSP (Briley/Suzanne) to nominate Cathy DiMento and Petra Ortega to the Nominating Committee, and at the May 2024 meeting, Committee will present candidates for Vice Chair and Treasurer to serve FY 2024/25.
    13 yes, 0 no, 0 abstain

14. Current Status of SB 321   Christine Powers
    Powers reviewed the bill, stated that she sits on CLA's Legislative & Advocacy Committee, and that she will pass along more information, as it is released.

15. Committee Reports   Robert Cronk
    a. STARC
       LINK+ is rolling out, Discover & Go is mostly up and running, soliciting more museums to join Discover & Go
    b. Adult Services
       Working on annual workshop, lining up catering, keynote speaker is secured, next meeting is in May 2024
    c. Youth Services
       Alison Hamlin (Chula Vista) is new Chair; met with the Museum Council for partnership with Summer Reading programs; secured passes for Natural History and Auto museums; re-establishing partnership with American Academy of Pediatrics (AAP) for doctors to promote literacy in their medical offices; 2024 Professional Development Day may carry an Americans with Disabilities Act (ADA) theme

16. State Library Report   Julianna Robbins
    LSTA grant applications are due at noon on March 6, 2024. Community Centered Libraries project has a policy map, to assist in making data-driven decisions. Career Pathways has a number of upcoming workshops. The next Directors' Networking Call will be February 21, 2024.

17. Administrative Council Chair Report   Lizeth Legaspi
    None

18. Other   Lizeth Legaspi
    Request to share Friends groups MOUs with Briley and Ohr.

19. What's New at Your Library   Lizeth Legaspi
    None

20. Adjournment   Lizeth Legaspi
    MSP (Mason/DiMento) to adjourn meeting at 12:13 pm.
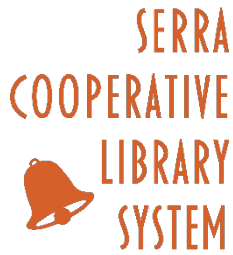
SERRA COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL
SPECIAL MEETING

Thursday, February 15, 2024
11:00 am

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

Alternate Meeting Locations:
Carlsbad City Library, 1775 Dove Lane, Carlsbad, CA 92011
Chula Vista Public Library, 365 F St., Chula Vista, CA 91910
Escondido Public Library, 239 South Kalmia St., Escondido, CA 92025
San Diego Public Central Library, 330 Park Blvd., San Diego, CA 92101

This agenda was posted at the above meeting locations, accessible to the public; and online, at least 24 hours in advance of the Special Administrative Council meeting.

Minutes *draft*

Attendance

Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
DiMento, Cathy – Oceanside
Ghio, Danielle – National City
Guerrero, Mary Jane – Imperial County
Landa, Rino – Escondido
Legaspi, Lizeth – Camarena
Mason, Carla – El Centro
Ohr, Donna – San Diego County
Ortega, Petra – Brawley

Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista
Wolfe, Kathryn – City of Imperial

Other

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

1. Call to Order and Roll Call   Lizeth Legaspi
   Meeting called to order at 12:11 pm.

2. Consideration and Approval of Keynote Speaker Costs   Bob Cronk
    for 2024 Serra Adult Services Conference
    No action required, as item is already within the approved budget.

3. Adjournment   Lizeth Legaspi
    MSP (Ohr/Cronk) to adjourn meeting at 12:13 pm.

SERRA COOPERATIVE LIBRARY SYSTEM

AC Agenda Item 5

DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: **Budget Status Report for FY 2023/24 (DISCUSSION)**

BACKGROUND: The Budget Status Report for Fiscal Year 2023/24 is attached for review and reflects reconciled bank statements through March 31, 2024.

For revenues, financial highlights include LINK+ expense reimbursements of $57,092; and memberships dues are 100% collected.

For expenses, the System is expected to be under budget for delivery, resourcing sharing, and the Discover & Go sponsorship.

As of March 31, 2024, the System has a surplus of $57,979 and cash balance of $1,032,137.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT: Budget Status Report

Serra Cooperative Library System
Budget Status Report
March 31, 2024

	FY23/24 Budget	Prior Year Actuals	FY23/24 Actuals	Balance	% Unrealized	% Realized	Notes
REVENUE							
CLSA Communications & Delivery	$ 368,853	$ 171,432	$ 237,698	$ 131,155	36%	64%	Est. RF = 156,258; FY2324 = 212,595
CLSA System Administration	53,149	53,341	39,862	13,287	25%	75%	Received in Dec 2023
Reimbursement (Link+)	145,000	-	57,092	87,908	61%	39%	Imperial County libraries
Membership Dues	64,222	64,703	64,221	1	0%	100%	
Investment income	-	1,446	1,254	(1,254)	0%	0%	
Total revenues	**$ 631,224**	**$ 290,922**	**$ 400,127**	**$ 231,097**	**37%**	**63%**	
EXPENDITURES							
Communications and delivery							
Delivery	$ 17,000	$ 12,017	$ 6,491	$ 10,509	62%	38%	Kergyl
E-resources	125,000	120,732	109,328	15,672	13%	87%	Overdrive; Flipster
Resource sharing	347,480	52,686	168,471	179,009	52%	48%	Innovative 113,611 / Unity 233,869
Audit Fees	6,500	6,911	5,670	830	13%	87%	CJ Brown
Office supplies	2,250	-	1,779	471	21%	79%	
Telecommunications	3,500	2,370	3,050	450	13%	87%	
Total communication and delivery	501,730	194,716	294,789	206,941	41%	59%	
Other services							
Museum Month Sponsorship	5,000	5,000	-	5,000	100%	0%	
Discover & Go Sponsorship	25,700	17,500	6,789	18,911	74%	26%	17,500 Implementation; 8,200 annual
Youth Services Professional Development	4,000	3,571	-	4,000	100%	0%	
Adult Services Professional Development	4,000	4,038	-	4,000	100%	0%	
Total other services	38,700	30,109	6,789	31,911	82%	18%	
Administration							
Administration expense	53,149	53,341	39,862	13,287	25%	75%	SCLC
Meetings/conferences/travel	1,500	-	708	792	53%	47%	
Other	-	2,546	-	-			
Total administration	54,649	55,887	40,570	14,079	26%	74%	
Total expenditures	**$ 595,079**	**$ 280,712**	**$ 342,148**	**$ 252,931**	**43%**	**57%**	
SURPLUS (DEFICIT)	**$ 36,145**	**$ 10,210**	**$ 57,979**	**$ (21,834)**	**-60%**	**160%**	

ACCOUNT BALANCES

Bank of America	$ 1,032,137	

CLSA FUNDS

FY2023/24 CLSA Communications & Delivery (Restricted)

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
E-Resources	$ -	$ 121,828	$ (109,227)	$ 12,601
Delivery	-	14,420	(3,008)	11,412
Contracted services	-	6,500	(3,610)	2,890
Telecommunications	-	3,410	(3,050)	360
Office supplies	-	2,250	(1,779)	471
Resource sharing (Link+)	-	64,187	-	64,187
	$ -	$ 212,595	$ (120,674)	$ 91,921

FY2022/23 CLSA Communications & Delivery (Restricted)

	FISCAL YEAR 2022-23			
	Beginning	Addition	Deletions	Ending
E-Resources	$ 101	$ -	$ (101)	$ -
Delivery	3,483	-	(3,483)	-
Contracted services	2,060	-	(2,060)	-
Resource sharing (Link+)	123,328	-	(73,826)	49,502
	$ 128,972	$ -	$ (79,470)	$ 49,502

FY2021/22 CLSA Communications & Delivery (Restricted)

	FISCAL YEAR 2021-22			
	Beginning	Addition	Deletions	Ending
Resource sharing (Link+)	$ 34,736	$ -	$ (34,736)	$ -
	$ 34,736	$ -	$ (34,736)	$ -
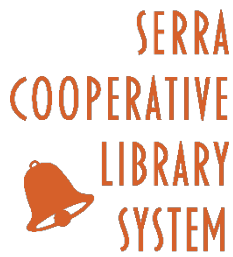
DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25 (ACTION)**

BACKGROUND: As members of a library cooperative system, the Serra Cooperative Library System receives funding from the California State Library. The Communications and Delivery Program of the California Library Services Act (CLSA) is specifically designed to assist and encourage cooperative efforts among California public libraries.

There are currently nine library cooperative systems in the state charged with administering a variety of programs, services, and distribution of grant funds. In order to receive these funds, a library must be a member of one of these cooperative organizations.

As a member of the Serra Cooperative Library System, members receive the following benefits only available to cooperative members:
- Receive funds disbursed under the California Library Services Act (CLSA) for communication and delivery services.
- Advocacy support – This has meant advocating for changes in CLSA regulatory language, to expand the definition of CLSA acceptable use of funds for resource sharing and to identify and support regional priorities related to CLSA and non-CLSA work at the regional and State level.
- Grant oversight and management in collaboration with the State Library, such as the Public Library Staff Education Program and the Digital Navigators Program.
- Filing all required reports, such as the CLSA Plan of Service and Annual Report.

As the entity that provides administrative and fiscal services, SCLC manages the following on behalf of Serra:
- Delivery services – provide communication with couriers and contract management.
- eResource sharing – Serra maintains various online subscriptions; if purchased and managed separately, each contract would represent a significant allocation of staff time and financial resources per library.

- Webpage management, to comply with agenda posting as required by the Brown Act.

For the past several years, Serra has entered into annual agreements with the Southern California Library Cooperative (SCLC) for fiscal and administrative services. The attached one-year agreement, which runs from July 1, 2024, to June 30, 2025, reflects current staffing costs. These amounts were calculated using Serra's share of the CLSA funding between the five systems managed by SCLC. As done the year prior, staff submitted a line item in the contract for office supplies and communication, which would come from the CLSA Communication and Delivery Budget. In addition, a new line item has been added for meetings as approved by the Administrative Council.

At the last Administrative Council meeting, Serra approved travel reimbursements to SCLC for expenses incurred for conferences where the Executive Director represents all five Systems, with reimbursement calculated pro-rata based on the CLSA appropriation for administration. All four cooperatives for which SCLC provides administrative and fiscal services have approved meeting expense reimbursements to SCLC. At its last meeting, the Serra Executive Committee had requested the reimbursement percentages of each cooperative, which are provided below:

System	Allocation
49-99 Cooperative Library System	8.78%
Inland Library System	21.85%
Santiago Library System	12.94%
Serra Cooperative Library System	15.54%
Southern California Library Cooperative	40.89%

FISCAL IMPACT: Currently, staff estimates approximately $58,531. Of that amount, $53,121 is the CLSA Preliminary System Budget Allocation for Serra. It should be noted, however, that the California Library Services Board has not yet approved these figures and may be subject to change.

Additional contract costs consist of the following estimated charges:

Office supplies:	$1,600
Telecommunications:	$3,010
Meetings:	$800

These amounts were calculated using Serra's share of the CLSA funding between the five systems managed by SCLC. Serra's share of the CLSA funding is 15.54%, which was applied to the total anticipated amount for office supplies, telecommunication, and meetings. While it is not expected, should the California Library Services Board change the Preliminary System Budget Allocations, these figures may change accordingly.

RECOMMENDATION: Authorize the Administrative Council Chair to sign the agreement between Serra Cooperative Library System and SCLC, for administrative and fiscal services for FY 2024/25.

EXHIBIT:
a. Agreement between Serra Cooperative Library System and SCLC

AGREEMENT between
SERRA COOPERATIVE LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide support to include Administrative and Fiscal Agent services under the California Library Services Act (CLSA) for SERRA COOPERATIVE LIBRARY SYSTEM (SERRA).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.

- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).

- Revenues, expenditures, reserves, and the annual SERRA member fees for services to be provided within a fiscal year are detailed in the SERRA Budget. The Budget may be amended or replaced by the SERRA Administrative Council without requiring consideration or re-approval of this agreement.

1.   **Dates and Amendments**

- The Agreement is effective July 1, 2024.

- The Agreement will be a one-year contract, renewable annually if approved by SERRA and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.

- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the SERRA and SCLC Administrative Councils.

2.   **Administrative Services**

SCLC staff will provide Administrative Services for SERRA, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the SERRA Administrative Council.

- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.

- Communicating with the SERRA Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.

- Coordinating Administrative Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend one regularly scheduled May SERRA Administrative Council meeting; having at least one SCLC staff member attend other meetings via conference call.

- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.

- Annually developing a budget in collaboration with SERRA Administrative Council for programs or services to be provided in the subsequent fiscal year.

- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of SERRA for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SERRA. A fee for contracts outside the CLSA guidelines will be negotiated.

- Articulating the mission and purpose of SERRA at the state level as needed and/or directed.

- Administering state grants received by SERRA, including coordinating activities with SERRA representatives and/or recipients, as well as preparing all required reports. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement.)

- Supporting special projects and additional activities not specifically authorized by CLSA as desired by the SERRA Administrative Council and if SCLC staff has capacity. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)

- Submitting an annual audit to the California State Controller as required by governmental agencies.

- Maintaining all appropriate files and records as required by state and federal laws and by SERRA's own record retention policies.

The SERRA Administrative Council and its members will provide SCLC with administrative oversight regarding SERRA programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.

- Providing SCLC with meeting schedules, agendas, and materials for any SERRA committees that may be established and acting as liaisons to any such committees to ensure continuity and stability if eligible under CLSA Rules and Regulations.

- Monitoring CLSA-required activities and service levels.

- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated with both organizations.

- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SERRA within CLSA Administrative and Fiscal guidelines.

3. **Fiscal Agent Services**

SCLC staff will provide Fiscal Agent Services for SERRA, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.

- Collecting and depositing member fees and other fees or revenues due to SERRA, whether by grant application, invoice, or other means.

- Working with SERRA Cooperative Library System's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of $5,000.

- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.

- Working with SERRA's Administrative Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.

- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline funds when available.)*

- Maintaining all appropriate files and records as required by state and federal laws and by SERRA's own record retention policies.

The SERRA Administrative Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed, and reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.

- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by SERRA.

4. **Dissolution of Agreement**

In the event that this Agreement is terminated, SCLC will return to SERRA all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all SERRA expenditures and obligations are accounted for will be returned to SERRA or to its designated entity within thirty (30) days following acceptance of the audit paid for equally by the SERRA and SCLC Administrative Councils.

5. **Changes in Legislation**

Should the California Library Services Act be legislatively amended or restructured in the future, the Administrative Councils for SERRA and SCLC shall amend this Agreement in compliance with any required changes.

6. **Payment to SCLC for its Services**

As payment in full for these services for FY 2024-25 (July 1- June 30) SCLC shall reimburse itself from the:

- o Indirect fees from grants up to 10% and negotiated staffing over 10%, when applicable.
- o CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by SERRA of CLSA funding from the State, within 30 days of receipt of the funding.
- o CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by SERRA of CLSA funding from the State, within 30 days of receipt of the funding.
- o Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. **Signatures**

_____   _____
SERRA Administrative Council Chair   Date

_____   _____
SCLC Executive Director   Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

<u>Hourly Staffing Rates</u>*

Executive Director	$102.08
Deputy Director	$78.40
Controller	$68.13
Project Manager	$67.99
Administrative Assistant	$25.00
Operational (in addition to hourly)	$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.

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

AC Agenda Item 7

DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **CLSA Plan of Service and Budget for FY 2024/25 (ACTION)**

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.

The CLSB was scheduled to meet in April to consider approving the CLSA's preliminary system budget allocation, but that meeting has been postponed to May 28, 2024. Additionally, the State Library has been in the process of changing the Plan of Service application, and as a result, has pushed the deadline to submit the Plan of Service to August 1 (they are typically due early June).

FISCAL IMPACT: The CLSA preliminary system budget allocation for FY 2024/25 is $212,485 for the Baseline Budget and $53,121 for the System Administration Budget, for a total of $265,606. The overall CLSA budget allocation for Serra decreased by $137 when compared to last year's funds due to a population decrease in Serra's jurisdiction. Over a two-year period, funds have decreased by over $1,000.

RECOMMENDATION: Authorize the Serra Chair to work with SCLC/Serra staff to complete and sign the FY 2024/25 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:
   a. CLSA Preliminary System Budget Allocations – FY 2024/25
   b. CLSA Plan of Service Application – FY 2024/25

Exhibit A

CLSA Preliminary System Budget Allocations- FY 2024/25

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	$ 111,269	$ 27,817	**$ 139.086**	
49-99	$ 120,190	$ 30,048	**$ 150,238**	
Inland	$ 299,108	$ 74,778	**$ 373,886**	
NorthNet	$ 666,360	$ 166,590	**$ 832,950**	
PLP	$ 568,138	$ 142,035	**$ 710,173**	
SJVLS	$ 192,158	$ 48,040	**$ 240,198**	
Santiago	$ 176,620	$ 44,155	**$ 220,775**	
Serra	$ 212,485	$ 53,121	**$ 265,606**	
SCLC	$ 557,672	$ 139,416	**$ 697,088**	
Total funding	**$ 2,904,000**	**$ 726,000**	**$ 3,630,000**	**$ 1,000,000**

CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

Table of Contents

INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information by **August 1, 2024** to have your funding approved:
1. CLSA Plan of Service Narrative Application
2. CLSA Plan of Service Budget – One worksheet for each fiscal year you hold funds

PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024
October 14 - October 27, 2024
January 06 - January 19, 2025
April 28 - May 11, 2025

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." ([18701](#))

"It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." ([18702](#))

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." ([18745](#))

GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	The name of the system applying for the funds.
Response:	
Organization Name	(If different from above) The name of the system whose activities the funds will benefit.
Response:	
Application Title	The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year For example: Santiago Library System _CLSA Communication and Delivery Program _2024-2025
Response:	
Authorized Representative Information • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number (*Please use the format 123-456-7890* • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code • Nine-digit zip code (*Must be entered in the format 12345-6789*)	The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.
Response:	

Alternate Contact Information • Alternate Contact Name • Alternate Contact Title • Alternate Contact Email Address • Alternate Contact Business Phone Number *(Please use the format 123-456-7890*	The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council. This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.
Response:	

Administrative Council Chair Information • Administrative Council Chair Name • Administrative Council Chair Title • Administrative Council Chair Email Address • Administrative Council Chair Business Phone Number *(Please use the format 123-456-7890*	
Response:	

Goal (California State Library Five Year Plan for Grantmaking)	Response Pre-populated by the State Library.
Response: Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.	
Primary Audience(s) for Project	Response pre-populated by the State Library.
Response: General Population	

Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.
EIN:	

PROJECT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.
Response:	

Description
Describe
    A. What you will do;
    B. How you will do it;
    C. What you aim to achieve;
    D. Why; and,
    E. For whom.
 	
(Word limit: 300)
	Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application.
	
	The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system.
	
	It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.

Response:	
Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)	The response should align with your most recent strategic plan or other guiding documents and describe how your CLSA activities fit with your broader mission.

Response:

Impact to Date Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)	Ensure that the impact, lessons learned, or successes are evident and well-supported.

Response:

Community Needs, Aspirations, and Assets Response Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)	Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved. Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.

Response:

Community Engagement Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)	Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations. The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.

Response:

Intent	Response pre-populated by the State Library

Response:

Information Access: Improve access to information

| **Anticipated Outputs**
List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each. | Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.

Outputs should include the names of services subscribed to; anticipated circulation numbers for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs.

Examples:
One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries.

[Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times.

One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries.

[Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service. |
| **Response:** | |

Evaluation Plans What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)	Describe the metrics you will use and how your system defines positive outcomes.
Response:	
Sustainability How is your cooperative system preparing and planning for the future? (Word limit: 300)	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.
Response:	
Summary of library participation in resources, services, and programs	List below each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.

Response (add sections as needed):

Resource/service/program name:
Participating libraries: All or Some (if "some", list participating jurisdictions)
If applicable, why did some libraries not opt into this resource/service/program:

Resource/service/program name:
Participating libraries: All or Some (if "some", list participating jurisdictions)
If applicable, why did some libraries not opt into this resource/service/program:

Resource/service/program name:
Participating libraries: All or Some (if "some", list participating jurisdictions)
If applicable, why did some libraries not opt into this resource/service/program:

Any other comments?	
Response:	

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. Further information is available in Appendix B.

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.
- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

Please reach out to the State Library if you have questions.

Activity 1: Electronic Materials (Resource Sharing) Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrasis.	Include in your description the names of all services you will purchase from or subscribe to, to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased. Please note: systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed and, for each service, the number of circulations and the number and names of participating libraries.

Response:

Title:
Description (90-160 words):
Beneficiaries (General Population):
- General Population
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories: Activity: Content Mode: Acquisition Format: Digital

Activity 2: Learning Platforms (Resource sharing) Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.	Please note: systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.

Response:

Title:
Description (90-160 words):
Beneficiaries (General Population):
- o   General Population
- o   Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Content
Mode: Acquisition
Format: Digital

Activity 3: Inter Library Loan (Delivery) Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.	Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the interlibrary loan delivery system and, for each service, the number and names of participating libraries.

Response:

Title:
Description (90-160 words):
Beneficiaries (General Population):
- o   General Population

- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Content
Mode: Lending
Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery) Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.	Please note: systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.

Response:

Title:
Description (90-160 words):
Beneficiaries (General Population):
- General Population
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Content
Mode: Lending

Format: Digital or physical or combined digital and physical

Physical items sent by system member public libraries:
Physical items delivered to system member public libraries:
Physical items delivered to non-public libraries in system area:
Total:

Physical items sent by non-public libraries in system area:
Physical items delivered to system member public libraries:
Physical items delivered to non-public libraries in system area:
Total:

Number of system-owned delivery vehicles that physically move items:
Frequency/schedule of physical delivery service:
Number of contracted vendor delivery vehicles that physically move items:
Frequency/schedule of physical delivery service:

Percentage of items to be physically delivered by:
US Mail:
UPS:
System Van:
Contracted Van:
Other:

Other: please describe

Activity 5: Programming (Resource Sharing) Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.	Please note: systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).

Response:

Title:
Description (90-160 words):
Beneficiaries (General Population):
- o General Population
- o Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with

disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Instruction
Mode: Program
Format: In-person, virtual, combined in-person and virtual, other

Activity 6: Library Management and Operations (Resource Sharing) Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).	Please note: systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.

Response:

Title:
Description (90-160 words):
Beneficiaries (General Population):
- o   General Population
- o   Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Procurement

Activity 7: Library Broadband (Communications and Delivery) Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.	Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response:

Title:
Description (90-160 words):

Beneficiaries (General Population):
- o General Population
- o Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications, and Delivery) Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.	
Response: Title: Description (90-160 words): Beneficiaries: Library Workforce Categories: Activity: Procurement	

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:	
Response: Title: Description (90-160 words): Beneficiaries: Categories:	

TIMELINE
List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended

BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

SIGNATURES

System Name:		
		42
Director:	**Director Email:**	
Address:	**City:**	**Zip:**
Phone:		

System Chair for FY 2024-2025:	**Fiscal Agent:**

Date approved by Administrative Council:

Signature of FY 2024-25 Administrative Chair:	
Print Name:	**Date:**

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design
The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: https://www.vrtality.org/about/our-philosophy/.)

Community Aspirations
Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."
(For more information about aspirations, see the Harwood Tools page on the California State Library website: https://www.library.ca.gov/services/to-libraries/harwood/tools/)

Community Needs
Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.
(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer)

Community Stakeholders
Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Equity
Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.
(Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/)

Library Development Services (LDS)
A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives;

collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

E-Resources

Electronic resources (or e-resources) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing

Resource sharing refers to the allowed use or application of a resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
Content	Acquisition **	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies such as publishers and vendors. to obtain	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

		resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical.
	Creation **	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])

			Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party
Planning & Evaluation	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A

APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

Registration Requirements
Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Unique Entity Identifier
The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

System for Award Management (SAM)
The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are r**equired to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE. Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

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

AC Agenda Item 8

DATE: May 16, 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: In the previous update, the library was waiting for III to complete updates of the INN-Reach system that make it easier for non-III libraries to talk to the system. The library has since met with III, set up mechanisms for the transfer of patron and bibliographic data, and provided an initial data set. There is no formal timeline for implementation at this point.

- Chula Vista: It is anticipated the library will be live in the next month.

- Camarena: Progress stalled after initial contact in February. Staff are working to reconnect III with Camarena staff.

- Brawley and Imperial County: Implementation for both libraries will follow completing the implementation process for Serra.

Imperial County Grant Funds
Expenses for eligible libraries continue to be paid with Imperial County grant funds earmarked for LINK+. As of May 2024, $78,431.05 in expenses have been reimbursed by the grant. Imperial County Free Library requested a grant extension from the CA State Library and was successful. The grant now ends on June 30, 2025.

FISCAL IMPACT: Funding has been secured for this project. The receipt of expenses has been slower than originally estimated at the onset of the project.

RECOMMENDATION: Informational item

EXHIBIT:
    a. Serra LINK+ Adoption Timeline of Events as of May 2024

Serra LINK+ Adoption Timeline - May 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	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. Contingent on San Diego County joining, the Administrative Council recommend: 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 - May 2024

Date	Milestone
December 2021	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. The Administrative Council Voted to: 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 - May 2024

Date	Milestone
October 2022	Administrative Council did not discuss LINK+ at this meeting. STARC staff unable to attend.
February 2023	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: 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 implemention and goes live.
September 2023	First set of reimbursements from the Imperial County grant submitted.
January 2024	Camarena and Chula Vista hold initial implementaion planning meeting with Innovative
March 2024	Imperial County Free Library Grant Extended to June 20, 2025

SERRA
COOPERATIVE
LIBRARY
SYSTEM

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

AC Agenda Item 9

DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC
           Andy Beck, Controller, Serra/SCLC

SUBJECT: **Discover & Go Update (ACTION)**

BACKGROUND: At the August 2022 meeting, the Serra Cooperative Library System approved Serra's participation in Discover & Go, a platform designed for public libraries to facilitate the issuance of digital museum passes. Library users browse the venues they want to visit, select the dates, reserve passes, and either print them or present them digitally at the venue. The passes are secure and include the library cardholder's name and the date the pass is valid.

Participating venues can determine how many passes they wish to contribute, what days and times those passes will be valid, and blackout dates, if any. This prevents passholders from overwhelming busy times and minimizes revenue loss for the attractions. Venues can also determine if they'd like to provide additional passes for underserved areas, as well as generate reports detailing usage.

San Diego Public Library launched Discover & Go for its patrons in November 2021, and established relationships with many venues within their legal service area (LSA). Since other libraries had expressed interest in participating through the cooperative, the Serra Technology and Automation Review Committee (STARC) had coordinated with program administrators at San Diego Public Library to set up a model where each library jurisdiction would be responsible for obtaining passes from venues within their LSAs on behalf of all Serra libraries. Passes get pooled and are accessible to all residents.

As part of Serra's approval of its participation in Discover & Go, at the same August 2022 meeting, the Administrative Council approved funds from Serra system reserves for implementation services and training; and to annually agendize approval of funds from Serra system reserves for the cost of the ongoing service, starting in FY 2022/23.

Currently, eight member libraries have been brought on board to the Discover & Go platform, with five members remaining. Implementation fees of $2,500 per member for the eight members have been paid. Fees for the remaining five members have not been paid yet. STARC is working on implementing the remaining five member libraries.

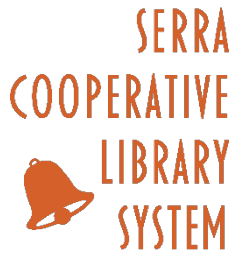Califa is officially taking over invoicing from Contra Costa County (on behalf of Quipu) for Discover & Go.

FISCAL IMPACT: Serra's FY 2024/25 budget includes $21,450 for the remaining unpaid one-time implementation fees and the annual hosting and maintenance fees. The table below provides a breakdown of the total cost. It should be noted that there has been an increase in hosting and maintenance fees, and staff have been informed that the System can anticipate a 3% annual increase (approximately) moving forward.

Serra List FY2024/25

Library	Population	Standard Price	Discounted Serra Price	One-time Set-up Cost	Library Subtotal
Carlsbad City Library	114,549	$650	$650	PAID	$650
Chula Vista Public Library	274,784	$750	$750	PAID	$750
City of San Diego	1,368,395	$850	$750	PAID	$750
Coronado Public Library	22,150	$650	$650	PAID	$650
Escondido Public Library	149,799	$750	$750	PAID	$750
National City Library	60,974	$650	$650	PAID	$650
Oceanside Public Library	171,063	$750	$750	PAID	$750
San Diego County Library	1,108,041	$850	$750	PAID	$750
Brawley Public Library	27,539	$650	$650	$2,500	$3,150
Camarena Memorial Library	38,697	$650	$650	$2,500	$3,150
El Centro Public Library	44,445	$650	$650	$2,500	$3,150
Imperial County Free Library	47,299	$650	$650	$2,500	$3,150
Imperial Public Library	21,496	$650	$650	$2,500	$3,150
Total	**3,449,231**	**$9,150**	**$8,950**	**$12,500**	**$21,450**

RECOMMENDATION: Approve the renewal of the Discover & Go subscription through Califa for FY 2024/25 for the cooperative system as a whole.

EXHBIT: None

DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: **Proposed Budget for FY 2024/25 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY2024/25 is attached for review.

Revenues

The California State Library has released the preliminary allocations of the CLSA funding. The budget has been calculated based on this information and the previously approved membership dues.

Expenses

Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

Brainfuse

At the last Administrative Council meeting, the Administrative Council passed a motion to consider purchasing Brainfuse for cost sharing, as Brainfuse is not currently in the State budget. The total cost for Homework Help (HelpNow) through Brainfuse for FY 2024/25 is $289,000.

Brainfuse has also quoted the following bundle packages:
- HelpNow/VetNow: $328,000
- HelpNow/VetNow/JobNow/CollegeNow: $377,000

Serra can cover the cost of HelpNow through Brainfuse with its fund balance for the first year. There is a chance that the State Library will be able to bring Brainfuse back as a statewide program, in the next couple of years, but should that not happen, Serra should consider other sources for funding Brainfuse in subsequent years due to the following reasons:

- CLSA funding for communications and delivery totals $212,000.
- LINK+ and Unity Courier Services are estimated at $345,000 for FY 2024/25 with 3 - 5% increases annually.
- Other services sponsored by Serra (Museum of the Month, Discover & Go, and Youth and Adult Services) are provided by its fund balance.

Key Highlights of Proposed Budget
- CLSA system administration will be paid to SCLC.
- Spending of CLSA funds must be approved by the Council.
- If the Council decides on projects outside of CLSA funding, the cost will be negotiated.
- Should the Administrative Council acquire the services of Brainfuse, a deficit of $293,711 is projected; without Brainfuse, the deficit is projected at $4,711.

FISCAL IMPACT: Next step is approval of funds at the next California Library Service Board (CLSB) meeting and final approval of the Governor's budget.

RECOMMENDATION: Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBIT:
a. Proposed Budget for FY 2024/25 (without Help/Now through Brainfuse)
b. Proposed Budget for FY 2024/25 (with Help/Now through Brainfuse)

Serra Cooperative Library System
Proposed Budget
FY 2024/25

	FY24/25 Budget	FY23/24 Budget	$ Change	FY22/23 Budget	$ Change
REVENUE					
CLSA Communications & Delivery	$ 304,189	$ 368,853	$ (64,664)	$ 213,362	$ 155,491
CLSA System Administration	53,121	53,149	(28)	53,341	(192)
Reimbursement (Link+)	145,000	145,000	-	292,000	(147,000)
Membership Dues	65,463	64,222	1,241	64,703	(481)
Investment return	1,000	-	1,000	1,623	(1,623)
Total revenues	**$ 568,773**	**$ 631,224**	**$ (62,451)**	**$ 625,029**	**$ 6,195**
EXPENDITURES					
Communications and delivery					
Delivery	$ 1,000	$ 17,000	(16,000)	$ 15,500	$ 1,500
E-resources	125,688	125,000	688	67,633	57,367
Resource sharing	345,000	347,480	(2,480)	282,179	65,301
Audit Fees	6,625	6,500	125	6,300	200
Office supplies	1,600	2,250	(650)	-	2,250
CLSA funds	-	-	-	141,062	(141,062)
Telecommunications	4,200	3,500	700	500	3,000
Total communication and delivery	484,113	501,730	(17,617)	513,174	(11,444)
Other services					
Museum Month Sponsorship	5,000	5,000	-	5,000	-
Discover & Go Sponsorship	21,450	25,700	(4,250)	43,800	(18,100)
Youth Services Professional Development	4,000	4,000	-	4,000	-
Adult Services Professional Development	4,000	4,000	-	4,000	-
Total other services	34,450	38,700	(4,250)	56,800	(18,100)
Administration					
Administration expense	53,121	53,149	(28)	53,341	(192)
Meetings/conferences/travel	1,800	1,500	300	-	1,500
Professional fees	-	-	-	850	(850)
Total administration	54,921	54,649	272	54,191	458
Total expenditures	**$ 573,484**	**$ 595,079**	**$ (21,595)**	**$ 624,165**	**$ (29,086)**
SURPLUS (DEFICIT)	**$ (4,711)**	**$ 36,145**	**$ (40,856)**	**$ 864**	**$ 35,281**

Serra Cooperative Library System
Proposed Budget
FY 2024/25

	FY24/25 Budget	FY23/24 Budget	$ Change	FY22/23 Budget	$ Change
REVENUE					
CLSA Communications & Delivery	$ 304,189	$ 368,853	$ (64,664)	$ 213,362	$ 155,491
CLSA System Administration	53,121	53,149	(28)	53,341	(192)
Reimbursement (Link+)	145,000	145,000	-	292,000	(147,000)
Membership Dues	65,463	64,222	1,241	64,703	(481)
Investment return	1,000	-	1,000	1,623	(1,623)
Total revenues	**$ 568,773**	**$ 631,224**	**$ (62,451)**	**$ 625,029**	**$ 6,195**
EXPENDITURES					
Communications and delivery					
Delivery	$ 1,000	$ 17,000	(16,000)	$ 15,500	$ 1,500
E-resources	414,688	125,000	289,688	67,633	57,367
Resource sharing	345,000	347,480	(2,480)	282,179	65,301
Audit Fees	6,625	6,500	125	6,300	200
Office supplies	1,600	2,250	(650)	-	2,250
CLSA funds	-	-	-	141,062	(141,062)
Telecommunications	4,200	3,500	700	500	3,000
Total communication and delivery	773,113	501,730	271,383	513,174	(11,444)
Other services					
Museum Month Sponsorship	5,000	5,000	-	5,000	-
Discover & Go Sponsorship	21,450	25,700	(4,250)	43,800	(18,100)
Youth Services Professional Development	4,000	4,000	-	4,000	-
Adult Services Professional Development	4,000	4,000	-	4,000	-
Total other services	34,450	38,700	(4,250)	56,800	(18,100)
Administration					
Administration expense	53,121	53,149	(28)	53,341	(192)
Meetings/conferences/travel	1,800	1,500	300	-	1,500
Professional fees	-	-	-	850	(850)
Total administration	54,921	54,649	272	54,191	458
Total expenditures	**$ 862,484**	**$ 595,079**	**$ 267,405**	**$ 624,165**	**$ (29,086)**
SURPLUS (DEFICIT)	**$ (293,711)**	**$ 36,145**	**$ (329,856)**	**$ 864**	**$ 35,281**
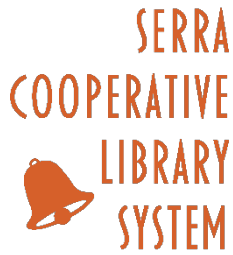
DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **Banking Status Update and Reconsideration of Financial Authority (ACTION)**

BACKGROUND: Late last year, Southern California Library Cooperative (SCLC) staff began the process of seeking authority from the five cooperatives it manages to switch their respective banks to JP Morgan Chase. This would allow for streamlining operations, but more importantly, Chase has the ability to serve government accounts. At the time this effort was initiated, none of the cooperatives served by SCLC staff had government accounts.

At the August 17, 2023, meeting, Serra Cooperative Library System's Administrative Council authorize staff to close Serra's Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase. The Council also continued to authorize signature authority for the new account to Christine Powers, Executive Director; Lizeth Legaspi, Serra Chair; Joyce Ryan, Treasurer; and Nerissa Snodgrass, Project Manager, as authorized signers on Serra's bank account.

Staff have been working to update each cooperative's bank account, one at a time. Having successfully switched over three of the cooperatives to Chase, it is now time to begin the process for Serra. To obtain financial authority, each individual who will be added to the bank account must provide their name, address, social security number, a copy of their driver's license (or some other form of official identification, such as a passport), as well as a secondary form of identification. This information is collected by the bank and is not, at any point, collected by or provided to Serra/SCLC staff members.

While having Council Members on bank accounts has been a practice for Serra and for the other four cooperatives that staff serves for several years, there are no legal requirements for this practice. In reviewing the system's JPA and Bylaws, there is no explicit requirement for Council Members to be authorized signers on any financial accounts. Furthermore, when reviewing the duties of the Chair in the Bylaws, there is no mention of financial authority for this position. Serra's Bylaws do provide the following

duties for the Treasurer:

> *The Treasurer shall serve as a liaison to the System's fiscal agent, and shall review all fiscal reports. The Treasurer will perform such other duties as required by the Council or the Chair.*

Having members of the Administrative Council on Serra's bank account is likely an effort to increase transparency, but it also poses some drawbacks. First, it puts pressure on Councilmembers to disclose financial information that they may not be comfortable sharing, especially as they are probably not required to provide this information in the course of their work in their respective library systems. Secondly, while the process will be much easier with Chase, it does create additional work to switch members on and off the account: for the Administrative Council to vote on, for staff to draft the appropriate communications/reports and to coordinate the changes with the bank, and for the bank itself to make these changes on a biennial basis. Finally, having additional members on the account who are not under Serra's authority does pose a liability.

The current practice of having the Chair and Treasurer as authorized signers on the account could continue, but staff wanted to bring this item up for discussion with the Administrative Council. Should there be a desire to discontinue having Council Members on bank accounts, other transparency measures can be implemented, such as providing bank statements during budget status reports.

FISCAL IMPACT: None

RECOMMENDATION: Should the Administrative Council wish to reconsider having Council Members as authorized signers on Serra's bank account, a recommendation can be made to discontinue the practice of having Council Members on the accounts. Authorized signers on the account would remain with the Executive Director and Project Manager, and add the Deputy Director as backup.

EXHBIT: None

SERRA COOPERATIVE LIBRARY SYSTEM

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

AC Agenda Item 12

DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **Executive Committee Appointments for FY 2024/25 (ACTION)**

BACKGROUND: Each year, in accordance with its Bylaws, the Serra Administrative Council elects a Chair, Vice Chair, and Treasurer in May, and these members assume office at the first meeting following the start of the System's fiscal year. Members serve for a term of one year, or until a successor is elected, and may not serve more than two consecutive terms in the same office.

Duties of the Chair consist of the following:
- Preside at meetings of the Council;
- Appoint committee members and coordinate the work of the officers and the committees;
- Represent the Council to other governmental agencies on such matters as approved and designated by the Council;
- Perform other duties as may be assigned by the Council.

The Vice Chair shall act as an aide to the Chair, perform duties prescribed by the Chair, and perform the duties of the Chair in the absence or inability of that officer to serve.

The Treasurer shall serve as a liaison to the System's fiscal agent and shall review all fiscal reports. The Treasurer will perform such other duties as required by the Council or the Chair.

The Bylaws of the Serra Cooperative Library System also establish a standing Executive Committee made up of these three officers, along with the immediate past Chair of the Council, the director of the San Diego County Library, and the director of the San Diego Public Library. The primary responsibility of the Executive Committee is to advise the Council and the System Coordinator on matters of personnel, finance, issues of administrative import, and long-range planning.

The current Executive Committee for FY 2023/24 consists of the following members:
- Chair: Lizeth Legaspi (Camarena)
- Vice Chair: Suzanne Smithson (Carlsbad)
- Treasurer: Cathy DiMento (Oceanside)
- Immediate Past Chair: Shaun Briley (Coronado)
- City of San Diego Public Library: Misty Jones/Robert Cronk
- San Diego County Library: Migell Acosta/Donna Orr

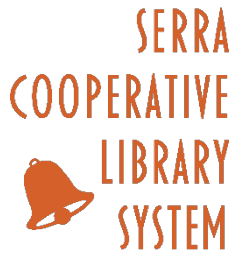It should be noted that Vice Chair Smithson and Treasurer DiMento were just appointed at the October 12, 2023, meeting.

If the members appointed to the Executive Committee for FY 2023-24 do not include a member from each of the five distinct geographic areas that make up the cooperative, a member-at-large will be appointed to represent the unrepresented area. Those five geographical areas are comprised of:

- Imperial Valley: Brawley, Calexico, El Centro, Imperial County and Imperial Public Libraries
- North San Diego County: Carlsbad, Escondido and Oceanside Public Libraries
- South San Diego County: Chula Vista, Coronado, and National City
- San Diego County Library
- San Diego Public Library

At the last Serra meeting, a Nominating Committee comprised of Councilmembers DiMento and Ortega was formed to present candidates for Vice Chair and Treasurer for FY 2024/25.

FISCAL IMPACT: None

RECOMMENDATION: In accordance with the Bylaws, appoint members to the Executive Committee and, if necessary, appoint a member-at-large to represent unrepresented areas.

AC Agenda Item 14

DATE: May 16, 2024
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **Meeting Schedule and Locations for FY 2024/25**

BACKGROUND: Serra's Administrative Council meets quarterly each fiscal year, with meetings held at 11:00 am on the third Thursday in the months of: August, October, February, and May. The Executive Council meets at 9:30 am just before each Administrative Council meeting. This schedule has worked well for both Serra, and its administrative and fiscal agent, the Southern California Library Cooperative. The proposed schedule for FY 2024/25 is included for the Administrative Council's consideration.

The meetings can continue to be held in a hybrid manner, allowing members to participate in person or virtually via Zoom from their public library locations. Quorum must be reached in order to conduct the system's business.

FISCAL IMPACT: None

RECOMMENDATION: Staff requests that the Administrative Council set the times and dates for their four regular meetings for FY 2024/25, and then select the in-person meeting locations for each of these meetings.

EXHIBIT:
   a. Serra Meeting Dates FY 2024/25 - Proposed
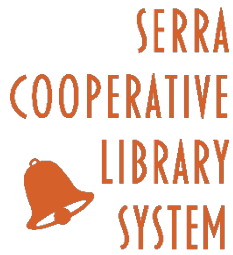
Serra Cooperative Library System
c/o SCLC ▪ 222 E. Harvard St. ▪ Glendale, CA 91205
Phone: 626-359-6111
www.serralib.org

Serra Meeting Dates FY 2024/25
Proposed

Thursday, August 15, 2024
9:30am Executive Committee
11:00am Administrative Council
Location TBD

Thursday, October 10, 2024
9:30am Executive Committee
11:00am Administrative Council
Location TBD

Thursday, February 13, 2025
9:30am Executive Committee
11:00 Administrative Committee
Location TBD

Thursday, May 15, 2025
9:30am Executive Committee
11:00 Administrative Council
Location TBD

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated May 7, 2024

State Library News

LDS Newsletter
Please sign up today for our new [newsletter!](#) Please share this with your teams as well.

Broadband Program News
The California State Library has selected the Imperial County Office of Education as the new Broadband Access Administrator, tasked with connecting public libraries to the California Research and Education Network (CalREN, managed by the CENIC Corporation). For those who were unable to attend our webinar on the transition, you may view the recording and slides by following the links below:
[Click here for the presentation slides.](#)
[Click here for a recording of the webinar.](#) If you are asked for a passcode, it is: ^f*a9=ef

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](#).

Open Opportunities

First Partner—Book to Action
In partnership with the California State Library and the Office of the First Partner of California, the California Library Association invites California public libraries to apply for up to $5,000 to support Book to Action programming. Book to Action expands book clubs by encouraging participants to take part in community engagement activities related to a shared book. This year, Book to Action is connected to the [First Partner's Summer Book Club.](#)

Visit the [opportunity page](#) for additional details and to apply. Applications are due **Friday, May 24, 2024 at 12:00 noon.** Please email [BEBS@cla-net.org](#) with any questions.

Groundwork Grants
The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over $1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this [grant opportunity](#) is open on a rolling basis until May 31, 2024.

Grant Highlights:

- **Goals**: To provide funds and resources to California institutions with collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope**: A California-wide initiative to strengthen emergency readiness for institutions with collections of all types.
- **Awards**: Maximum award amount of $15,000, with options for emergency preparedness support.

How to Apply:
Application guidelines are available at https://www.groundworkgrants.org/. Applicants are *strongly encouraged* to receive a free Ready - or Not assessment before applying. For more information about the grant opportunity, check out the introductory webinar and sample applications. For questions, contact Grace Bautista at grace@myriadconsultants.org.

As natural disasters continue to threaten California's cultural heritage, we hope you'll join us in safeguarding your collections and communities through this extraordinary opportunity.

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

Community-Centered Libraries

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.

Current Projects and Services

California Library Literacy Services – Ongoing

The 2024-2025 CLLS funding application (state funded) for currently participating programs opened in April and is due **May 30, 2024.** All CLLS libraries have received their projected award amounts for adult literacy and family literacy. There is a new block grant model that applies ONLY for programs offering family literacy; these programs receive a single projected adult and family literacy award amount and programs may allocate these funds between programs within given parameters (a minimum of 51% for adult literacy services and 26% for family literacy

services). ESL award letters have already been sent. For more information, contact clls@library.ca.gov.

The Literacy Initiatives project (LSTA funded) is offering virtual tutor training on a statewide basis this summer. Any volunteer awaiting training at their local CLLS program may sign up for this 16-hour series, offered twice in June and once in August. Contact clls@library.ca.gov for more information. Funding is available for learner and learner-led events, including trainings, meetings, and conferences. Events must be completed by August 30, 2024. There is a short application for programs and learner leaders to complete. Questions? Contact clls@library.ca.gov. Please 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/clls/ The next CLLS Coordinator/Staff Networking Call is cancelled for May because of the all-CLLS conference May 21-23 and will return on June 12. For more information, contact clls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL calendar to explore the 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. CALL has its own newsletter, *CALL Letters*, and users may subscribe 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 California library staff; anyone can complete the CALL for Presentations. Staff-generated programs that address issues of concern to bilingual, bicultural audiences and staff are of particular interest and will be co-branded with the Seguimos Creando Enlaces project. Encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy. LSTA funded.

Tutoring Project – Ongoing

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of AB 128 by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

See here for Full details on the Statewide tutoring project. State of CA funded.
For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

Cindy Zalog, the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback. For grant support after June 11, 2024, please contact Michelle Killian at michelle.killian@library.ca.gov.

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.

Public Library Staff Education Program

The California Public Library Staff Education Program, developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year! Thank you to all library staff who applied. A pilot mentorship program is being created. For any questions, email wwalker@socallibraries.org LSTA funded.

PebbleGo Science: Early Literacy in STEM - Ongoing

The PebbleGo Science resource provides age-appropriate content (for ages preschool through second grade) and interactive activities in STEM subjects (science, math, technology and engineering), and is available in both English and Spanish. The resource also includes a collection of 25 interactive eBooks in both languages as well.

Fill out the form on the PebbleGo California site to be sent information on how to connect to your Integrated Library System. The setup form is created for the school library environment, but if you fill it out, it will open a ticket with Capstone and a technician will get in touch with your library to walk you through the authentication process.

Ready or Not

The "Ready – Or Not" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to view 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. Recordings can be viewed at "Ready — Or Not": Cultural Heritage Disaster Preparedness Project. If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

Networking and Training

Student Success Library Cards for All Listening Sessions: May 2024

The California State Library is convening a series of nine one-hour listening sessions on Zoom to discuss the Student Success Cards for All program. These sessions will bring library leaders together to talk about the Student Success initiative and allow the State Library to gather feedback about local programs. Attendees will be encouraged to ask questions. A library leader with a current successful program will share information at each meeting.

The Student Success initiative comes from new California legislation – SB 321 (Ashby) – that helps get Student Success cards into the hands of every California kid who wants one.

At least one representative from each of the 186 library jurisdictions should attend a session. The results of these listening sessions will inform the resources on the State Library webpage and will help serve as a foundation for program planning in the 2024-2025 school year and beyond.

If you or your designee(s) cannot attend your scheduled meeting time, please contact Alexis Lacroix at Pacific Library Partnership at lacroix@plporg.info with one preferred alternate date. Please see the schedule below.

Day	Date	Time	Cooperative System
Tuesday	5/14/2024	1:00 p.m.	SJVLS
Wednesday	5/15/2024	10:00 a.m.	Serra
Thursday	5/16/2024	10:00 a.m.	Black Gold
Tuesday	5/21/2024	10:00 a.m.	Inland
Wednesday	5/22/2024	10:00 a.m.	Santiago
Thursday	5/23/2024	10:00 a.m.	SCLC
Tuesday	5/28/2024	10:00 a.m.	NorthNet
Wednesday	5/29/2024	10:00 a.m.	PLP
Thursday	5/30/2024	10:00 a.m.	49-99 & Unaffiliated

Building Equity-Based Summers Learning Series

A monthly Community of Practice is available to all library staff to learn more about creating summer services that are centered in equity and community involvement. Please use this link to register for the next Community of Practice.

For information on the Building Equity Based Summers Project please visit: Building Equity-Based Summers - California State Library or email bebs@cla-net.org

CAreer Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources

The 2024 CAreer Pathways webinar series is now complete for Spring 2024. Learn more about the online resources on the CAreer Pathways Staff Resource page, where you can find platform details, administration, marketing materials and more. Library staff can also view the archived webinars on the CALL Academy CAreer Pathways channel. New to the library or not sure which platforms your library offers? Check out the CAreer Pathways Services Locator map.

The January budget does not include funds to continue CAreer Pathways in the fiscal year that begins July 1, 2024. The January budget is a proposed budget, and the spending plan proposed in January isn't the budget that will be signed by the Legislature, or the one signed by the governor, six months from now. However, at this time, this program is not included for funding in the state budget and is scheduled to conclude September 2024.

If you have any questions, please contact: CAPathways@library.ca.gov or see the CAreer Pathways Staff Resources page.

Online Tutoring Training 2024

Summer Service and Keeping Students Going
Wednesday, May 15, 2024, 3:30–4:30 pm
The school year is coming to a close, but HelpNow is still available to support student learning. Join us to learn about HelpNow resources that can help students continue learning and beat the summer slide.
This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing.

Register in advance for the Summer Service webinar

2024 Sustainability Summit: May 21, 9:00 AM – 12:00 Noon – Registration Open Now!

Join libraries across California and their community partners to share best practices from the current #SustainableCALibraries projects and beyond. Open to anyone who works in California libraries and anyone who partners with California libraries. Join us for a morning of shared solutions and inspiration for climate action!

- View the 2024 Sustainability Summit Program
  - Welcome, 9:00–9:10 am
  - **Anythink Nature Library**, Maria Mayo-Peaseley, 9:10–9:30 am
  - U-Tool-izing the Library, Benicia Public Library, Jennifer Baker, 9:30–9:45 am
  - Revisiting Azusa's Past, Azusa City Library, Leila Hassen and Nathan Nunez, 9:45–10:00 am
  - **Sustainable Living with BPL**, Burlingame Public Library, Jodi Jirsa, 10:10–10:25 am
  - **Sustainably Santa Barbara**, Santa Barbara Public Library, Kim Crail, 10:25–10:40 am

- o Have you Heard the News? Earbud Recycling! County of San Luis Obispo Public Libraries, Dorothy Gruett and Melanie Bales, 10:40–10:55 am
  - o Sowing South Pasadena, South Pasadena Public Library, Alexis Mendoza and Olivia Radbill, 11:05–11:20 am
  - o Update on Climate and Sustainability Action Guide for California Libraries, Alliance for Library Impact, Cindy Fesemyer, 11:20–11:40 am
- Register for the 2024 Sustainability Summit

Community-Centered Libraries

A yearlong initiative brought to you by the California State Library and Pacific Library Partnership, the statewide initiative offers tools and training to help libraries center their communities as the plan and evaluate library programs and services. All recordings of the two webinar series, Equitable Data Practices and Culturally-Relevant Evaluation, are available on the Community-Centered Libraries webinar page. LSTA funded.

Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for **Wednesday, May 15, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. California public library directors will receive an invitation to the Zoom meeting via email in early May.