



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, February 13, 2025
11:00 am – 1:00 pm

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

Via Zoom:
<https://us02web.zoom.us/j/82757049344?pwd=KjDWQCF4ylmt24NUmuetWtaAZR4n6y.1>

Meeting ID: 827 5704 9344
Passcode: 887018

Alternate Meeting Locations:

City of Carlsbad, 1635 Faraday Ave., Carlsbad, CA 92008
Chula Vista Public Library, 365 F Street, Chula Vista, CA 91910
Coronado Public Library, 640 Orange Ave., Coronado, CA 92118
Escondido Public Library, 239 S Kalmia St., Escondido, CA 92025
Oceanside Public Library 330 N Coast Highway, Oceanside, CA 92054

Agenda

All items may be considered for action.

1. Call to Order and Roll Call Lizeth Legaspi
2. Public Comment Lizeth Legaspi
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.
3. Consent Calendar Lizeth Legaspi
 - a. Minutes of the October 10, 2024, Administrative Council regular meeting (ACTION)
4. Adoption of the Agenda Lizeth Legaspi

- | | |
|--|---|
| 5. Audit Report FY 2023/24
(ACTION) | Andy Beck |
| 6. FY 2025/26 Membership Dues
(ACTION) | Andy Beck |
| 7. Budget Status Report for FY 2024/25 & Preliminary
Budget for FY 2025/26
(DISCUSSION) | Andy Beck |
| 8. CLSA FY 2025/26 Planning
(DISCUSSION) | Christine Powers |
| 9. OverDrive Funding
(ACTION) | Christine Powers |
| 10. Museum Month Sponsorship for FY 2025/26
(ACTION) | Christine Powers |
| 11. LINK+ Implementation Update
(DISCUSSION) | Wayne Walker |
| 12. Nominating Committee for FY 2025/26 Officers
(ACTION) | Lizeth Legaspi |
| 13. Impact of Recently Enacted Legislation: AB 1825 & SB 321
(DISCUSSION) | Christine Powers |
| 14. Potential Revenue Sources for Libraries
(DISCUSSION) | Richard Bernard, PhD;
FM3 Research |
| 15. Committee Reports <ul style="list-style-type: none"> a. STARC b. Adult Services c. Youth Services | Cathy DiMento
Misty Jones
Joy Whatley |
| 16. State Library Report | Julianna Robbins |
| 17. Administrative Council Chair Report | Lizeth Legaspi |
| 18. Other | Lizeth Legaspi |
| 19. What's New at Your Library | Lizeth Legaspi |
| 20. Adjournment | Lizeth Legaspi |



ACTION ITEMS

Meeting: Serra Administrative Council Meeting

Date: February 13, 2025

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

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



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

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

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

Draft - minutes

Attendance

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

Other

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

1. Call to Order and Roll Call Lizeth Legaspi
The meeting was called to order at 11:04 am.
2. Public Comment Lizeth Legaspi
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.
None
3. Consent Calendar Lizeth Legaspi

- a. Minutes of the August 15, 2024, Administrative Council regular meeting (ACTION)
MSP (Ghio/Haller) to pass the Consent Calendar.
11 yes, 0 no, 0 abstain
4. Adoption of the Agenda Lizeth Legaspi
The Chair adopted the agenda without objection.
5. Budget Status Report for FY 2024/25 Andy Beck
(DISCUSSION)
Controller, Andy Beck, presented the Budget Status Report for the fiscal year 2024/25 reflecting reconciled bank statements through August 31, 2024.
6. CLSA FY 2024/25 Plan of Service Update Christine Powers
(DISCUSSION)
Executive Director, Christine Powers, presented an update on the Plan of Service. Serra's Plan of Service was approved at the CLSB meeting on October 2, 2024.
7. Discussion of Future Membership Dues Andy Beck
(ACTION)
Chula Vista indicated that the dues increased, as proposed, was fine. Feedback was provided regarding annual increases. The Administrative Council tabled the agenda item for the next meeting.
8. LINK+ Implementation Update Wayne Walker
(DISCUSSION)
Wayne Walker presented an update on the LINK+ Implementation.
9. Committee Reports
 - a. STARC Robert Cronk
 - STARC is switching to Oceanside.
 - b. Adult Services Robert Cronk
 - Upcoming conference on April 24 (or in early May) at SDPL Central library.
 - Committee met with SCLC staff to review bylaws and meeting requirements.
 - c. Youth Services Joy Whatley
 - Professional Development Day on November 7 at SDPL Central Library. Registration will be open through October 18.
 - Possible Summer Performance Showcase in January 2025.
10. State Library Report Julianna Robbins
CSL staff member, Julianna Robbins, presented the latest projects, grants, and initiatives ongoing at the State Library.
11. Administrative Council Chair Report Lizeth Legaspi
None
12. Other Lizeth Legaspi

None

13. What's New at Your Library

Lizeth Legaspi

San Diego Public Library

- Opening the Pacific Highlands branch library on November 9th – all are welcome.
- San Ysidro 100th anniversary.

Carlsbad

- Main Library's 25th anniversary.
- Eager to get set up with Link +
- Staff Development Day 10/31, 8 am – 2 pm.

Camarena

- The Technology Center just reopened. Now open twice a week.

Oceanside

- Staff Development Day 11/8, where the library will be closed all day. The whole day will be about the Sustainability grant from the California State Library.
- The city is considering a Youth Commission that will be run by the library.
- They just published their second Anthology. A beautiful book created by their learners at their Learning Center.

San Diego County

- The Deputy Director retired and the application period for that position has been extended – please apply!
- Received EV's from the Stronger Together grant.

El Centro

- Literacy Center opened on October 1st.

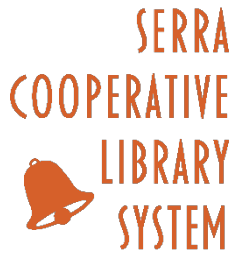
Escondido

- Started purchasing for their "Play for All" grant. Excited to get the program going.

14. Adjournment

Lizeth Legaspi

MS (Cronk/Smithson) to adjourn the meeting at 11:41 am.



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AC Agenda Item 5

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: **Audit Report FY 2023/24 (ACTION)**

BACKGROUND: The State and County requires an audit of the financial statement to be performed by an independent auditor. Accordingly, the audited financial statements of the System are submitted to the State of California and the Counties of San Diego and Imperial. For the fiscal year ended June 30, 2024, interim testing was conducted in November 2024. Final testing was completed in January 2025. The draft financial statements for Serra have been included for review.

For the fiscal year June 30, 2024, there were no material weaknesses or significant deficiencies.

FISCAL IMPACT: Through December 2024, \$3,213 of \$6,625 (as budgeted) have been billed and paid for audit services.

RECOMMENDATION: To recommend acceptance of the Financial Audit.

EXHIBIT:

- a. Draft audited financial statements
- b. Draft management report



Serra Cooperative Library System

Annual Financial Report

For the Fiscal Year Ended June 30, 2024

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Serra Cooperative Library System
Annual Financial Report
For the Fiscal Year Ended June 30, 2024

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**Serra Cooperative Library System
Annual Financial Report
For the Fiscal Year Ended June 30, 2024**

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Financial Section

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Independent Auditor's Report

Administrative Council
Serra Cooperative Library System
Glendale, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Serra Cooperative Library System (System) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the System's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Serra Cooperative Library System as of June 30, 2024, and the respective changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Requirements for California Special Districts. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the System, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the System's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Independent Auditor's Report, continued

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the System's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7, and the required supplementary information on page 19, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Independent Auditor's Report, continued

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated February 13, 2025, on our consideration of the System's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit. That report can be found on pages 20 and 21.

C.J. Brown & Company, CPAs
Cypress, California
February 13, 2025

Serra Cooperative Library System
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2024

As management of the Serra Cooperative Library System (System), we offer readers of the System's financial statements this narrative overview, analysis of the financial activities, and performance of the System for the fiscal year ended June 30, 2024. Please read it in conjunction with additional information that we have furnished in the accompanying basic financial statements, which follow this section.

Financial Highlights

- The System's net position increased 6.24%, or \$47,671, from \$763,894 to \$811,565, in fiscal year 2024.
- The System's total revenues increased 63.97%, or \$186,220, from \$291,123 to \$477,343, in fiscal year 2024.
- The System's total expenses increased 53.07%, or \$148,961, from \$280,711 to \$429,672, in fiscal year 2024.

Using This Financial Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the System using accounting methods similar to those used by private sector companies. The Statement of Net Position includes all of the System's investments in resources (assets), deferred outflows of resources, the obligations to creditors (liabilities), and deferred inflows of resources. They also provide the basis for computing a rate of return, evaluating the capital structure of the System, and assessing the liquidity and financial flexibility of the System. All of the current year's revenues and expenses are accounted for in the Statement of Activities. This statement measures the success of the System's operations over the past year and can be used to determine the System's profitability and credit worthiness.

Government-wide Financial Statements

Statement of Net Position and Statement of Activities

One of the most important questions asked about the System's finances is, "Is the System better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the System in a way that helps answer this question. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the System's *net position* and changes in it. Think of the System's net position – assets and deferred outflows of resources less liabilities and deferred inflows of resources – as one way to measure the System's financial health, or *financial position*. Over time, *increases or decreases* in the System's net position are one indicator of whether its *financial health* is improving or deteriorating.

Serra Cooperative Library System
Management's Discussion and Analysis, continued
For the Fiscal Year Ended June 30, 2024

Governmental Fund Financial Statements

Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance

Governmental fund is used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Because the focus of governmental fund is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental fund* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental fund* and *governmental activities*.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 12 through 18.

Government-wide Financial Analysis

Statement of Net Position

Condensed Statements of Net Position			
	2024	2023	Change
Assets:			
Current assets	\$ 1,080,412	1,116,703	(36,291)
Total assets	1,080,412	1,116,703	(36,291)
Liabilities:			
Current liabilities	268,847	352,809	(83,962)
Total liabilities	268,847	352,809	(83,962)
Net position:			
Unrestricted	811,565	763,894	47,671
Total net position	\$ 811,565	763,894	47,671

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the System, assets exceeded liabilities by \$811,565 as of June 30, 2024. At the end of fiscal year 2024, the System shows a positive balance in its unrestricted net position of \$811,565, that may be utilized in future years.

Serra Cooperative Library System
Management's Discussion and Analysis, continued
For the Fiscal Year Ended June 30, 2024

Government-wide Financial Analysis, continued

Statement of Activities

Condensed Statements of Activities

<i>Governmental Activities:</i>	<u>2024</u>	<u>2023</u>	<u>Change</u>
Expenses:			
System operations	\$ 429,672	280,711	148,961
Total expenses	<u>429,672</u>	<u>280,711</u>	<u>148,961</u>
Program revenues	411,428	224,773	186,655
General revenues	65,915	66,350	(435)
Total revenues	<u>477,343</u>	<u>291,123</u>	<u>186,220</u>
Changes in net position	47,671	10,412	37,259
Net position – beginning of year	<u>763,894</u>	<u>753,482</u>	<u>10,412</u>
Net position – end of year	<u>\$ 811,565</u>	<u>763,894</u>	<u>47,671</u>

The statement of activities shows how the government's net position changes during the fiscal year. In the case of the System, net position increased 6.24%, or \$47,671, from \$763,894 to \$811,565, in fiscal year 2024 from ongoing operations.

The System's total revenues increased 63.97%, or \$186,220, from \$291,123 to \$477,343 in fiscal year 2024. Program revenues increased \$186,655, due primarily to increases of \$115,850 in California State Library Act grant revenue and \$70,805 in reimbursement for LINK+. General revenues decreased \$435 due primarily to a decrease of \$482 in member and associate dues, which was offset by an increase of \$47 in interest earnings.

The System's total expenses increased 53.07%, or \$148,961, from \$280,711 to \$429,672 in fiscal year 2024, due primarily to an increase of \$184,398 in communication and delivery, which was offset by decreases of \$34,345 in other program services and \$1,092 in general and administrative expenses.

Governmental Fund Financial Analysis

The focus of the System's *governmental fund* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the System's financing requirements. In particular, the *unassigned fund balance* may serve as a useful measure of the government's net resources available for spending at the end of each fiscal year.

As of June 30, 2024, the System's General Fund reported a fund balance of \$811,565, of which \$721,339 constitute the System's *unassigned fund balance*, which is available for future expenditures.

General Fund Budgetary Highlights

In fiscal year 2024, actual expenditures at year-end were \$165,407 less than budgeted. Actual revenues at year-end were \$153,881 less than budgeted.

The General Fund budget to actual comparison schedule can be found on page 19.

Serra Cooperative Library System
Management's Discussion and Analysis, continued
For the Fiscal Year Ended June 30, 2024

Conditions Affecting Current Financial Position

Management is unaware of any conditions, which could have a significant impact on the System's current financial position, net position, or operating results in terms of past, present, and future.

Requests for Information

The System's basic financial statements are designed to present users with a general overview of the System's finances and to demonstrate the System's accountability. If you have any questions about the report or need additional information, please contact the System's Controller at the Serra Cooperative Library System, 222 East Harvard Street, Glendale, California 91205.

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Basic Financial Statements

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Serra Cooperative Library System
Statement of Net Position
June 30, 2024

	<u>2024</u>
Assets:	
Cash and cash equivalents (note 2)	\$ 981,035
Accounts receivable	9,151
Prepaid expenses and deposits	<u>90,226</u>
Total assets	<u>1,080,412</u>
Liabilities:	
Accounts payable	12,686
Unearned revenue	<u>256,161</u>
Total liabilities	<u>268,847</u>
Net position:	
Unrestricted	<u>811,565</u>
Total net position	<u>\$ 811,565</u>

See accompanying notes to the basic financial statements

**Serra Cooperative Library System
Statement of Activities
For the Fiscal Year Ended June 30, 2024**

<i>Governmental Activities:</i>	<u>2024</u>
Expenses:	
System operations:	
Communication and delivery	\$ 358,280
General and administrative	54,795
Other services	<u>16,597</u>
Total expenses	<u>429,672</u>
Program revenues:	
California State Library Act appropriation	340,623
Other program revenues	<u>70,805</u>
Total program revenues	<u>411,428</u>
Net program expense	<u>18,244</u>
General revenues:	
Member and associate dues	64,221
Interest earnings	<u>1,694</u>
Total general revenues	<u>65,915</u>
Change in net position	47,671
Net position – beginning of year	<u>763,894</u>
Net position – end of year	<u>\$ 811,565</u>

See accompanying notes to the basic financial statements

Serra Cooperative Library System
Reconciliation of the Balance Sheet of Governmental Type Fund
to the Statement of Net Position
June 30, 2024

	General Fund	Reclassifications & Eliminations	Statement of Net Position
Assets:			
Cash and cash equivalents	\$ 981,035	-	981,035
Accounts receivable	9,151	-	9,151
Prepaid expenses and deposits	90,226	-	90,226
Total assets	1,080,412	-	1,080,412
Liabilities:			
Accounts payable and accrued expenses	12,686	-	12,686
Unearned revenue	256,161	-	256,161
Total liabilities	268,847	-	268,847
Fund balance: (note 3)			
Nonspendable	90,226	(90,226)	-
Unassigned	721,339	(721,339)	-
Total fund balance	811,565	(811,565)	-
Total liabilities and fund balance	\$ 1,080,412		
Net position:			
Unrestricted		811,565	811,565
Total net position		\$ -	811,565
Reconciliation:			
Fund balance of governmental fund			\$ 811,565
Net position of governmental activities			\$ 811,565

See accompanying notes to the basic financial statements

Serra Cooperative Library System
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance
of Governmental Type Fund to the Statement of Activities
For the Fiscal Year Ended June 30, 2024

	General Fund	Reclassifications & Eliminations	Statement of Activities
Expenditures/expenses:			
System operations:			
Communication and delivery	\$ 358,280	-	358,280
General and administrative	54,795	-	54,795
Other services	16,597	-	16,597
Total expenditures/expenses	429,672	-	429,672
Program revenues:			
California Library Services Act appropriation	340,623	-	340,623
Other program revenues	70,805	-	70,805
Total program revenues	411,428	-	411,428
Net program expense			18,244
General revenues:			
Member and associate dues	64,221	-	64,221
Interest earnings	1,694	-	1,694
Total general revenues	65,915	-	65,915
Total revenues	477,343	-	
Excess of revenues over expenditures	47,671	(47,671)	-
Change in net position	-	47,671	47,671
Fund balance/Net position – beginning of year	763,894	-	763,894
Fund balance/Net position – end of year	\$ 811,565	-	811,565
Reconciliation:			
Net change in fund balance of governmental fund			\$ 47,671
Change in net position of governmental activities			\$ 47,671

See accompanying notes to the basic financial statements

Serra Cooperative Library System
Notes to the Basic Financial Statements
June 30, 2024

(1) Reporting Entity and Summary of Significant Accounting Policies

A. Organization and Operations of the Reporting Entity

The Serra Cooperative Library System (System) was formed as a joint resolution System under the terms of the California Library Services Act (Education Code §18700 *et seq.*). The objective of the System is to improve library services to the citizens served by member libraries through sharing of resources and services, through developing new services and resources, and through offering System services as described in the California Library Services Act.

B. Basis of Accounting and Measurement Focus

The *basic financial statements* of the System are comprised of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

Government-wide Financial Statements

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the System's assets, deferred outflows of resources, liabilities, and deferred inflows of resources are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The types of transactions reported as program revenues are to be reported in three categories, if applicable: 1) charge for services, 2) operating grants and contributions, and 3) capital grants and contributions. Charge for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Governmental Fund Financial Statements

These statements include the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balance for all major governmental funds. Incorporated into these statements is a schedule to reconcile and explain the differences in fund balance as presented in these statements to the net position presented in the Government-wide Financial Statements. The System has presented its General Fund as its major fund, in these statements to meet the qualifications of GASB Statement No. 34.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60-days after year-end) are recognized when due. The primary sources susceptible to accrual for the System are interest earnings and member and associate dues revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, exceptions to this rule include principal and interest on debt, which are recognized when due. The System reports the following major governmental fund:

General Fund – a government's primary operating fund. It accounts for all financial resources of the System, except those required to be accounted for in another fund, when necessary.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2024

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

C. Financial Reporting

The System's basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP), as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The System has adopted the following GASB pronouncements for the year ended June 30, 2024:

In April 2022, the GASB issued Statement No. 99 – *Omnibus 2022*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees.

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. Consistent authoritative literature enables governments and other stakeholders to locate and apply the correct accounting and financial reporting provisions, which improves the consistency with which such provisions are applied. The comparability of financial statements also will improve as a result of this Statement. Better consistency and comparability improve the usefulness of information for users of state and local government financial statements.

In June 2022, the GASB issued Statement No. 100 – *Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2024

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Assets, Liabilities, Net Position, and Fund Balance

1. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources, and disclosures of contingent assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the date of the financial statements; and the reported change in System net position during the reporting period. Actual results could differ from those estimates.

2. Cash and Cash Equivalents

The System maintains its cash in an interest bearing savings account. Monies in the interest bearing savings account is highly liquid and considered cash and cash equivalents.

3. Investments and Investment Policy

The System has adopted an investment policy to deposit funds in financial institutions. Investments are to be made in checking and savings accounts at financial institutions.

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

4. Unearned Revenue

Unearned revenue consists of grants awarded, pending its use.

5. Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as follows:

- **Net investment in capital assets** – consists of capital assets, net of accumulated depreciation, and reduced by any debt outstanding against acquisition, construction, or improvement of those assets.
- **Restricted** – consists of external constraints placed on net position use imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted** – consists of the net amount of assets that are not included in the determination of *net investment in capital assets* or *restricted* components of net position.

6. Fund Balance

The governmental fund financial statements report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the System is bound to honor constraints on how specific amounts can be spent.

- **Nonspendable** – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- **Restricted** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2024

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Assets, Liabilities, Net Position, and Fund Balance, continued

6. Fund Balance, continued

- **Committed** – amounts that can only be used for specific purposes determined by formal action of the System’s highest level of decision-making authority (the Administrative Council) and that remains binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned** – amounts that are constrained by the System’s intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose. This is also the classification for residual funds in the System’s special revenue fund.
- **Unassigned** – the residual classification for the System’s general fund that includes amounts not contained in other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

Fund Balance Policy

The Administrative Council establishes, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the System’s policy to use restricted resources first, followed by the unrestricted, committed, assigned, and unassigned resources as they are needed.

The System believes that sound financial management principles require that sufficient funds be retained by the System to provide a stable financial base at all times. To retain this stable financial base, the System needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the System and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned, and unassigned fund balance are considered unrestricted.

The purpose of the System’s fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

(2) Cash and Cash Equivalents

Cash and cash equivalents as of June 30, consist of the following:

	2024
Deposits held in financial institutions	\$ 981,035
Total	\$ 981,035

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2024

(2) Cash and Cash Equivalents, continued

Custodial Credit Risk

The custodial credit risk for *deposits* is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

The California Government Code and the System’s investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by public agencies. Of the bank balance, up to \$250,000 is federally insured and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the System’s name.

Interest Rate Risk

Interest rate risk is the risk that the change in market interest rates will adversely affect the fair value of an investment. The longer the maturity an investment has, the greater its fair value has sensitivity to the change in market interest rates. The System’s investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

(3) Fund Balance

Fund balance is presented in the following categories: nonspendable, restricted, committed, assigned, and unassigned (See Note 1.D.6 for a description of these categories). A detailed schedule of fund balance and their funding composition at June 30, is as follows:

Description	2024
Nonspendable	
Prepaid expense and deposits	\$ 90,226
Unassigned	
Operations	721,339
Total fund balance	\$ 811,565

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2024

(4) Governmental Accounting Standards Board Statements Issued, Not Yet Effective

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to the report date, that have effective dates that may impact future financial presentations.

Governmental Accounting Standards Board Statement No. 101

In June 2022, the GASB issued Statement No. 101 – *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 102

In December 2023, the GASB issued Statement No. 102 – *Certain Risk Disclosures*. The primary objective of this Statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact to have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 103

In April 2024, the GASB issued Statement No. 103 – *Financial Reporting Model Improvements*. The primary objective of this Statement is to improve key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing a government’s accountability. Also, this Statement: (1) continues the requirement that the basic financial statements be preceded by management’s discussion and analysis (MD&A), which is presented as required supplementary information (RSI); (2) describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence; (3) requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses; (4) requires governments to present each major component unit separately in the reporting entity’s statement of net position and statement of activities if it does not reduce the readability of the statements; and (5) requires governments to present budgetary comparison information using a single method of communication—RSI.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2024

(4) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued

Governmental Accounting Standards Board Statement No. 103, continued

The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 104

In September 2024, the GASB issued Statement No. 104 – *Disclosure of Certain Capital Assets*. The primary objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets. This Statement establishes requirements for certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement No. 34, Basic Financial Statements and Management Discussion and Analysis for State and Local Governments. Also, this Statement establishes requirements for capital assets held for sale, including additional disclosures for those capital assets. The requirements of this Statement apply to the financial statements of all state and local governments.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

(5) Commitments and Contingencies

Grant

Grant funds received by the System are subject to audit by grantor agencies. Such audit could lead to requests for reimbursements to grantor agencies for expenditures disallowed under terms of the grant. Management of the System believes that such disallowance, if any, would not be significant.

Litigation

In the ordinary course of operations, the System is subject to claims and litigation from outside parties. The System believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

(6) Subsequent Events

Events occurring after June 30, 2024, have been evaluated for possible adjustment to the financial statements or note disclosure as of February 13, 2025, which is the date the financial statements were available to be issued. The System is not aware of any subsequent events that would require recognition or disclosure in the financial statements.

Required Supplementary Information

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**Serra Cooperative Library System
Budgetary Comparison Schedule – General Fund
For the Fiscal Year Ended June 30, 2024**

	<u>Adopted Original Budget</u>	<u>Board Approved Changes</u>	<u>Revised Budget</u>	<u>Actual Budgetary Basis</u>	<u>Variance Positive (Negative)</u>
Expenditures/Expenses:					
System operations:					
Communication and delivery	\$ 501,730	-	501,730	358,280	143,450
General and administrative	54,649	-	54,649	54,795	(146)
Other services	38,700	-	38,700	16,597	22,103
Total expenditures/expenses	<u>595,079</u>	<u>-</u>	<u>595,079</u>	<u>429,672</u>	<u>165,407</u>
Program revenues:					
California Library Services Act appropriation	422,002	-	422,002	340,623	(81,379)
Other program revenues	145,000	-	145,000	70,805	(74,195)
Total program revenues	<u>567,002</u>	<u>-</u>	<u>567,002</u>	<u>411,428</u>	<u>(155,574)</u>
General revenues:					
Member and associate dues	64,222	-	64,222	64,221	(1)
Interest earnings	-	-	-	1,694	1,694
Total general revenues	<u>64,222</u>	<u>-</u>	<u>64,222</u>	<u>65,915</u>	<u>1,693</u>
Total revenues	<u>631,224</u>	<u>-</u>	<u>631,224</u>	<u>477,343</u>	<u>(153,881)</u>
Excess of revenues over expenditures	<u>36,145</u>	<u>-</u>	<u>36,145</u>	<u>47,671</u>	<u>11,526</u>
Fund balance – beginning of year	<u>763,894</u>		<u>763,894</u>	<u>763,894</u>	
Fund balance – end of year	<u>\$ 800,039</u>		<u>800,039</u>	<u>811,565</u>	

Notes to Required Supplementary Information

(1) Budgets and Budgetary Data

The System follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the System prepares and submits an operating budget to the Administrative Council for the General Fund no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Administrative Council must approve all supplemental appropriations to the budget and transfers between major accounts.

The System presents a comparison of the annual budget to actual results for the General Fund at the functional expenditure-type major object level for financial reporting purposes.

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Report on Internal Controls and Compliance

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**Independent Auditor’s Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on the Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

Administrative Council
Serra Cooperative Library System
Glendale, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Serra Cooperative Library System (System) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprises the System’s basic financial statements, and have issued our report thereon dated February 13, 2025.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the System’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the System’s internal control. Accordingly, we do not express an opinion on the effectiveness of the System’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the System’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Independent Auditor’s Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on the Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*, continued**

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C.J. Brown & Company, CPAs
Cypress, California
February 13, 2025

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Serra Cooperative Library System
Management Report
June 30, 2024

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Serra Cooperative Library System

Management Report

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Administrative Council
Serra Cooperative Library System
Glendale, California

Dear Members of the Administrative Council:

In planning and performing our audit of the financial statements of the governmental activities and each major fund of the Serra Cooperative Library System (System) as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the System's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the System's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Administrative Council, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

We appreciate the courtesy and cooperation extended to us during our examination. We would be pleased to discuss the contents of this letter with you at your convenience. Please do not hesitate to contact us.

C.J. Brown & Company, CPAs
Cypress, California
February 13, 2025

APPENDIX

Serra Cooperative Library System

Audit/Finance Committee Letter

June 30, 2024

DRAFT

Administrative Council
Serra Cooperative Library System
Glendale, California

We have audited the financial statements of the governmental activities and each major fund of the Serra Cooperative Library System (System) for the year ended June 30, 2024, and have issued our report thereon dated February 13, 2025.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated September 3, 2024, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the System solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

If any, we have provided our findings regarding significant control deficiencies over financial reporting and material noncompliance, and other matters noted during our audit in a separate letter to you dated February 13, 2025.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

An auditor that is not involved in the engagement performed an independent review of the financial statements that was prepared by us based on the information provided by management. This safeguard reduces the threat of self-review risk to an acceptable level.

Significant Risks Identified

We have identified the following significant risks:

- Management override of controls
- Revenue recognition

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the System is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no other changes in significant accounting policies or their application during 2024. No other matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements is as follows:

Management's estimate of the fair value of cash and cash equivalents is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of cash and cash equivalents in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the System's financial statements relate to:

The disclosure of fair value of cash and cash equivalents in Note 2 to the basic financial statements represents amounts susceptible to market fluctuations.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. No significant unusual transactions were identified as a result of our audit procedures that were brought to the attention of management.

Identified or Suspected Fraud

We have not identified or have not obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the System's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There were no circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the letter dated February 13, 2025.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the System, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the System's auditors.

Other Matters

We applied certain limited procedures to the Management Discussion and Analysis and Budgetary Comparison Schedules - General Fund, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Conclusion

We appreciate the cooperation extended to us by the System's staff members in the performance of our audit testwork. We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the System.

This information is intended solely for the information and use of the System's Administrative Council and management and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

C.J. Brown & Company, CPAs
Cypress, California
February 13, 2025

DRAFT



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

AC Agenda Item 6

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: FY 2025/26 Membership Dues (ACTION)

BACKGROUND: Each year, Serra Administrative Council Members review the membership dues for member libraries. Membership dues are calculated based on the population for each member’s jurisdiction. During the previous two meetings, a new dues rate structure was presented to address members’ concern regarding the old dues rate structure; whereby, membership dues for a member with a greater population was lower than members with a lesser population. Ultimately, there was no opposition to the new dues structure as presented; however, the Administrative Council tabled the item to consider an appropriate rate increase at the following meeting.

In formulating a structure for dues rate increase in future years, staff realized that funding LINK+ expenses in the future must be discussed first. As a result, the structure for a dues rate increase will be presented after deciding the funding nature of LINK+ for future years (discussion to commence at the start of the next fiscal year).

The proposed formula for calculating each member dues is as follows:

POPULATION	DUES FORMULA
Population under 100,000	Population x 3.0% + \$1,000
Population between 100,001 – 200,000	Above + (Population – 100,000) x 2.5%
Population between 200,001 – 1,000,000	Above + (Population – 200,000) x 1.0%
Population over 1,000,000	\$14,500

FISCAL IMPACT: Membership dues for FY 2024/25 total \$66,568 in revenues.

RECOMMENDATION: Approve membership dues structure and schedule for fiscal year 2025/26.

EXHIBIT:
a. Membership Dues Schedule

Serra Library Cooperative System - Membership Dues FY25/26				
Library	2024 Population	FY24/25 Dues	FY25/26 Dues	
Brawley	28,345	\$ 2,051	\$ 1,850	
Camarena Memorial	39,262	2,274	2,178	
Carlsbad	114,319	4,936	4,358	
Chula Vista	278,247	4,248	7,282	
Coronado	21,589	1,943	1,648	
El Centro	44,952	2,389	2,349	
Escondido	150,002	5,994	5,250	
Imperial	22,141	1,930	1,664	
Imperial County	48,181	1,973	2,445	
National City	58,555	3,329	2,757	
Oceanside	171,483	6,632	5,787	
San Diego Public	1,385,379	15,184	14,500	
San Diego County	1,111,527	<u>12,580</u>	<u>14,500</u>	
	Totals:	<u>\$ 64,222</u>	<u>\$ 66,568</u>	

Formula:

Population up to 100,000

Population between 100,001 – 200,000

Population between 200,001 – 1,000,000

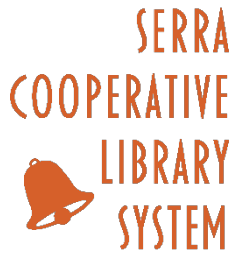
Population over 1,000,000

Population x 3.0% + \$1,000

Above + (Population – 100,000) x 2.5%

Above + (Population – 200,000) x 1.0%

Above = \$14,500



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AC Agenda Item 7

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: **Budget Status Report for FY 2024/25 & Preliminary Budget for FY 2025/26 (DISCUSSION)**

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

For revenues, membership dues of \$65,463 were recorded as financial resources available for use. Other revenues include communication and delivery of \$80,251, system administration of \$26,651, and LINK+ reimbursements of \$32,993, which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$200,502, other program services of \$7,734, and administration of \$27,004. These expenses do not reflect what was paid but amounts that were incurred.

As of December 31, 2024, the System has a deficit of \$29,093 and cash balance of \$922,811.

A preliminary budget for FY 2025/26 is attached for review. The budget is based on the assumption that CLSA funding will remain cut. Also, professional development for Youth Services increased \$2,000, from \$4,000 to \$6,000, due to an increase of \$1,000 for the cost of parking and \$1,000 for the addition of the Performers' Showcase; and professional development for Adult Services increased \$1,000, from \$4,000 to \$5,000, due to an increase of \$1,000 for the cost of parking.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT:

- a. Budget Status Report
- b. Preliminary Budget for FY 2025/26
- c. Bank Statements September – December 2024

Serra Cooperative Library System
 Budget Status Report
 December 31, 2024

AC Agenda Item 7a

	<u>Prior Year</u> <u>Actuals</u>	<u>FY 23/24</u> <u>Budget</u>	<u>FY 23/24</u> <u>Actuals</u>	<u>Balance</u>	<u>%</u> <u>Unrealized</u>	<u>%</u> <u>Realized</u>	<u>Notes</u>
REVENUE							
CLSA Communications & Delivery	\$ 287,474	\$ 201,391	\$ 80,251	\$ 121,140	60%	40%	
CLSA System Administration	53,149	27,512	26,561	951	3%	97%	
Reimbursement (Link+)	70,805	145,000	32,993	112,007	77%	23%	Imperial County libraries
Membership Dues	64,221	65,463	65,463	-	0%	100%	
Investment income	1,694	1,000	879	121	12%	88%	
Total revenues	\$ 477,343	\$ 440,366	\$ 206,147	\$ 234,219	53%	47%	
EXPENDITURES							
Communications and delivery							
Delivery	\$ 6,661	\$ 1,000	\$ 145	\$ 855	86%	15%	Reimbursed intra-library loans
E-resources	121,828	125,688	62,844	62,844	50%	50%	Overdrive; Flipster
Resource sharing	216,627	345,000	131,995	213,005	62%	38%	LINK+
Audit Fees	6,300	6,625	3,213	3,412	52%	48%	CJ Brown
Office supplies	2,428	1,600	800	800	50%	50%	
Telecommunications	4,436	4,200	1,505	2,695	64%	36%	
Total communication and delivery	358,280	484,113	200,502	283,611	59%	41%	
Other services							
Museum Month Sponsorship	5,000	5,000	-	5,000	100%	0%	
Discover & Go Sponsorship	4,410	21,450	4,475	16,975	79%	21%	
Youth Services Professional Development	3,482	4,000	3,259	741	19%	81%	
Adult Services Professional Development	3,705	4,000	-	4,000	100%	0%	
Total other services	16,597	34,450	7,734	26,716	78%	22%	
Administration							
Administration expense	53,149	53,121	26,560	26,561	50%	50%	
Meetings/conferences/travel	1,633	1,800	444	1,356	75%	25%	
Other	13	-	-	-			
Total administration	54,795	54,921	27,004	27,917	51%	49%	
Total expenditures	\$ 429,672	\$ 573,484	\$ 235,240	\$ 338,244	59%	41%	
SURPLUS (DEFICIT)	\$ 47,671	\$ (133,118)	\$ (29,093)	\$ (104,025)	78%	22%	

ACCOUNT BALANCES

Chase \$ 922,811

Serra Cooperative Library System
Budget Status Report
December 31, 2024

CLSA FUNDS

FY2024/25 CLSA Communications & Delivery (Restricted)

	FISCAL YEAR 2024-25			
	Beginning	Addition	Deletions	Ending
Inter Library Loan (3)	\$ -	\$ 110,047	\$ (231)	\$ 109,816
	<u>\$ -</u>	<u>\$ 110,047</u>	<u>\$ (231)</u>	<u>\$ 109,816</u>

FY2023/24 CLSA Communications & Delivery (Restricted)

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

FY2022/23 CLSA Communications & Delivery (Restricted)

	FISCAL YEAR 2022-23			
	Beginning	Addition	Deletions	Ending
Inter Library Loan (3)	\$ 34,874	\$ -	\$ (23,249)	\$ 11,625
	<u>\$ 34,874</u>	<u>\$ -</u>	<u>\$ (23,249)</u>	<u>\$ 11,625</u>

Serra Cooperative Library System
Preliminary Budget
FY 2025/26

	<u>FY25/26</u>	<u>FY24/25</u>	<u>Change</u>
REVENUE			
CLSA Communications & Delivery	\$ 110,047	\$ 201,391	\$ (91,344)
CLSA System Administration	27,512	27,512	-
Reimbursement (Link+)	-	145,000	(145,000)
Membership Dues	66,568	65,463	1,105
Investment return	1,000	1,000	-
Total revenues	<u><u>\$ 205,127</u></u>	<u><u>\$ 440,366</u></u>	<u><u>\$ (235,239)</u></u>
EXPENDITURES			
Communications and delivery			
Delivery	\$ 1,000	\$ 1,000	\$ -
E-resources	130,000	125,688	4,312
Resource sharing	360,000	345,000	15,000
Audit Fees	6,750	6,625	125
Office supplies	1,600	1,600	-
Telecommunications	4,200	4,200	-
Total communication and delivery	<u>503,550</u>	<u>484,113</u>	<u>19,437</u>
Other services			
Museum Month Sponsorship	5,000	5,000	-
Discover & Go	8,200	21,450	(13,250)
Youth Services Professional Development	6,000	4,000	2,000
Adult Services Professional Development	5,000	4,000	1,000
Total other services	<u>24,200</u>	<u>34,450</u>	<u>(10,250)</u>
Administration			
Administration expense	53,121	53,121	-
Meetings/conferences/travel	1,800	1,800	-
Total expenditures	<u><u>\$ 582,671</u></u>	<u><u>\$ 573,484</u></u>	<u><u>\$ 9,187</u></u>
SURPLUS (DEFICIT)	<u><u>\$ (377,544)</u></u>	<u><u>\$ (133,118)</u></u>	<u><u>\$ (244,426)</u></u>



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 P O Box 182051
 Columbus, OH 43218 - 2051

August 31, 2024 through September 30, 2024

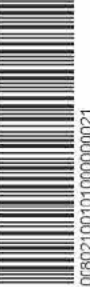
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

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SERRA COOPERATIVE LIBRARY SYSTEM
 OPERATING ACCOUNT
 222 E. HARVARD ST.
 GLENDALE CA 91205



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$518,294.89
Deposits and Additions	1	3,128.84
Electronic Withdrawals	2	-11,006.04
Ending Balance	3	\$510,417.69

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
09/17	Remote Online Deposit	\$3,128.84
Total Deposits and Additions		\$3,128.84

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
09/10	09/10 Online Payment 22014258673 To Unity Courier Services, Inc.	\$10,950.94
09/10	09/10 Online Payment 22014258670 To Carlsbad City Library	55.10
Total Electronic Withdrawals		\$11,006.04

DAILY ENDING BALANCE

DATE	AMOUNT
09/10	\$507,288.85
09/17	510,417.69



August 31, 2024 through September 30, 2024

Account Number: [REDACTED]

SERVICE CHARGE SUMMARY

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

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

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

ACCOUNT 000000605262958

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	1
Cash Management Services	
Debit Block Maintenance	1

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

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
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We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

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October 01, 2024 through October 31, 2024

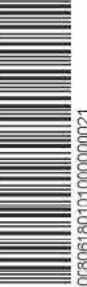
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: 1-877-425-8100
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International Calls: 1-713-262-1679
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SERRA COOPERATIVE LIBRARY SYSTEM
OPERATING ACCOUNT
222 E. HARVARD ST.
GLENDALE CA 91205



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CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$510,417.69
Electronic Withdrawals	3	-13,413.99
Ending Balance	3	\$497,003.70

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- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

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ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
10/01	10/01 Online Payment 22236808655 To Carlsbad City Library	\$22.80
10/08	10/08 Online Payment 22315899100 To Unity Courier Services, Inc.	13,360.57
10/15	10/15 Online Payment 22390357801 To San Diego Public Library	30.62
Total Electronic Withdrawals		\$13,413.99

DAILY ENDING BALANCE

DATE	AMOUNT
10/01	\$510,394.89
10/08	497,034.32
10/15	497,003.70

SERVICE CHARGE SUMMARY

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

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.



October 01, 2024 through October 31, 2024

Account Number: [REDACTED]

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	<u>\$0.00</u>
Subtotal Other Service Charges					\$0.00

ACCOUNT 00000605262958

Other Service Charges:
Cash Management Services
 Debit Block Maintenance

1

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

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November 01, 2024 through November 29, 2024

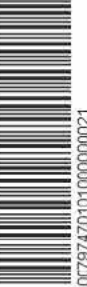
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SERRA COOPERATIVE LIBRARY SYSTEM
 OPERATING ACCOUNT
 222 E. HARVARD ST.
 GLENDALE CA 91205



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CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$497,003.70
Deposits and Additions	1	432.72
Electronic Withdrawals	6	-19,236.28
Ending Balance	7	\$478,200.14

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
11/19	Remote Online Deposit	\$432.72
Total Deposits and Additions		\$432.72

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
11/12	11/12 Online Payment 22692395831 To Unity Courier Services, Inc.	\$15,644.20
11/19	11/19 Online Payment 22769880769 To Natalie Stringer	2,314.45
11/27	11/27 Online Payment 22842692522 To Allyson Goodwin	283.18
11/27	11/27 Online Payment 22842698371 To Alyson Hamilin	500.00
11/27	11/27 Online Payment 22842753955 To Cj Brown & Company, Cpas	333.00
11/27	11/27 Online Payment 22842779467 To Tara Davies	161.45
Total Electronic Withdrawals		\$19,236.28



November 01, 2024 through November 29, 2024

Account Number: [REDACTED]

DAILY ENDING BALANCE

DATE	AMOUNT
11/12	\$481,359.50
11/19	479,477.77
11/27	478,200.14

SERVICE CHARGE SUMMARY

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

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

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

ACCOUNT 00000605262958

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	1
Cash Management Services	
Debit Block Maintenance	1

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

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JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.
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November 30, 2024 through December 31, 2024

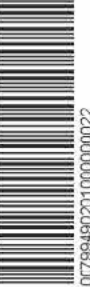
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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SERRA COOPERATIVE LIBRARY SYSTEM
OPERATING ACCOUNT
222 E. HARVARD ST.
GLENDALE CA 91205



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A reminder about incoming wire transfer fees

Due to a systems issue, we may not have charged you for all incoming wires in the past. On or after March 23, 2025, wire transfer fees will be charged for incoming wires in accordance with your Chase Deposit Account Agreement.

Please visit chase.com/business/disclosures and review the Additional Banking Services and Fees document for more details.

Please note, we don't charge incoming wire transfer fees for Chase Performance Business Checking[®], Chase Performance Business Checking with Interest[®], Chase Platinum Business CheckingSM, Chase Business Complete CheckingSM accounts when transfer is originally sent with the help of a Chase banker or using chase.com or Chase Mobile, Chase Business Complete CheckingSM accounts with Military Banking Benefits, IOLTA, IOTA, IOLA, IBRETA, IOREBTA, IRETA, COLTAF, CARHOF, UARHOFSM, Client Funds CheckingSM and Client Funds SavingsSM accounts.

If you have any questions, call the number on this statement.

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$478,200.14
Deposits and Additions	3	143,539.58
Electronic Withdrawals	5	-49,590.72
Ending Balance	8	\$572,149.00

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION		AMOUNT
12/03	Remote Online Deposit	4	\$3,929.58
12/10	Remote Online Deposit	4	137,559.00
12/17	Remote Online Deposit	4	2,051.00
Total Deposits and Additions			\$143,539.58



November 30, 2024 through December 31, 2024

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/10	12/10 Online Payment 23004388427 To Unity Courier Services, Inc.	\$15,644.20
12/17	12/17 Online Payment 23081858225 To Unity Courier Services, Inc.	3,593.10
12/24	12/24 Online Payment 23160511101 To Unity Courier Services, Inc.	7,152.00
12/24	12/24 Online Payment 23160885106 To Cj Brown & Company, Cpas	2,237.00
12/24	12/24 Online Payment 23160885109 To Innovative Interfaces Incorporated	20,964.42
Total Electronic Withdrawals		\$49,590.72

DAILY ENDING BALANCE

DATE	AMOUNT
12/03	\$482,129.72
12/10	604,044.52
12/17	602,502.42
12/24	572,149.00

SERVICE CHARGE SUMMARY

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

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

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

ACCOUNT 00000605262958

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	3
Cash Management Services	
Debit Block Maintenance	1

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

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

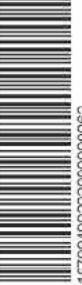
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

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Your Business Interest Checking Preferred Rewards for Bus Platinum Honors

for September 1, 2024 to September 30, 2024

Account number: XXXXXXXXXXXXXXXXXXXX

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

Beginning balance on September 1, 2024	\$348,376.30
Deposits and other credits	2.86
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on September 30, 2024	\$348,379.16

of deposits/credits: 1
 # of withdrawals/debits: 0
 # of days in cycle: 30
 Average ledger balance: \$348,376.39

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$62.49.

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Julietta Hakobyan
818.824.8750
julietta.hakobyan@bofa.com

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

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

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

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Deposits and other credits

Date	Description	Amount
09/30/24	Interest Earned	2.86
Total deposits and other credits		\$2.86

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
09/01	348,376.30	09/30	348,379.16

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for October 1, 2024 to October 31, 2024

Account number: XXXXXXXXXXXXXXXXXXXX

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

Beginning balance on October 1, 2024	\$348,379.16
Deposits and other credits	2,276.95
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on October 31, 2024	\$350,656.11

of deposits/credits: 2
 # of withdrawals/debits: 0
 # of days in cycle: 31
 Average ledger balance: \$348,892.73

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$65.44.

You've got a banking partner ready to help.



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

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

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

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Deposits and other credits

Date	Description	Amount
10/25/24	CITY OF CALEXICO DES:AP CCD ID:10753 INDN:SERRA COOPERATIVE LIBR CO ID:4956000684	2,274.00
10/31/24	Interest Earned	2.95

Total deposits and other credits **\$2,276.95**

Daily ledger balances

Date	Balance (\$)	Date	Balance (\$)	Date	Balance (\$)
10/01	348,379.16	10/25	350,653.16	10/31	350,656.11

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

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Your Business Interest Checking Preferred Rewards for Bus Platinum Honors

for November 1, 2024 to November 30, 2024

Account number: XXXXXXXXXXXXXXXXXXXX

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

Beginning balance on November 1, 2024	\$350,656.11
Deposits and other credits	2.87
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on November 30, 2024	\$350,658.98

of deposits/credits: 1
 # of withdrawals/debits: 0
 # of days in cycle: 30
 Average ledger balance: \$350,656.20

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$68.31.

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Deposits and other credits

Date	Description	Amount
11/29/24	Interest Earned	2.87

Total deposits and other credits **\$2.87**

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
11/01	350,656.11	11/29	350,658.98

New! Wire transfers in the Mobile Banking app

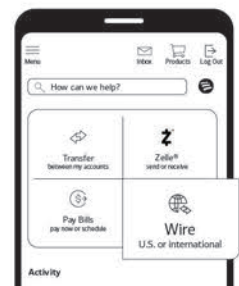
Now you can send domestic and international wire transfers in our app and Online Banking.

Learn more at bofa.com/wiretransfers.

Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply. Fees apply to wire transfers. See the Online Banking Service Agreement at bankofamerica.com. Data connection required. Carrier fees may apply.

SSM-01-24-2438.B | 5546710

Available in English and Spanish



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for December 1, 2024 to December 31, 2024

Account number: [REDACTED]

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

Beginning balance on December 1, 2024	\$350,658.98
Deposits and other credits	2.97
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on December 31, 2024	\$350,661.95

of deposits/credits: 1
 # of withdrawals/debits: 0
 # of days in cycle: 31
 Average ledger balance: \$350,659.07

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$71.28.

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SSM-09-24-0005.B | 6936906

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Deposits and other credits

Date	Description	Amount
12/31/24	Interest Earned	2.97

Total deposits and other credits **\$2.97**

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
12/01	350,658.98	12/31	350,661.95



Security tips

Tips to help protect yourself from trending scams:

- Hang up if you receive a suspicious call from someone saying they're from the bank. Instead, call the number on your statement or card.
- Neither Bank of America nor the U.S. government will request that you transfer money or share codes to resolve fraud.

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

AC Agenda Item 8

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: CLSA FY 2025/26 Planning (DISCUSSION)

BACKGROUND: Each year, the Serra Cooperative Library System receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. To receive these funds, Serra must complete a Plan of Service that is reviewed and subject to approval by the California Library Services Board (CLSB). The Plan outlines how the system intends to expend funds and how those expenditures will benefit the communities served by Santiago member libraries.

While the State budget will not be approved by the Governor until the end of June, his proposed budget, released in January, indicates that he plans to maintain the fifty percent cuts to CLSA funds as he did for this current fiscal year. Furthermore, the State Library has not yet released proposed CLSA system allocations for FY 2025/26.

For this current fiscal year, Serra Cooperative Library System has allocated funds for the following:

1. Office Supplies (0%)
 - a. Shared expenses for general office supplies.
2. E-Resources (0%)
 - a. Overdrive
 - b. Flipster
3. Contract Services for Delivery (0%)
 - a. Courier Delivery
4. Telecommunications (0%)
 - a. Shared IT Support
 - b. Zoom
 - c. Shared Internet Fees
 - d. Shared Phone/Fax
5. Resource Sharing (100%)
 - a. LINK+
6. Other (0%)
 - a. Audit

For the proposed CLSA system allocations for FY 2025/26, the determination will need to be made if the system wishes to proceed with the same distribution of funds. If the Council chooses to consider spending its funds differently, some discussion, coordination, and time will be required to obtain final consensus during the May meeting. This will allow for the submission of the CLSA Plan of Service for FY 2025/26. It is still unclear when the Plan of Service will be due to the State Library.

FISCAL IMPACT: To be determined.

RECOMMENDATION: Informational only. Should the Administrative Council wish to explore a different model of spending CLSA funds for FY 2025/26, feedback can be provided at this meeting. Action could be required if the Chair chooses to create and appoint members to an ad hoc committee to explore ideas to present at the May meeting.



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

AC Agenda Item 9

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: OverDrive Funding (ACTION)

BACKGROUND: The Serra Cooperative Library System allots \$35,000/year towards a shared collection of OverDrive eBooks and eAudiobooks. For about ten years, Serra had hired an independent contractor to manage this platform for Serra, in conjunction with Serra's Collection Development (CD) Team, made up of members from each library. Her responsibilities included completing orders every 6-8 weeks for titles on behalf of Serra. At the end of FY 2022/23, Serra was informed that its independent contractor would no longer be available to provide services to Serra. Staff worked with OverDrive account representative Kevin Coon, and Kristin Roccaforte, MLIS, Digital Content Librarian III for OverDrive to ensure that orders were being submitted as the system transitions away from the services of an independent contractor.

Effective FY 2023/24, OverDrive took over this role to assist with collection development, reporting, and more robust cart sharing at no additional cost. At the time, Serra had amassed \$67,000 in content credit. To address this, OverDrive staff recommended orders be placed on a more frequent basis, and essentially doubled the previous spend rate to ensure that content was being acquired for Serra. Unfortunately, this spend rate was not adjusted at the beginning of FY 2024/25, and in mid-December, OverDrive staff reached out to inform Serra staff that its \$35,000 in content credit was almost fully spent, and has a remaining balance of \$127.55. All purchasing has been frozen until this could be addressed by the Administrative Council.

In order to continue acquiring content, the Administrative Council has a few choices:

1. Add additional funds to Serra's OverDrive account. This is not recommended by staff, given the budget shortfall.
2. Keep funding levels as is. OverDrive can bill Serra early for the content portion of its upcoming contract renewal, which will allow FY 2025/26 funds to be used now. This means that the \$35,000 in content credit will be spent over 18 months, instead of 12.

In discussions with OverDrive staff, Serra staff were able to negotiate a couple of concessions due to their oversight. Since Serra's current two-year renewal agreement has been fulfilled, they are working to get an updated order form that will allow Serra to use more of its yearly \$50,000 investment towards content. This is expecting to yield between \$3,000 to \$5,000 more in content credit for FY 2025/26 (billed in May of 2025). In order to do this, OverDrive will need to provide Serra an updated order form that will need to be signed. Additionally, OverDrive has fully approved discounting Serra's magazine renewal from \$25,000 to \$20,000, so that the additional \$5,000 savings can be moved into an OverDrive credit.

If both of these concessions are implemented, approximately \$38,000 to \$40,000 in Overdrive content credit should be available. Serra would then have another \$5,000 that can be used towards content credit in July when Serra is billed for magazines.

Additionally, this issue sparked a conversation regarding Reciprocal Lending between the Serra Cooperative OverDrive account and the Southern California Digital Library. Reciprocal Lending does provide an opportunity to expand resources across all libraries. However, several issues need to be resolved before Serra can fully leverage this opportunity. STARC engaged OverDrive in conversation about this a couple of years ago and will resurrect this topic at their upcoming meeting. A recommendation regarding Reciprocal Lending will be brought to the Administrative Council by STARC at some point in the future.

FISCAL IMPACT: Dependent on direction provided by the Administrative Council. There would only be a fiscal impact if the Council chooses to allocate additional funds to OverDrive.

RECOMMENDATION: The Administrative Council may provide one of the two recommendations to address the OverDrive funding issue:

1. Direct staff to allocate a specified dollar amount to add additional funds to Serra's OverDrive account.
2. Authorize staff to direct OverDrive to bill Serra now for FY 2025/26 and allow FY 2025/26 funds of \$35,000 in content credit to be spent over 18 months, instead of 12; and authorize staff to sign an updated order form.

EXHIBITS: None



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AC Agenda Item 10

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: Museum Month Sponsorship for FY 2025/26 (ACTION)

BACKGROUND: The San Diego Museum Council hosts an annual Museum Month in February. Museum Month is a program that promotes arts, culture, and history by highlighting the offerings of local museums and providing admission incentives. The Serra Cooperative Library System participates in the program by distributing the museum passes at library branches and collaborating in joint marketing efforts.

Since 2019, Serra has been underwriting Museum Month for \$5,000 to offset distribution costs associated with delivering over 55,000 passes to member libraries, and design and printing costs for print and digital marketing collateral. Since the underwriting is a reimbursement for funds expended, the Youth Services Committee had asked the Serra Administrative Council to approve the reimbursement each year.

As Serra has been approving this amount annually since 2019, the assumption was made that Museum Month was permanently approved for funding, and therefore the request for reimbursement was not agendized annually. This item was brought to the Administrative Council during the August 18, 2022 meeting, in which the Administrative Council approved the San Diego Museum Council Museum Month's sponsorship by Serra up to \$5,000 annually for FY 2022/23, FY 2023/24, and FY 2024/25, totaling \$15,000, using Serra reserve funds.

At this time, the Youth Services Committee has not, to staff's knowledge, requested sponsorship for FY 2025/26, but this item is being presented for direction from the Administrative Council. Furthermore, it is uncertain whether \$5,000 is sufficient for what it provided when this sponsorship was first introduced in 2019.

FISCAL IMPACT: To be determined, but as it currently stands, \$5,000 sponsorship fees paid from Serra reserve funds to the San Diego Museum Council for FY 2025/26.

RECOMMENDATION: The Administrative Council has three options:

1. Approve the San Diego Museum Council Museum Month's sponsorship by Serra up to \$5,000 for FY 2025/26 using Serra reserve funds.
2. Request a report from the San Diego Museum Council to Serra via the Youth Services Committee for past expenditures, as well as to confirm FY 2025/26 distribution numbers and costs. This would come back to the Council during the May meeting for consideration of approval.
3. Consider not approving a Museum Month Sponsorship to the San Diego Museum Council for FY 2025/26, given the anticipation of continued CLSA budget cuts.

EXHIBITS: None



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AC Agenda Item 11

DATE: February 13, 2025
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, Chula Vista, and Imperial County continues:

- Carlsbad: Went live in early November!
- Chula Vista: The implementation process with final checks and tests is nearing completion with the hope the go-live date can be established soon.
- Camarena: The implementation process with final checks and tests is nearing completion with the hope the go-live date can be established soon.
- Brawley and Imperial County: Innovative has begun the implementation process with both libraries. Due to a bit more complex technical setup needed with each library's ILS, a staged service approach has been targeted to reach implementation.

Imperial County Grant Funds

Expenses for eligible libraries continue to be paid with Imperial County grant funds earmarked for LINK+. As of the end of January 2025, \$112,656 in expenses have been reimbursed by the grant, with an additional \$5,369 recently billed for September. The grant currently ends on June 30, 2025.

FISCAL IMPACT: The receipt of expenses continues to be slower than originally estimated at the onset of the project. Once all libraries are implemented and the Imperial County grant ends, expenses will increase. A future membership financial contribution to help fund LINK+ was approved in concept by the Administrative Council at a Special Meeting on December 29, 2021. This LINK+ member contributions discussion will need to resume in the upcoming fiscal year.

RECOMMENDATION: Informational item

EXHIBITS:

- a. Serra LINK+ Adoption Timeline of Events as of February 2025

Serra LINK+ Adoption Timeline - February 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 - February 2024

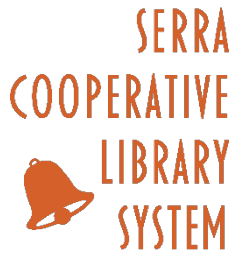
Date	Milestone
December 2021	<p>Administrative Council discussed in a Special Meeting updated pricing for the Innovative InnReach software and Unity delivery services was presented, reflecting the removal of San Diego County as a participant in a Serra-wide Link+ solution. Also considered was the availability of at least \$290,000 of 2021-2022 Targeted State Budget Allocation funds that the Imperial County Library has received approval to apply toward Link+ costs for Serra member libraries located in the County of Imperial. Revised estimates of 5- year costs and member library contributions were reviewed.</p> <p>The Administrative Council Voted to:</p> <ol style="list-style-type: none"> 1. Assign \$571,390 in unrestricted Serra reserves to support the adoption of Link+. 2. Apply Imperial County funds toward startup and ongoing fees for member libraries located in Imperial County. 3. Continue to allocate at least \$100,000 in baseline CLSA funds toward Link+ as available after expenses for the annual audit, Serra Digital Download Library, and shared eMagazine collection are considered. 4. Establish a Link+ Fund Account with annual membership contributions commencing July 2022 to cover expenses not otherwise addressed from Serra reserves, Imperial County funds and CLSA funds. 5. Authorize the Executive Director to work with the STARC Chair to execute agreements with Innovative and Unity Courier. 6. Actively advocate for Link+ funding from the State Library.
February 2022	The Administrative Council authorized the Chair to sign a five-year contract with Innovative and Unity, up to \$1,625,000.
March 2022	Fiver-year agreement with Innovative for LINK+ was executed.
May 2022	Administrative Council discussed the implementation of LINK+ is going slower than anticipated because the first participating library, Carlsbad, has some particularities; there, February 2023 is the new target date for implementation. LINK+ will have MOUs with each system, but the service contract will be with Serra. Request to fund Discover and Go program, in which San Diego Public Library would negotiate a contract on behalf of Serra, to be placed on next meeting's agenda.
June 2022	\$123,328 Requested in FY22/23 CLSA Plan of Service for LINK+ - Approved by CLSB in the Fall.
August 2022	Administrative Council discussed LINK+ projected to be implemented by January 2023, perhaps sooner. Currently onboarding Escondido. Request contact information from Brawley and Imperial County.

Serra LINK+ Adoption Timeline - February 2024

Date	Milestone
October 2022	Escondido implementation complete. (Joins Coronado and Oceanside by way of Serra, and San Diego County individually)
October 2022	Administrative Council did not discuss LINK+ at this meeting. STARC staff unable to attend.
February 2023	<p>At the Administrative Council meeting - Smithson spoke to delay in Carlsbad LINK+ implementation due to establishing a VPN tunnel. Guerrero requests process to pay Imperial County's portion, as intended grant monies can only be disbursed for Imperial County, no Serra efforts, as a whole. Because of the implementation delays, it is predicted that there may be a funding hole for Imperial County, which must spend grant funds by June 2024. Ohr has been elected to the LINK+ Executive Committee, and asked who will represent Serra at LINK+ meetings. Request for update on all at the May 2023 meeting. Oceanside has paid for start-up materials for Escondido, total cost not presented at meeting. The Administrative Council voted to:</p> <ol style="list-style-type: none"> 1. Reimburse libraries for any Unity Courier invoices paid directly by the library for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service. 2. Pay Unity directly for any outstanding library invoices for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service. 3.) Reimburse Oceanside for start-up costs paid for Escondido, and going forward, implement a formal process of invoicing Serra for expenses.
February 2023	Five-year agreement (pro-rated to align with the earlier executed 5-year Innovative agreement) with Unity Courier executed.
March 2023	Unity Courier billing to Serra now incorporates all members implemented through Serra. Reimbursements to libraries who were previously paying directly in process.
May 2023	National City and San Diego Public implementation nearing end. Imperial County Free Library commences implementation process.
June 2023	San Diego Public Library completes implementation and goes live.
August 2023	El Centro, Imperial Public, and National City completes implementation and goes live.
September 2023	First set of reimbursements from the Imperial County grant submitted.
January 2024	Camarena and Chula Vista hold initial implementation planning meeting with Innovative
March 2024	Imperial County Free Library Grant Extended to June 20, 2024
August 2024	Carlsbad nearing completion of implementation.
October 2024	Carlsbad go live date scheduled for November 6, 2024.

Serra LINK+ Adoption Timeline - February 2024

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



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AC Agenda Item 12

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Lizeth Legaspi, Chair

SUBJECT: Nominating Committee for FY 2025/26 Officers (ACTION)

BACKGROUND: The Administrative Council elects officers for the Vice-Chair and Treasurer seats for the upcoming fiscal year annually at the May meeting. Currently, Lizeth Legaspi (Camarena) serves as Chair, Suzanne Smithson (Carlsbad) serves as Vice-Chair, and Cathy DiMento (Oceanside) serves as Treasurer. Their terms will end at the end of this fiscal year.

The establishment of a nomination committee is recommended to select candidates for FY 2025/26 to be considered for the election at the May meeting.

The language from the Serra By-laws is included below for reference:

Section 5. Officers – The Council shall elect its own officers. The officers shall be Chair, Vice Chair and Treasurer. The officers of the Council shall be elected to assume office at the first meeting following the start of the System’s fiscal year. A simple majority of the representatives present shall be sufficient to elect an officer to the Council.

Terms – The Chair, Vice Chair and Treasurer shall not serve more than two consecutive terms in the same office. Officers shall assume duties at the first regular meeting following their election and shall serve for a term of one year or until a successor is elected.

FISCAL IMPACT: None

RECOMMENDATION: Establish a nominating committee to identify FY 2025/26 officer candidates to be presented for an election at the May 2025 Administrative Council meeting.

EXHIBITS: None



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AC Agenda Item 13

DATE: February 13, 2025
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **Impact of Recently Enacted Legislation: AB 1825 & SB 321 (DISCUSSION)**

BACKGROUND: During the last state legislative session, two bills were introduced and enacted into state law that impact public libraries. This item is being presented for discussion at the request of a Serra Cooperative Library System member.

AB 1825 (Muratsuchi)

AB 1825, known as the California Freedom to Read Act, was approved by the Governor and chaptered by the Secretary of State on September 29, 2024. It requires every public library jurisdiction to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026.

It prohibits the governing board or body of a public library from proscribing or prohibiting the circulation of any materials because of the topic addressed by the materials or because of the views, ideas, or opinions contained in those materials.

It authorizes the State Librarian to provide technical assistance to public libraries in developing collection development policies. The State Librarian will accept policies via email at collectiondevelopmentpolicy@library.ca.gov. The State Library will use this checklist to approve the policies and will respond to submissions in a timely fashion if there are any necessary revisions.

SB 321 (Ashby)

SB 321, which established the Local Public Library Partnership Program, was approved by the Governor and chaptered by the Secretary of State on October 8, 2024. It establishes the Local Public Library Partnership Program under the administration of the State Librarian for purposes of ensuring that, by third grade, all students have access to a local public library. California legislation **SB 1329** updates Student Success Cards For All, SB 321.

“Student success card” means a card issued by a local public library that provides access to library services, including, but not limited to, all of the following:

- 1) Collections that support school curriculum as well as pupil leisure reading, online research, and learning resources maintained by local public libraries and the California State Library.
- 2) Online tutoring, where available.
- 3) Digital content from the California State Library's K-12 Online Resources Project.

On or before January 1, 2026, the State Librarian shall ensure that partnerships between local public libraries and local educational agencies have been established to enable each pupil enrolled at a school site of each local educational agency to be provided with the opportunity to obtain a student success card by third grade. Information about data collection will be communicated with the field in the upcoming months.

*Local educational agency" means a school district, county office of education, or charter school.

The State Librarian shall, on or before January 1, 2029, and by each January 1 thereafter, report to the Legislature all of the following information:

- 1) The number of third grade pupils who have obtained a student success card.
- 2) The number of third grade pupils who received local public library access as a result of the partnerships developed pursuant to this article.
- 3) The number of new summer readers each local public library received during the summer months each year.
- 4) Any measurable increases to the use of other library resources as a result of the partnerships developed pursuant to this article.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated February 5, 2025

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 Public Library Staff Education Program (PLSEP) Mentorship Program Applications Due 2/17/2025 3

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State Library News

LDS Newsletter

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

California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024 and closed October 31, 2024. The data will be submitted to IMLS in January-February 2025 and libraries may be contacted to correct entry errors. Vetted data will be available for use by the public and all libraries in the spring. For questions, contact LibraryStatistics@library.ca.gov

While you wait for the full dataset, you can access [2024 California Public Library Staff Survey](#). The snapshot survey, conducted every three years, enables you to view salary ranges for ten positions commonly included in California public libraries' staff. The table includes library type (county, city, etc.), population served, size of service area, number of outlets (branches and bookmobiles), and county. You can sort the table in LibPAS by clicking on those headings. You can also download the whole dataset by clicking on the little excel icon.

Marketing Toolkits

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

California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up [this webpage](#) to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to collectiondevelopmentpolicy@library.ca.gov. We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email collectiondevelopmentpolicy@library.ca.gov with your request.

Open Opportunities

[LSTA 2025-2025 Grant Opportunities Open – Apply by 3/12/2025 at Noon](#)

The application period for five [2025-26 LSTA grant opportunities](#) is now open! The application period will close on **Wednesday, March 12 at 12:00 noon**.

Funding for these opportunities is contingent upon federal funding confirmation, the passage of the 2025-26 state budget, and authorization in the state budget to expend these funds.

The State Library team is here to help! [Request a meeting](#) to discuss your proposal with members of our team. For those with questions about designing equitable grant programs, we may ask a trained [Equity Advisor](#) to join the meeting.

Please see a description of each of the five LSTA grant opportunities below and follow the links for more information about each opportunity, including instructions about how to apply. Also see the [LSTA Application Guide](#) for complete guidelines and instructions.

[Community Impact Grants](#)
[Teens Succeed](#)
[Play for All](#)
[Sustainable California Libraries](#)
[eBooks for All California](#)

Please email lstagrants@library.ca.gov with any questions.

[Public Library Staff Education Program \(PLSEP\) Mentorship Program Applications Due 2/17/2025](#)

Get involved in the [Public Library Staff Education Program \(PLSEP\) Mentorship program for 2025!](#)

Learn more about:

- The benefits of participating in mentorship
- Why you should become a mentee (open to current PLSEP participants only)
- Why you should become a mentor and what makes an ideal mentor

Timeline:

- **February 17, 2025 at 11:59 PM – Mentor and mentee applications are due**
- March 1 – June 30, 2025 – PLSEP mentorship program period

Questions? Email: sclcadmin@socallibraries.org

LSTA funded

Career Online High School

The [Career Online High School](#) (COHS) program is open to all public libraries in the state and **there is no required local match 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

Current Projects and Services

California Library Literacy Services – Ongoing

The combined **CLLS 2024-2025 midyear report/2025-2026 preapplication for current CLLS programs is now open** in Counting Opinions closed Monday, February 3. The CLLS team will be providing comments to individual libraries.

For information on ongoing training, visit the CLLS training and meeting [calendar](#). Monthly networking/community of practice calls for general CLLS topics, family literacy, and ESL are also scheduled for each month. The Adult Learner Leadership Institute project has announced four cohort dates for 2025. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/clls/> For more information on any of these programs, or to subscribe to the CLLS staff or CLLS directors' listserv, contact clls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) – professional development for all levels of library staff

- Access live and recorded professional development for *all* members of your staff at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Have a good training idea? Anyone can complete the [CALL for Presentations](#).
- Encourage all levels of your staff to get started with [CALL Academy](#).

LSTA funded.

California Revealed

California Revealed is a statewide initiative that helps public libraries, archives, museums, historical societies, and other heritage groups digitize, preserve, and provide online access to archival materials documenting the state's histories, arts, and cultures. The kaleidoscopic view of California cultures and histories represented by California Revealed collections offers

countless opportunities for individuals and communities looking to integrate sources into their course of study as well as into their daily lives.

The accomplishments of this program dramatically increased access to, and use, of primary source materials related to California histories, arts, and cultures. The greatest impact is the ever-expansive reference resource available at [California Revealed](#). If you visit or have recently visited the CA Revealed website, please take a moment to fill out the [website user survey](#). User feedback is critical in helping the project improve website experience and better understand its benefits to the community. For any comments or questions, please contact team@californiarevealed.org. LSTA-funded.

Community-Centered Libraries

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

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

Upcoming webinars and recordings of previous sessions are available on the [Community-Centered Libraries webpage](#) and in [CALL Academy](#).

COMPASS Project: Alexander Street Now available for Public Libraries

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

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

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

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS](#)

[newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

eBooks for all - Ongoing

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

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

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

Parks Pass Program – Ongoing

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

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

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email parkspass@library.ca.gov. State of CA funded.

PolicyMap Statewide Subscription for all public library workers

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

Public Library Staff Education Program (PLSEP) 2024-2025

In December 2024, all applicants were notified about the status of their requests, whether funded, not funded, or placed on a waiting list. View the [PLSEP timeline](#). PLSEP is a partnership of the California State Library and the Southern California Library Cooperative. Contact the PLSEP team at wwalker@socalibraries.org with any questions.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting &

Training, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready — Or Not team has assessed for disaster preparedness, browse the [Ready — Or Not Participant Showcase](#). State of CA funded.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC](#). The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and c museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

[Student Success Card Survey for Directors](#)

New California legislation signed by the Governor in October 2023 — SB 321 (Ashby) — makes it easier for libraries to put Student Success cards into the hands of every California child who wants one. Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts. The Student Success Cards for All initiative works to ensure that all California students are provided the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

- Offer resources to assist public libraries and schools in finding strategies that work best for their communities.
- Coordinate with public libraries to determine the most effective means to ensure each student is provided the opportunity to obtain a Student Success card by third grade.
- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

To begin this work, we ask that each library complete a survey to help us determine what partnerships are already in place and where libraries may need support. This survey has been sent to the Director's Listserv and need to be completed either by the director, or someone that they designate. We ask that this survey be completed no later than the end of the day **Wednesday February 12th**.

Survey Link: [Student Success Cards for All Survey](#)

Networking and Training

[Next Directors Networking Call](#)

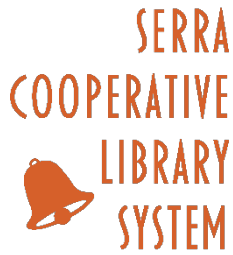
[Please register for the February directors networking](#) call, which will be on Wednesday, February 19, 2025, at 3:30 p.m.

Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked “State of CA funded” are supported in whole or in part by funding provided by the State of California, administered by the California State Library.

Rural Libraries Community of Practice

The State Library hosts a monthly Community of Practice for Rural Libraries, occurring on the 4th Wednesday at 3:00 PM. Staff at all levels are welcome to attend. The session dates can be viewed on Zoom’s [registration page](#).



Serra Cooperative Library System
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Serra Meeting Dates FY 2024/25

Approved May 16, 2024

Thursday, August 15, 2024

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

Thursday, October 10, 2024

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

Thursday, February 13, 2025

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

Thursday, May 15, 2025

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