

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

EXECUTIVE COMMITTEE MEETING
Thursday, February 13, 2025
9:30 am – 10:30 am

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

Via Zoom:
<https://us02web.zoom.us/j/86158883180?pwd=EaSC1sicvYYUQ1bgW2zGSkGbaROw7x.1>

Meeting ID: 861 5888 3180
Passcode: 141722

Alternate Meeting Locations:
City of Carlsbad, 1635 Faraday Ave., Carlsbad, CA 92008
Coronado Public Library, 640 Orange Ave, Coronado, CA 92118
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, Executive Committee regular meeting (ACTION)
4. Adoption of the Agenda Lizeth Legaspi

- | | |
|--------------------------------------------------------------------------------------------|------------------|
| 5. Budget Status Report for FY 2024/25 & Preliminary Budget for FY 2025/26
(DISCUSSION) | Andy Beck |
| 6. CLSA FY 2025/26 Planning
(DISCUSSION) | Christine Powers |
| 7. OverDrive Funding
(ACTION) | Christine Powers |
| 8. Museum Month Sponsorship for FY 2025/26
(ACTION) | Christine Powers |
| 9. Other | Lizeth Legaspi |
| 10. Adjournment | Lizeth Legaspi |



ACTION ITEMS

Meeting: Serra Executive Committee Meeting

Date: February 13, 2025

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Nay _____ Second

_____ Abstain

_____ Abstain

Agenda Item: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Nay _____ Second

_____ Abstain

_____ Abstain

Agenda Item: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Aye _____ Motion

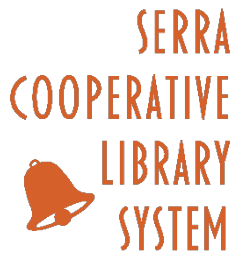
_____ Nay _____ Second

_____ Nay _____ Second

_____ Abstain

_____ Abstain

Email completed form to: slcadmin@socallibraries.org



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EXECUTIVE COMMITTEE MEETING

Thursday, October 10, 2024

9:30 – 10:30 am

Meeting Location:

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

Alternate Meeting Locations:

Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92331

Draft – minutes

Attendance

Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
DiMento, Cathy (CJ) – Oceanside (guest)
Ohr, Donna – San Deigo County
Smithson, Suzanne – Carlsbad

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne – SCLC

1. Call to Order and Roll Call Lizeth Legaspi
The meeting was called to order at 9:42 am.
2. Public Comment Lizeth Legaspi
Opportunity for any guest or member of the public to address the Committee 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, Executive Committee regular meeting (ACTION)
MSP (Briley/Cronk) to pass the Consent Calendar.
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)

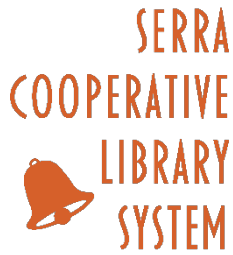
Controller, Andy Beck, presented the Budget Status Report for the fiscal year 2024/25 reflecting reconciled bank statements through August 31, 2024.

- 6. Discussion of Future Membership Dues (ACTION) Andy Beck
The committee tabled the agenda item and will revisit the topic at the next meeting. No action was taken.

- 7. Other Lizeth Legaspi
None

- 8. Adjournment Lizeth Legaspi
MS (Cronk/Ohr) meeting adjourned at 10:12 am.

DRAFT



Serra Cooperative Library System
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EC Agenda Item 5

DATE: February 13, 2025
TO: Serra Executive Committee
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

EC Agenda Item 5a

	<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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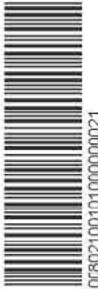
August 31, 2024 through September 30, 2024

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



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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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October 01, 2024 through October 31, 2024

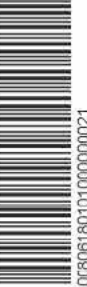
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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



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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

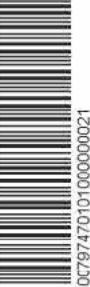
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CHECKING SUMMARY

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

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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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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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November 30, 2024 through December 31, 2024

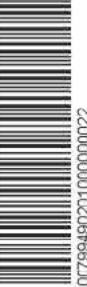
Account Number: [REDACTED]

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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:

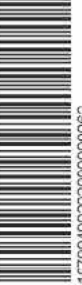
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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@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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Your Business Interest Checking Preferred Rewards for Bus Platinum Honors

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.

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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

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Learn more at bofa.com/wiretransfers.

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SSM-01-24-2438.B | 5546710

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Your Business Interest Checking Preferred Rewards for Bus Platinum Honors

for December 1, 2024 to December 31, 2024

Account number: XXXXXXXXXXXXXXXXXXXX

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



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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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Phone: 626-359-6111
www.serralib.org

EC Agenda Item 6

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

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.

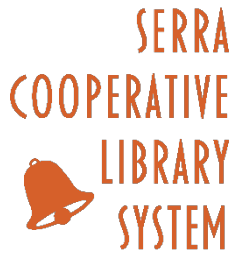
For this current fiscal year, Serra Cooperative Library System has allocated funds for the following:

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 Executive Committee recommend to the Administrative Council 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.



Serra Cooperative Library System
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Phone: 626-2359-6111
www.serralib.org

EC Agenda Item 7

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

SUBJECT: Serra Cooperative Library System 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.

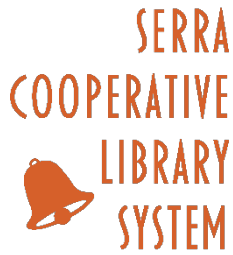
Additionally, this issue sparked a conversation regarding Reciprocal Lending between the Serra Cooperative OverDrive account and the Southern California Digital Library. Reciprocal Lending does provide an opportunity to expand resources across all libraries. However, several issues need to be resolved 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: Provide one of the two recommendations to the Administrative Council 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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EC Agenda Item 8

DATE: February 13, 2025
TO: Serra Executive Committee
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: Recommend to the Administrative Council one of 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.