

Serra Cooperative Library System
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA 91101
Phone: 626-2359-6111
www.serralib.org

ADMINISTRATIVE COUNCIL MEETING
Thursday, May 18, 2023
11:00am – 1:00pm

Meeting Location:
Escondido Public Library
239 S. Kalmia Street, Escondido, CA 92025

Via Zoom:

<https://us02web.zoom.us/j/84786066031?pwd=cWlvYUZnb2dXVlFJRytDV2E5Y1Fndz09>

Meeting ID: 847 8606 6031
Passcode: 444322

Alternate Meeting Locations:

Brawley Public Library, Shirley Park Conf. Room, 400 Main St, Brawley, CA 92227
Camarena Memorial Library, 850 Encinas Ave, Calexico, CA 92231
Chula Vista Public Library, 365 F Street, Chula Vista, CA 91910
Imperial County Free Library, 1331 S. Clark Road, Bldg. 24, El Centro, CA 92243
National City Public Library, 1401 National City Blvd, National City, CA 91950

Agenda

All items may be considered for action.

1. Call to Order and Roll Call Shaun Briley
2. Public Comment Shaun Briley
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.
3. Consent Calendar Shaun Briley
 - a. Minutes from February 16, 2023 Administrative Council meeting
 - b. Delivery Agreement FY 2023/24

- | | |
|--|----------------------------|
| 4. Adoption of Agenda | Shaun Briley |
| 5. Brown Act Teleconferencing Requirements:
End of COVID-19 Emergency Order | Christine Powers |
| 6. Audit Report FY 2021/22 | Andy Beck |
| 7. Budget Status Report FY2022/23 | Andy Beck |
| 8. Serra Cooperative Library System Webpage | Christine Powers |
| 9. SCLC Agreement for Administrative and Fiscal
Services for FY 2023/24 | Christine Powers |
| 10. CLSA Plan of Service and Budget FY2023/24 | Christine Powers |
| 11. Proposed Budget FY2023/34 | Andy Beck |
| 12. LINK+ Implementation Update | Wayne Walker |
| 13. Serra Digital Download Library Support | Christine Powers |
| 14. Executive Committee Appointments FY 2023/24 | Shaun Briley |
| 15. Signature Authority | Christine Powers |
| 16. Serra Name Change Task Force Update | Shaun Briley/
Donna Ohr |
| 17. Meeting Schedule and Locations FY 2023/24 | Shaun Briley |
| 18. Committee Reports | |
| a. STARC | CJ Dimento |
| b. Adult Services | Suzanne Smithson |
| c. Youth Services | Dara Bradds |
| 19. State Library Report | Julianna Robbins |
| 20. Administrative Chair Report | Shaun Briley |
| 21. Other | Shaun Briley |
| 22. What's New at Your Library | Shaun Briley |
| 23. Adjournment | |

ADMINISTRATIVE COUNCIL MEETING

Thursday, February 16, 2023

11:00am – 1:00pm

Hybrid meeting

San Diego County Library, Alpine branch

1752 Alpine Blvd., Alpine, CA 91901

Minutes draft

Attendance

Bradds, Dara – Escondido
Briley, Shaun – Coronado
DiMento, Cathy - Oceanside
Gittemeier, Oscar – San Diego Public
Guerrero, Mary Jane – Imperial County
Legaspi, Lizeth – Camarena Calexico
Ohr, Donna – San Diego County
Ortega, Petra – Brawley
Ryan, Joyce – National City
Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista

Other

Beck, Andy – SCLC
Durr, Chris – CSL
Graver, Lori – SCLC
Liston, Sam – Oceanside
Powers, Christine – SCLC
Robbins, Julianna – CSL
Snodgrass, Nerissa – SCLC
Walker, Wayne – SCLC

Absent

Haller, Ember – City of Imperial
Zarete, Liz – El Centro

1. Call to Order and Roll Call Shaun Briley
Meeting called to order at 11:02am.

2. Public Comment Shaun Briley
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.

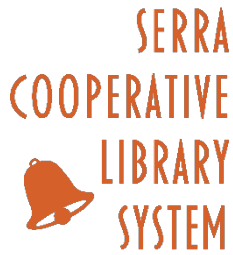
3. Consent Calendar Shaun Briley
 - a. Minutes from October 13, 2022 Administrative Council meeting.
MSP (Bradds/Whatley) to pass the Consent Calendar.
8 yes, 0 no, 3 abstain

4. Adoption of Agenda Shaun Briley
Chairs adopted Agenda, as presented, without objection.

5. SCLC Personnel Update Wayne Walker
Walker introduced new Executive Director, Christine Powers, and new Controller, Andy Beck. Both Powers and Beck expressed their eagerness to work with Serra.
6. Budget Status Report FY2022/23 Andy Beck
CLSA system allocations have been received in December 2022. Membership dues are 100% collected by January 2023. PLSEP grant has been approved and will run through SCLC. A line item for LINK+ funds has been added and includes anticipated funds from Imperial County, as previously discussed. Total expenses through December 2022 are \$105,596 which is 19% of the total budget. Expenses include amortized Overdrive fees, Overdrive E-magazines expenses, Flipster expenses, audit fees, and delivery charges through December 2022. Per the CLSA Plan of Service, \$123,328 has been earmarked for LINK+ for the current year; however, no expenses have been incurred. Balances of \$85,182 for LINK+ and \$2,671 for audit services are carried over from the FY2021/22 CLSA funds.
7. PLSEP 2022/23 Update Wayne Walker
Due to an issue with the Unique Entity Identification (UEI) which would not allow Serra to apply individually, SCLC staff worked with the State Library to join all contracted systems applications under SCLC to be managed by SCLC as one larger grant. Five Serra students have been awarded the PLSEP. There is no fiscal impact to Serra, as this a pass-through grant.
8. LINK+ Implementation Update/Unity Courier Wayne Walker/Sam Liston
Smithson spoke to delay in Carlsbad LINK+ implementation due to establishing a VPN tunnel. Guerrero requests process to pay Imperial County's portion, as intended grant monies can only be disbursed for Imperial County, no Serra efforts, as a whole. Because of the implementation delays, it is predicted that that there may be a funding hole for Imperial County, which must spend grant funds by June 2024. Ohr has been elected to the LINK+ Executive Committee, and asked who will represent Serra at LINK+ meetings. Request for update on all at the May 2023 meeting. Oceanside has paid for start-up materials for Escondido, total cost not presented at meeting.
MSP (Briley/ Gittemeier) to
1. Reimburse libraries for any Unity Courier invoices paid directly by the library for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.
2. Pay Unity directly for any outstanding library invoices for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.
11 yes, 0 no, 0 abstain
MSP (Whatley/ Gittemeier) to reimburse Oceanside for start-up costs paid for Escondido, and going forward, implement a formal process of invoicing Serra for expenses.
11 yes, 0 no, 0 abstain

9. OverDrive Update Christine Powers
Kristina Garcia will be retiring her management of Serra's OverDrive platform at the end of FY2022/23. Staff has engaged in initial conversations with OverDrive and learned that it now offers assistance to its customers in collection development, report, and more robust cart sharing at no additional cost. Staff is in the process of learning exactly which functions OverDrive can take over, what assistance may still be needed from the CD team, and what assistance staff can provide in this process moving forward. Should OverDrive be able to step in to provide this service, it would save Serra the cost of having to pay a contractor for these services. Staff will work with Serra's CD Team and the Technology and Automation Review Committee (STARC) to formulate a final recommendation to Serra for consideration at its next meeting.
10. CLSA FY2023/24 Planning Christine Powers
Directors did not indicate desire to adjust CLSA allocations. Previous years have been based on these broad formulas:
1. eResources (40.7%)
 - a. OverDrive
 - b. Flipster
 2. Resource Sharing (50.2%)
 - a. Link+
 3. Contract Services (8.9%)
 - a. Courier delivery
 - b. Audit
 4. Telecommunications (0.2%)
 - a. Zoom license
 - b. Website hosting
11. Membership Dues FY2023/34 Andy Beck
MSP (Ryan/Legaspi) to approve the Membership Dues for FY2034/34.
11 yes, 0 no, 0 abstain
12. Nominating Committee for FY2023/24 Officers Shaun Briley
MSP (Ohr/ Gittemeier) to establish a Nominating Committee of Briley, Ortega and Smithson to identify FY2023/24 officer candidates to be presented for an election at the May 2023 Administrative Council meeting.
11 yes, 0 no, 0 abstain
13. Serra Name Change Task Force Update Shaun Briley/Donna Ohr
Request each jurisdiction to populate a chart to be sent out by Ohr, which will specify:
1. timeline required to get item approved though local agencies
 2. anticipated risks (political? social?)
 3. anticipated costs to be incurred
 4. any additional notes/follow-up
- The Task Force will synthesize this data for presentation at the May 2023 meeting.

14. Signature Authority Christine Powers
 MSP (Whatley/Ryan) to authorize SCLC to update the Bank of America signature authority to add Executive Director, Christine Powers, as an authorized signer on accounts.
 11 yes, 0 no, 0 abstain
15. Conflict of Interest/Form 700 Lori Graver
 Form 700s are due to Graver by April 1, 2023. Reminder emails were sent in January 2023.
16. Committee Reports
- a. STARC Sam Liston
 Discover&Go program will launch in June 2023. Some additional packaging is required for the Imperial County libraries. Ohr requests the technical specifications for implementation.
 - b. Adult Services Suzanne Smithson
 Committee will host a Professional Development Day on April 27, 2023, with keynote speaker Patty Wong.
 - c. Youth Services Dara Bradds
 At the January meeting, Committee discussed the summer reading programs, San Diego Museum Month, with virtual and print passes. Past workshop was a success.
17. State Library Report Julianna Robbins/Chris Durr
 Robbins drew attention to Career Pathways, CALL training, Lunch@TheLibrary and Building Forward, round 2, all as referenced in the State Library report. Durr presented The Palace Project (<https://market.thepalaceproject.org/>), a State Library project, funded by ARPA funds, to create equity in access to eBooks. Once ARPA funds end, funding for collection maintenance is being explored via LSTA and other funding sources. Additional information found here: <https://my.nicheacademy.com/callacademy/course/58428/sequence/30742>
18. Administrative Chair Report Shaun Briley
 None
19. Other Shaun Briley
 None
20. What's New at Your Library Shaun Briley
 None
21. Adjournment Shaun Briley
 MSP (Ortega/Bradds) to adjourn meeting at 1:03pm.



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AC Agenda Item 03b

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Wayne Walker - Deputy Director - SCLC

SUBJECT: Kergyl Books Delivery Contract

BACKGROUND: Serra has contracted for physical delivery within the system through Kergyl Books on an annual basis. The proposed contract for FY 23/24 is included below.

Only one change to the contract is an inflation based \$1 increase of \$18 to \$19 per stop. Commercial General Liability Coverage will again be provided. Delivery service for (8) Serra - San Diego area libraries will still be weekly, Delivery Service for (6) Serra – Imperial Valley area libraries will still be available on Mondays by request.

FISCAL IMPACT: TBD

RECOMMENDATION: Authorize the SCLC Interim Director to sign the contract for FY 23/24 delivery service.

EXHIBIT:

- 1.) Agreement for Courier Delivery Services - Kergyl Books



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**Agreement for Courier Delivery Services
Kergyl Books**

This agreement is entered into as of _____, **2023** by and between the Serra Cooperative Library System (“Serra”) and Kergyl Books (“Contractor”), a contractor providing professional services and assistance in support of the courier delivery of materials between Serra member libraries.

RECITALS

WHEREAS, Serra is seeking courier delivery services to transport library materials between member library facilities in San Diego County and Imperial County; and

WHEREAS, Kergyl Books has a demonstrated record of providing courier delivery services for library systems throughout Southern California; and

WHEREAS, Southern California Library Cooperative (“SCLC”) is authorized to provide Administrative and Fiscal Agent services for Serra, including without limitation the authority to execute and bind Serra to contracts for services such as those provided herein under; and

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto and each of them do agree as follows:

I. Provisions:

A. Contractor agrees to provide services as outlined in Attachment “A”, Scope of Services.

II. Term:

A. The term of this agreement is twelve (12) months commencing July 1, 2023, and ending June 30, 2024.

III. Payment:

A. Contractor shall be compensated for courier delivery services on a per stop and mileage basis:

Per stop fee: \$19.00 per stop

Mileage: current Federal Standard Mileage Rate (\$0.655 per mile at the commencement of this agreement). Contractor is responsible for informing Inland or SCLC of any changes to this rate during the term of this agreement, it being understood that the rate change, if any, is only applicable upon notice by Contractor to Inland or SCLC of such change and is not retroactive

B. Payment shall be distributed upon approval in the following manner:

1. Invoices shall be submitted to ("SCLC") on a monthly basis.
2. Invoices shall be accompanied by line-item details reflecting work performed.
3. Invoices shall be delivered to SCLC via email to: scladmin@socallibraries.org.
4. Payments shall be issued by check and mailed within 14 days of approval.
5. Total payments for the specified agreement term shall not exceed \$17,000 without prior written approval from SCLC.
6. No claims for work performed after June 30, 2024, shall be considered without a written amendment to this agreement signed by both parties.

IV. Insurance and License

A. Contractor shall maintain minimum of one million dollars in General Liability Insurance coverage and provide proof of coverage as part of this Agreement.

B. Contractor shall maintain California automobile insurance with a minimum coverage of \$15,000 each person/\$30,000 each accident for Bodily Injury Liability and a minimum of \$5,000

per accident for Property Damage Liability.

C. A current copy of a valid California driver's license shall be provided to SCLC for any driver providing services under this agreement.

V. Termination

A. If the services provided by Contractor fall below an acceptable performance level, or if there is any breach of this agreement, SERRA may, at its option, terminate this contract upon thirty (30) days' notice. In the event of such termination, SERRA may be obliged to pay KERGYL only for the services provided up to the date of the termination.

B. This contract is subject to renegotiation or termination in the event of a shortfall in SERRA funding with the same stipulation of contract termination upon thirty (30) days' notice.

VI. Miscellaneous

A. This agreement sets forth the entire understanding of the parties hereto relating to the subject matter hereof. No modification, amendment, waiver termination or discharge of this agreement shall be binding upon either party unless confirmed by a written instrument signed by both parties. No waiver by either party of any term or provision of this agreement or of any default hereunder shall affect the respective rights of the parties thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

B. If any provision of this agreement shall be held void, invalid or inoperative, no other provision of this agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this agreement shall remain in full force and effect as though such void, invalid or inoperative provision had not been contained therein.

C. In the event any action, suit or proceeding arising from or based upon this agreement is brought by either party hereto against the other, the prevailing party shall be entitled to recover from the other its attorney's fees in connection therewith in addition to the costs of such action, suit, or proceeding. In that respect, the Contractor agrees that, in any suit brought against SCLC or Serra, Contractor will look solely to the assets of the specified cooperative system and shall not bring any action, suit or proceeding naming or joining the officers, directors, employees or other

member libraries of SCLC or Serra, and, to the extent Contractor has such rights, they are hereby waived.

D. This agreement has been entered into in the State of California and its validity, construction, interpretation, and legal effect shall be governed by the laws of the State of California. The venue for any legal action arising from this agreement or any other claim or cause of action by one party against the other shall be the Superior Court for the County of Los Angeles.

E. Any notices or written communications to or between the parties shall be directed as follows:

For Kergyl Books:

Thomas Cargile
cargilethomas@gmail.com

For Serra/SCLC:

Wayne Walker
wwalker@socallibraries.org

F. The language and terms of this agreement are deemed to be the product of both parties and shall not be construed otherwise in the event of any dispute over or challenged to this agreement. The words comprising this agreement shall have their ordinary meaning in the English language unless expressly defined otherwise.

G. The parties have had the opportunity to review this agreement fully and carefully, and to consult with legal counsel for executing the agreement. By execution of this agreement each party acknowledges that they have either done so or have freely elected not to do so.

In witness whereof, the parties hereto set forth their names and signatures below.

Kergyl Books

By: _____

Thomas Cargile
1409 Market St.
Vista, CA 92084

Serra Cooperative Library System

By: _____

Christine Powers
Executive Director
Serra c/o SCLC
254 N. Lake Ave. #874
Pasadena, CA 91101

Attachment A – Scope of Services

RESPONSIBILITIES OF KERGYL

- Kergyl shall provide weekly delivery service to eight (8) SERRA San Diego libraries (Carlsbad, Oceanside, Escondido, San Diego County, San Diego Public, Coronado, National City and Chula Vista).
- Kergyl shall service (6) SERRA Imperial County libraries (Salton City, Imperial County Free, Calexico Camarena, El Centro, Imperial and Brawley).
- Kergyl shall provide delivery service for SERRA libraries according to the schedule outlined in Attachment “B”, Delivery Schedule.
- Kergyl shall sort the items picked up at every library by codes provided by each SERRA library.
- Kergyl shall be available by cell phone during the workday.
- Kergyl shall make deliveries in an enclosed van or truck.
- Kergyl shall transport library collection materials, including inter-library loans, courtesy returns, written materials, in-transit packages, payroll and other small equipment and supplies that can fit in to the KERGYL vehicle.
- Kergyl shall maintain a daily delivery log and submit a monthly report to SERRA. The report will include number of stops by location, items delivered by location, items picked up by location and total miles driven.

RESPONSIBILITIES OF SERRA

- SERRA agrees to provide KERGYL with library name codes and to have each member library properly and thoroughly name-code each box or packet of materials being shipped through the library system.
- SERRA agrees to abide by the established time schedule. Each library will have materials placed in the designated area ready for pick up thirty (30) minutes prior to delivery.
- SERRA agrees to provide notice at least twenty-four (24) hours prior to a schedule change.
- SERRA may request additional services be rendered at an amended amount with appropriate

notification and discussion.

- SERRA or its contracted administrative staff agree to act as liaison between KERGYP and member libraries.
- SERRA or its contracted administrative staff will receive and forward complaints from libraries and information from KERGYP

Attachment B – Delivery Schedule

SERRA San Diego Region Libraries

- Deliveries shall occur each Tuesday.
- Service will be between 8:00 am and 5:00 pm. KERGYL will maintain a record of each stop.

SERRA Imperial County Region Libraries

- Delivery to SERRA Imperial County libraries will be on Monday. This service will be by request.
- Service will be between 8:00 am and 5:00 pm. KERGYL will maintain a record of each stop.

Holiday Schedule for 2023/24

Delivery services shall be skipped for the week if a scheduled delivery/pickup date falls on a scheduled holiday:

Day	Date	Holiday
Tuesday	7/4/2023	Independence Day
Monday	9/4/2023	Labor Day
Friday	11/10/2023	Veterans Day
Thursday	11/23/2023	Thanksgiving Day
Monday	12/25/2023	Christmas Day
Monday	1/1/2024	New Year's Day (Observed)
Monday	1/15/2024	MLK Day
Monday	2/19/2024	President's Day
Monday	5/27/2024	Memorial Day
Wednesday	6/19/2024	Juneteenth Independence Day



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AC Agenda Item 5

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director – SCLC/Serra

SUBJECT: **Brown Act Teleconferencing Requirements: End of COVID-19
Emergency Order**

SUMMARY: On February 28, 2023, Governor Gavin Newsom officially ended the COVID-19 State of Emergency. In the absence of a statewide state of emergency, members of legislative bodies will no longer be able to rely upon Assembly Bill (AB) 361 to waive the traditional Brown Act teleconferencing requirements. However, the Governor also signed AB 2449 into law, which provides another set of rules for utilizing teleconferencing under certain conditions. AB 2449 allows members of legislative bodies to remotely participate in very specific circumstances without posting the address of their remote location and without being required to allow the public to participate from that location. Due to the complexity of AB 2449's requirements, the traditional Brown Act teleconferencing rules may remain an easier option in most situations.

BACKGROUND: The Brown Act has long allowed teleconferencing by members of legislative bodies ("Members") subject to the following requirements (the "Traditional Teleconferencing Rules):

1. Every teleconference location address must be published in the agenda, including room number if applicable;
2. The agenda must be posted at every teleconference location, including a hotel room or residence door;
3. The public must be allowed access to every teleconference location;
4. The agenda must allow the public to address the legislative body at every teleconference location;
5. At least a quorum of the legislative body must participate from a location within the agency's jurisdiction; and
6. All votes must be by roll call.

During the COVID-19 State of Emergency, the Governor signed AB 361 into law, which allowed for the waiver of the Traditional Teleconferencing Rules when specific circumstances occur, the primary of which is a Governor declared State of Emergency. Some jurisdictions continued to rely upon AB 361 in order to conduct remote meetings

throughout the State of Emergency. Provisions of AB 361 may be used until January 1, 2024, only under a state of emergency.

However, the termination of the COVID-19 State of Emergency on February 28, 2023, means that the primary requirement for AB361 no longer exists, unless a new state of emergency arises. A new alternative to both the Traditional Teleconferencing Rules and AB361 has been enacted via AB 2449, which became effective on January 1, 2023, and will sunset on January 1, 2026.

AB 2449 has established a complex set of rules and requirements allowing Members with just cause or an emergency circumstance to participate via teleconference without having to comply with AB361 or the Traditional Teleconferencing requirements.

Pursuant to AB 2449, the following criteria must be satisfied:

1. At least a quorum of the Members of the legislative body must participate from a singular physical location which must be (a) clearly identified on the agenda, (b) open and accessible to the public, and (c) within the boundaries of the agency's territorial jurisdiction;
2. The agency must provide at least one of the following methods to allow the public to hear, observe, and participate remotely: (a) two-way audio-visual platform, or (b) two-way telephonic service and alive webcasting of the meeting;
3. The agenda must identify and include an opportunity for the public to participate in the meeting via a call-in option, an internet-based option, and in-person at the in-person location of the meeting; and
4. Public comment cannot be required in advance and must be allowed in real time.

In addition to the above, the Member must qualify under one of the following:

5. The Member must notify the legislative body at the earliest opportunity, including at the start of a regular meeting, of the need to participate remotely for "just cause", including a general description of the circumstances relating to their need to appear remotely at the given meeting; or
6. The Member requests the legislative body to allow them to participate in the meeting remotely due to "emergency circumstances" and the legislative body takes action to approve the request. The legislative body must request a general description (generally not exceeding 20 words) of the circumstances relating to the need to appear remotely at the given meeting.

"Just cause" is limited to one of the following: (1) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires remote participation; (2) a contagious illness that prevents the Member from attending in person; (3) a need related to a physical or mental disability as defined by law; or (4) travel while on official business of the legislative body or another public agency.

"Emergency circumstance" is defined as a physical or family medical emergency that prevents a Member from attending in person.

In addition to the above requirements, just cause may not be utilized by an individual Member more than twice per calendar year. AB 2449 may not be used by any individual official longer than 3 consecutive months, more than 20% of the regular meetings in a

calendar year, or more than 2 meetings if the local body meets fewer than 10 times a year.

A Member utilizing AB 2449 must participate in the meeting using both audio and video and must identify any individual over the age of 18 present in the room with the Member and generally describe the person's relationship to the Member.

The legislative body may not take any action during any disruption to the broadcast of the meeting or any disruption to the public's ability to publicly comment via call-in or internet-based service provider.

Finally, the legislative body must implement procedures for receiving and quickly resolving requests for accommodation for disabilities under the applicable statutes.

FISCAL IMPACT: N/A

RECOMMENDATION: Informational only

EXHIBITS:

- a. Proclamation Terminating the COVID-19 State of Emergency
- b. Assembly Bill 2449

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

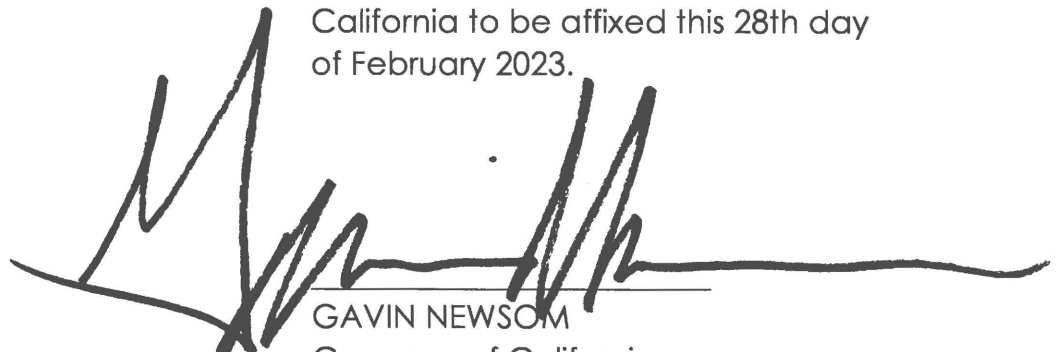
**A PROCLAMATION
BY THE GOVERNOR OF THE STATE OF CALIFORNIA
TERMINATING STATE OF EMERGENCY**

I, **GAVIN NEWSOM**, Governor of the State of California, having found pursuant to Government Code section 8629 that the conditions of extreme peril to the safety of persons and property declared in the State of Emergency proclamation listed below no longer exist, therefore proclaim that the State of Emergency proclaimed on the following date and in the following jurisdiction no longer exists, effective at 11:59 p.m. on February 28, 2023. Accordingly, any Executive Orders related to the terminated State of Emergency will also no longer be in effect as of 11:59 p.m. on February 28, 2023.

PROCLAMATION		
Emergency	Date Proclaimed	Jurisdiction
COVID-19	March 4, 2020	Statewide

I FURTHER DIRECT that as soon as hereafter possible, this Proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 28th day of February 2023.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY WEBER, PH.D.
Secretary of State



Assembly Bill No. 2449

CHAPTER 285

An act to amend, repeal, and add Sections 54953 and 54954.2 of the Government Code, relating to local government.

[Approved by Governor September 13, 2022. Filed with Secretary of State September 13, 2022.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2449, Blanca Rubio. Open meetings: local agencies: teleconferences.

Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act generally requires posting an agenda at least 72 hours before a regular meeting that contains a brief general description of each item of business to be transacted or discussed at the meeting, and prohibits any action or discussion from being undertaken on any item not appearing on the posted agenda. The act authorizes a legislative body to take action on items of business not appearing on the posted agenda under specified conditions. The act contains specified provisions regarding providing for the ability of the public to observe and provide comment. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined.

Existing law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with those specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health.

This bill would revise and recast those teleconferencing provisions and, until January 1, 2026, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements that each teleconference location be identified in the notice and agenda and that each teleconference location be accessible to the public if at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the local agency's jurisdiction. Under this exception,

the bill would authorize a member to participate remotely under specified circumstances, including participating remotely for just cause or due to emergency circumstances. The emergency circumstances basis for remote participation would be contingent on a request to, and action by, the legislative body, as prescribed. The bill, until January 1, 2026, would authorize a legislative body to consider and take action on a request from a member to participate in a meeting remotely due to emergency circumstances if the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made. The bill would define terms for purposes of these teleconferencing provisions.

This bill would impose prescribed requirements for this exception relating to notice, agendas, the means and manner of access, and procedures for disruptions. The bill would require the legislative body to implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with federal law.

Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The people of the State of California do enact as follows:

SECTION 1. Section 54953 of the Government Code, as amended by Section 3 of Chapter 165 of the Statutes of 2021, is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e).

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) The legislative body of a local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option.

(B) In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items

during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) This subdivision shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(f) (1) The legislative body of a local agency may use teleconferencing without complying with paragraph (3) of subdivision (b) if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda, which location shall be open to the public and situated within the boundaries of the territory over which the local agency

exercises jurisdiction and the legislative body complies with all of the following:

(A) The legislative body shall provide at least one of the following as a means by which the public may remotely hear and visually observe the meeting, and remotely address the legislative body:

(i) A two-way audiovisual platform.

(ii) A two-way telephonic service and a live webcasting of the meeting.

(B) In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment.

(C) The agenda shall identify and include an opportunity for all persons to attend and address the legislative body directly pursuant to Section 54954.3 via a call-in option, via an internet-based service option, and at the in-person location of the meeting.

(D) In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(2) A member of the legislative body shall only participate in the meeting remotely pursuant to this subdivision, if all of the following requirements are met:

(A) One of the following circumstances applies:

(i) The member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of the legislative body for more than two meetings per calendar year.

(ii) The member requests the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances relating to their need to appear

remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act (Chapter 1 (commencing with Section 56) of Part 2.6 of Division 1 of the Civil Code). For the purposes of this clause, the following requirements apply:

(I) A member shall make a request to participate remotely at a meeting pursuant to this clause as soon as possible. The member shall make a separate request for each meeting in which they seek to participate remotely.

(II) The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.

(B) The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

(C) The member shall participate through both audio and visual technology.

(3) The provisions of this subdivision shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

(g) The legislative body shall have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the procedure for receiving and resolving requests for accommodation.

(h) The legislative body shall conduct meetings subject to this chapter consistent with applicable civil rights and nondiscrimination laws.

(i) (1) Nothing in this section shall prohibit a legislative body from providing the public with additional teleconference locations.

(2) Nothing in this section shall prohibit a legislative body from providing members of the public with additional physical locations in which the public may observe and address the legislative body by electronic means.

(j) For the purposes of this section, the following definitions shall apply:

(1) "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

(2) "Just cause" means any of the following:

(A) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same meaning as those terms do in Section 12945.2.

(B) A contagious illness that prevents a member from attending in person.

(C) A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).

(D) Travel while on official business of the legislative body or another state or local agency.

(3) “Remote location” means a location from which a member of a legislative body participates in a meeting pursuant to subdivision (f), other than any physical meeting location designated in the notice of the meeting. Remote locations need not be accessible to the public.

(4) “Remote participation” means participation in a meeting by teleconference at a location other than any physical meeting location designated in the notice of the meeting. Watching or listening to a meeting via webcasting or another similar electronic medium that does not permit members to interactively hear, discuss, or deliberate on matters, does not constitute remote participation.

(5) “State of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(6) “Teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(7) “Two-way audiovisual platform” means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic function.

(8) “Two-way telephonic service” means a telephone service that does not require internet access, is not provided as part of a two-way audiovisual platform, and allows participants to dial a telephone number to listen and verbally participate.

(9) “Webcasting” means a streaming video broadcast online or on television, using streaming media technology to distribute a single content source to many simultaneous listeners and viewers.

(k) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 2. Section 54953 of the Government Code, as added by Section 4 of Chapter 165 of the Statutes of 2021, is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding

shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d).

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows

any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) The legislative body of a local agency may use teleconferencing without complying with paragraph (3) of subdivision (b) if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda, which location shall be open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction and the legislative body complies with all of the following:

(A) The legislative body shall provide at least one of the following as a means by which the public may remotely hear and visually observe the meeting, and remotely address the legislative body:

(i) A two-way audiovisual platform.

(ii) A two-way telephonic service and a live webcasting of the meeting.

(B) In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment.

(C) The agenda shall identify and include an opportunity for all persons to attend and address the legislative body directly pursuant to Section 54954.3 via a call-in option, via an internet-based service option, and at the in-person location of the meeting.

(D) In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items

during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(2) A member of the legislative body shall only participate in the meeting remotely pursuant to this subdivision, if all of the following requirements are met:

(A) One of the following circumstances applies:

(i) The member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of the legislative body for more than two meetings per calendar year.

(ii) The member requests the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act (Chapter 1 (commencing with Section 56) of Part 2.6 of Division 1 of the Civil Code). For the purposes of this clause, the following requirements apply:

(I) A member shall make a request to participate remotely at a meeting pursuant to this clause as soon as possible. The member shall make a separate request for each meeting in which they seek to participate remotely.

(II) The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.

(B) The member shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

(C) The member shall participate through both audio and visual technology.

(3) The provisions of this subdivision shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

(f) The legislative body shall have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the procedure for receiving and resolving requests for accommodation.

(g) The legislative body shall conduct meetings subject to this chapter consistent with applicable civil rights and nondiscrimination laws.

(h) (1) Nothing in this section shall prohibit a legislative body from providing the public with additional teleconference locations.

(2) Nothing in this section shall prohibit a legislative body from providing members of the public with additional physical locations in which the public may observe and address the legislative body by electronic means.

(i) For the purposes of this section, the following definitions shall apply:

(1) “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

(2) “Just cause” means any of the following:

(A) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same meaning as those terms do in Section 12945.2.

(B) A contagious illness that prevents a member from attending in person.

(C) A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (f).

(D) Travel while on official business of the legislative body or another state or local agency.

(3) “Remote location” means a location from which a member of a legislative body participates in a meeting pursuant to subdivision (e), other than any physical meeting location designated in the notice of the meeting. Remote locations need not be accessible to the public.

(4) “Remote participation” means participation in a meeting by teleconference at a location other than any physical meeting location designated in the notice of the meeting. Watching or listening to a meeting via webcasting or another similar electronic medium that does not permit members to interactively hear, discuss, or deliberate on matters, does not constitute remote participation.

(5) “Teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(6) “Two-way audiovisual platform” means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic function.

(7) “Two-way telephonic service” means a telephone service that does not require internet access, is not provided as part of a two-way audiovisual platform, and allows participants to dial a telephone number to listen and verbally participate.

(8) “Webcasting” means a streaming video broadcast online or on television, using streaming media technology to distribute a single content source to many simultaneous listeners and viewers.

(j) This section shall become operative January 1, 2024, shall remain in effect only until January 1, 2026, and as of that date is repealed.

SEC. 3. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2026.

SEC. 4. Section 54954.2 of the Government Code is amended to read:

54954.2. (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the

regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

(B) An online posting of an agenda including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Web site with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) For the purposes of this paragraph, both of the following definitions shall apply:

(i) “Integrated agenda management platform” means an Internet Web site of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(ii) “Legislative body” has the same meaning as that term is used in subdivision (a) of Section 54952.

(E) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to

the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(4) To consider action on a request from a member to participate in a meeting remotely due to emergency circumstances, pursuant to Section 54953, if the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made. The legislative body may approve such a request by a majority vote of the legislative body.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

(e) This section shall remain in effect only until January 1, 2026, and as of that date is repealed.

SEC. 5. Section 54954.2 is added to the Government Code, to read:

54954.2. (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

(B) An online posting of an agenda including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Web site with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) For the purposes of this paragraph, both of the following definitions shall apply:

(i) “Integrated agenda management platform” means an Internet Web site of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(ii) “Legislative body” has the same meaning as that term is used in subdivision (a) of Section 54952.

(E) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency’s Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are

also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

(e) This section shall become operative January 1, 2026.

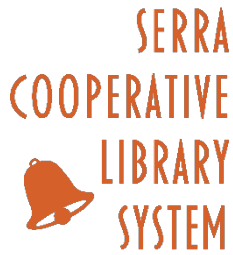
SEC. 6. The Legislature finds and declares that Sections 1 and 2 of this act, which amend Section 54953 of the Government Code, impose a limitation on the public’s right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member’s private home or hospital room, this act protects the personal, private information of public officials and their families while preserving the public’s right to access information concerning the conduct of the people’s business.

SEC. 7. The Legislature finds and declares that Sections 1 and 2 of this act, which amend Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings.

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Serra Cooperative Library System
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA 91101
Phone: 626-2359-6111
www.serralib.org

AC Agenda Item 6

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Andy Beck, Controller – SCLC/Serra

SUBJECT: **Audit Report FY 2021/22**

BACKGROUND: Interim testing was conducted in December 2022. Final testing was completed in April 2023. The draft financial statements for Inland have been included for review.

For the fiscal year June 30, 2022, there were no material weaknesses or significant deficiencies.

FISCAL IMPACT: None

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, 2022

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Serra Cooperative Library System
Annual Financial Report
For the Fiscal Year Ended June 30, 2022

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**Serra Cooperative Library System
Annual Financial Report
For the Fiscal Year Ended June 30, 2022**

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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, 2022, 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, 2022, 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 22, 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 May 18, 2023, 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 23 and 24.

C.J. Brown & Company CPAs
Cypress, California
May 18, 2023

Serra Cooperative Library System
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2022

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, 2022. 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 9.14%, or \$63,103, from \$690,379 to \$753,482, in fiscal year 2022.
- The System's total revenues increased 21.53%, or \$60,163, from \$279,437 to \$339,600, in fiscal year 2022.
- The System's total expenses increased 1.89%, or \$5,127, from \$271,370 to \$276,497, in fiscal year 2022.

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, 2022

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 21.

Government-wide Financial Analysis

Statement of Net Position

Condensed Statements of Net Position			
	2022	2021	Change
Assets:			
Current assets	\$ 1,110,837	988,242	122,595
Total assets	1,110,837	988,242	122,595
Liabilities:			
Current liabilities	357,355	297,863	59,492
Total liabilities	357,355	297,863	59,492
Net position:			
Unrestricted	753,482	690,379	63,103
Total net position	\$ 753,482	690,379	63,103

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 \$753,482 as of June 30, 2022. At the end of fiscal year 2022, the System shows a positive balance in its unrestricted net position of \$753,482, that may be utilized in future years.

Serra Cooperative Library System
Management's Discussion and Analysis, continued
For the Fiscal Year Ended June 30, 2022

Government-wide Financial Analysis, continued

Statement of Activities

Condensed Statements of Activities

<i>Governmental Activities:</i>	<u>2022</u>	<u>2021</u>	<u>Change</u>
Expenses:			
System operations	\$ 276,497	271,370	5,127
Total expenses	<u>276,497</u>	<u>271,370</u>	<u>5,127</u>
Program revenues	271,283	213,377	57,906
General revenues	68,317	66,060	2,257
Total revenues	<u>339,600</u>	<u>279,437</u>	<u>60,163</u>
Changes in net position	63,103	8,067	55,036
Net position – beginning of year	<u>690,379</u>	<u>682,312</u>	<u>8,067</u>
Net position – end of year	<u>\$ 753,482</u>	<u>690,379</u>	<u>63,103</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 9.14%, or \$63,103, from \$690,379 to \$753,482, in fiscal year 2022 from ongoing operations.

The System's total revenues increased 21.53%, or \$60,163, from \$279,437 to \$339,600 in fiscal year 2022. Program revenues increased \$57,906, due primarily to an increase of \$90,369 in California State Library Act grant revenue, which was offset by a decrease of \$32,463 in Library Services and Technology grant revenue. General revenues increased \$2,257 due primarily to increases of \$1,123 in other revenues and \$843 in interest earnings.

The System's total expenses increased 1.89%, or \$5,127, from \$271,370 to \$276,497, in fiscal year 2022.

Governmental Funds Financial Analysis

The focus of the System's *governmental funds* 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, 2022, the System's General Fund reported a fund balance of \$753,482, of which \$753,482 constitute the System's *unassigned fund balance*, which is available for future expenditures.

General Fund Budgetary Highlights

In fiscal year 2022, actual expenditures at year-end were \$9,011 more than budgeted. Actual revenues at year-end were \$19,549 less than budgeted.

The General Fund budget to actual comparison schedule can be found on page 22.

Serra Cooperative Library System
Management's Discussion and Analysis, continued
For the Fiscal Year Ended June 30, 2022

Conditions Affecting Current Financial Position

The COVID-19 outbreak in the United States has caused business disruptions through labor shortages and business closings. While the disruption is expected to be temporary, there is considerable uncertainty around the duration of the disruption. Consequently, the related financial impact on the System cannot be estimated at this time.

Management is unaware of any other 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, 2022

	<u>2022</u>
Assets:	
Cash and cash equivalents (note 2)	\$ 1,108,811
Accounts receivable	<u>2,026</u>
Total assets	<u>1,110,837</u>
Liabilities:	
Accounts payable	81,929
Unearned revenue	<u>275,426</u>
Total liabilities	<u>357,355</u>
Net position:	
Unrestricted	<u>753,482</u>
Total net position	<u>\$ 753,482</u>

See accompanying notes to the basic financial statements

**Serra Cooperative Library System
Statement of Activities
For the Fiscal Year Ended June 30, 2022**

<i>Governmental Activities:</i>	<u>2022</u>
Expenses:	
System operations:	
Communication and delivery	\$ 243,014
Grant expense	25,663
Materials and supplies	<u>7,820</u>
Total expenses	<u>276,497</u>
Program revenues:	
California State Library Act appropriation	243,014
Library Services and Technology Act grant	<u>28,269</u>
Total program revenues	<u>271,283</u>
Net program expense	<u>5,214</u>
General revenues:	
Member and associate dues	65,245
Interest earnings	1,949
Other	<u>1,123</u>
Total general revenues	<u>68,317</u>
Change in net position	63,103
Net position – beginning of year	<u>690,379</u>
Net position – end of year	<u>\$ 753,482</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, 2022

	General Fund	Reclassifications & Eliminations	Statement of Net Position
Assets:			
Cash and cash equivalents	\$ 1,108,811	-	1,108,811
Accounts receivable	2,026	-	2,026
Total assets	1,110,837	-	1,110,837
Liabilities:			
Accounts payable and accrued expenses	81,929	-	81,929
Unearned revenue	275,426	-	275,426
Total liabilities	357,355	-	357,355
Fund balance: (note 3)			
Unassigned	753,482	(753,482)	-
Total fund balance	753,482	(753,482)	-
Total liabilities and fund balance	\$ 1,110,837		
Net position:			
Unrestricted		753,482	753,482
Total net position		\$ -	753,482
Reconciliation:			
Fund balance of governmental fund			\$ 753,482
Net position of governmental activities			\$ 753,482

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, 2022

	General Fund	Reclassifications & Eliminations	Statement of Activities
Expenditures/expenses:			
System operations:			
Communication and delivery	\$ 243,014	-	243,014
Grant expense	25,663	-	25,663
Materials and supplies	7,820	-	7,820
Total expenditures/expenses	276,497	-	276,497
Program revenues:			
California Library Services Act appropriation	243,014	-	243,014
Library Services and Technology Act grant	28,269	-	28,269
Total program revenues	271,283	-	271,283
Net program expense			5,214
General revenues:			
Member and associate dues	65,245	-	65,245
Interest earnings	1,949	-	1,949
Other revenues	1,123	-	1,123
Total general revenues	68,317	-	68,317
Total revenues	339,600	-	
Excess of revenues over expenditures	63,103	(63,103)	-
Change in net position	-	63,103	63,103
Fund balance/Net position – beginning of year	690,379	-	690,379
Fund balance/Net position – end of year	\$ 753,482	-	753,482
Reconciliation:			
Net change in fund balance of governmental fund			\$ 63,103
Change in net position of governmental activities			\$ 63,103

See accompanying notes to the basic financial statements

Serra Cooperative Library System
Notes to the Basic Financial Statements
June 30, 2022

(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 – is 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, 2022

(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, 2022:

In June 2017, the GASB issued Statement No. 87 – *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

In June 2018, the GASB issued Statement No. 89 – *Accounting for Interest Cost incurred Before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

In January 2020, the GASB issued Statement No. 92 – *Omnibus 2020*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

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

C. Financial Reporting, continued

In March 2020, the GASB issued Statement No. 93 – *Replacement of Interbank Offered Rates*. The objective of this Statement is to address accounting and financial reporting implications that result from the replacement of an IBOR. This Statement achieves that objective by: (1) Providing exceptions for certain hedging derivative instruments to the hedge accounting termination provisions when an IBOR is replaced as the reference rate of the hedging derivative instrument’s variable payment; (2) Clarifying the hedge accounting termination provisions when a hedged item is amended to replace the reference rate; (3) Clarifying that the uncertainty related to the continued availability of IBORs does not, by itself, affect the assessment of whether the occurrence of a hedged expected transaction is probable; (4) Removing LIBOR as an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap; (5) Identifying a Secured Overnight Financing Rate and the Effective Federal Funds Rate as appropriate benchmark interest rates for the qualitative evaluation of the effectiveness of an interest rate swap; (6) Clarifying the definition of reference rate, as it is used in Statement 53, as amended; and (7) Providing an exception to the lease modifications guidance in Statement 87, as amended, for certain lease contracts that are amended solely to replace an IBOR as the rate upon which variable payments depend.

In October 2021, the GASB issued Statement No. 98 – *The Annual Comprehensive Financial Report*. This Statement establishes the term annual comprehensive financial report and its acronym ACFR. That new term and acronym replace instances of comprehensive annual financial report and its acronym in generally accepted accounting principles for state and local governments.

This Statement was developed in response to concerns raised by stakeholders that the common pronunciation of the acronym for comprehensive annual financial report sounds like a profoundly objectionable racial slur.

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. Uncertainty

The COVID-19 outbreak in the United States has caused business disruption through labor shortages and business closings. While the disruption is expected to be temporary, there is considerable uncertainty around the duration of the disruption. Consequently, the related financial impact on the System cannot be estimated at this time.

3. 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.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

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

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

4. 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.

5. Unearned Revenue

Unearned revenue consists of grants awarded, pending its use.

6. 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.

7. 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.
- **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 remain 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.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

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

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

7. Fund Balance, continued

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:

	2022
Deposits held in financial institutions	\$ 1,108,811
Total	\$ 1,108,811

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.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

(2) Cash and Cash Equivalents

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.7 for a description of these categories). A detailed schedule of fund balance and their funding composition at June 30, is as follows:

Description	2022
Unassigned	
Operations	753,482
Total fund balance	\$ 753,482

(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 has effective dates that may impact future financial presentations.

Governmental Accounting Standards Board Statement No. 91

In May 2019, the GASB issued Statement No. 91 – *Conduit Debt Obligations*. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers’ conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2020; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

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

Governmental Accounting Standards Board Statement No. 94

In March 2020, the GASB issued Statement No. 94 – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 96

In May 2020, the GASB issued Statement No. 96 – *Subscription-Based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 97

In June 2020, the GASB issued Statement No. 97 – *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 41 and No. 84, and a supersession of GASB Statement No. 32*. The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

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

Governmental Accounting Standards Board Statement No. 97, continued

The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately. The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. For purposes of determining whether a primary government is financially accountable for a potential component unit, the requirements of this Statement that provide that for all other arrangements, the absence of a governing board be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform, are effective for reporting periods beginning after June 15, 2021. Earlier application of those requirements is encouraged and permitted by requirement as specified within this Statement. The Board considered the effective dates for the requirements of this Statement in light of the COVID-19 pandemic and in concert with Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance.

Governmental Accounting Standards Board Statement No. 99

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.

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

Governmental Accounting Standards Board Statement No. 100

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.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

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

Governmental Accounting Standards Board Statement No. 100, continued

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.

The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

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.

(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.

Serra Cooperative Library System
Notes to the Basic Financial Statements, continued
June 30, 2022

(6) Subsequent Events

Events occurring after June 30, 2022, have been evaluated for possible adjustment to the financial statements or note disclosure as of May 18, 2023, 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.

DRAFT

Required Supplementary Information

DRAFT

**Serra Cooperative Library System
Budgetary Comparison Schedule – General Fund
For the Fiscal Year Ended June 30, 2022**

	<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	\$ 175,340	-	175,340	243,014	(67,674)
Grant expense	31,330	-	31,330	25,663	5,667
Materials and supplies	60,816	-	60,816	7,820	52,996
Total expenditures/expenses	<u>267,486</u>	<u>-</u>	<u>267,486</u>	<u>276,497</u>	<u>(9,011)</u>
Program revenues:					
California Library Services Act appropriation	266,796	-	266,796	243,014	(23,782)
Library Services and Technology Act grant	25,663	-	25,663	28,269	2,606
Total program revenues	<u>292,459</u>	<u>-</u>	<u>292,459</u>	<u>271,283</u>	<u>(21,176)</u>
General revenues:					
Member and associate dues	65,244	-	65,244	65,245	1
Interest earnings	1,446	-	1,446	1,949	503
Other revenues	-	-	-	1,123	1,123
Total general revenues	<u>66,690</u>	<u>-</u>	<u>66,690</u>	<u>68,317</u>	<u>1,627</u>
Total revenues	<u>359,149</u>	<u>-</u>	<u>359,149</u>	<u>339,600</u>	<u>(19,549)</u>
Excess(deficiency) of revenues over expenditures	<u>91,663</u>	<u>-</u>	<u>91,663</u>	<u>63,103</u>	<u>(28,560)</u>
Fund balance – beginning of year	<u>690,379</u>		<u>690,379</u>	<u>690,379</u>	
Fund balance – end of year	<u>\$ 782,042</u>		<u>782,042</u>	<u>753,482</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, 2022, and the related notes to the financial statements, which collectively comprises the System’s basic financial statements, and have issued our report thereon dated May 18, 2023.

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
May 18, 2023

Serra Cooperative Library System

Management Report

June 30, 2022

DRAFT

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, 2022, 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
May 18, 2023

APPENDIX

Serra Cooperative Library System

Audit/Finance Committee Letter

June 30, 2022

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, 2022, and have issued our report thereon dated May 18, 2023.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated January 1, 2023, 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 May 18, 2023.

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 2022. 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 are 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 investments 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 May 18, 2023.

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.

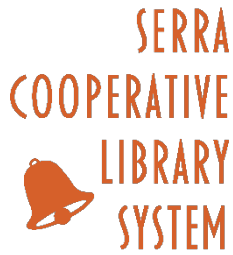
Conclusion

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
May 18, 2023

DRAFT



Serra Cooperative Library System
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA 91101
Phone: 626-2359-6111
www.serralib.org

AC Agenda Item 7

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Andy Beck, Controller – SCLC/Serra

SUBJECT: **Budget Status Report FY 2022/23**

BACKGROUND: The Budget Report for fiscal year 2022/23 reflects the reconciled bank statement through March 31, 2023.

Fiscal and administrative expenses of 75% were paid through March 31, 2023. With the execution of the contract, the System has started paying Innovative and Unity.

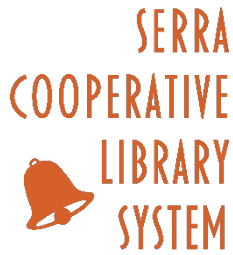
FISCAL IMPACT: None

RECOMMENDATION: Informational

Exhibit:

- a. Budget to Actual Report

REVENUES/EXPENSES	FY22/23 Budget	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE						
CLSA Communications & Delivery	\$ 213,362	\$ 213,437	\$ 136,822	\$ 76,540	64%	Received in December 2022
CLSA System Administration	\$ 53,341	\$ 53,359	\$ 40,006	\$ 13,335	75%	Received in December 2022
Grant Project Revenue	\$ -	\$ 23,330	\$ -	\$ -	0%	PLSEP grants awarded through SCLC
Grant Indirect	\$ -	\$ 2,333	\$ -	\$ -	0%	PLSEP grants awarded through SCLC
Membership Dues	\$ 64,703	\$ 65,244	\$ 64,703	\$ -	100%	Recognized
Serra System Administration	\$ -	\$ -	\$ -	\$ -	0%	N/A
LINK+	\$ 292,000	\$ -	\$ -	\$ 292,000	0%	Imperial Co. Funds
Investment Income	\$ 1,623	\$ 1,446	\$ 1,234	\$ 389	76%	Bank Interest and Compshare
TOTAL REVENUE	\$ 625,029	\$ 359,149	\$ 242,765	\$ 382,264	39%	
EXPENDITURES						
Operating Expenses						
System Administration CLSA Funds	\$ 53,341	\$ 53,359	\$ 40,006	\$ 13,335	75%	75% paid through March 2023 to SCLC
System Administration Serra Funds	\$ -	\$ -	\$ -	\$ -	0%	Projected Serra Contribution
Delivery	\$ 15,500	\$ 14,500	\$ 8,920	\$ 6,580	58%	For CLSA 22/23 - Kergyl Delivery-Within budget
Unity Delivery	\$ 158,851	\$ -	\$ 22,837	\$ 136,014	14%	Projected per STARC
LINK+	\$ 123,328	\$ 17,715	\$ 12,296	\$ 111,032	10%	No additional Libraries implemented yet.
Overdrive	\$ 50,000	\$ 50,000	\$ 37,500	\$ 12,500	75%	For CLSA 22/23 - Overdrive Inc.-ebook platform
Flipster	\$ 17,633	\$ 21,155	\$ 49,899	\$ (32,266)	283%	22/23 \$17,633/\$32,266 for 21/22 - Digital Magazines
Audit Fees	\$ 6,300	\$ 3,436	\$ 3,179	\$ 3,121	50%	For CLSA 22/23 - Audit Estimates
CLSA Funds	\$ 141,062	\$ -	\$ -	\$ 141,062	0%	Remaining to be allocated
Professional Services	\$ 850	\$ 580	\$ 2,080	\$ (1,230)	245%	For CLSA 22/23 - Bank Fees and Consultant Overdrive
Telecommunications	\$ 500	\$ 500	\$ 2,160	\$ (1,660)	432%	Zoom, website, etc.
Other	\$ -	\$ -	\$ 21,035	\$ (21,035)	0%	Override; Travel
Operating Expenses Subtotal	\$ 567,365	\$ 161,245	\$ 199,912	\$ 367,453	35%	
Grant Expenses						
PLSEP	\$ -	\$ -	\$ -	\$ -	0%	
Grant Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	0%	
Special Project Expenses						
Museum Month Sponsorship	\$ 5,000	\$ -	\$ 5,000	\$ -	100%	Approved by council on 8/18/22.
Discover & Go Sponsorship	\$ 43,800	\$ -	\$ -	\$ 43,800	0%	FY 22/23 \$36,000 plus \$7,800 annually.
Youth Services Professional Development	\$ 4,000	\$ -	\$ 3,571	\$ 429	89%	Approved with the FY 22/23 Budget in May 2022.
Adult Services Professional Development	\$ 4,000	\$ -	\$ -	\$ 4,000	0%	Approved with the FY 22/23 Budget in May 2022.
Special Projects Subtotal	\$ 56,800	\$ -	\$ 8,571	\$ 48,229	15%	
TOTAL EXPENDITURES	\$ 624,165	\$ 161,245	\$ 208,482	\$ 415,683	33%	
Surplus (Deficit)	\$ 864	\$ 197,904	\$ 34,283	\$ (33,419)	3968%	
ACCOUNT BALANCES						
Cash receipt						
Membership dues	\$ 64,703	\$ -	\$ 64,703	\$ -	100%	
CLSA Baseline and admin	\$ 266,703	\$ -	\$ 266,703	\$ -	100%	
LINK+	\$ 292,000	\$ -	\$ -	\$ 292,000	0%	
Investment Income	\$ 1,623	\$ -	\$ 1,234	\$ 389	76%	
TOTAL CASH RECEIPT	\$ 625,029	\$ -	\$ 332,640	\$ 292,389	53%	
Cash disbursements						
Operating expenses	\$ (567,365)	\$ -	\$ (251,588)	\$ (315,777)	44%	
Grant expenses	\$ -	\$ -	\$ -	\$ -	0%	
Special project expenses	\$ (56,800)	\$ -	\$ (8,571)	\$ (48,229)	15%	
TOTAL CASH DISBURSEMENTS	\$ (624,165)	\$ -	\$ (260,159)	\$ (364,006)	42%	
Net change in cash			\$ 72,481			
	Unrestricted	Restricted	Total			
Balance as of June 30, 2022	\$ 833,386	\$ 275,426	\$ 1,108,811			
Balance as of March 31, 2023	\$ 836,519	\$ 344,773	\$ 1,181,292			
CARRY OVER CLSA FUNDS						
FY 2021/22 CLSA Communications & Delivery						
Resource Sharing	\$ 85,182	\$ -	\$ (35,132)	\$ 50,050	LINK+	
Audit	\$ 2,671	\$ -	\$ (2,671)	\$ -		
TOTAL	\$ 87,853	\$ -	\$ (37,803)	\$ 50,050		



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AC Agenda Item 8

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director – SCLC/Serra

SUBJECT: Serra Cooperative Library System Webpage

BACKGROUND: The Serra Cooperative Library System is a legislative body formed by joint powers agreement, and as such, is subject to the provisions of the Ralph M. Brown Act. The Brown Act is an act of the California State Legislature passed in 1953 that guarantees the public's right to attend and participate in meetings of local legislative bodies. It's been updated multiple times since its original drafting, and now includes a website posting requirement for agendas. While it has always been required to physically post agendas a minimum of 72 hours before upcoming regular meetings, it now requires that those agendas also be posted on the agency's website.

Given that the Southern California Library Cooperative (SCLC) is the administrative and fiscal agent for Serra, staff is requesting the Administrative Council's consideration of allowing SCLC to build a subpage for Serra under its website: <https://socallibraries.org/>. This webpage would include Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff would take care of updating this site regularly to post agendas in compliance with the Brown Act and would also make any updates regarding member library contact information, as needed. Staff is in the process for obtaining approval from the other four cooperatives that it provides administrative and fiscal services for to do the same for them.

On October 15, 2020, Serra's Administrative Council established a Website Policy which outlines the responsibilities and guidelines of the content of Serra's website: <https://serralib.org/>. This policy is included with this report as an exhibit. This website is not being maintained in a consistent manner and contains duplicative information that needs to be updated periodically, such as a fine/fee schedule for member libraries. Should members choose to discontinue maintaining a separate website, staff recommends that members provide direction to either eliminate its website policy or allow staff to update the policy with direction provided by the Administrative Council during this meeting, for final approval at its next meeting.

FISCAL IMPACT: Staff pays an annual domain renewal fee of \$48 to keep Serra's website address, as well as an annual web hosting fee of \$215.88. Should Serra decide to discontinue having its own independent website, this would result in savings of \$251.88, annually, as a web hosting fee would no longer be required. Moving forward, the fiscal impact would be the annual domain renewal fee of \$48 to maintain the web address that will be linked to SCLC's subpage.

RECOMMENDATION: Staff requests the Administrative Council's consideration of approving Serra's webpage management by SCLC and provide direction regarding its current Website Policy.

EXHIBIT:

- a. Serra Cooperative Library System Website Policy



Serra Cooperative Library System
Website Policy
Approved October 15, 2020

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures with respect to creating and updating content on the Serra Cooperative Library System (Serra) Website.

II. RESPONSIBILITIES

- A. The Vice Chair of the Serra Administrative Council is responsible for the management of content on the Serra website. The Vice Chair coordinates all major policy decisions regarding web content with the designated webmaster at Southern California Library Cooperative (SCLC).
- B. SCLC will maintain the Website content within the guidelines approved by the Serra Administrative Council.
- C. The Serra Committee Chairs will be responsible for providing content for their committee's webpage.
- D. It is the responsibility of the Vice Chair to ensure that the Web content is accurate and up-to-date.

III. GUIDELINES

- A. All content will be consistent with the mission of Serra. The Website should provide users with an entry point to library services within San Diego and Imperial County.

Web content would include the following:

- 1. Serra Libraries contact information
- 2. Agendas and meeting notes for:
 - i. Serra Executive Committee
 - ii. Serra Administrative Council
 - iii. Serra Committees
- 3. Fines and Fee Schedules
- 4. Links to digital resources
- 5. Promotional and/or informational materials for special Serra events/activities

- B. The following types of content are prohibited:
1. Commercial activities;
 2. Fundraising;
 3. Political activities;
 4. Harassing or offensive language or images;
 5. Endorsement of any product, service or private organization;
 6. Open, unstructured chat sessions; and
 7. Discussion forums, online commentary and interactive services.
- C. Content on the Serra Website will be accessible as much as possible to users with disabilities or language access barriers. Serra follows the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (www.w3c.org) as a means to provide optimal access to the City Web site and the content therein.
- D. Serra complies with copyright law, and the design and content of the public Website are protected by copyright law. On the Website, the SCLC Webmaster and Serra Committee Chairs are expected to use only items created by them or those items which Serra has a legal right to use. Text, video, audio, photographs or other images found on the Web and not accompanied by an explicit permission grant may not be re-used without permission from the copyright owner.
- E. Information on the Website must be accurate and up-to-date. A timeline for regular reviews and updates will be established between the Vice Chair and the SCLC webmaster.

IV. SCOPE OF WORK

SCLC will provide the following Website support:

- A. Review and make recommendation for renewing the website contract as needed;
- B. Maintain Serra libraries contact information;
- C. Annually update the Serra libraries Fines and Fees page;
- D. Post agendas and meeting minutes for the Serra Boards and Committees; and
- E. Update or repair the digital links as needed.



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AC Agenda Item 9

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director – SCLC/Serra

SUBJECT: **SCLC Agreement for Administrative and Fiscal Services for FY 2023/24**

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

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

As a member of the Serra Cooperative Library System, members receive the following benefits only available to cooperative members:

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

As the entity that administrative and fiscal services, SCLC manages the following on behalf of Serra:

- Delivery services – provide communication with couriers and contract management.
- eResource sharing – Serra maintains various online subscriptions; if purchased and managed separately, each contract would represent a significant allocation of staff time and financial resources per library.

- Webpage management, to comply with agenda posting as required by the Brown Act (pending approval by Administrative Council at the May 18, 2023 meeting).

For the past several years, Serra has entered into annual agreements with the Southern California Library Cooperative (SCLC) for fiscal and administrative services. The attached one-year agreement, which runs from July 1, 2023, to June 30, 2024, reflects current staffing costs. These amounts were calculated using Serra's share of the CLSA funding between the five systems managed by SCLC. Additionally, staff has submitted a new line item in the contract for office supplies and communication, which would come from the CLSA Communication and Delivery Budget.

FISCAL IMPACT: The fiscal impact has yet to be finalized, but currently, staff estimates approximately \$58,812. Of that amount, \$53,149 is the CLSA Preliminary System Budget Allocation for Serra. It should be noted, however, that the California Library Services Board has not yet approved these figures and may be subject to change.

Additional contract costs consist of the following estimated charges, to come from CLSA Communication and Delivery Budget:

Office supplies:	\$2,253
Telecommunications:	\$3,410

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

RECOMMENDATION: Authorize the Administrative Council Chair to sign the agreement between Serra Cooperative Library System and SCLC, for administrative and fiscal services for FY 2023/24.

EXHIBIT:

- a. Agreement between Serra Cooperative Library System and SCLC

**AGREEMENT between
SERRA COOPERATIVE LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

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

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual SERRA member fees for services to be provided within a fiscal year are detailed in the SERRA Budget. The Budget may be amended or replaced by the SERRA Administrative Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2023.
- The Agreement will be a one-year contract, renewable annually if approved by SERRA and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the SERRA and SCLC Administrative Councils.

2. Administrative Services

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

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the SERRA Administrative Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the SERRA Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.
- Coordinating Administrative Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend one regularly scheduled May SERRA Administrative Council meeting; having at least one SCLC staff member attend other meetings via conference call.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with SERRA Administrative Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of SERRA for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SERRA. A fee for contracts outside the CLSA guidelines will be negotiated.
- Articulating the mission and purpose of SERRA at the state level as needed and/or directed.
- Administering state grants received by SERRA, including coordinating activities with SERRA representatives and/or recipients, as well as preparing all required reports. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement.)
- Supporting special projects and additional activities not specifically authorized by CLSA as desired by the SERRA Administrative Council and if SCLC staff has capacity. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by SERRA's own record retention policies.

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

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any SERRA committees that may be established and acting as liaisons to any such committees to ensure continuity and stability if eligible under CLSA Rules and Regulations.
- Monitoring CLSA-required activities and service levels.

- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated with both organizations.
- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SERRA within CLSA Administrative and Fiscal guidelines.

3. **Fiscal Agent Services**

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

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.
- Collecting and depositing member fees and other fees or revenues due to SERRA, whether by grant application, invoice, or other means.
- Working with SERRA Cooperative Library System's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with SERRA's Administrative Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline funds when available.)*
- Maintaining all appropriate files and records as required by state and federal laws and by SERRA's own record retention policies.

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

- Reviewing quarterly fiscal reports and requesting explanations as needed, and reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by SERRA.

4. Dissolution of Agreement

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

5. Changes in Legislation

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

6. Payment to SCLC for its Services

As payment in full for these services for FY 2023-24 (July 1- June 30) SCLC shall reimburse itself from the:

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

7. Signatures

SERRA Administrative Council Chair

Date

SCLC Executive Director

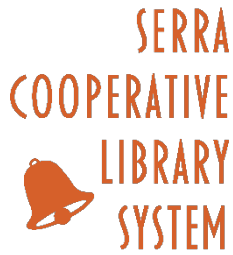
Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$97.29
Deputy Director	\$76.17
Controller	\$63.35
Project Manager	\$66.11
Administrative Assistant	\$50.74
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

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



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AC Agenda Item 10

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director – SCLC/Serra

SUBJECT: CLSA Plan of Service and Budget FY 2023/24

BACKGROUND: Each year, the Serra Cooperative Library System receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. To receive these funds, Serra must complete and submit a Plan of Service to be approved by the California Library Services Board (CLSB). The Plan outlines how the system intends on expending funds and how those expenditures will benefit the communities served by Inland libraries. The CLSB is scheduled to meet on May 23, 2023 to consider approving the CLSA's preliminary system budget allocation.

FISCAL IMPACT: The CLSA preliminary system budget allocation for FY 2023/24 is \$212,595 for the Baseline Budget and \$53,149 for the System Administration Budget, for a total of \$265,743. Staff recognize that the dollar amounts provided are off by \$1, and assume the discrepancy will be corrected at the CLSB meeting. The overall CLSA budget allocation for Inland decreased by \$959 when compared to last year's funds due to a population decrease in Serra's jurisdiction.

RECOMMENDATION: Authorize the Serra Chair to work with SCLC/Serra staff to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:

- a. CLSA Preliminary System Budget Allocations – FY 2023/24
- b. CLSA Plan of Service – FY 2023/24

CLSA Preliminary System Budget Allocations- FY 2023/24

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 111,082	\$ 27,770	\$ 138,852	
49-99	\$ 120,101	\$ 30,025	\$ 150,126	
Inland	\$ 299,065	\$ 74,767	\$ 373,832	
NorthNet	\$ 663,910	\$ 165,977	\$ 829,887	
PLP	\$ 569,046	\$ 142,261	\$ 711,307	
SJVLS	\$ 191,525	\$ 47,881	\$ 239,407	
Santiago	\$ 177,074	\$ 44,268	\$ 221,342	
Serra	\$ 212,595	\$ 53,149	\$ 265,743	
SCLC	\$ 559,604	\$ 139,900	\$ 699,504	
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000	\$ 1,000,000



**CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET**
For use with 2023/2024 Communication & Delivery Program

California State Library
Sacramento
April 2023

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2023/2024 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 5, 2023
2. Demographics of System Service Area – Due June 5, 2023
3. Budget:
 - C&D Service Program Budget Request and Budget Summary – Due June 5, 2023
 - System Detailed Budget – Due September 8, 2023 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 5, 2023
5. Future Plans for Cooperative System – Due June 5, 2023

Once you have completed the process, please email your Plan of Service and Budget Request to Monica Rivas at monica.rivas@library.ca.gov.

Dates for physical delivery counts – FY 2023/2024:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2023/2024, due at the State Library on September 1, 2024. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 07- August 20, 2023

October 09 – October 22, 2023

January 15 –January 28, 2024

April 22 - May 05, 2024

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-603-7159.

System Information
FY 2023/2024

System Name:			
Director:		Email:	
Address:		City:	State: Zip:
			CA
Phone:		Fax:	

System Chair for FY 2023/2024 (if known):	Fiscal Agent:
---	---------------

Date approved by Administrative Council:
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X	
Signature of System Administrative Chair for FY 2023/2024	Date
Print Name:	

Conditions of Award

1. Accounting
Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.
2. Budget adjustments within approved programs
Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. Earning interest
Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2023).
4. Personal memberships and travel
Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.
5. Credit line
Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

“This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board.”

As appropriate, this disclaimer should be added:

“The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred.”

This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. Funding alternatives
Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Monday, June 05, 2023

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery Program* may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions

As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

- a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.
- b. **PC& E:** Planning, Coordination, & Evaluation
- c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services were provided.
- d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

The total of a-d must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Friday, September 8, 2023

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions

As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

- a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.
- b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.
- c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.
- d. **Interest** - enter all interest earned on System funds.
- e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.
- f. **Total budgeted** - is the sum of Columns a through e.

Program Definition

A program includes any program, service, or project administered by and funded through the System. This includes not only the CLSA C&D Program (System Administration/Baseline) but also LSTA demonstration projects, centralized ILL services, and the like. It does **not** include programs, projects, and services which are administered and funded separately from the System.

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resources or Resource Sharing.

Other Definitions

Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget

The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

E-Resources

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

Resource Sharing

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

Demographics of System Service Area
System Population Profile, FY 2023/24

Total Population of System Service Area: _____

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)		
Institutionalized		
Aged (65+)		
Children & Youth:		
• Under 5		
• 5 to 9		
• 10 to 14		
• 15 to 19		
Persons with disabilities		
Speakers of limited English or English as a Second Language		
Non-English Speaking		
Ethnicity		
• Black		
• Hispanic		
• Asian		
• Native American		
• Other (specify)		
Geographically Isolated (RURAL) * see note		
Functionally Illiterate		
Shut-In		

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

Describe briefly how this data will be used to plan CLSA-funded services:

Comments/ Additional Information:

* **Geographically Isolated/ Rural**

"Rural" is essentially "that which is not named as urban." "Urban areas represent densely developed territory, and encompass residential, commercial, and other nonresidential urban land uses. Each urban area must encompass at least 2,000 housing units or at least 5,000 people. This is a change from the previous minimum of 2,500 people which had been in place since the 1910 Census."

Funding for Communications and Delivery – FY 2023/2024

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library			
b. Non-public libraries in System area			
TOTAL			
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			
d. Frequency/schedule of physical delivery service			
e. Percentage of items to be physically delivered by:			
U.S. Mail %	UPS %	System Van %	Contracted Van %
			Other %

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/downloaded/streamed, etc.) for residents of System member libraries:	
g. Percentage of CLSA funds to be spent on e-resources?	%
h. Percentage of CLSA funds to be used for Broadband technology improvements	%

“It is the intent of the California Library Services Act is to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.” (Education Code 18702)

When submitting your Library Systems’ proposals, they shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery, and resource sharing include the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

Section 2 Funding Goal (What have you done, for whom, and for what benefit?)

1. How will the Library System determine the needs of their community. Please describe the **goals** for the Communication and Delivery funding for your Library System and how it addresses that need.
2. Please specify how the Library System **will spend its 2023-2024 CLSA allocation of funding** and **provide specifics amounts** allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.
3. How did you determine the funding amounts per your C&D Service Program Budget Request?
4. If it will take you longer than 1 year to spend 2023-2024 funding specify why?
5. If you plan on using roll-over funds from a previous year to supplement 2023-2024 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?
6. How will the System’s Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not, all libraries are participating in programs/services indicate which ones are and why others are not served (i.e., choice, funds, etc.).

7. How will the System determine and evaluate that the funding goals for their community where met?

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, **how much**, and **what percentage** of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

9. If the System is providing e-resources, what exactly are those e-resources? (How many libraries are you providing this service to)

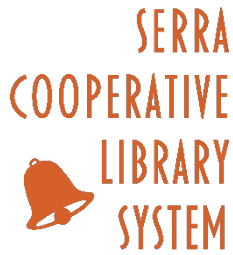
10. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

11. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e., staff, what type of staff, do which program did you allocate staff, how much time was allocated)

12. Will the System be using any of the communications funding to address broadband connectivity issues? If so, what were the funds used for and what were the connectivity issues? If this includes **installation along or service fees, please specify the cost and** which member libraries will benefit (please list libraries)?

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?



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AC Agenda Item 11

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Andy Beck, Controller – SCLC/Serra

SUBJECT: **Proposed Budget FY 2023/24**

BACKGROUND: The Proposed Budget for the upcoming FY2023/24 is attached for review.

Revenue

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

Expenses

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

Points to review:

- CLSA system administration will be paid to SCLC.
- Spending of CLSA funds must be approved by the Council.
- If the Council decides on projects outside of CLSA funding, the cost will be negotiated.
- A surplus of \$36,145 is projected.

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

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

EXHIBIT:

- a. Proposed FY 2023/24 Budget

	FY23/24 Budget	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE						
CLSA Communications & Delivery	\$ 368,853			\$ 368,853	0%	RF = 156,258; FY2324 = 212,595
CLSA System Administration	53,149			53,149	0%	Expected to be received in Dec 2023
Reimbursement (Link+)	145,000			145,000	0%	
Membership Dues	64,222			64,222	0%	
Total revenues	\$ 631,224	\$ -	\$ -	\$ 631,224	0%	
EXPENDITURES						
Communications and delivery						
Delivery	\$ 17,000			\$ 17,000	0%	Kergyl
E-resources	125,000			125,000	0%	Overdrive; Flipster
Resource sharing	347,480			347,480	0%	Innovative 113,611 / Unity 233,869
Audit Fees	6,500			6,500	0%	CJ Brown
Office supplies	2,250			2,250	0%	
Telecommunications	3,500			3,500	0%	
Total communication and delivery	501,730	-	-	501,730	0%	
Other services						
Museum Month Sponsorship	5,000			5,000	0%	
Discover & Go Sponsorship	25,700			25,700	0%	17,500 Implementation; 8,200 annual
Youth Services Professional Development	4,000			4,000	0%	
Adult Services Professional Development	4,000			4,000	0%	
Total other services	38,700	-	-	38,700	0%	
Administration						
Administration expense	53,149			53,149	0%	SCLC
Meetings/conferences/travel	1,500			1,500	0%	
Total administration	54,649	-	-	54,649	0%	
Total expenditures	\$ 595,079	\$ -	\$ -	\$ 595,079	0%	
SURPLUS (DEFICIT)	\$ 36,145	\$ -	\$ -	\$ 36,145	0%	



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AC Agenda Item 12

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Wayne Walker, Deputy Director, SCLC/Serra
Sam Liston, Serra STARC Chair

SUBJECT: **LINK+ Implementation Update**

BACKGROUND: This report is being provided as an update on the status of the implementation of LINK+ for the Serra Library Cooperative, and includes a request for the Administrative Council's consideration of additional reimbursement costs.

Unity Courier – Serra Agreement

The agreement between Serra and Unity Courier has been executed. The libraries who have implemented LINK+ (Coronado, Escondido, Oceanside) and are utilizing the LINK+ delivery service under the Serra system agreement are now being billed directly to Serra under one comprehensive monthly bill. At the February 2023 meeting, the Administrative Council approved reimbursements from Serra to those libraries who had previously been paying their Unity LINK+ delivery service fees directly to Unity. Those libraries have submitted or are in the process of submitting their reimbursement requests, and reimbursements have been processed.

Reimbursement to Libraries for Startup Costs

At the February 2023 meeting, the Administrative Council approved the request for Serra to reimburse Oceanside for various LINK+ startup costs paid directly by libraries for items such as, but not limited to, label makers, labels, and courier bags. A process has been established for Serra to acquire and pay for future similar startup items directly through vendors.

An additional startup cost has been identified by the National City Library during their implementation process for a data file extraction process to enable their specific ILS to communicate with the Innovative LINK+ system. Other ILS systems seem to have workarounds for this process that can be accomplished at no cost. The library is requesting this fee for the data file extraction be considered added to the list of startup costs eligible for reimbursement by Serra to any affected library. The price quoted to the National City Library for this service was \$2,240. A not to exceed cost limit should be considered.

Imperial County Grant Funds

The Imperial County grant funds earmarked for LINK+ have been confirmed as eligible to pay for the share of LINK+ expenses only for libraries within Imperial County. Imperial County Free Library has agreed to start the implementation process as soon as possible to utilize these grant funds as soon as possible. The accounting process between Imperial County and Serra for these grant funds is being coordinated.

Implementation Update

Implementation of LINK+ for both National City and San Diego Public Library is nearing completion. The Imperial County Free Library has agreed to begin the implementation process. Carlsbad City Library has requested to resume the implementation process this fall. Volunteers from the remaining libraries to commence the implementation process as soon as possible is highly encouraged.

Implementation guide documents are available for members upon request.

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

RECOMMENDATION: Authorize Serra to add any Data File Extraction service fees as an eligible LINK+ Startup Cost that libraries may seek reimbursement for from Serra.

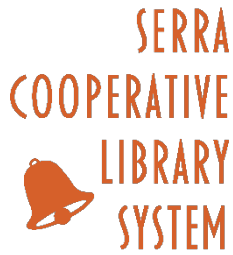
EXHIBIT:

- a. Serra LINK+ Adoption Timeline of Events as of May 2023

Serra LINK+ Adoption Timeline - May 2023

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+.
December 2021	Administrative Council discussed in a Special Meeting updated pricing for the Innovative InnReach software and Unity delivery services was presented, reflecting the removal of San Diego County as a participant in a Serra-wide Link+ solution. Also considered was the availability of at least \$290,000 of 2021-2022 Targeted State Budget Allocation funds that the Imperial County Library has received approval to apply toward Link+ costs for Serra member libraries located in the County of Imperial. Revised estimates of 5- year costs and member library contributions were reviewed. The Administrative Council Voted to: 1. Assign \$571,390 in unrestricted Serra reserves to support the adoption of Link+. 2. Apply Imperial County funds toward startup and ongoing fees for member libraries located in Imperial County. 3. Continue to allocate at least \$100,000 in baseline CLSA funds toward Link+ as available after expenses for the annual audit, Serra Digital Download Library, and shared eMagazine collection are considered. 4. Establish a Link+ Fund Account with annual membership contributions commencing July 2022 to cover expenses not otherwise addressed from Serra reserves, Imperial County funds and CLSA funds. 5. Authorize the Executive Director to work with the STARC Chair to execute agreements with Innovative and Unity Courier. 6. Actively advocate for Link+ funding from the State Library.
February 2022	The Administrative Council authorized the Chair to sign a five-year contract with Innovative and Unity, up to \$1,625,000.
March 2022	Fiver-year agreement with Innovative for LINK+ was executed.
May 2022	Administrative Council discussed the implementation of LINK+ is going slower than anticipated because the first participating library, Carlsbad, has some particularities; there, February 2023 is the new target date for implementation. LINK+ will have MOUs with each system, but the service contract will be with Serra. Request to fund Discover and Go program, in which San Diego Public Library would negotiate a contract on behalf of Serra, to be placed on next meeting's agenda.
June 2022	\$123,328 Requested in FY22/23 CLSA Plan of Service for LINK+ - Approved by CLSB in the Fall.
August 2022	Administrative Council discussed LINK+ projected to be implemented by January 2023, perhaps sooner. Currently onboarding Escondido. Request contact information from Brawley and Imperial County.
October 2022	Escondido implementation complete. (Joins Coronado and Oceanside by way of Serra, and San Diego County individually)
October 2022	Administrative Council did not discuss LINK+ at this meeting. STARC staff unable to attend.

February 2023	<p>At the Administrative Council meeting - Smithson spoke to delay in Carlsbad LINK+ implementation due to establishing a VPN tunnel. Guerrero requests process to pay Imperial County's portion, as intended grant monies can only be disbursed for Imperial County, no Serra efforts, as a whole. Because of the implementation delays, it is predicted that that there may be a funding hole for Imperial County, which must spend grant funds by June 2024 . Ohr has been elected to the LINK+ Executive Committee, and asked who will represent Serra at LINK+ meetings. Request for update on all at the May 2023 meeting. Oceanside has paid for start-up materials for Escondido, total cost not presented at meeting.</p> <p>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.



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

AC Agenda Item 13

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, SCLC/Serra

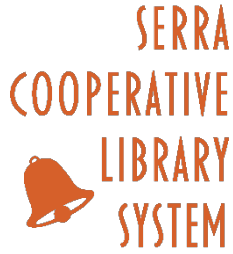
SUBJECT: Serra Digital Download Library Support

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

As previously reported to the Administrative Council, Ms. Garcia will not be able to provide this service to Serra after the conclusion of this fiscal year. Staff SCLC/Serra staff will take over Ms. Garcia's services on a temporary basis, while working with Serra's CD Team to provide a smooth transition of some (or all) of these duties to OverDrive, as OverDrive has the ability to assist its customers with collection development, reporting, and more robust cart sharing at no additional cost. Staff anticipates having a plan in place for the Council's consideration by its next regular meeting. Should the Administrative Council approve this plan, staff would bill Serra for any hours of service on this project at the rate provided in the annual contract.

FISCAL IMPACT: The current budget covers the cost of Ms. Garcia's services through the end of this fiscal year. Costs incurred by staff for work on this project would depend on the number of hours worked, but is not estimated to exceed \$500 in the first quarter of the fiscal year.

RECOMMENDATION: Staff requests that the Administrative Council consider allowing SCLC/Serra staff to temporarily provide Serra with Digital Download Library support until a more permanent solution is identified and approved by the Council.



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AC Agenda Item 14

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director – Serra/SCLC

SUBJECT: Executive Committee Appointments

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

Duties of the Chair consist of the following:

- Preside at meetings of the Council;
- Appoint committee members and coordinates the work of the officers and the committees;
- Represent the Council to other governmental agencies on such matters as have been approved and designated by the Council;
- Perform other duties as may be assigned by the Council.

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

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

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

The Executive Committee of FY 2022-23 consists of the following members:

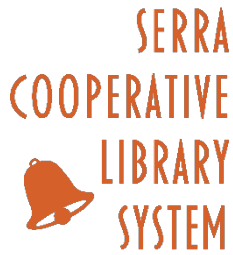
- Chair: Shaun Briley (Coronado) – Chair
- Vice Chair: Lizeth Legaspi (Camarena) – Vice Chair
- Treasurer: Suzanne Smithson (Carlsbad) – Treasurer
- Joy Whatley (Chula Vista) – Immediate Past Chair
- Misty Jones (City of San Diego Public Library)
- Miguel Acosta (San Diego County Library)

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

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

FISCAL IMPACT: None

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



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AC Agenda Item 15

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Nerissa Snodgrass, Project Manager – SCLC/Serra

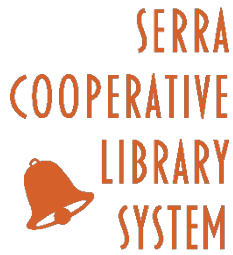
SUBJECT: **Signature Authority**

BACKGROUND: Serra uses Bank of America for its checking, system business, and the acceptance and distribution of grant and system funds. With the appointment of FY 2023/24 officers of the Serra Cooperative Library System, signature authority should be updated to reflect the appropriate members.

FISCAL IMPACT: None

RECOMMENDATION: Authorize SCLC/Serra staff to update the Bank of America signature authority to reflect the following:

1. Add Christine Powers, Executive Director, SCLC/Serra, as an authorized signer on accounts.
2. Maintain Nerissa Snodgrass, Project Manager, SCLC/Serra, as an authorized signer on accounts.
3. Remove Diane Bednarski as an authorized signer on accounts.
4. Add Serra Chair and Treasurer for FY 2023/24 as authorized signers on accounts.
5. Remove members who are no longer Serra officers as authorized signers on accounts: Joy Whatley and Crystal Duran.



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AC Agenda Item 17

DATE: May 18, 2023
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director – SCLC/Serra

SUBJECT: **Meeting Schedule and Locations FY 2023/24**

BACKGROUND: Serra's Administrative Council meets quarterly each fiscal year, with meetings being held at 11:00 am on Thursdays in the months of: August, October, February, and May. The Executive Council meets at 9:30 am just before each Administrative Council meeting. This schedule has worked well for both Serra, and its administrative and fiscal agent, the Southern California Library Cooperative. The proposed schedule for FY 2023/24 is included for the Administrative Council's consideration.

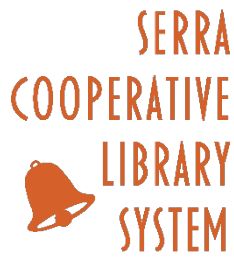
The meetings can continue to be held in a hybrid manner, allowing members to participate in person or virtually via Zoom from their public library locations. Quorum must be reached in order to conduct the system's business.

FISCAL IMPACT: None

RECOMMENDATION: Staff requests that the Administrative Council set the times and dates for their four regular meetings for FY 2023/24, and select the in-person meeting locations for each of these meetings.

EXHIBIT:

- a. Serra Meeting Dates FY 2023/24 - Proposed



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**Serra Meeting Dates
FY 2023/24
*Proposed***

Thursday, August 17, 2023
9:30am Executive Committee
11:00am Administrative Council
Location TBD

Thursday, October 12, 2023
9:30am Executive Committee
11:00am Administrative Council
Location TBD

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

Thursday, May 16, 2024
9:30am Executive Committee
11:00 Administrative Council
Location TBD

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated May 11, 2023

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State Library News

The Library Development Services team is pleased to welcome a new Library Programs Consultant, whose first day was Monday April 17, 2023. Her name is Kalea Villalobos, and she will primarily work on the Lunch at the Library program and the Building Equity-Based Summers program.

LSTA News: This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](https://sam.gov). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

The California Public Libraries Survey dataset is now available. To access data, please [log in to your LibPAS account](#) and click the "Ready Reports" button. The usual trend and comparison reports are available, and a new COVID trend report allows you to view the significant variations in library visits, circulation, and programming. Contact LibraryStatistics@library.ca.gov for help with logging in or accessing your data.

Do you have a shape file of your library district? The State Library has created a [library jurisdiction map](#), and most library service areas were drawn using city or county boundaries. If you have an official shape file of your district, or if you have an informal agreement that extends or contracts your service areas from municipal or county boundaries, please contact LibraryStatistics@library.ca.gov so we can accurately portray your service area.

Open Opportunities

[Building Forward Library Facilities Improvement Program Round 2](#)

Round Two of the Building Forward Library Facilities Improvement Program is now open. This opportunity will close May 18, 2023. With new funding provided by the legislature, the State Library has approximately \$175 million dollars left to award.

Please visit the website at <https://www.library.ca.gov/grants/infrastructure/>. For Building Forward questions, please email buildingforward@library.ca.gov.

[Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates](#)
The [California Library Connect Program](#) is now accepting applications. Libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also

supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

For California Library Connect questions, please contact us at admin@californialibraryconnect.com, the California Library Connect Grants Coordinator email grants@californialibraryconnect.com or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

California Library Literacy Services

[Annual applications for returning CLLS programs](#) are now open and are due Monday, May 15. The [information session](#) was recorded and is available online along with [instructions](#). State funded. Award letters will be sent in the new fiscal year.

Visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

eBooks for All California Collection Development Grants 23/24 – Closes June 20th, 2023

The eBooks for All California is excited to announce the next round of funding. For full details and grant applications and deadlines, please refer to the [State Library's grant page](#) and choose "eBooks for All."

Sustainable California Libraries 23/24 Open – Closes June 15, 2023

The LSTA-funded Sustainable California Libraries themed grant provides libraries the opportunity to design programming and educational opportunities focused on sustainability and climate resilience, by collaborating with project partners, community connections, and community members.

These projects meet Goal 4 of the California Library Services and Technology Act Investment Plan 2023–2027: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

In late April and May, we are hosting one information session and two drop-in office hours. You can also hear many of the promising practices from the current #SustainableCALibraries projects at the CLA Conference in early June.

Applications for 2023-2024 are due **June 15, 2023**. Learn about the [Sustainable California Libraries grant](#) and join us for an upcoming drop in office hour: [Office Hour 2: May 24, 2023, 11:00 am – 12:00 pm](#).

For questions, please email sustainability@library.ca.gov

Current Projects and Services

California Library Literacy Services Training - Ongoing

Look for a full “literacy track” with more than ten workshops and three supersessions at the CLA conference in Sacramento, June 1-3. CLLS networking calls and trainings through the Literacy Initiatives grant continue on a regular basis. Upcoming training sessions will help libraries prepare for AmeriCorps, family literacy, new ESL services and more. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Have a good idea? Check out CALL’s offerings at the CLA conference June 1-3. CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#)! Plan professional development by visiting www.callacademy.org and the [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly for up-to-date information on staff professional development needs. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit www.internetforallnow.org/applytoday and to find resources to promote the Affordable Connectivity Program at your library visit www.internetforallnow.org/acp-toolkit.

For more information on getting involved in the State Digital Equity Plan visit:

<https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>

State of CA funded.

Digital Navigators / Connected California - Ongoing

The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under [Digital Navigators and Your Library](#). Extend your library staff capacity and support digital equity. English & Spanish Navigators are current or former library staff. No application or reporting. For more information, email: DigNavs@library.ca.gov

[Networking California Library Resources](#)

We are delighted to share news about [CalMatters for Learning](#), a free nonpartisan resource platform, brought to you by the California State Library and CalMatters. At the beginning of each month through June 2023, you will find a new package of resources to help library staff develop programs, guide conversations and build other activities at your branch. Resources will be available in English and Spanish. The resource center includes interactive tools, videos, audio features and explanations. All libraries are encouraged to integrate the resource into their programs and events. For questions or to provide feedback on the resource, contact anaclara@calmatters.org LSTA-funded.

Upcoming Webinars:

Wage Theft in California: Impacts of Stolen Wages in California Communities

May 23, 2023 11:00am — 11:40am

California has a wage theft problem, experts say — particularly among its immigrant, minority and least educated workers. CalMatters' California Divide team found that the state is violating its own deadlines, failing to act on wage-theft cases. Join this conversation to learn about the impact of wage theft in California communities and how to file a claim. Register to attend this webinar at [Wage Theft in California: Impacts of Stolen Wages in California Communities \(calmatters.org\)](#)

Race to Zero: California's Bumpy Road to Electrify Cars and Trucks

June 15, 2023 11:00am — 11:40am

California is leading a movement to electrify vehicles and clean the air. In less than four years, more than a third of all new cars purchased in California must be zero-emissions. Beginning with 2035 models, no new gasoline-powered cars may be sold in the nation's most populous state. But are we ready? Can the electric grid handle it? Can EVs be made affordable? Join this conversation with our news team to learn more about this historic journey to electrify transportation. Register to attend this webinar at [Race to Zero: California's Bumpy Road to Electrify Cars and Trucks \(calmatters.org\)](#)

[Tutoring Project – Ongoing](#)

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

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

A reminder that the [toolkit](#) exists for support on marketing, circulation, programming, and more. Are any of you doing anything creative to promote your parks passes for the superbloom? Or maybe you're preparing for [Parks Week](#), which is June 14-18 – there are amazing events happening all over the state.

Some ideas:

- Displays about local parks/outdoors themed books and the parks passes
- Design contest for library cards/bookmarks
- [Marine Protected Area coloring book pages](#) (free)
- Anything from the activity guide for [Junior Rangers](#)
- Promote the [Adventure Pass too, for Fourth Graders](#)
- Create a [tree where people submit leaves](#) about their favorite thing to do outside, like Rancho Cucamonga
- Help people access the [Digital Parks Pass passport](#)
- Lots more [sample programs](#) - I just updated this with some great grantee work

For any questions, email parkspass@library.ca.gov. State of CA funded.

Networking and Training

[CAreer Pathways Public Survey Roundtable & Training Webinars for 2023](#)

CAreer Pathways Public Survey Roundtable | Wednesday, May 24, 12:00 Noon (45 minutes)

The California State Library and the Pacific Library Partnership invite all California library staff, especially those engaged with the [CAreer Pathways](#) platforms, to join us for a 45-minute roundtable. We'll outline plans for a public survey and get input and feedback from you!

Meeting will not be recorded. Register:

https://us06web.zoom.us/meeting/register/tZMsdeqtrDlvGdeku_Cn7xjlx63sX0ejJHe#/registration

Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways Resource: Using Coursera](#)
Wednesday, July 12, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using Skillshare](#)
Wednesday, August 16, 2023, 11:00 am – 12:00 pm

- [CAreer Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using LinkedIn Learning](#)
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel.](#)

New to the library or not sure which platforms your library offers? Check out the [CAreer Pathways Services Locator map](#). State of CA funded. Questions? CAPathways@library.ca.gov

Directors Networking Conversations 2023

Networking conversations for library directors continue and an invitation to participate is sent out on the directors' listserv as dates are scheduled. The next Directors Call will be held on May 17, 2023 from 3:30-4:30 p.m. Directors can register for the meeting at <https://us06web.zoom.us/meeting/register/tZwofuGqD8jGNOSGP83jbK9wwVGsjGZsnFP>
LSTA funded.

Online Tutoring Training 2023

The statewide online tutoring project has trainings available for you or your staff. All trainings are archived on [our tutoring page](#).

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.