



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

**ADMINISTRATIVE COUNCIL MEETING**  
**Thursday, August 17, 2023**  
**11:00 am – 1:00 pm**

**Meeting Location:**  
**San Diego Public Library, Central Branch**  
**330 Park Blvd.**  
**San Diego, CA 92101**

Via Zoom:  
<https://us02web.zoom.us/j/85405531285?pwd=VWEybWE5dIFhY3FGaGxUc3VIUE5vUT09>  
Meeting ID: 854 0553 1285  
Passcode: 550446

**Alternate Meeting Locations:**  
Brawley Public Library, Shirley Park Conf. Room, 400 Main St, Brawley, CA 92227  
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  
Imperial Public Library 200 W. 9<sup>th</sup> Street., Imperial, CA 92251  
Oceanside Public Library 300 N. Coast Highway, Oceanside, CA 92054

**Agenda**

All items may be considered for action.

1. Call to Order and Roll Call Lizeth Legaspi
2. Public Comment Lizeth Legaspi  
*Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.*
3. Consent Calendar Lizeth Legaspi
  - a. Minutes from May 18, 2023 Administrative Council meeting
4. Adoption of Agenda Lizeth Legaspi

- |  |                         |
|--|-------------------------|
| 5. Budget Status Report FY2022/23<br>(DISCUSSION)                  | Andy Beck               |
| 6. CLSA Annual Report FY2022/23<br>(ACTION)                        | Christine Powers        |
| 7. Authority for Financial Institutions<br>(ACTION)                | Christine Powers        |
| 8. Serra Digital Download Library Support Update<br>(DISCUSSION)   | Christine Powers        |
| 9. Serra Cooperative Library System Webpage Update<br>(DISCUSSION) | Christine Powers        |
| 10. LINK+ Implementation Update<br>(DISCUSSION)                    | Wayne Walker/Sam Liston |
| 11. Committee Reports  |                         |
| a. STARC   | CJ Dimento              |
| b. Adult Services  | Suzanne Smithson        |
| c. Youth Services  | Dara Bradds             |
| 12. State Library Report   | Julianna Robbins        |
| 13. Administrative Council Chair Report                            | Lizeth Legaspi          |
| 14. Other  | Lizeth Legaspi          |
| 15. What's New at Your Library                                     | Lizeth Legaspi          |
| 16. Adjournment  | Lizeth Legaspi          |



ACTION ITEMS

Meeting: \_\_\_\_\_ Serra Administrative Council Meeting \_\_\_\_\_

Date: \_\_\_\_\_ August 17, 2023 \_\_\_\_\_

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

\_\_\_\_\_ Abstain



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**  
**11:00 am – 1:00 pm**

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

**Minutes draft**

**Attendance**

Bradds, Dara – Escondido  
Briley, Shaun – Coronado  
Cronk, Robert – San Diego Public  
Guerrero, May Jane – Imperial County  
Legaspi, Lizeth – Camarena  
Mason, Carla – El Centro  
Ohr, Donna – San Diego County  
Ortega, Petra - Brawley  
Penner, Bradley – Oceanside  
Ryan, Joyce – National City  
Ulett, Denise – City of Imperial

**Other**

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

**Absent**

Smithson, Suzanne – Carlsbad  
Whatley, Joy – Chula Vista

1. Call to Order and Roll Call  
Meeting called to order at 11:01am.

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.*  
 None.
  
3. Consent Calendar Shaun Briley
  - a. Minutes from February 16, 2023 Administrative Council meeting.
  - b. Delivery Agreement FY 2023/24  
 MSP (Ryan/Cronk) to pass the Consent Calendar, without change.  
 11 yes, 0 no, 0 abstain
  
4. Adoption of Agenda Shaun Briley  
 Cronk requests to discuss item 12 (LINK+) ahead of item 11 (Proposed Budget).
  
5. Brown Act Teleconferencing Requirements: Christine Powers  
 End of COVID-19 Emergency Order  
 Review teleconferencing requirements under the Brown Act and AB 2449, which provides another set of rules for utilizing teleconferencing under certain conditions.
  
6. Audit Report FY 2021/22 Andy Beck  
 Interim testing was conducted in December 2022. Final testing was completed in April 2023. For the fiscal year June 30, 2022, there were no material weaknesses or significant deficiencies.  
 MSP (Cronk/Ryan) to accept the Financial Audit FY 2021/22.  
 11 yes, 0 no, 0 abstain
  
7. Budget Status Report FY 2022/23 Andy Beck  
 The Budget Report reflects the reconciled bank statement through March 31, 2023.
  
8. Serra Cooperative Library System Webpage Christine Powers  
 To comply with the Brown Act, and to improve management of the Serra website, Powers proposed that SCLC staff 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 will be responsible for posting agendas, but will need committee liaisons to send staff agendas for committee meetings. Given these changes, the need for Serra's Website Policy was questioned.  
 MSP (Ryan/Bradds) to discard the existing website policy and allow SCLC staff to manage the Serra website (as a subpage of SCLC's site).  
 11 yes, 0 no, 0 abstain
  
9. SCLC Agreement for Administrative and Fiscal Christine Powers  
 Services for FY 2023/24

Staff estimates a fiscal impact of \$58,812, yet to be finalized (pending approval by the California Library Services Board and the Governor). The contract costs is comprised of \$53,149 from the CLSA Preliminary System Budget Allocation for Serra, and \$5,663 from CLSA Communication and Delivery Budget for office supplies and telecommunications.

MSP (Cronk/Ryan) to 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.

11 yes, 0 no, 0 abstain

10. CLSA Plan of Service and Budget FY2023/24 Christine Powers

The CLSA preliminary system budget allocation for FY 2023/24 is \$265,743. The overall CLSA budget allocation for Serra decreased by \$959 due to a population decrease.

MSP (Ryan/Legaspi) to 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.

11 yes, 0 no, 0 abstain

12. LINK+ Implementation Update Wayne Walker

The agreement with Unity Courier has been executed. National City identified an additional startup cost for a data file extraction process to enable specific ILS to communicate with the Innovative LINK+ system. 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, through April 2024.

MSP (Cronk/Bradds) to authorize Serra to add Data File Extraction service fees as an eligible reimbursement of LINK+ startup costs for libraries, not to exceed a total of \$18,000 (\$3,000/library system); if additional funds are needed, will return to Administrative Council for reconsideration.

10 yes, 0 no, 1 abstain

11. Proposed Budget FY2023/34 Andy Beck

The proposed budget is calculated based on membership dues and the California Library Services Act (CLSA) funding. A surplus of \$36,145 is projected.

MSP (Ohr/Legaspi) to approve the proposed budget for FY 2023/24, pending final approvals of the California Library Services Board and the Governor's budget.

11 yes, 0 no, 0 abstain

13. Serra Digital Download Library Support Christine Powers

Staff SCLC/Serra staff will take over Ms. Garcia's services managing the platform of OverDrive eBooks and eAudiobooks on a temporary basis, while working with Serra's Collection Delivery Team to provide a smooth transition of these duties to OverDrive. 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. Staff anticipates having a plan in place for the Council's consideration by its next regular meeting.

14. Executive Committee Appointments FY 2023/24 Shaun Briley  
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.  
MSP (Cronk/Ryan) to appoint Legaspi as Chair.  
10 yes, 0 no, 0 abstain  
MSP (Cronk/Briley) to appoint Bradds as Vice Chair.  
11 yes, 0 no, 0 abstain  
MSP (Briley/Cronk) to appoint Ryan as Treasurer.  
11 yes, 0 no, 0 abstain

Legaspi presides over remainder of meeting, in Briley's absence.

15. Signature Authority Christine Powers  
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.  
MSP (Cronk/Bradds) to 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.  
10 yes 0 no, 0 abstain

16. Serra Name Change Task Force Update Donna Ohr  
No survey was distributed. There was a question as to whether the Administrative Council could change the name of the system without having to go to each member's governing body first. There was a request for staff to obtain a response to this inquiry, and to also provide an estimate for staff costs for their time towards this endeavor. There was also a discussion of member libraries utilizing their respective graphics teams to come up with logo designs for consideration, should the cooperative name be changed.

17. Meeting Schedule and Locations FY 2023/24 Lizeth Legaspi  
MSP (Cronk/Ryan) to set the meeting schedule for FY2023/24:

**Thursday, August 17, 2023**  
9:30am Executive Committee  
11:00am Administrative Council  
*San Diego Public Library, Central*

**Thursday, October 12, 2023**  
9:30am Executive Committee  
11:00am Administrative Council  
*Oceanside*

**Thursday, February 15, 2024**  
9:30am Executive Committee  
11:00 Administrative Committee  
*El Centro*

**Thursday, May 16, 2024**  
9:30am Executive Committee  
11:00 Administrative Council  
*National City*

10 yes, 0 no, 0 abstain

18. Committee Reports

a. STARC Sam Liston  
Discover and Go museum pass program is going well for libraries in San Diego County, with collaboration from San Diego Public Library. Carlsbad is working through a contract requirement to implement LINK+. All of Imperial County libraries will connect to LINK+ at the same time.

b. Adult Services  
No report

c. Youth Services Dara Bradds  
Last met on May 8, 2023, and discussed summer reading programs, summer lunch programs, museum passes. At the next meeting, committee will discuss a organizing a professional development workshop, with a keynote speaker.

19. State Library Report Julianna Robbins  
Building Forward Round 2 applications are open until May 18, 2023. Broadband is accepting applications. Career Pathways roundtable will be on May 24, 2023.

20. Administrative Chair Report Lizeth Legaspi  
None.

21. Other Lizeth Legaspi  
None.



22. What's New at Your Library

Lizeth Legaspi

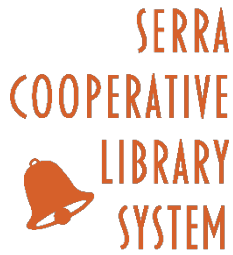
*Camarena* – Building Forward application has been submitted.

*Oceanside* – Received \$671,000 in grant arts funds, and received ukeleles from Uke Can Do It organization.

*San Diego Public Library* – Employees will receive a 21% raise over the next three years. Reinstating operations on Sundays, and those employees working on Sunday will also receive a 10% wage increase for working that day.

23. Adjournment

MSP (Ryan/Cronk) to adjourn meeting at 12:42pm.



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AC Agenda Item 05

DATE: August 17, 2023  
TO: Serra Administrative Council  
FROM: Andy Beck, Controller – SCLC/Serra

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

BACKGROUND: The Budget Status Report for Fiscal Year 2022/23 is attached for your review and reflects reconciled bank statements through June 30, 2023.

All expenses have been received and recorded. Financial highlights include a surplus of \$10,411 compared to a surplus of \$864 as budgeted.

CLSA funds carryover totals \$163,708 which were incorporated in FY 2023/24 budget.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT: Budget to Actual Report

REVENUES/EXPENSES	FY22/23 Budget	Prior Year Actuals	Actuals	Balance	%	Notes
<b>REVENUE</b>						
CLSA Communications & Delivery	\$ 213,362	\$ 213,437	\$ 171,432	\$ 41,930	80%	Received in December 2022
CLSA System Administration	\$ 53,341	\$ 53,359	\$ 53,341	\$ -	100%	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%	No Imperial County Libraries implemented
Investment Income	\$ 1,623	\$ 1,446	\$ 1,646	\$ (23)	101%	Bank Interest and Compushare
<b>TOTAL REVENUE</b>	<b>\$ 625,029</b>	<b>\$ 359,149</b>	<b>\$ 291,122</b>	<b>\$ 333,907</b>	<b>47%</b>	

<b>EXPENDITURES</b>						
<b>Operating Expenses</b>						
System Administration CLSA Funds	\$ 53,341	\$ 53,359	\$ 53,341	\$ -	100%	100% expensed through June 2023 to SCLC
System Administration Serra Funds	\$ -	\$ -	\$ -	\$ -	0%	None noted
Delivery	\$ 15,500	\$ 14,500	\$ 12,017	\$ 3,483	78%	Within budget
Unity Delivery	\$ 158,851	\$ -	\$ 38,150	\$ 120,701	24%	Not all members implemented
LINK+	\$ 123,328	\$ 17,715	\$ 14,536	\$ 108,792	12%	Not all members implemented
Overdrive	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	100%	Within budget
Overdrive Magazine	\$ -	\$ -	\$ 20,833	\$ (20,833)	0%	Non CLSA funded
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	\$ 6,911	\$ (611)	110%	
CLSA Funds	\$ 141,062	\$ -	\$ -	\$ 141,062	0%	Remaining to be allocated
Professional Services	\$ 850	\$ 580	\$ 2,048	\$ (1,198)	241%	For CLSA 22/23 - Bank Fees and Consultant Overdrive
Telecommunications	\$ 500	\$ 500	\$ 2,370	\$ (1,870)	474%	Zoom, website, etc.
Other	\$ -	\$ -	\$ 498	\$ (498)	0%	Travel
<b>Operating Expenses Subtotal</b>	<b>\$ 567,365</b>	<b>\$ 161,245</b>	<b>\$ 250,603</b>	<b>\$ 316,762</b>	<b>44%</b>	
<b>Grant Expenses</b>						
PLSEP	\$ -	\$ -	\$ -	\$ -	0%	
<b>Grant Expenses Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	
<b>Special Project Expenses</b>						
Museum Month Sponsorship	\$ 5,000	\$ -	\$ 5,000	\$ -	100%	100% expensed
Discover & Go Sponsorship	\$ 43,800	\$ -	\$ 17,500	\$ 26,300	40%	Balance budgeted for next fiscal year
Youth Services Professional Development	\$ 4,000	\$ -	\$ 3,571	\$ 429	89%	
Adult Services Professional Development	\$ 4,000	\$ -	\$ 4,038	\$ (38)	101%	
<b>Special Projects Subtotal</b>	<b>\$ 56,800</b>	<b>\$ -</b>	<b>\$ 30,109</b>	<b>\$ 26,691</b>	<b>53%</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 624,165</b>	<b>\$ 161,245</b>	<b>\$ 280,711</b>	<b>\$ 343,454</b>	<b>45%</b>	
<b>Surplus (Deficit)</b>	<b>\$ 864</b>	<b>\$ 197,904</b>	<b>\$ 10,411</b>	<b>\$ (9,547)</b>	<b>1205%</b>	

<b>ACCOUNT BALANCES</b>			
	Unrestricted	Restricted	Total
Balance as of June 30, 2022	\$ 833,386	\$ 275,426	\$ 1,108,811
Balance as of June 30, 2023	\$ 774,411	\$ 317,355	\$ 1,091,766

Serra Cooperative Library System  
Budget to Actual  
June 30, 2023

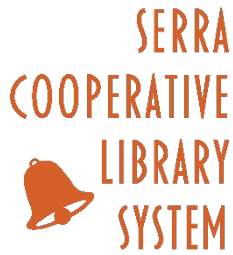
**CARRY OVER CLSA FUNDS**

**FY 2022/23 CLSA Communications & Delivery**

	<b>FISCAL YEAR 2022-23</b>			
	<b>FY2021-22</b>	<b>Addition</b>	<b>Deletions</b>	<b>FY2022-23</b>
E-Resources	\$ -	\$ 67,734	\$ (67,633)	\$ 101
Delivery	-	15,500	(12,017)	3,483
Contracted services	-	6,300	(4,240)	2,060
Telecommunications	-	500	(500)	-
Resource sharing (Link+)	-	123,328	-	123,328
	<u>\$ -</u>	<u>\$ 213,362</u>	<u>\$ (84,390)</u>	<u>\$ 128,972</u>

**FY 2021/22 CLSA Communications & Delivery**

	<b>FISCAL YEAR 2021-22</b>			
	<b>FY2021-22</b>	<b>Addition</b>	<b>Deletions</b>	<b>FY2022-23</b>
E-Resources	\$ 32,266	\$ -	\$ (32,266)	\$ -
Delivery	-	-	-	-
Contracted services	2,671	-	(2,671)	-
Telecommunications	-	-	-	-
Resource sharing (Link+)	85,182	-	(50,446)	34,736
	<u>\$ 120,119</u>	<u>\$ -</u>	<u>\$ (85,383)</u>	<u>\$ 34,736</u>



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AC Agenda Item 06

DATE: August 17, 2023  
TO: Serra Administrative Council  
FROM: Christine Powers, Executive Director – SCLC/Serra

**SUBJECT: CLSA FY 2022/23 System Program Annual Report – ACTION**

**BACKGROUND:** Each year, the Serra Cooperative Library System receives California Library Services Act (CLSA) funds to promote resource sharing within the system. To receive these funds, Serra submits a Plan of Service each June outlining how it will spend funds for the upcoming fiscal year, which is reviewed and approved by the California State Library Board (CSLB).

Each September, the California State Library (CSL) requires a System Program Annual Report from systems that receive CLSA funding. This report provides information to the CSLB and to the CSL about how CLSA funds were spent by the system and the resulting benefit to the communities served by the member libraries.

In order to complete Serra's CLSA FY 2022/23 System Program Annual Report, a survey will be distributed to Serra members requesting feedback on:

1. How delivery services directly benefitted their patrons in FY 2022/23
2. How the Overdrive collection benefitted their patrons in FY 2022/23
3. How the Flipster eMagazine solution benefitted their patrons in FY 2022/23

**FISCAL IMPACT:** None

**RECOMMENDATION:** Authorize the Executive Director to work with the Chair to complete the CLSA FY 2022/23 Annual Report for submission to the State Library by the September deadline.

**EXHBIT:** CLSA FY 2022/23 System Annual Report Template

CALIFORNIA LIBRARY SERVICES ACT  
**2022/23 SYSTEM PROGRAM ANNUAL REPORT**  
COOPERATIVE LIBRARY SYSTEM

\_\_\_\_\_  
System Name

\_\_\_\_\_  
System Fiscal Agent Jurisdiction

Report submitted by: \_\_\_\_\_  
Signature of System Chair

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

\_\_\_\_\_  
Signature of agent of fiscal authority responsible  
for accuracy of fiscal accounting and reporting

Date

## Introduction

This packet contains the reporting documents to file the FY 2022/23 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy with an electronic signature to [monica.rivas@library.ca.gov](mailto:monica.rivas@library.ca.gov) .

All annual report documents are due by September 08, 2023.

Please contact [Monica.Rivas@library.ca.gov](mailto:Monica.Rivas@library.ca.gov) with any questions.

# CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

## INSTRUCTIONS

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

### Expenditure Source Definitions

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other



income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

#### **Encumbered Funds from Prior Year and Rollover**

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

#### Program Definition

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

#### Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A **NOTE** section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

## CLSA Funding for Communications and Delivery

### Section 1

#### Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	
b. Internet (including electronic mail)	
c. Other (specify) (example postage)	
Total	

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

<b>INTRASYSTEM DELIVERY ACTIVITY, FY 2022/23</b>					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 15 – August 28, 2022	October 17-30, 2022	Jan. 23-February 05, 2023	April 24- May 07, 2023	Total multiplied by 6.5
a. System member public libraries					
b. Non-public libraries in System area					
Total					
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					
d. Number of miles traveled by all System vehicles					
e. Percentage of items delivered by:					
U.S. Mail _____%    UPS _____%    System Van _____%    Contracted Van _____%    Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					



4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

5. Is your System planning to roll over any funds from FY 2022/2023? Please provide the amount and the reason the funds will be rolled over.

6. What related non-CLSA activities were provided for C&D?



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AC Agenda Item 07

DATE: August 17, 2023  
TO: Serra Administrative Council  
FROM: Christine Powers, Executive Director – SCLC/Serra

**SUBJECT: Authority for Financial Institutions – ACTION**

**BACKGROUND:** The Southern California Library Cooperative (SCLC) provides administrative and financial services to five library cooperatives. In an effort to streamline business operations, staff seeks to centralize banking for all five cooperatives with one bank, while continuing to maintain separate accounts for each cooperative.

Given the geographical span of the five cooperatives managed by SCLC and given that Bank of America is the bank for two of the five existing cooperatives (including Serra) with multiple locations to allow members of each cooperative to access their system's bank account within their jurisdictions, staff originally sought to convert the other three systems' banks to Bank of America and obtained authority from these cooperatives to switch to Bank of America.

As staff began this process, it became apparent that Bank of America did not have the ability to open government accounts for its cooperatives. After some additional research, staff determined that JP Morgan Chase has the infrastructure and ability to open government accounts, and discussions with their representatives made staff confident that JP Morgan Chase was the appropriate bank for its five cooperatives. The process of establishing SCLC's account is almost complete; the process for signature authority is much easier with JP Morgan Chase as it can be completed online and does not require all members to be physically present at once.

Signature Authority for the new account will be maintained as directed at the May 2023 meeting to Christine Powers, Executive Director; Lizeth Legaspi, Serra Chair; Joyce Ryan, Treasurer; and Nerissa Snodgrass, Project Manager, as authorized signers on Serra's bank account.

FISCAL IMPACT: None

**RECOMMENDATION:** Authorize staff to close Serra Cooperative Library System's Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase.

Continue to authorize signature authority for the new account as directed at the May 2023 meeting to Christine Powers, Executive Director; Lizeth Legaspi, Serra Chair; Joyce Ryan, Treasurer; and Nerissa Snodgrass, Project Manager, as authorized signers on Serra's bank account.

**EXHBIT:** None



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AC Agenda Item 08

DATE: August 17, 2023  
TO: Serra Administrative Council  
FROM: Christine Powers, Executive Director – SCLC/Serra

**SUBJECT: Serra Digital Download Library Support Update – DISCUSSION**

**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 had been managing this platform for Serra, in conjunction with Serra’s Collection Development (CD) Team, made up of members from each library. Her responsibilities included completing orders every 6-8 weeks for titles on behalf of Serra.

As previously reported to the Administrative Council, Ms. Garcia concluded providing this service to Serra as of the end of this past fiscal year in June. Staff has been working with Serra’s OverDrive account representative Kevin Coon, and Kristin Roccaforte, MLIS, Digital Content Librarian III for OverDrive to ensure that orders are being submitted as the system transitions away from Ms. Garcia’s services. An order was placed for July for 41 titles, totaling \$2,005.21.

OverDrive will be able to assist with collection development, reporting, and more robust cart sharing at no additional cost. OverDrive staff will meet with Serra’s CD Team on Friday, August 25, to better learn about the cooperative’s needs regarding consortium ordering. A copy of the purchasing questionnaire that will be discussed with the CD Team during that meeting is included with this report. Currently, Serra has \$67,000 in content credit. In meetings with OverDrive staff, they recommended that orders be placed on a more frequent basis, and will work with the CD Team to ensure that titles are ordered at a pace to match Serra’s budget.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Informational only

**EXHIBIT:** Serra Purchasing Questionnaire

## Serra Purchasing Questionnaire

### Budgeting & Billing

What is your annual budget for OverDrive?

- \$35,000 for content
- Currently have over \$67,000 in content credit

How often do you want me to purchase? Weekly? Monthly? My discretion as long as I stay within budget?

- Monthly
- Weekly
- Just stay within budget

Will I use content credit or will I bill account?

- Content Credit
- Bill Account

### Content

After reviewing notes from the previous selector, it seems the collection development team made carts of new materials that were reviewed by the consortium selector. No abridged audio, all formats supported). She then took care of holds and patron recommendations.

What percentage or what amount of the budget should go to fulfilling holds?

Currently there is no holds manager at the consortium level. Is there a holds ratio you are aiming for? 10:1, 6:1, etc.?

Does the Collection Development committee want to continue creating carts for purchase at the consortium level?

- Yes
- No

What breakdown do you want for your juvenile, YA, and adult collections (percentage of purchases or monetary value)?

- Currently juvenile is 15% of your collection
- YA is 9%
- Average YA from 4 other accounts: 8.5%
- Average Juv from 4 other accounts 23%

How much (percent or dollar amount) should go towards:

Ebooks:

Audiobooks:



Currently 34% of collection is Audio

Do you want to purchase languages other than English?

Yes

No

If yes which languages?

How much of the budget should go towards new materials and how much to filling holds?

I'd recommend we work towards a holds ratio of 10:1.

Do you want to purchase preorders?

Yes

No

If yes, do you care how far in advance? We usually get titles about 6 months in advance.

When there is a choice in lending model do you prefer:

Ebook with a choice between

12 month Metered Access

24 month Metered Access

Audiobooks with a choice between:

MA: 12 months

OC/OU

Ebook and audiobook with a choice between

OC/OU

Metered Access Concurrent Use (100 concurrent checkouts)

Are you open to the Cost per Circ lending model? A monthly budget is set, books within the CPC catalog are chosen and patrons can check out those books without a wait.

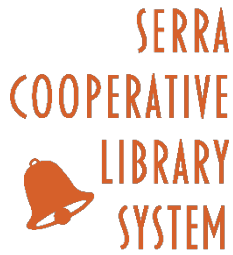
Yes

No

Are there any authors or subjects that you want to avoid?

Are you ok with OverDrive moving holds on titles that are no longer available for sale to new editions and weeding the no longer available copy?

Notes on other things you are looking for:



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AC Agenda Item 09

DATE: August 17, 2023  
TO: Serra Administrative Council  
FROM: Christine Powers, Executive Director – SCLC/Serra

**SUBJECT: Serra Cooperative Library System Webpage Update – DISCUSSION**

**BACKGROUND:** At the last system meeting, members of the Serra Cooperative Library System voted to discard the system’s existing website policy and allow SCLC staff to manage the Serra website as a subpage of SCLC’s website.

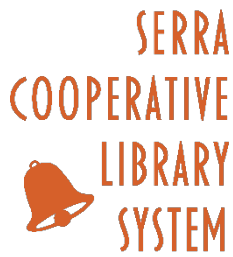
This webpage includes Serra’s name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will take care of updating this site regularly to post agendas in compliance with the Brown Act and make any updates regarding member library contact information, as needed.

The webpage is still under construction as of the drafting of this report, and has not yet been made public. A majority of the site is complete, pending one technical issue before going public. Once the site is complete, staff will share a link to the website with all members via email. Serra’s current website is still up and will remain until the transition is complete.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Informational only

**EXHIBIT:** None



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AC Agenda Item 10

DATE: August 17, 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.

Implementation Update

San Diego Public Library completed their implementation and went live with LINK+ in June. National City and El Centro are scheduled to go live this month. Imperial Public Library has started 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.

Imperial County Grant Funds

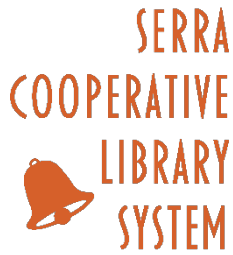
The Imperial County grant funds earmarked for LINK+ have been confirmed as eligible to pay for the share of LINK+ expenses only for libraries within Imperial County. Imperial County Free Library has agreed to start the implementation process as soon as possible to utilize these grant funds as soon as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

FISCAL IMPACT: Funding has been secured for this project. The timing of expenditures is related to the ongoing implementation process. CLSA 21/22 Funds budgeted for the LINK+ service have been fully expended. Upcoming LINK+ service expenses will be paid with CLSA 22/23 funds budgeted for LINK+.

RECOMMENDATION: Nothing at this time.

EXHIBIT:

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



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**Serra Meeting Dates  
FY 2023/24**

*Approved May 18, 2023*

**Thursday, August 17, 2023**

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

**Thursday, October 12, 2023**

9:30am Executive Committee  
11:00am Administrative Council  
*Oceanside*

**Thursday, February 15, 2024**

9:30am Executive Committee  
11:00 Administrative Committee  
*El Centro*

**Thursday, May 16, 2024**

9:30am Executive Committee  
11:00 Administrative Council  
*National City*