



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

**SERRA COOPERATIVE LIBRARY SYSTEM
ADMINISTRATIVE COUNCIL MEETING AGENDA**

**Thursday, August 20, 2026
11:00 am – 1:00 pm**

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

Via Zoom:

<https://us02web.zoom.us/j/87810901106?pwd=agZDo0eHlrrvz6zcMrBGdO00L5iibO.1>

Meeting ID: 878 1090 1106

Passcode: 137418

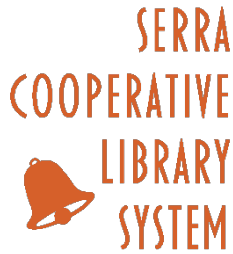
Alternate Meeting Locations:

Brawley Public Library, 400 Main St., Brawley, CA 92227
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92231
Chula Vista Public Library, 365 F St., Chula Vista, CA 91910
Coronado Public Library, 640 Orange Ave., Coronado, CA 92118
El Centro Library, 1198 N. Imperial Ave., El Centro, CA 92243
Imperial County Free Library, 1331 S. Clark Rd., El Centro, CA 92243
Imperial Public Library, 200 W 9th St., Imperial, CA 92251

All items may be considered for action.

1. Call to Order and Roll Call Carla Mason
2. Public Comment Carla Mason
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 Carla Mason
 - a. Minutes of the May 21, 2026, Administrative Council regular meeting
(ACTION)

4. Adoption of the Agenda	Carla Mason
5. Budget Status Report for FY 2025/26 (DISCUSSION)	Andy Beck
6. Revised CLSA Plan of Service & Budget for FY 2026/27 (ACTION)	Christine Powers
7. Proposed Budget Amendment for FY 2026/27 (ACTION)	Andy Beck
8. CLSA FY 2025/26 System Annual Report (ACTION)	Christine Powers
9. LINK+ Delivery Changes & Consideration of Policy (ACTION)	Christine Powers
10. FPPC Conflict of Interest Code Biennial Review (ACTION)	Christine Powers
11. Committee Reports a. STARC b. Adult Services c. Youth Services	Cathy DiMento Jennifer Jenkins Robin Isicson
12. State Library Report	Julianna Robbins
13. Administrative Council Chair Report	Carla Mason
14. Other	Carla Mason
15. What's New at Your Library	Carla Mason
16. Adjournment	Carla Mason



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SERRA COOPERATIVE LIBRARY SYSTEM ADMINISTRATIVE COUNCIL MEETING MINUTES

Thursday, May 21, 2026, 11:00 am – 1:00 pm

Meeting Location:

San Diego County Library Administrative Office
5560 Overland Ave., Suite 110, San Diego, CA 92105

Alternate Meeting Locations:

Brawley Public Library, 400 Main St., Brawley, CA 92227
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92231
Chula Vista Public Library, 365 F St., Chula Vista, CA 91910
Coronado Public Library, 640 Orange Ave., Coronado, CA 92118
Imperial County Free Library, Building 24D, 1331 S. Clark Rd., El Centro, CA 92243
Imperial Public Library, 200 W 9th St., Imperial, CA 92251
Oceanside Public Library, 330 N. Coast Highway, Oceanside, CA 92054

Attendance

Briley, Shaun - Coronado
Jenkins, Jennifer* San Diego Public
DiMento, Cathy (CJ) - Oceanside
Ghio, Danielle - National City
Haller, Ember - City of Imperial
Landa, Rino - Escondido
Legaspi, Lizeth - Camarena
Isicson, Robin - San Diego County
Ortega, Petra - Brawley
Whatley, Joy - Chula Vista

Absent

Guerrero, Mary Jane - Imperial County
Mason, Carla - El Centro

Other

Beck, Andy - SCLC
Powers, Christine - SCLC
Robbins, Julianna - CSL
Smithson, Suzanne (Guest) - Carlsbad City Library
Snodgrass, Nerissa - SCLC

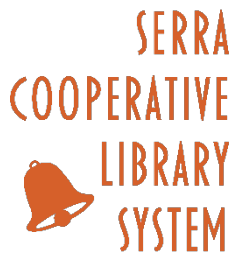
1. Call to Order and Roll Call Carla Mason
The meeting was called to order at 11:04 am. Treasurer Danielle Ghio chaired the meeting in the absence of the Chair and Vice Chair.
2. Public Comment Carla Mason
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.
None
3. Consent Calendar Carla Mason
 - a. Minutes of the February 19, 2026, Administrative Council regular meeting (ACTION)
MSP (Jenkins/Briley) to approve the Consent Calendar as presented
9 yes, 0 no, 0 abstain
4. Adoption of the Agenda Carla Mason
The Chair adopted the agenda, without objection.
5. Budget Status Report for FY 2025/26 Andy Beck
(DISCUSSION)
Andy Beck presented the Budget Status Report for FY 2025/26.

Ember Haller joined at 9:17 am.
6. Agreement with SCLC for Administrative and Fiscal Services for FY 2026/27 Christine Powers
(ACTION)
MSP (Whatley/Landa)) to authorize the Administrative Council Chair to sign the agreement between Serra Cooperative Library System and SCLC for administrative and fiscal services for FY 2026/27.
9 yes, 0 no, 1 abstain
7. LINK+ Delivery Changes & Consideration of Memorandum of Understanding Christine Powers
(ACTION)
MSP (Landa/Haller) to bring the revised LINK+ Delivery Policy back to the Administrative Council at a special meeting in June, incorporating the changes discussed and any additional revisions submitted prior to the meeting. Revisions to the document includes changing it from an MOU to a LINK+ Delivery Policy and revising the language regarding LINK+ bylaws to account for future amendments.
9 yes, 0 no, 1 abstain

Suzanne Smithson joined at 11:36 am as a guest.

8. CLSA Plan of Service & Budget for FY 2026/27 Christine Powers
(ACTION)
MSP (Isicson/Landa) to authorize Serra staff to complete the FY 2026/27 CLSA Plan of Service and authorize the Administrative Council Chair to review and sign the Plan of Service for submission to the California State Library.
9 yes, 0 no, 0 abstain
9. Proposed Budget for FY 2026/27 Andy Beck
(ACTION)
MSP (Landa/Whatley) approve the Proposed Budget for FY 2026/27, including the additional \$1,000 for Youth Services Professional Development, pending final approval of CLSA funding by the California Library Services Board and the Governor's Budget.
10 yes, 0 no, 0 abstain
10. Executive Committee Appointments for FY 2026/27 Christine Powers
(ACTION)
MSP (Ortega/Jenkins) to approve the Executive Committee appointments for FY2026/27, as presented.
Carla Mason – Chair
Danielle Ghio – Vice Chair
Robin Isicson – Treasurer
Suzanne Smithson – Immediate Past Chair
10 yes, 0 no, 0 abstain
11. Meeting Schedule for FY 2026/27 Christine Powers
(ACTION)
MSP (Legaspi/Jenkins) to approve the FY 2026/27 meeting schedule as follows:
Thursday, August 20, 2026
Thursday, October 15, 2026
Thursday, February 18, 2027
Thursday, May 20, 2027
10 yes, 0 no, 0 abstain
12. Committee Reports
- a. STARC Cathy DiMento
An update was provided on Discover & Go, including ongoing efforts to increase awareness and participation among Serra member libraries.
 - b. Adult Services Jennifer Jenkins
The Adult Services Professional Development Day was well received, with positive feedback from attendees. The committee will begin planning for next year's event.
 - c. Youth Services Robin Isicson
The committee discussed the recent Performers Showcase and plans for future professional development activities.

13. State Library Report Julianna Robbins
California State Library representative Julianna Robbins provided updates on State Library programs, grant opportunities, and statewide resources
14. Administrative Council Chair Report Carla Mason
None
15. Other Carla Mason
Christine Powers provided an update regarding the California Library Services Board vacancy.
16. What's New at Your Library Carla Mason
- Escondido Public Library announced its reopening, with a ribbon cutting planned for August 1 and reopening to the public on August 3.
- San Diego County Library shared that the new Casa de Oro Library is anticipated to open in late summer 2026.
- San Diego Public Library celebrated progress on a new library branch in the Oak Park community.
- National City Public Library is transitioning to a new ILS, with implementation anticipated in August.
- Camarena Memorial Library shared that it had received its EmPOWERing Access Light Table and was expecting delivery of its Charlie Cart
17. Adjournment Carla Mason
MS (Legaspi/Haller) to adjourn the meeting at 12:53 pm.



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AC Agenda Item 5

DATE: August 20, 2026
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: Budget Status Report for FY 2025/26 (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2025/26 is attached for review and reflects reconciled bank statements through June 30, 2026.

For revenues, membership dues of \$66,568 were recorded as financial resources available for use. Other revenues include communication and delivery of \$210,933, system administration of \$27,498, and LINK+ reimbursements of \$40,258, which were recorded as respective expenses were recognized.

Expenses include communication and delivery of \$379,043, other program services of \$17,353, and administration of \$54,473. These expenses do not reflect what was paid but amounts that were incurred.

As of June 30, 2026, the System has a deficit of \$103,273 and cash balance of \$554,310.

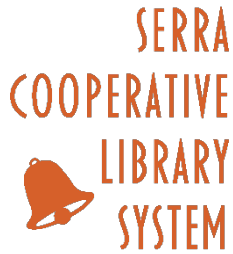
FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT:

- a. Budget Status Report
- b. Bank Statements April – June 2026 (found on pgs. 47-54)

	Actual FY 2024/25	Approved Budget FY2025/26	Actual FY 2025/26	\$ Variance	% Realized
Program and general revenues					
CLSA Communications & Delivery	\$ 188,781	\$ 137,392	\$ 210,933	\$ 73,541	153.53%
CLSA System Administration	27,512	27,498	27,498	-	100.00%
Reimbursement (Link+)	60,606	13,685	40,258	26,573	294.18%
Membership Dues	65,463	66,568	66,568	-	100.00%
Investment return	1,335	1,000	2,339	1,339	233.90%
Total program and general revenues	\$ 343,697	\$ 246,143	\$ 347,596	\$ 101,453	141.22%
Communications and delivery					
Delivery	\$ 166	\$ 500	\$ -	\$ (500)	0.00%
E-resources	125,688	75,000	70,000	(5,000)	93.33%
Resource sharing	263,211	360,000	298,193	(61,807)	82.83%
Audit Fees	6,465	6,750	6,910	160	102.37%
Office supplies	749	1,100	910	(190)	82.73%
Telecommunications	4,202	3,600	3,030	(570)	84.17%
Total communication and delivery	\$ 400,481	\$ 446,950	\$ 379,043	\$ (67,907)	84.81%
Other services					
Museum Month Sponsorship	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	100.00%
Discover & Go	5,700	8,950	5,215	(3,735)	58.27%
Youth Services Professional Development	3,509	4,000	3,278	(722)	81.95%
Adult Services Professional Development	3,498	4,000	3,860	(140)	96.50%
Total other services	\$ 17,707	\$ 21,950	\$ 17,353	\$ (4,597)	79.06%
Administration					
Administration expense	\$ 53,121	\$ 53,095	\$ 53,095	\$ -	100.00%
Meetings/conferences/travel	950	1,750	1,378	(372)	78.74%
Total administration	\$ 54,071	\$ 54,845	\$ 54,473	\$ (372)	99.32%
Summary					
Total revenues	\$ 343,697	\$ 246,143	\$ 347,596	\$ 101,453	141.22%
Total expenses	472,259	523,745	450,869	(72,876)	86.09%
Surplus (Deficit)	\$ (128,562)	\$ (277,602)	\$ (103,273)	\$ 174,329	37.20%



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AC Agenda Item 6

DATE: August 20, 2026
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: Revised CLSA Plan of Service and Budget for FY 2026/27 (ACTION)

BACKGROUND: At the May 21, 2026, Serra Cooperative Library System (Serra) regular meeting, the Administrative Council approved the System's California Library Services Act (CLSA) Plan of Service and Budget for FY 2026/27, contingent upon final approval of the California State Library Board and the Governor's adopted budget. In this Plan of Service application, Council approved the utilization of CLSA funds for resource sharing for LINK+.

The Governor's final budget, signed on June 29, 2026, included language allocating all \$2.88 million allocated budget line item "6120-211-0001—For local assistance, California State Library, California Library Services Act" to support cooperative resource sharing. The original budget, as proposed in January, had allocated \$1.88 million of that budget line item to cooperatives, and \$1 million to the Zip Books project administered by the State Library. Although this revised allocation does not restore prior higher funding of \$3.6 million to cooperatives under the CLSA, the increase in funding benefits all cooperatives. The revised statewide CLSA revised allocations are included as Exhibit "a" of this report.

The table below provides a comparison of the original and updated CLSA allocations for Serra this fiscal year:

FY 2026/27 CLSA ALLOCATIONS			
	Original	Revised	Difference
Baseline (Communication & Delivery)	\$110,114	\$168,685	\$58,571
System Administration	\$27,529	\$42,172	\$14,643
TOTAL	\$137,643	\$ 210,857	\$73,214

The State Library has also indicated that funds can be used towards Zip Books, should a cooperative wish to spend its funds in that manner. The cooperative would be responsible for implementing the Zip Books program, and would need to report the following information:

- Number of unique patrons served
- Number of Zip Books purchased
- Number of Zip Books added to a library collection
- Number of circulations of Zip Books
 - If the system can track the total number of times Zip Books during the project period were circulated after they were returned by the patron who originally requested them, the State Library recommends tracking and including that total to further demonstrate program impact.

FISCAL IMPACT: Serra's CLSA preliminary system budget allocation for FY 2026/27 has been increased to \$210,857 (Baseline: \$168,685, and System Administration: \$42,172), a 53% increase over the original preliminary system budget allocation for this fiscal year.

This year's revised statewide allocation of \$2.88 million represents 80% of the higher funding of \$3.6 million cooperatives were receiving statewide in FY 2023/24 and prior. For reference, in FY 2023/24, when CLSA was funded at \$3.6 million, Serra received \$265,743 (Baseline: \$212,595, and System Administration: \$53,149).

RECOMMENDATION: Provide direction on the expenditure of the additional CLSA funds for FY 2026/27, and authorize the Serra Chair to work with SCLC/Serra staff to review and sign the revised FY 2026/27 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:

- a. CLSA Preliminary System Budget Allocations \$2,879,998 - FY 2026/27

CLSA Preliminary System Budget Allocations \$2,879,998- FY 2026/27**Communications and Delivery Program**

System	Baseline Budget	System Administration	Total
Black Gold	\$88,176	\$22,045	\$ 110,221
49-99	\$95,396	\$23,849	\$ 119,245
Inland	\$232,912	\$58,227	\$ 291,139
NorthNet	\$528,037	\$132,009	\$ 660,046
PLP	\$450,456	\$112,613	\$ 563,069
SJVLS	\$152,652	\$38,164	\$ 190,816
Santiago	\$145,987	\$36,496	\$ 182,483
Serra	\$168,685	\$42,172	\$ 210,857
SCLC	\$441,699	\$110,425	\$ 552,124
Total funding	\$2,304,000	\$576,000	\$ 2,880,000



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AC Agenda Item 7

DATE: August 20, 2026
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: Proposed Budget Amendment for FY 2026/27 (ACTION)

BACKGROUND: The California Governor signed the 2026/27 State Budget legislation on June 29, 2026. The budget includes a reallocation of the California Library Services Act (CLSA) appropriation to increase funding to the cooperative systems by \$1 million. As a result, Serra Cooperative Library System (System) witnessed an increase of \$73,214 in CLSA funding (\$58,571 Baseline and \$14,643 System Administration).

Based on the adjusted CLSA appropriation, an amendment to the approved budget for FY 2026/27 is necessary. The proposed budget amendment includes increases to CLSA Baseline of \$58,571, from \$110,114 to \$168,685 and CLSA System Administration by \$14,643, from \$27,529 to \$42,172.

FISCAL IMPACT: A budget deficit of \$57,986 is noted for FY 2026/27. The deficit will be covered by the Systems unrestricted funds.

RECOMMENDATION: Approve the Proposed Budget Amendment.

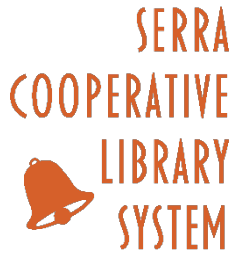
EXHIBITS:

- a. Proposed Budget Amendment for FY 2026/27

Serra Cooperative Library System
Proposed Budget Amendment
FY 2026/27

	Approved Budget FY 2025/26		Approved Budget FY 2026/27		Amendment	Amended Budget FY 2026/27		
Program and general revenues								
CLSA Communications & Delivery	\$	137,392	\$	110,114	\$	58,571	\$	168,685
CLSA System Administration		27,498		27,529		14,643		42,172
Reimbursement (Link+)		13,685		31,000		-		31,000
Membership Dues		66,568		66,885		-		66,885
Other income		-		2,000		-		2,000
Investment return		1,000		1,000		-		1,000
Total program and general revenues	\$	246,143	\$	238,528	\$	73,214	\$	311,742
Communications and delivery								
Delivery	\$	500	\$	500	\$	-	\$	500
E-resources		75,000		75,000		-		75,000
Resource sharing*		360,000		208,000		-		208,000
Audit Fees		6,750		6,875		-		6,875
Office supplies		1,100		1,200		-		1,200
Telecommunications		3,600		3,800		-		3,800
Total communication and delivery	\$	446,950	\$	295,375	\$	-	\$	295,375
Other services								
Museum Month Sponsorship	\$	5,000	\$	-	\$	-	\$	-
Discover & Go		8,950		8,950		-		8,950
Youth Services Professional Develop.		4,000		5,000		-		5,000
Adult Services Professional Develop.		4,000		4,000		-		4,000
Total other services	\$	21,950	\$	17,950	\$	-	\$	17,950
Administration								
Administration expense	\$	53,095	\$	53,153	\$	-	\$	53,153
Legal		-		950		-		950
Meetings/conferences/travel		1,750		2,300		-		2,300
Total administration	\$	54,845	\$	56,403	\$	-	\$	56,403
Summary								
Total revenues	\$	246,143	\$	238,528	\$	73,214	\$	311,742
Total expenses		523,745		369,728		-		369,728
Surplus (Deficit)	\$	(277,602)	\$	(131,200)	\$	73,214	\$	(57,986)

* Resource sharing includes charges for Innovative and Unity.



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AC Agenda Item 8

DATE: August 20, 2026
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **CLSA FY 2025/26 System 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 in 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 Annual Report from systems that receive CLSA funding. This report provides information to the CLSB and CSL about how CLSA funds were spent by the system and the resulting benefit to the communities served by the member libraries.

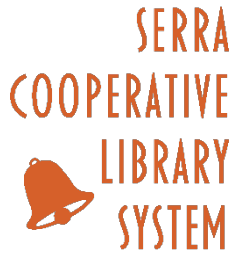
In order to complete Serra's CLSA FY 2025/26 System Annual Report, a survey will be distributed to members requesting the following information on how LINK+ services directly benefited their patrons.

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Executive Director to work with the Chair to complete the CLSA FY 2025/26 System Program Annual Report for submission to the State Library by the September deadline.

EXHBIT:

- a. CLSA FY 2025/26 System Annual Report Form (found on pgs. 55-73)



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AC Agenda Item 9

DATE: August 20, 2026
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: LINK+ Delivery Changes & Consideration of Policy (ACTION)

BACKGROUND: The Serra Cooperative Library System participates in LINK+, a cooperative service among libraries in California and Nevada that allows users to borrow books and media items not available at their local library. When the Administrative Council agreed to utilizing this resource, there was an understanding that System members (with the exception of San Diego County Library, which maintains its own LINK+ membership), would need to contribute additional funding on an annual basis to cover these costs.

At the October 16, 2025, Administrative Council meeting, members approved a funding model to provide LINK+ contributions to Serra to fill a \$31,000 budget gap, as follows: Population 50%, Circulation 50%, with \$15k cap for San Diego Public Library and pro rata for the rest of the libraries. In addition, libraries agreed to update their statistics annually.

The new delivery model consists of four regional hubs, with the participating members of each hub:

North San Diego	Central San Diego	South San Diego	Imperial Valley
Oceanside	San Diego Public*	Chula Vista*	Brawley
Carlsbad*		National City	Camarena
Escondido		Coronado	El Centro
			Imperial County*
			Imperial Public

* Member library that Unity Courier will deliver materials to/from.

At the May 21, 2026, Administrative Council meeting, Council members were presented with a draft Memorandum of Understanding (MOU) that would document the various changes and expectations from members. During that meeting, Council provided direction to revise the document from an MOU to a delivery policy, and to revise the language regarding LINK+ bylaws to account for future amendments. Furthermore, a special meeting was to be held in June to approve this revised document prior to the delivery changes taking place July 1, 2026.

Prior to the delivery hub implementation, various members raised questions and issues that warranted additional review. This included working with the Serra Technology and Automation Committee (STARC) to discuss the implementation in further detail. A revised implementation date of September 1, 2026, has been set, and a revised Serra Delivery Policy is included for Council's review and consideration.

Attached is a draft Serra Cooperative Library System: Policy for Hub-and-Spoke Delivery System in Support of LINK+ (Exhibit "a"). Additionally, an operational document separate from the signed policy has been drafted for Council's review and consideration: Hub-and-Spoke Delivery Responsibilities: Companion Document to the Hub-and-Spoke Delivery System in Support of LINK+ Policy (Exhibit "b"). It is recommended that this be a separate document (referenced in the delivery policy) to allow members to change their delivery frequency based on demand and address other hub-related issues without requiring policy change. How to deal with non-LINK+ materials is also addressed in this document. A very special thanks to Sam Liston, Chair of STARC, for his role in preparing these documents.

The implementation process for Brawley, Camarena, and Imperial County continues, and it is anticipated that these libraries will be implemented in the coming fiscal year.

FISCAL IMPACT: N/A

RECOMMENDATION: Review and approve the draft Serra Cooperative Library System Policy and companion document for LINK+ Hub-and-Spoke Delivery System.

EXHIBITS:

- a. Serra Cooperative Library System: Policy for Hub-and-Spoke Delivery System in Support of LINK+ (Draft)
- b. Hub-and-Spoke Delivery Responsibilities: Companion Document to the Hub-and-Spoke Delivery System in Support of LINK+ Policy (Draft)

SERRA COOPERATIVE LIBRARY SYSTEM

Policy for Hub-and-Spoke Delivery System in Support of LINK+

DRAFT—07-28-2026

This Memorandum of Understanding ("Agreement") reflects the major responsibilities of the participating member libraries (each a "Participating Library," collectively "Participating Libraries") of the Serra Cooperative Library System ("Serra") regarding the shared delivery aspects of LINK+.

1. Recitals, Purpose, and Scope

- a. Serra provides the Participating Libraries with access to LINK+, a resource-sharing system whose value to library users depends substantially on the speed with which requested materials move between lending and borrowing libraries.
- b. Daily direct courier service to each Participating Library is the greatest and most volatile cost center associated with the provision of LINK+.
- c. Given the wide variation in resource-sharing volume among the Participating Libraries, daily direct courier services may not be necessary in all cases.
- d. A hub-and-spoke model — in which an upstream courier delivers to a limited number of Hub Libraries, which then sort and stage materials for collection by nearby Spoke Libraries — preserves rapid turnaround for high-volume libraries while extending practical access to libraries whose volume would not warrant such frequent service.
- e. The Participating Libraries intend that all obligations under this Agreement be satisfied through in-kind contributions of staff time and travel.
- f. The Participating Libraries acknowledge that the in-kind contributions required by this model are not evenly distributed. Hub Libraries perform sorting, containerization, and interim storage on behalf of libraries other than themselves, and bear the incidental costs of containers and supplies. Spoke Libraries, in turn, bear the travel time and mileage that would otherwise fall to a courier. The Participating Libraries enter into this Agreement understanding that this asymmetry is deliberate, that it is the mechanism by which the system delivers speed at reduced aggregate cost, and that it will be made visible and reviewed annually through the in-kind estimates recorded in Appendix D.
- g. The purpose of this Agreement is to move circulating library materials between the jurisdictions of the Participating Libraries in support of LINK+ interlibrary loan, and any use

of the delivery system beyond this purpose which increases the number of totes in transit shall require renegotiation of the terms of this Agreement.

2. Definitions

"Business Day" means Monday through Friday, excluding any date on which the applicable Hub Library is closed as shown on the annual Closure Calendar.

"Closure Calendar" means the annual calendar of upstream courier non-service days, Hub Library closures, and Spoke Library closures published by each Hub Library in accordance with the Responsibilities Document.

"Delivery Coordinators" means, collectively, the primary delivery contacts designated by the Participating Libraries and recorded in Appendix A of the Responsibilities Document.

"Fiscal Year" means the period beginning July 1 and ending June 30.

"Hub Library" means a Participating Library designated in Appendix A to receive delivery from the upstream courier on behalf of itself and one or more Spoke Libraries.

"Shipped Item" means a single LINK+ item lent or borrowed by a Participating Library, as recorded by the LINK+ Repository.

"Spoke Library" means a Participating Library designated in Appendix A to collect its materials from, and deliver its outbound materials to, an assigned Hub Library.

"Standard Transit Bag" means a transit bag conforming to the specifications recorded in Appendix E of the Responsibilities Document.

"Tote" means a lidded container used to hold transit bags for collection by a Spoke Library, conforming to the specifications recorded in Appendix E of the Responsibilities Document.

3. Designations and Service Levels

- a. Hub and Spoke responsibilities are detailed fully in the accompanying Responsibilities Document.
- b. Hub Libraries and their assigned Spoke Libraries are listed in Appendix A of the Responsibilities Document.
- c. Each Spoke Library shall collect materials from its assigned Hub Library at a minimum frequency based on its average monthly volume of Shipped Items, available in Appendix B of the Responsibilities Document.
- d. Current tier assignments and procedures for assessment are also recorded in Appendix B of the Responsibilities Document.

4. Responsibility for Materials

- a. Responsibility for LINK+ materials in transit follows the Interlibrary Loan Code for the United States: the borrowing library is responsible for an item from the time it is shipped by the lending library until the lending library receives it back.
- b. A Hub Library's obligation with respect to materials belonging to or destined for its Spoke Libraries is limited to the exercise of reasonable care in receiving, sorting, containerizing, and staging those materials in accordance with the Responsibilities document. No Hub Library acts as an insurer of materials belonging to or destined for a Spoke Library.
- c. Responsibility for materials passes to the Spoke Library upon collection from the Hub Library's designated exchange point.
- d. Each Hub Library is responsible for raising with the upstream courier, and pursuing to resolution, any service failure, loss, damage, or other issue arising under the upstream courier agreement that affects one or more of its Spoke Libraries. Spoke Libraries shall report such issues to their Hub Library, which shall act as the point of contact with the courier on their behalf.

5. Costs

- a. All obligations under this Agreement are satisfied through in-kind contributions of staff time and travel, except for the purchase of additional totes, which is the responsibility of the Hub Library as detailed in the Responsibilities document.
- b. No Participating Library shall invoice, or be entitled to reimbursement from, any other Participating Library.
- c. Expected in-kind contributions are recorded as planning estimates in Appendix D of the Responsibilities Document. These estimates do not constitute a financial commitment, a budget obligation, or a basis for reimbursement.

6. Amendment, Withdrawal, and Review

- a. The Responsibilities Document and its appendices may be revised by consensus of the Delivery Coordinators without amendment of this Agreement, except that the resignation of a Hub Library or the addition of a Spoke Library shall require an update to this Agreement. Any other amendment to or of this Agreement requires the written agreement of all Participating Libraries.
- b. A Spoke Library may withdraw upon 30 days' written notice to all other Participating Libraries and to Serra. Upon withdrawal, the withdrawing Spoke Library shall return all totes in its possession to Serra.
- c. Notice of resignation or withdrawal by a Hub Library shall be given in writing to all other Participating Libraries, to Serra, and to the administrator of the upstream courier agreement, no later than April 1st, and shall take effect at the close of the Fiscal Year in which notice is given.

- d. A resigning or withdrawing Hub Library shall continue to perform all Hub responsibilities through the effective date, shall cooperate with any successor Hub Library in the transition of procedures, contacts, and calendars, and shall transfer its tote inventory to the successor Hub Library rather than to Serra. Where no successor is designated, the tote inventory returns to Serra.
- e. Upon receiving notice of the withdrawal of a Hub Library, Serra shall seek a successor Hub Library from among the Participating Libraries.
- f. If no new Hub Library is designated by the start of the Fiscal Year, Serra shall establish direct service with the upstream courier to the affected Spoke Libraries until a new Hub Library is decided upon or this agreement is renegotiated.
- g. Quarterly reports detailing the volume of Shipped Items shall be delivered to the Participating Libraries in the quarterly Directors' Meeting of the Serra Cooperative Library System.
- h. The Participating Libraries shall review this Agreement, the Responsibilities document, and all appendices annually.

7. Terms and Authority

- a. This Agreement takes effect on the Effective Date and continues until terminated in accordance with the Amendment, Withdrawal, and Review section. The Effective Date is the date of the last signature below.
- b. The signature of a library director below constitutes that director's representation that they are prepared to bind their organization to the terms of this Agreement, and that they have obtained any approval required by their jurisdiction to do so.

8. Signatures

Brawley

Director: _____ Signature: _____

Date: _____

Calexico

Director: _____ Signature: _____

Date: _____

Carlsbad

Director: _____ Signature: _____

Date: _____

Chula Vista

Director: _____ Signature: _____
Date: _____

Coronado

Director: _____ Signature: _____
Date: _____

El Centro

Director: _____ Signature: _____
Date: _____

Escondido

Director: _____ Signature: _____
Date: _____

Imperial City

Director: _____ Signature: _____
Date: _____

Imperial County

Director: _____ Signature: _____
Date: _____

National City

Director: _____ Signature: _____
Date: _____

Oceanside

Director: _____ Signature: _____
Date: _____

Serra Cooperative Library System

System Administrator: _____ Signature: _____
Date: _____

SERRA COOPERATIVE LIBRARY SYSTEM

Companion document to the Hub-and-Spoke Delivery System in Support of LINK+ Policy

DRAFT—07-28-2026

This document sets out the operational responsibilities of Hub and Spoke Libraries. It may be revised by consensus of the Delivery Coordinators without amending the Memorandum of Understanding, except where a change resigns a Hub Library or adds a Spoke Library. Each Participating Library should retain a copy alongside the signed Agreement.

1. Hub Library Responsibilities

- a. Receipt. Receive delivery from the upstream courier on behalf of the Hub Library and its assigned Spoke Libraries.
- b. Sorting and containerization. Sort materials received for Spoke Libraries and place the transit bags into lidded totes by the end of the business day on which the material is received.
- c. Labeling. Label each tote with the receiving date or dates and the destination library.
- d. Staging. Stage totes at the designated exchange point recorded in Appendix A, protected from weather, direct sun, and unsecured public access.
- e. Outbound handoff. Accept outbound materials from Spoke Libraries and include them in the Hub Library's outbound handoff to the upstream courier.
- f. Tote supply. Ensure that adequate totes are available to Spoke Libraries. Upon being informed by a Spoke Library that additional totes are needed, purchase additional totes immediately and distribute them accordingly.
- g. Calendar. Collect closure dates from Spoke Libraries and publish the annual Closure Calendar in accordance with Section 3.
- h. Courier liaison. Raise with the upstream courier, and pursue to resolution, any service failure, loss, damage, or other issue arising under the upstream courier agreement that affects one or more Spoke Libraries.

- i. Notification. Notify a Spoke Library when materials are staged outside its normal expectation, or when materials remain uncollected past the periods described in Section 6.

2. Spoke Library Responsibilities

- a. Collection. Collect materials from the assigned Hub Library at no less than the minimum frequency of the Spoke Library's assigned tier (Appendix B).
- b. Outbound delivery. Deliver outbound materials to the Hub Library's designated exchange point, correctly bagged and labeled, no later than the outbound cutoff time recorded in Appendix A.
- c. Closure dates. Provide scheduled closure dates to the Hub Library in accordance with Section 3.
- d. Empty totes. Return excess empty totes to the Hub Library on the next trip, retaining an adequate reserve as recorded in Appendix C.
- e. Reporting. Report service failures, losses, and damage to the Hub Library rather than to the upstream courier.

3. Closures and Calendars

- a. Spoke closure dates. Each Spoke Library shall provide its scheduled closure dates for the coming Fiscal Year to its Hub Library no later than two weeks prior to the start of that Fiscal Year (June 17).
- b. Publication. Each Hub Library shall publish and distribute to its Spoke Libraries a Closure Calendar for the coming Fiscal Year within one week of the start of that Fiscal Year (July 8). The Closure Calendar shall include upstream courier non-service days, Hub Library closures, and Spoke Library closures.
- c. Composition of Hub closures. A Hub Library's closures shall include all days on which the upstream courier does not provide service, together with all holidays observed by that Hub Library.
- d. Emergency closure — Hub. A Hub Library that closes on account of emergency shall notify its Spoke Libraries immediately.
- e. Unexpected closure — Spoke. A Spoke Library that closes unexpectedly shall notify its Hub Library as soon as practicable.

4. Makeup Collections

- a. A Spoke Library closed on a scheduled collection day shall collect on the next business day on which it is open. A Spoke Library on weekly service shall not defer collection to the following week.
- b. If the Hub Library is also closed on that day, collection rolls to the next day on which both the Spoke Library and the Hub Library are open.

- c. For a Spoke Library on weekly service, a makeup collection does not become the new standing collection day. The Spoke Library reverts to its standing day the following week.
- d. For a Spoke Library on Monday/Wednesday/Friday service, a makeup collection does not cancel the remaining scheduled collections that week. A Tuesday makeup for a Monday closure is followed by the regular Wednesday and Friday collections.

5. Materials, Bags, and Totes

- a. Transit Bags
 - i. The delivery system exists to move circulating library materials between jurisdictions. Materials shall fit within a standard transit bag, as specified in Appendix E. Use of the system beyond this purpose that increases the number of totes in transit requires renegotiation of the Agreement.
- b. Totes
 - i. Totes are of the “round trip” variety and lidded, as specified in Appendix E.
 - ii. Lids shall be closed whenever a tote is staged or in transit, with the exception of empty totes, which may be stacked separately.
 - iii. Totes should be used for library materials only.
 - iv. Damaged totes shall be reported to the Hub Library and removed from service.
 - v. The minimum number of totes each Spoke Library shall retain in reserve are recorded in Appendix C.
 - vi. Totes are held on behalf of the delivery system and are returned to the Serra Cooperative Library System upon a Participating Library's withdrawal.
- c. Labeling
 - i. Every transit bag carries a destination.
 - ii. Every tote is labeled with the receiving date or dates and the destination library.
 - iii. Label templates and container specifications are recorded in Appendix E.

6. Uncollected Materials

- a. Where materials remain uncollected for more than one business day past a Spoke Library's scheduled collection day, the Hub Library shall notify the Spoke Library's designated contact.
- b. Where materials remain uncollected for more than three business days, the Hub Library shall notify the Spoke Library's director and the delivery coordinators.
- c. Persistent failure to collect is grounds for review of the Spoke Library's tier assignment or participation.

7. Temporary Hub Disruption

- a. A Hub Library that becomes unable to perform Hub responsibilities on account of facility closure, emergency, construction, or loss of staff capacity shall notify its Spoke

Libraries, the delivery coordinators, and Serra immediately, together with an estimate of duration.

- b. For a disruption expected to exceed 3 business days, the delivery coordinators shall seek a temporary alternate arrangement, which may include designation of a temporary Hub Library, or direct collection by affected Spoke Libraries from the upstream courier, depending on the duration.
- c. A disruption under this Section does not constitute resignation of the Hub role.

8. Volume Counting and Tier Reassignment

- a. Tier assignment is based on Shipped Items — LINK+ items lent or borrowed — as recorded by the LINK+ Repository. Any materials moved through the system that are not LINK+ items are not counted.
- b. Monthly volume is calculated as the average across the reporting quarter.
- c. Quarterly reports are delivered to jurisdiction directors via the Serra Cooperative Library System.
- d. A Spoke Library whose average monthly volume falls into a lower tier for three consecutive quarters may request to be reassigned to the corresponding tier. Reassignment takes effect 14 days after such a request is made.
- e. A Spoke Library whose average monthly volume exceeds the boundary of a higher tier for two consecutive quarters shall be reassigned to that tier, effective at the start of the following quarter.
- f. A Participating Library without two full quarters of recorded volume shall be assigned to weekly service, or to another tier by agreement with its Hub Library, pending its first two full quarters of data.
- g. Should a Spoke Library wish to pick up more often than the minimum, the corresponding Hub Library shall accommodate their request during the Hub Library's collection hours.

9. Service Failures, Loss, and Damage

- a. Hub Libraries exercise reasonable care but do not insure materials belonging to or destined for Spoke Libraries.
- b. Responsibility passes to the Spoke Library on collection.
- c. Spoke Libraries report issues to the Hub Library, and the Hub Library is responsible for coordinating communication and resolution with the upstream courier.

10. Contacts and Escalation

- a. Each Participating Library designates a delivery contact and a backup, recorded in Appendix A. The primary delivery contacts are known collectively as the Delivery Coordinators.
- b. Operational questions should be directed to the Hub Library's delivery contact.
- c. Matters not resolved at that level shall be escalated to the jurisdiction's director.

APPENDICES

Appendix A — Hub Libraries

Carlsbad (Escondido, Oceanside)	Detail
Street address	
Designated exchange point	
Collection hours	
Outbound cutoff time	
Delivery contacts	

National City (Coronado, Chula Vista)	Detail
Street address	
Designated exchange point	
Collection hours	
Outbound cutoff time	

National City (Coronado, Chula Vista)	Detail
Delivery contacts	

Imperial County (Brawley, Calexico, El Centro, Imperial City)	Detail
Street address	
Designated exchange point	
Collection hours	
Outbound cutoff time	
Delivery contacts	

Library Delivery Contacts

Library	Hub	Delivery contact	Backup contact
Carlsbad	(Self)		
Escondido	Carlsbad		
Oceanside	Carlsbad		
Coronado	National City		
Chula Vista	National City		

Library	Hub	Delivery contact	Backup contact
National City	(Self)		
Brawley	Imperial County		
Calexico	Imperial County		
El Centro	Imperial County		
Imperial County	(Self)		
Imperial City	Imperial County		

Appendix B — Tier Assignments

Spoke Library	Assigned Hub	Avg. monthly Shipped Items	Tier	Collection days	Effective date
Escondido	Carlsbad	559	2		
Oceanside	Carlsbad	1,572	1		
Coronado	National City	234	2		
Chula Vista	National City	785	1		
Calexico	Imperial County	N/A	-		
Brawley	Imperial County	N/A	-		
Imperial City	Imperial County	229	2		
El Centro	Imperial County	N/A	-		

Tiers:

(1) $\geq 700 \rightarrow$ daily, Mon–Fri,

(2) ≥ 100 and $< 700 \rightarrow$ minimum Mon/Wed/Fri,

(3) $< 100 \rightarrow$ weekly, consistent day

Appendix C — Tote Par Levels

Minimum number of totes each Spoke Library retains in reserve. Excess totes above this level are returned to the Hub Library on the next trip.

Spoke Library	Par level (totes in reserve)
Escondido	
Oceanside	
Coronado	
Chula Vista	
Calexico	
Brawley	
Imperial City	
El Centro	

Appendix D — In-Kind Contribution Estimates

These figures are planning estimates only. They do not constitute a financial commitment, a budget obligation, or a basis for reimbursement. They are reviewed annually.

Hub Libraries report only the labor performed on behalf of other libraries — receiving, sorting, containerizing, labeling, staging, and tote and calendar administration for Spoke Libraries. Labor a Hub Library expends handling its own materials is excluded.

Spoke Libraries report round-trip mileage to their assigned Hub Library.

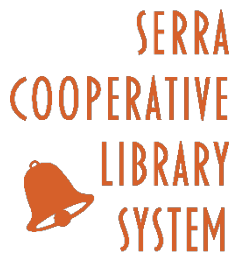
Library	Role	Est. hours/week (on behalf of other libraries)	Est. weekly round-trip mileage	Est. incidental costs
Carlsbad	Hub		—	
National City	Hub		—	
Imperial County	Hub		—	
Escondido	Spoke			—
Oceanside	Spoke			—
Coronado	Spoke			—
Chula Vista	Spoke			—
Brawley	Spoke			—
Calexico	Spoke			—
El Centro	Spoke			—

Library	Role	Est. hours/week (on behalf of other libraries)	Est. weekly round-trip mileage	Est. incidental costs
Imperial City	Spoke			—

Incidental costs for Hub Libraries include totes, bags, labels, and printing.

Appendix E — Label Templates and Container Specifications

Item	Specification
Standard transit bag	Zippered, 18" × 14" (Netbankstore FTS10CN18X14 representative)
Tote	Round-trip variety, lidded, 19.8" × 13.8" × 11.3" (U-Line S-25644 representative)
Tote maximum loaded weight	40 lbs maximum (35 lbs recommended)
Tote label — required fields	Receiving date(s); destination library
Transit bag label — required fields	Destination library
Label templates	[ATTACH]



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

AC Agenda Item 10

DATE: August 20, 2026
TO: Serra Administrative Council
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: FPPC Conflict of Interest Code Biennial Review (ACTION)

BACKGROUND: The Political Reform Act requires every multi-county agency to review its Conflict of Interest Code biennially and notify the Fair Political Practices Commission (FPPC) as to whether the agency's code needs to be amended. The code was last reviewed and approved by Serra in August 2024.

The current code as approved by the FPPC is attached, along with the 2026 Multi-County Agency Biennial Notice.

Administrative Council Members are asked to review the current code to determine if any amendments need to be communicated to the FPPC or if no changes are to be made. SCLC staff will complete and submit to the FPPC the needed 2026 Multi-County Biennial Notice form stating the system's decision on the current code.

FISCAL IMPACT: None

RECOMMENDATION: Administrative Council Members are asked to determine whether any amendments should be made to the current code or if no changes are needed, and to take action accordingly. Given that there have not been any substantial changes to the agency's organizational structure since the current conflict of interest code was last approved by FPPC, it does not seem necessary to change the code.

EXHIBITS:

- a. Conflict of Interest Code for the Serra Cooperative Library System

CONFLICT OF INTEREST CODE FOR THE SERRA COOPERATIVE LIBRARY SYSTEM

The Political Reform Act (government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **Serra Cooperative Library System (System)**.

Individuals holding designated positions shall file their statements of economic interests with the **Southern Cooperative Library Cooperative**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **Southern Cooperative Library Cooperative** on the System's behalf.

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated August 11, 2026

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State Library News

LSTA Update

The State Library is announcing opportunities for 2026-2027 LSTA funds, as they become final. Details on Rural Library Leaders, Teens Succeed (both in partnership with Califa), and Sustainable California Libraries (in partnership with Pacific Library Partnership) are provided in the 16-minute video [2026-2027 New Opportunities](#), recorded on July 22, 2026. Currently open opportunities are shared below in the “Current Projects and Services” section.

HomeworkCA

HomeworkCA - free online tutoring for K-12 students across California is now available for libraries to provide to their patrons. If your library has not signed up for HomeworkCA, they can do so by filling out [this form](#).

HomeworkCA provides live tutoring sessions, on-demand homework help resources, and subject-specific assistance across core academic areas including mathematics, science, language arts, and social studies. The platform also offers test preparation support to help students build confidence and succeed academically. With qualified tutors available 24/7, HomeworkCA removes barriers to educational support by making professional tutoring accessible to all students in California.

For libraries interested in learning more about implementation, patron access options, training resources, or partnership details, visit www.HomeworkCA.com

Free Digital Tools and Resources for California Libraries

The California State Library and the Department of Technology are excited to offer library branches access to a comprehensive suite of free digital tools and resources! This includes digital inclusion program management training for library branches and digital navigation training for staff, digital literacy assessment and skills training, Artificial Intelligence training, all designed to promote digital inclusion for patrons.

Resources will be made available through state Digital Inclusion partnerships established with CETF, DigitalLift, Human IT and Northstar Digital Literacy platform. **There are 100 Northstar licenses reserved for public libraries, with staff training included if needed.**

For more information and to indicate your desire to utilize these resources go to [Digital Inclusion Partnerships | Broadband for All](#) or email broadbandforall@state.ca.gov.

Share the Digital Equity Resource Finder with your Patrons

Help connect every Californian to essential digital inclusion programs and services right in their communities. The [Outreach Toolkit](#) includes customizable outreach materials to promote the Resource Finder with your patrons and residents in your community. Help spread the word!

Please send questions to DEResourceFinder@state.ca.gov.

Marketing Toolkits

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

LDS Newsletter

Please be sure to sign up for the LDS Newsletter [LibrarytoLibrary](#). For those who receive this monthly email, please consider forwarding it to your staff and/or printing a copy for your break rooms.

Career Online High School

In the approved 2026-2027 California State budget, the Governor approved \$5 million in state funding for [Career Online High School](#) (COHS) program. We are working on moving forward with this good news. In the meantime, the California State Library and Pacific Library Partnership are excited to announce plans for the 2026-2027 Literacy and Learning Initiatives project. Plans include 505 Career Online High School (COHS) seats to support adults earning a high school diploma. The COHS team shared guidance on August 3 detailing the next steps for enrollment. COHS questions can be sent to cohs@library.ca.gov. *State of CA and LSTA-funded.*

Networking and Training Opportunities

Public Library Directors Networking Call

The next call is scheduled for Wednesday, August 19 at 3:30 p.m. The call will feature updates from the State Library, further work on the statewide visioning project, and collaborative group discussions. You may register for the call [here](#).

Communities of Practice

The California State Library lists all Community of Practice events on a single calendar. On our website, under Services to Libraries, select Resources for Public Libraries to find the [Communities of Practice](#) calendar. Help your staff build valuable connections across the state by sharing relevant Communities of Practice with them. Newly added is a **Community of Practice for Rural Health Programming**. Details on this and more can be found on the calendar.

Current Projects and Services

Rural Library Leaders: A Community of Practice for New Directors

This is a year-long cohort, launched through a partnership between Califa and the California State Library, to support new and early-career rural library directors. This cohort will provide a

closed space for directors to connect with peers, share real-world leadership experiences, and learn together. Participants will meet virtually each month, attend two grant-funded in-person convenings, receive support for collection development aligned with community needs, and help shape a future toolkit for new library directors. If you are interested in participating, please submit the brief interest form by August 15, 2026. califa.org/rural-library-leaders LSTA-funded.

Sustainable California Libraries 2026-2027 Interest Form Open, Due August 21

Apply to join a cohort of California libraries working on sustainability and resilience.

Participating library staff will have the opportunity to:

- Attend a kick-off training at the CLA Annual Conference, October 22, 2026, 10:15 AM – 12:15 PM: *From Peers to Practice: Sustainable California Libraries Cohort Kickoff* (travel reimbursement available).
- Attend approximately five virtual Communities of Practice sessions to share resources and collaborate.
- Provide sustainability-related programs and services to their community (reimbursement up to \$8,500).
- Join the Sustainable Libraries Initiative certificate program (reimbursement available).
- Share best practices and program results at a virtual Summit in Summer 2026.

Timeline:

- **Information Session, August 13, 2026, 11 AM – Noon.**
Register: <https://us02web.zoom.us/meeting/register/jSObx5gJQHa7ZSJ9coDL-w>
Note: The information session will be recorded and shared with all who register.
- **Interest forms due August 21, 2026 at 5 PM**
- Potential cohort members notified by 5 PM on August 27
- September 2026 - Summer 2027 – Community of Practice virtual meetings, public programs and/or services occur, data gathered, results shared in the Summit mentioned above (exact date TBD).

Library Outcomes:

- Library staff increase knowledge and confidence in implementing sustainable services and programs
- Libraries establish plans to continue this work after the project period

Community Impact Outcomes:

- Libraries develop or expand at least one sustainability-focused program or service
- Community members gain practical knowledge and skills related to climate resilience and sustainability
- Libraries increase access to sustainability-focused resources (e.g., Libraries of Things with energy-saving tools, seed libraries, educational materials)
- Libraries strengthen partnerships with local organizations involved in this work

Peer Learning & Field-Building Outcomes:

- Cohort members build collaborative relationships and exchange promising practices

- Best practices from the cohort are shared with the broader California library field through the 2027 Sustainability Summit
- California library staff who attend the Summit gain actionable ideas for their own communities

Library staff (1 or 2 cohort members from up to 15 library jurisdictions) will be selected based on:

- Commitment to project outcomes
- Commitment to fully participate in cohort activities
- Willingness to share learnings with the field

Complete this form with your partner/pair from your library. [Sustainable California Libraries interest forms](#) are due August 21, 2026 at 5:00 pm.

The opportunity is also shared on the [State Library's Grants and Opportunities page](#), under Apply to Participate.

LSTA-funded. In collaboration with the Pacific Library Partnership.

Teens Succeed 2026-2027 Interest Form Open, Due August 27

[Apply to bring robotics programming and youth development to your library!](#)

Teens Succeed is an initiative that will support libraries in designing and delivering teen volunteer opportunities focused on robotics programming for children and teens. Participating teen volunteers will develop and lead robotics programs for teens and younger youth in their communities while building STEM skills, workforce readiness, and developmental assets through structured learning experiences.

Participating libraries will:

- Attend a kick-off training at the CLA Annual Conference on October 22, 2026 10:15am-12:15pm (travel reimbursement available). This will be a “train-the-trainer” session focused on building and coding the robotics kits.
- Participate in four virtual Communities of Practice to share program ideas and strategies, and to connect with partners and mentors who support youth.
- Receive up to 22 robotics program sets, including 11 robots for teens and 11 robots for school-aged youth.
- Receive support identifying robotics/engineering mentors to help teens connect program skills and experiences to real-world learning and career pathways.
- Provide 3 teen volunteer led robotics training programs for teens and 3 robotics training programs for children.
- Commit up to 2 hours per week liaising with teen volunteers and/or providing 3 training programs for teens and 3 training programs for children (led by teen volunteer)

California Library Literacy Services: ESL included in 2026-2027 Budget, Guidance Shared

The 2026-2027 California state budget states that California Library Literacy Services (CLLS) funds may now be used to provide English as a Second Language (ESL) services. The CLLS team shared guidance on August 3, which included details about the Project Scope Change process.

For general information on the CLLS program, see the [CLLS web pages](#) and visit the [Manage Your Current Grant](#) page for information on CLLS data collection. Reach out to clls@library.ca.gov for more information. *State of CA-funded.*

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

- Access live and recorded professional development for all members of your team at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Catalyst is back! [Apply now](#) for the 26_27 cohort. To learn more, attend one of the [two information sessions](#).
- Encourage all levels of your staff to get started with [CALL Academy](#). *LSTA-funded.*

COMPASS Project: Resources and Information for Public Libraries

At a time when many library systems are facing decreased budgets and may be forced to cut digital subscriptions, a reminder that California offers — at no cost to public schools, districts, local libraries, or students — online educational content and tools with [COMPASS: the California Online Media Program for Access and Student Success](#). The purpose of COMPASS from the California State Library is to provide equitable access to online library resources for all K-12 public school students and their families, both in the classroom and after school. *State of CA-funded.*

COMPASS provides tools ranging from early literacy support (PebbleGo Science, TeachingBooks for Libraries) to science and climate change resources (Gale Interactive Science, Nat Geo Kids, Environmental Studies) to a suite of performing-arts and history/social studies content (20+ Alexander Street collections). This is in addition to traditional research databases and the research guides (Britannica, ProQuest).

Timely COMPASS Resources and Information for Public Libraries

- [Slides from COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [Use this general program sign up form](#) (form may also be used to submit technical or contact updates)
- Does your library currently offer Capstone's PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)

- Don't forget that all local libraries have no-cost performance rights for Alexander Street content (except National Theatre). Plan a screening of a classical music performance, stage drama (including Shakespeare), documentary, audio play, or world music. (Public schools have slightly more content than local libraries.) See your institution's collections or ask COMPASS for ideas at compass@library.ca.gov.
- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact compass@library.ca.gov with any questions.

State of CA-funded.

Library Statistics

The 2026 data for the unduplicated population served by each California public library jurisdiction is now available at [Persons Served by California Public Libraries \(Excel\)](#). Library service area population figures have been prepared using the most recently published and available combined estimate for cities and counties from the California Department of Finance, adjusted to reflect the geographic service areas of California Public Libraries.

The 2024-25 Public Libraries Survey dataset is available at [California Public Library Statistics - California State Library](#). Data is provided by public libraries of California through the annual Public Libraries Survey.

For more information or questions, contact LibraryStatistics@library.ca.gov

Parks Pass Program

Great news! As part of the approved 2026-2027 State of California budget, funding for the [State Parks Passes](#) is now **ongoing**. This means your library's park passes **will not expire** on 12/31/2026, and they can continue to be used in future.

Our partner, the California State Parks, is conducting a statewide survey to help shape the future of three new state parks coming to the California Central Valley. The State Parks Forward visioning survey is available online at parks.ca.gov/forward, and will remain open until Sept. 4, 2026.

California State Parks is seeking public feedback that will help shape the future of three new state parks coming to the Central Valley: Feather River Park in Yuba County, San Joaquin River Parkway in Fresno and Madera counties, and Dust Bowl Camp in Kern County. The news release is here: <https://www.parks.ca.gov/NewsRelease/1549>

The State Library and State Parks would appreciate it if libraries, especially those in the Central Valley, would share the survey with their communities by posting it in public spaces at the library.

The Parks Pass program supports all Californians in exploring the outdoors and gaining the benefits of our parks by providing free vehicle day-use entry passes for checkout at local libraries. The public can access information on the State Parks Pass at checkout.stateparks.com

The Parks Pass quarterly report due dates are:

- October 22, 2026 (for reporting period July-Sept 2026)
- January 28, 2027 (for reporting period Oct-Dec 2026)
- April 22, 2027 (for reporting period Jan-Mar 2027)
- July 22, 2027 (for reporting period Apr-June 2027)

Quarterly reports should be submitted via the [California State Library Statistics Portal](#). For any questions, email parkspass@library.ca.gov.

Program information is available at [Parks Pass Program](#) and [Parks Pass subject guide](#) is available to support marketing, circulation, programming, and more.

To report lost passes and request replacement, please enter each lost pass [using this webform](#) (an individual submission for each lost pass). If a participating public library jurisdiction needs more bookmarks or survey flyers, [please fill out the order form from State Parks](#). *State of CA-funded.*

[Ready – Or Not: Cultural Heritage Disaster Preparedness Project](#)

California's [Cultural Heritage Disaster Preparedness Project](#) connects communities holding at-risk collections with the resources needed to protect those collections from destruction and make them available to all Californians.

In partnership with the Northeast Document Conservation Center, the [Ready – Or Not: Cultural Heritage Disaster Preparedness Project](#) is sharing practical resources that can help cultural organizations everywhere strengthen their emergency preparedness.

The project offers three new video shorts to prepare, prioritize, and recover collections. These three short videos highlight key steps for protecting collections before and after a disaster:

1. [Preparing Collections Before a Disaster](#) - Learn how California State Parks sites reduce risks and prepare for emergencies.
2. [Prioritizing Collections for Emergencies](#) - Discover strategies for prioritizing collections for evacuation ahead of a wildfire.
3. [Recovering Collections from Soot and Ash](#) - See safe and effective techniques for recovering collections and collection spaces affected by soot and ash after a fire.

For more information, contact CAready@nedcc.org *State of CA-funded.*

Rural Health Connections

The American Heart Association's "Libraries with Heart" program can now be found in the following counties serving rural California residents: Butte, El Dorado, Fresno, Glenn, Inyo, Kings, Madera, Mariposa, Mendocino, Mono, Riverside, San Benito, Santa Barbara, Siskiyou, Sutter, Tehama, and Tulare.

With support from Califa, 52 public and tribal library locations now have blood pressure monitors for in-library use, along with supporting material, including information on local clinics for anyone without a primary care provider.

LSTA-funded

Student Success Cards for All

Library cards help children succeed.

California legislation [SB 321 \(Ashby\)](#), [updated SB 1329](#) makes it easier for public libraries to put library cards into the hands of every California child who wants one. The State Library is working with schools and libraries to help make sure every California student has a library card by the third grade.

The California State Library has launched a new [Student Success Cards Partnerships Toolkit](#) to help libraries plan, strengthen, and sustain partnerships that support Student Success Cards (public library cards issued in collaboration with local educational agencies).

This toolkit for library staff includes practical, ready-to-use resources such as:

- Guidance on identifying and engaging potential partners to start a Student Success Cards program
- Tips for developing partnership goals, roles, and workflows
- Communication tools and templates that can be adapted locally
- Examples and materials to help with program implementation and ongoing support

For more information about the Student Success Cards initiative, visit the [State Library's Student Success Cards for All website](#) or contact the Student Success team at studentsuccess@library.ca.gov.

Summer Community Impact Report 2026

The 2026 Summer Community Impact Report is now open and ready for you to enter your summer program data. Only one person should respond to and complete the survey on behalf of all libraries in your jurisdiction no later than **Thursday October 1, 2026**.

Submissions are made through Microsoft Forms [2026 Summer Community Impact Report](#)

Additional Notes

- Resources needed to submit required statistics and programming information for your library's 2026 summer programs can be found on the [California Public Library Statistics webpage](#) and the [Successful Summers webpage](#). The report should be completed once for each library jurisdiction with one person responding on behalf of all your jurisdiction libraries.
- Include all programs and activities that happened in the summer, including summer reading, and learning programs, Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc.
- Submit your summer reading data even if your jurisdiction did not use the iREAD theme.

The Summer Community Impact Report relates to all your library's summer 2026 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

Reach out with any questions to Kaela Villalobos at kaela.villalobos@library.ca.gov.

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.



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

Serra Meeting Dates FY 2026/27

Thursday, August 20, 2026

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

Thursday, October 15, 2026

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

Thursday, February 18, 2027

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

Thursday, May 20, 2027

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



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P O Box 44959
Indianapolis, IN 46244 - 4959

April 01, 2026 through April 30, 2026

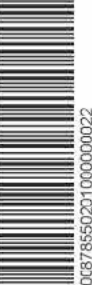
Account Number: [REDACTED]

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

CUSTOMER SERVICE INFORMATION

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



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$753,928.57
Deposits and Additions	1	480.80
Electronic Withdrawals	7	-97,274.79
Ending Balance	8	\$657,134.58

Your Chase Platinum Business Checking account provides:

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

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

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
04/28	Remote Online Deposit 4	\$480.80
Total Deposits and Additions		\$480.80

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
04/01	04/01 Online Payment 28657840851 To Unity Courier Services, Inc.	\$3,781.30
04/01	04/01 Online Payment 28657816575 To Innovative Interfaces Inc.	75,748.79
04/07	04/07 Online Payment 28736160905 To Unity Courier Services, Inc.	3,832.60
04/07	04/07 Online Payment 28736156231 To Innovative Interfaces Inc.	2,500.00
04/14	04/14 Online Payment 28822690318 To Unity Courier Services, Inc.	3,969.50
04/21	04/21 Online Payment 28913728042 To Unity Courier Services, Inc.	3,593.10
04/28	04/28 Online Payment 28998000110 To Unity Courier Services, Inc.	3,849.50
Total Electronic Withdrawals		\$97,274.79



April 01, 2026 through April 30, 2026
Account Number: 000000605262958

DAILY ENDING BALANCE

DATE	AMOUNT
04/01	\$674,398.48
04/07	668,065.88
04/14	664,096.38
04/21	660,503.28
04/28	657,134.58

SERVICE CHARGE SUMMARY

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

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

SERVICE CHARGE DETAIL

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

ACCOUNT

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

1
1

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



April 01, 2026 through April 30, 2026

Account Number: [REDACTED]

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

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

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

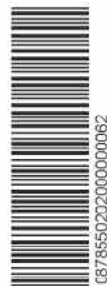
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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

For business accounts, our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

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

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April 01, 2026 through April 30, 2026

Account Number: [REDACTED]

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P O Box 44959
Indianapolis, IN 46244 - 4959

May 01, 2026 through May 29, 2026

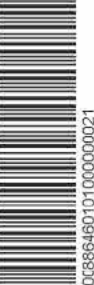
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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

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



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$657,134.58
Electronic Withdrawals	10	-72,812.49
Ending Balance	10	\$584,322.09

Your Chase Platinum Business Checking account provides:

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

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ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
05/05	05/05 Online Payment 29099635256 To Unity Courier Services, Inc.	\$3,835.90
05/12	05/12 Online Payment 29188951886 To Jorge Garcia	141.89
05/12	05/12 Online Payment 29188951893 To Rincon Band of Luiseno Indians	500.00
05/12	05/12 Online Payment 29188951863 To Unity Courier Services, Inc.	3,860.10
05/12	05/12 Online Payment 29188951882 To Azalea Ebbay	160.00
05/12	05/12 Online Payment 29188951875 To Adolfo Guzman-Lopez	800.00
05/20	05/20 Online Payment 29289616414 To Unity Courier Services, Inc.	3,880.60
05/26	05/26 Online Payment 29361824783 To Califa	5,750.00
05/26	05/26 Online Payment 29361842062 To Unity Courier Services, Inc.	3,884.00
05/26	05/26 Online Payment 29361824787 To Overdrive, Inc.	50,000.00
Total Electronic Withdrawals		\$72,812.49

DAILY ENDING BALANCE

DATE	AMOUNT
05/05	\$653,298.68
05/12	647,836.69
05/20	643,956.09
05/26	584,322.09



May 01, 2026 through May 29, 2026

Account Number: [REDACTED]

SERVICE CHARGE SUMMARY

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

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

SERVICE CHARGE DETAIL

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

ACCOUNT [REDACTED]

Other Service Charges:
Cash Management Services
Debit Block Maintenance

1

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

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- Your name and account number;
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Indianapolis, IN 46244 - 4959

May 30, 2026 through June 30, 2026

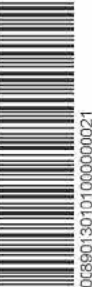
Account Number: [REDACTED]

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CUSTOMER SERVICE INFORMATION

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



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$584,322.09
Electronic Withdrawals	7	-30,012.46
Ending Balance	7	\$554,309.63

Your Chase Platinum Business Checking account provides:

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

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ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
06/02	06/02 Online Payment 29461412110 To Unity Courier Services, Inc.	\$3,884.00
06/09	06/09 Online Payment 29551992753 To Unity Courier Services, Inc.	3,107.20
06/16	06/16 Online Payment 29642893287 To Unity Courier Services, Inc.	3,870.40
06/23	06/23 Online Payment 29728635662 To Innovative Interfaces Inc.	8,857.66
06/23	06/23 Online Payment 29728635658 To Upac	2,257.90
06/23	06/23 Online Payment 29728635672 To Cj Brown & Company, Cpas	360.00
06/30	06/30 Online Payment 29816738948 To Unity Courier Services, Inc.	7,675.30
Total Electronic Withdrawals		\$30,012.46

DAILY ENDING BALANCE

DATE	AMOUNT
06/02	\$580,438.09
06/09	577,330.89
06/16	573,460.49
06/23	561,984.93
06/30	554,309.63



May 30, 2026 through June 30, 2026

Account Number: [REDACTED]

SERVICE CHARGE SUMMARY

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

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

SERVICE CHARGE DETAIL

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

ACCOUNT [REDACTED]

Other Service Charges:
Cash Management Services
Debit Block Maintenance

1

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CALIFORNIA LIBRARY SERVICES ACT
Annual Report Instructions

For use with 2025-2026 Communication, Delivery & Resource Sharing Program

Final Annual Report Instructions and Guidelines

California State Library
Sacramento
September 11, 2026

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

This packet contains the Instructions to file the 2025-2026 Fiscal Year California Library Services Act System Program Annual Report. The key areas to complete are:

1. Project Information, Communication, Delivery, and Resource Sharing program Information, and Activities,
2. Detailed reporting of all System expenditures

Once you have completed the process, please email a copy to monica.rivas@library.ca.gov.

All annual report documents are due by September 11, 2025.

Please contact Monica.Rivas@library.ca.gov with any questions.

FINAL REPORT INSTRUCTIONS

The tables below include:

- Information requested in the Annual Report document.
- Guidance to help provide the requested information.

FINAL PROJECT NARRATIVE

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
1. Project Abstract Briefly describe your project. What did you do, with whom, and what was the result? (90-160 words)	
2. Success Story Detail a success story or stories that we should share with stakeholders.	
3. Project Intent Choose one intent that best describes your project.	Intent should be: Information Access: Improve access to information
4. Subject of Intent: Select the subject(s) that best describe the project. Select no more than two subjects.	Arts, Culture & Humanities; Business and Finance; Employment; Personal Finance; Small Business; Civic Affairs; Community Concerns; Government; Education; After-school activities; Curriculum support; Environment; General (only for electronic databases or other data sources); Health and Wellness; Parenting and family skills; Personal/Family health and wellness; History; Languages; Literacy; Adult literacy; Digital literacy; Early literacy; Reading program (not summer reading); Summer reading; Science, Technology, Engineering, and Math (STEM); Library Infrastructure and Capacity; Broadband Adoption; Buildings and Facilities; Certification; Collection Development and Management; Continuing Education and Staff Development; Disaster Preparedness; Library Skills; Programming and Event Planning; Research and Statistics; Outreach and Partnerships; Systems and Technologies; Other If other, specify.

Outputs	
5. List the outputs of this project. Indicate if they align with those you planned in your application. If they do not, explain.	
Outcomes	
6a. Did you measure outcomes for this project?	Please indicate Yes or No.
6b. What, if any, outcome tools did you develop for this project?	Survey Review of Administrative data Interview/focus Group Participant Observations Tests Other If other, specify If you developed none leave this answer blank.
7. List any important outcomes or findings not already discussed in this report (Up to 150 words)*	
8. Briefly describe the importance of these outcomes and findings for future program planning. (Up to 150 words)*	
9. Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project. (Up to 150 words)*	
Sustainability	
10a. Do you anticipate continuing all aspects of this project after the grant period ends	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.

10b. Do you anticipate any change in level of effort in managing this project?	Answer yes, or no. If yes, please explain the anticipated changes in the level of effort in question 10c. If no, please put N/A in 10c.
10d. Do you anticipate changing the types of activities and objectives addressed by the project?	Yes or no answer, If yes, please explain the changes to the types of activities and objectives in question 10e. If no, please put N/A in 10e.
Evaluation	
11a. Was an evaluation conducted of this project?	Please indicate yes or no, if no please skip down to the "Additional Materials" section.
11b. Was a final written evaluation report produced?	Select yes or no. If no is selected the system will automatically skip to question 12. If a report was produced, please attach a copy in questions 11c and respond to question 11d below.
11d. Can the final written evaluation report be shared publicly?	Select yes or no.
12. Was the evaluation conducted by project staff (either the State Library Administrative Agency or local library) or by a third-party evaluator?	
13. What data collection tools were used for any report outcomes and outputs	Please indicate which, if any of the following collection tool you used for any reported outcomes and outputs: Administrative Records; Review; Surveys; Direct Observation; Interviews; Focus Groups; Participant Observation; Other. If other please specify data collection tools.
14. How were participants (of items) selected?	Please select from one of the options below. Randomly – We selected people (or items) arbitrarily Systematic Sample – We selected every nth person (or item) Targeted Sample – We selected based on a desired characteristic, e.g. age

	Census – We selected everyone (or every item). Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate Other If other, please explain how participants were selected.
15. Did you collect any media for the data?	If yes, please select they type: Photos Videos Audio
16. What types of methods were used to analyze collected data?	Please select from one of the options below. Statistical Methods Qualitative Methods Other If other, explain method used.
17a. What type of research design did you use to compare the value for any reported output or outcome?	Provide narrative for each of the following questions.
17b. Comparison of a reported output or outcome to an assigned target value.	
17c. Comparison for a reported output or outcome to another, non-randomly selected group not participating in the project.	
17d. Comparison for a reported output or outcome to another randomly selected group not participating in project.	
17e. No comparison for any reported output or outcome.	
18. Attach additional supporting evaluation documents to this final report. Acceptable file formats for supporting documents include Word (.doc, .docx) and PDF.	.

Additional Information	
19. Add any additional attachments to project content you would like to include. Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG. Your additional documents should be named: Grant Number_OrganizationName_ThreeWord Description.	If necessary, please attach the budget spreadsheet showing the usage of any roll over funds from 2023-2024 and 2024-2025 here
20. Share links to project content (e.g. webpages, YouTube videos, social media posts, and other project content available online).	

Communications, Delivery, and Resource Sharing Program Information	
Resource/service/program The following questions are designed to collect a summary of library participation in funded resources, services, and programs	Complete one question for each of the resources, services, and programs that you provided and supported with your CLSA funds. For each one, you will be asked to identify participating libraries and, if applicable, why non-participating libraries did not participate. Resources/Services/programs include things like Palace, Overdrive, Broadband support, etc. If you have more than six resources/services/programs, please attach them in the Additional Information section.
1. Resource/service/program name: 1a. Participating libraries: All or Some (if "some", list participating jurisdictions) 1b. If applicable, why did some libraries not opt in to this resource/service/program:	
2. Resource/service/program name: 2a. Participating libraries: All or Some (if "some", list participating jurisdictions) 2b. If applicable, why did some libraries not opt in to this resource/service/program	

3. Resource/service/program name: 3a. Participating libraries: All or Some (if "some", list participating jurisdictions) 3b. If applicable, why did some libraries not opt in to this resource/service/program	
4. Resource/service/program name: 4a. Participating libraries: All or Some (if "some", list participating jurisdictions) 4b. If applicable, why did some libraries not opt in to this resource/service/program	
5. Resource/service/program name: 5a. Participating libraries: All or Some (if "some", list participating jurisdictions) 5b. If applicable, why did some libraries not opt in to this resource/service/program.	
6. Resource/service/program name: 6a. Participating libraries: All or Some (if "some", list participating jurisdictions) 6b. If applicable, why did some libraries not opt in to this resource/service/program	
Communications Program Workload	Please list the number of messages sent via each communication device listed below on an annual basis as well as the annual cost for each service.
7. Telephone/Tele Facsimile Number of messages: 7a. Telephone/Tele Facsimile Annual Cost of Service:	
8. Internet (including electronic mail) Number of messages 8a. Internet (including electronic mail) Annual Cost of Service:	
9. Other (specify, EX: external postage) Specify the other communication device: 9a. Number of messages 9b. Annual Cost of Service	

Delivery Activity	
Intra system Physical Delivery In the Questions below please list the items delivered to member public libraries in the two-week sample periods.	NOTE: we understand that physical delivery counts can be difficult to obtain, please enter 0 if you were unable to collect data.
August 4-17, 2025 1a. Items sent by physical delivery to System member Public Libraries. 1b. Items sent by physical delivery to non-public libraries in the system area. 1c. Total items sent by physical delivery	
October 6-19, 2025 2a. Items sent by physical delivery to System member Public Libraries. 2b. Items sent by physical delivery to non-public libraries in the system area. 2c. Total items sent by physical delivery	
January 12-25, 2026 3a. Items sent by physical delivery to System member Public Libraries. 3b. Items sent by physical delivery to non-public libraries in the system area. 3c. Total items sent by physical delivery	
April 6-19, 2026 4a. Items sent by physical delivery to System member Public Libraries. 4b. Items sent by physical delivery to non-public libraries in the system area. 4c. Total items sent by physical delivery	

5. Number of Delivery vehicles: 5.a Number of miles traveled by all System vehicles: 5b. Percentage of items delivered by U.S. Mail 5c. Percentage of items delivered by UPS 5d. Percentage of items delivered by System Van 5e. Percentage of items delivered by Contracted Van 5f. Percentage of items delivered by Other 5g. If other, please specify delivery method.	Please provide the statistics requested below on vehicles, miles and delivery methods.
6. Any other comments?	Please use this section to provide any additional comments, not already addressed above, that will help show the scope and impact of your project.

ACTIVITIES

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

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

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

- You will complete one activity form for each activity completed by your system during the project period. Below are examples of the kinds of activities you may have completed as part of your project and how they should be reported.

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

Activity 1: Electronic Materials (Resource Sharing) Complete this activity section if funds were used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This	Include in your description the names of all services you subscribed to or purchase from to provide electronic materials for libraries and their communities, the number of e-books
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includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.	and/or AudioBooks purchased and the number of circulations.
Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group If targeted group: • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more (list options) • If the activity is directed at any of the following populations, select one or more • If the activity is directed at any of the following groups, select one or more • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. Categories: Activity: Content Mode: Acquisition Format: Digital	

Activity 2: Learning Platforms (Resource sharing) Complete this activity section if funds were used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.	
Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group	

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more (list options)
- If the activity is directed at any of the following populations, select one or more
- If the activity is directed at any of the following groups, select one or more
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Acquisition

Format: Digital

Activity 3: Inter Library Loan (Delivery)

Complete this activity section if funds were used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more (list options)
- If the activity is directed at any of the following populations, select one or more
- If the activity is directed at any of the following groups, select one or more
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery) Complete this activity section if funds were used to support intra system lending, including contractor vans, courier delivery, and postage.	
Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group If targeted group: • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more (list options) • If the activity is directed at any of the following populations, select one or more • If the activity is directed at any of the following groups, select one or more • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical Physical items sent by system member public libraries: Physical items delivered to system member public libraries: Physical items delivered to non-public libraries in system area: Total: Physical items sent by non-public libraries in system area: Physical items delivered to system member public libraries: Physical items delivered to non-public libraries in system area: Total: Number of system-owned delivery vehicles that physically move items: Frequency/schedule of physical delivery service: Number of contracted vendor delivery vehicles that physically move items: Frequency/schedule of physical delivery service: Other: please describe	

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Activity 5: Library Management and Operations (Resource Sharing) Complete this activity section if funds were used to procure services to support library management and operations, for example, an Integrated Library System (ILS).	Please include information on the ILS purchased and the number and name of participating libraries.
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Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group If targeted group: • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more (list options) • If the activity is directed at any of the following populations, select one or more • If the activity is directed at any of the following groups, select one or more • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. Categories: Activity: Procurement

Activity 6: Library Broadband (Communications and Delivery) Complete this activity section if funds were used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.	
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Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group
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If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more (list options)
- If the activity is directed at any of the following populations, select one or more
- If the activity is directed at any of the following groups, select one or more
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 7: System Operations (Resource Sharing, Communications and Delivery)

Complete this activity section if funds were used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
Content	Acquisition	Selecting, ordering, and receiving materials for library or archival collections by	Digital (computer-mediated). The term includes commercial or not-commercial hardware,

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

			Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party
Planning & Evaluation	Retrospective	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party

	Prospective	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A