

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

**SERRA COOPERTAIVE LIBRARY SYSTEM
EXECUTIVE COMMITTEE MEETING**

**Thursday, August 21, 2025
9:30 – 10:30 am**

**Meeting Location:
Oceanside Public Library, 330 N Coast Highway, Oceanside CA 92054**

Via Zoom:
<https://us02web.zoom.us/j/89483683407?pwd=U9fwI5jPHpMAMjYyA7LyTHmhZaTdb0P.1>

Meeting ID: 894 8368 3407
Passcode: 813921

Alternate Meeting Locations:
San Diego County Library, 5560 Overland Ave Suite 110, San Diego CA, 92123

Agenda

All items may be considered for action.

1. Call to Order and Roll Call Suzanne Smithson
2. Public Comment Suzanne Smithson
Opportunity for any guest or member of the public to address the Committee on any item of Serra business not represented on the current agenda.
3. Consent Calendar Suzanne Smithson
 - a. Minutes of the May 15, 2025, Executive Committee regular meeting
(ACTION)
4. Adoption of the Agenda Suzanne Smithson
5. Budget Status Report for FY 2024/25 Andy Beck
(DISCUSSION)

6. Discussion of LINK+ Member Contributions
(ACTION)

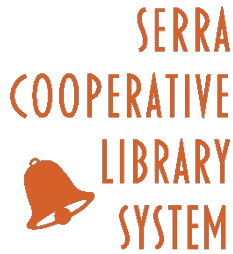
Christine Powers

7. Other

Suzanne Smithson

8. Adjournment

Suzanne Smithson



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EXECUTIVE COMMITTEE MEETING MINUTES – Draft
Thursday, May 15, 2025
9:30– 10:30 am

Meeting Location:
Carlsbad City Library, 1775 Dove Lane, Carlsbad, CA 92011

Alternate Meeting Locations:
Oceanside Public Library, 330 N. Coast Highway, Oceanside, CA 92054

Attendance

Cronk, Robert - San Diego Public
DiMento, Cathy - Oceanside
Isicson, Robin/Ohr, Donna - San Diego
County
Smithson, Suzanne - Carlsbad

Absent

Legaspi, Lizeth - Camarena
Briley, Shaun - Coronado

Other

Beck, Andy - SCLC
Powers, Christine - SCLC
Snodgrass, Nerissa - SCLC

- 1. Call to Order and Roll Call Suzanne Smithson
The meeting was called to order at 9:33 am.
- 2. Public Comment Suzanne Smithson
Opportunity for any guest or member of the public to address the Committee on any item of Serra business not represented on the current agenda.
None
- 3. Consent Calendar Suzanne Smithson
 - a. Minutes of the February 13, 2025, Executive Committee regular meeting
(ACTION)
MSP (DiMento/Smithson) to pass the Consent Calendar, without changes.
4 yes, 0 no, 0 abstain
- 4. Adoption of the Agenda Suzanne Smithson
The Chair adopted the agenda without changes.

Donna Ohr joined the meeting at 9:47 am.

5. Budget Status Report for FY 2024/25 (DISCUSSION) Andy Beck
Controller Andy Beck presented the Budget Status Report for the fiscal year 2024/25.

6. LINK+ Implementation Update and Future Funding (ACTION) Christine Powers/
Andy Beck
MSP (Ohr/Cronk) Advise staff to schedule a special meeting to discuss different funding options. The working group for this meeting will include Suzanne Smithson, Cathy DiMento, and Carla Mason.
4 yes, 0 no, 0 abstain

7. Reserve Fund Spending Policy (ACTION) Andy Beck
MSP (Smithson/Ohr) Recommend to the Administrative Council to approve a reserve fund of \$313,000. In addition, recommend to the Administrative Council to update the policy to calculate the reserve based on total operating expenses at the end of the fiscal year and present during the first meeting of the fiscal year.
4 yes, 0 no, 0 abstain

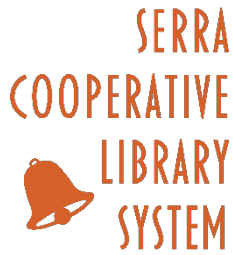
8. Museum Month Sponsorship for FY 2025/26 (DISCUSSION) Christine Powers
The Executive Committee recommended holding off on approving \$5,000 for now. Instead, they suggested asking the chairs of the three committees; Stark, Youth Services, and Adult Services—to work with the Museum Council and find what options are available. This can come back to the group for further discussion.

9. Proposed Budget for FY 2025/26 (ACTION) Andy Beck
No vote taken

10. Associate Membership Dues (ACTION) Christine Powers
No vote taken

11. Other Suzanne Smithson
None

12. Adjournment Suzanne Smithson
MS(Ohr/Smithson) meeting adjourned at 10:59 am.



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EC Agenda Item 5

DATE: August 21, 2025
TO: Serra Executive Committee
FROM: Andy Beck, Controller, Serra/SCLC

SUBJECT: Budget Status Report for FY 2024/25 (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2024/25 is attached for review and reflects reconciled bank statements through June 30, 2025.

For revenues, membership dues of \$65,463 were recorded as financial resources available for use. Other revenues include CLSA baseline of \$188,7781, system administration of \$27,512, and LINK+ reimbursements of \$60,606, which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$400,481, other program services of \$17,707, and administration of \$54,071. These expenses do not reflect what was paid but amounts that were incurred.

As of June 30, 2025, the System has a deficit of \$128,562 and cash balance of \$846,275.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT:

- a. Budget Status Report: June 30 2025
- b. Bank Statements April - June 2025

Serra Cooperative Library System
Budget Status Report
June 30, 2025

EC Agenda Item 5a

| | <u>Prior Year</u> <u>Actuals</u> | <u>FY 24/25</u> <u>Budget</u> | <u>FY 24/25</u> <u>Actuals</u> | <u>Balance</u> | <u>%</u> <u>Unrealized</u> | <u>%</u> <u>Realized</u> | <u>Notes</u> |
|---|-------------------------------------|----------------------------------|-----------------------------------|-------------------|-------------------------------|-----------------------------|--------------------------------|
| REVENUE | | | | | | | |
| CLSA Communications & Delivery | \$ 287,474 | \$ 201,391 | \$ 188,781 | \$ 12,610 | 6% | 94% | |
| CLSA System Administration | 53,149 | 27,512 | 27,512 | - | 0% | 100% | |
| Reimbursement (Link+) | 70,805 | 145,000 | 60,606 | 84,394 | 58% | 42% | Imperial County libraries |
| Membership Dues | 64,221 | 65,463 | 65,463 | - | 0% | 100% | |
| Investment income | 1,694 | 1,000 | 1,335 | (335) | -34% | 134% | |
| Total revenues | \$ 477,343 | \$ 440,366 | \$ 343,697 | \$ 96,669 | 22% | 78% | |
| EXPENDITURES | | | | | | | |
| Communications and delivery | | | | | | | |
| Delivery | \$ 6,661 | \$ 1,000 | \$ 166 | \$ 834 | 83% | 17% | Reimbursed intra-library loans |
| E-resources | 121,828 | 125,688 | 125,688 | - | 0% | 100% | Overdrive; Flipster |
| Resource sharing | 216,627 | 345,000 | 263,211 | 81,789 | 24% | 76% | LINK+ |
| Audit Fees | 6,300 | 6,625 | 6,465 | 160 | 2% | 98% | CJ Brown |
| Office supplies | 2,428 | 1,600 | 749 | 851 | 53% | 47% | |
| Telecommunications | 4,436 | 4,200 | 4,202 | (2) | 0% | 100% | |
| Total communication and delivery | 358,280 | 484,113 | 400,481 | 83,632 | 17% | 83% | |
| Other services | | | | | | | |
| Museum Month Sponsorship | 5,000 | 5,000 | 5,000 | - | 0% | 100% | |
| Discover & Go Sponsorship | 4,410 | 21,450 | 5,700 | 15,750 | 73% | 27% | |
| Youth Services Professional Development | 3,482 | 4,000 | 3,509 | 491 | 12% | 88% | |
| Adult Services Professional Development | 3,705 | 4,000 | 3,498 | 502 | 13% | 87% | |
| Total other services | 16,597 | 34,450 | 17,707 | 16,743 | 49% | 51% | |
| Administration | | | | | | | |
| Administration expense | 53,149 | 53,121 | 53,121 | - | 0% | 100% | |
| Meetings/conferences/travel | 1,633 | 1,800 | 950 | 850 | 47% | 53% | |
| Other | 13 | - | - | - | | | |
| Total administration | 54,795 | 54,921 | 54,071 | 850 | 2% | 98% | |
| Total expenditures | \$ 429,672 | \$ 573,484 | \$ 472,259 | \$ 101,225 | 18% | 82% | |
| SURPLUS (DEFICIT) | \$ 47,671 | \$ (133,118) | \$ (128,562) | \$ (4,556) | 3% | 97% | |

ACCOUNT BALANCES

Chase \$ 846,275

Serra Cooperative Library System
Budget Status Report
June 30, 2025

CLSA FUNDS

FY2024/25 CLSA Communications & Delivery (Restricted)

| | FISCAL YEAR 2024-25 | | | |
|------------------------|----------------------------|-------------------|--------------------|------------------|
| | Beginning | Addition | Deletions | Ending |
| Inter Library Loan (3) | \$ - | \$ 110,047 | \$ (97,136) | \$ 12,911 |
| | <u>\$ -</u> | <u>\$ 110,047</u> | <u>\$ (97,136)</u> | <u>\$ 12,911</u> |

FY2023/24 CLSA Communications & Delivery (Restricted)

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

FY2022/23 CLSA Communications & Delivery (Restricted)

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



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 Columbus, OH 43218 - 2051

April 01, 2025 through April 30, 2025

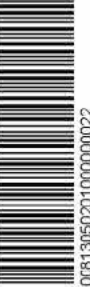
Account Number: [REDACTED]

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



Check funds availability: We've increased your available funds on certain check deposits

As of March 23, 2025, in the cases where your full check deposit is not available on the first business day after your deposit, the minimum amount we make available on the first business day after you deposit a check increased from \$225 to \$275. As a reminder, your deposit receipt will show the date when your deposit is expected to be available.

For more details, including the reasons why we may delay full check deposits, please see our Funds Availability Policy, in Section IV of the Deposit Account Agreement at chase.com/Business/Disclosures.

If you have any questions, please call us at the number listed on this statement.

CHECKING SUMMARY

Chase Platinum Business Checking

| | INSTANCES | AMOUNT |
|--------------------------|-----------|---------------------|
| Beginning Balance | | \$574,052.47 |
| Deposits and Additions | 3 | 21,290.65 |
| Electronic Withdrawals | 10 | -98,323.63 |
| Ending Balance | 13 | \$497,019.49 |

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 |
|-------------------------------------|-----------------------|---|--------------------|
| 04/01 | Remote Online Deposit | 4 | \$12,580.00 |
| 04/01 | Remote Online Deposit | 4 | 4,342.50 |
| 04/22 | Remote Online Deposit | 4 | 4,368.15 |
| Total Deposits and Additions | | | \$21,290.65 |



April 01, 2025 through April 30, 2025

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS

| DATE | DESCRIPTION | AMOUNT |
|-------------------------------------|--|--------------------|
| 04/01 | 04/01 Online Payment 24258088855 To Unity Courier Services, Inc. | \$3,627.30 |
| 04/08 | 04/08 Online Payment 24344817790 To Unity Courier Services, Inc. | 3,627.30 |
| 04/08 | 04/08 Online Payment 24344817795 To Carmen Chavez | 600.00 |
| 04/08 | 04/08 Online Payment 24344817803 To Ethan Banegas | 300.00 |
| 04/15 | 04/15 Online Payment 24426073770 To Unity Courier Services, Inc. | 3,644.40 |
| 04/22 | 04/22 Online Payment 24501664013 To Cj Brown & Company, Cpas | 642.00 |
| 04/22 | 04/22 Online Payment 24501706107 To San Diego Museum Council | 5,000.00 |
| 04/22 | 04/22 Online Payment 24501664006 To Unity Courier Services, Inc. | 3,678.60 |
| 04/22 | 04/22 Online Payment 24501664014 To Innovative Interfaces Inc. | 73,542.53 |
| 04/29 | 04/29 Online Payment 24580785107 To Unity Courier Services, Inc. | 3,661.50 |
| Total Electronic Withdrawals | | \$98,323.63 |

DAILY ENDING BALANCE

| DATE | AMOUNT |
|-------|--------------|
| 04/01 | \$587,347.67 |
| 04/08 | 582,820.37 |
| 04/15 | 579,175.97 |
| 04/22 | 500,680.99 |
| 04/29 | 497,019.49 |

SERVICE CHARGE SUMMARY

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

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

SERVICE CHARGE DETAIL

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

ACCOUNT 00000605262958

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

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



April 01, 2025 through April 30, 2025

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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P O Box 182051
Columbus, OH 43218 - 2051

May 01, 2025 through May 30, 2025

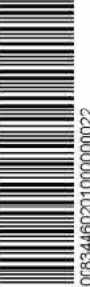
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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

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



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CHECKING SUMMARY

Chase Platinum Business Checking

| | INSTANCES | AMOUNT |
|--------------------------|-----------|---------------------|
| Beginning Balance | | \$497,019.49 |
| Deposits and Additions | 1 | 23,728.77 |
| Electronic Withdrawals | 7 | -17,459.24 |
| Ending Balance | 8 | \$503,289.02 |

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 |
|-------------------------------------|-------------------------|--------------------|
| 05/27 | Remote Online Deposit 4 | \$23,728.77 |
| Total Deposits and Additions | | \$23,728.77 |

ELECTRONIC WITHDRAWALS

| DATE | DESCRIPTION | AMOUNT |
|-------------------------------------|---|--------------------|
| 05/06 | 05/06 Online Payment 24670942293 To Unity Courier Services, Inc. | \$3,661.50 |
| 05/14 | 05/14 Online Payment 24762614395 To Upac Neighborhood Enterprise Center | 2,101.14 |
| 05/14 | 05/14 Online Payment 24762476648 To Unity Courier Services, Inc. | 3,644.40 |
| 05/20 | 05/20 Online Payment 24832325967 To Jacqueline Luna | 220.79 |
| 05/20 | 05/20 Online Payment 24832350765 To Peter Miesner | 276.00 |
| 05/20 | 05/20 Online Payment 24832350761 To Alyson Hamlin | 249.51 |
| 05/27 | 05/27 Online Payment 24907508228 To Unity Courier Services, Inc. | 7,305.90 |
| Total Electronic Withdrawals | | \$17,459.24 |



May 01, 2025 through May 30, 2025

Account Number: [REDACTED]

DAILY ENDING BALANCE

| DATE | AMOUNT |
|-------|--------------|
| 05/06 | \$493,357.99 |
| 05/14 | 487,612.45 |
| 05/20 | 486,866.15 |
| 05/27 | 503,289.02 |

SERVICE CHARGE SUMMARY

| | |
|------------------------------|---------------|
| Monthly Service Fee | \$0.00 |
| Other Service Charges | <u>\$0.00</u> |
| 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 | <u>\$0.00</u> |
| Subtotal Other Service Charges | | | | | \$0.00 |

ACCOUNT 00000605262958

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

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



May 01, 2025 through May 30, 2025

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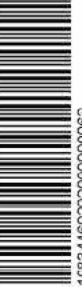
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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.

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May 31, 2025 through June 30, 2025

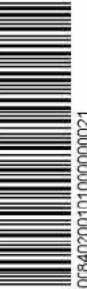
Account Number: [REDACTED]

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



00840200101000000021

CHECKING SUMMARY

Chase Platinum Business Checking

| | INSTANCES | AMOUNT |
|--------------------------|-----------|---------------------|
| Beginning Balance | | \$503,289.02 |
| Deposits and Additions | 1 | 3,329.00 |
| Electronic Withdrawals | 3 | -11,022.15 |
| Ending Balance | 4 | \$495,595.87 |

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 |
|-------------------------------------|-----------------------|-------------------|
| 06/10 | Remote Online Deposit | \$3,329.00 |
| Total Deposits and Additions | | \$3,329.00 |

ELECTRONIC WITHDRAWALS

| DATE | DESCRIPTION | AMOUNT |
|-------------------------------------|--|--------------------|
| 06/10 | 06/10 Online Payment 25080340318 To Unity Courier Services, Inc. | \$3,661.50 |
| 06/17 | 06/17 Online Payment 25162496218 To Unity Courier Services, Inc. | 7,305.90 |
| 06/17 | 06/17 Online Payment 25162496226 To Carlsbad City Library | 54.75 |
| Total Electronic Withdrawals | | \$11,022.15 |

DAILY ENDING BALANCE

| DATE | AMOUNT |
|-------|--------------|
| 06/10 | \$502,956.52 |
| 06/17 | 495,595.87 |



May 31, 2025 through June 30, 2025

Account Number: [REDACTED]

SERVICE CHARGE SUMMARY

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

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

SERVICE CHARGE DETAIL

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

ACCOUNT 000000605262958

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

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

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

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

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

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- 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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SERRA COOPERATIVE LIBRARY SYSTEM
GENERAL ACCOUNT
254 N LAKE AVE
BOX 874
PASADENA, CA 91101

Your Business Interest Checking Preferred Rewards for Bus Platinum Honors

for April 1, 2025 to April 30, 2025

Account number: XXXXXXXXXXXXXXXXXXXX

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

| | |
|---|---------------------|
| Beginning balance on April 1, 2025 | \$350,670.60 |
| Deposits and other credits | 2.88 |
| Withdrawals and other debits | -0.00 |
| Checks | -0.00 |
| Service fees | -0.00 |
| Ending balance on April 30, 2025 | \$350,673.48 |

of deposits/credits: 1
 # of withdrawals/debits: 0
 # of days in cycle: 30
 Average ledger balance: \$350,670.69

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$11.53.

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SSM-09-24-0005.B | 6936906

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

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

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- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

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

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Deposits and other credits

| Date | Description | Amount |
|---|-----------------|---------------|
| 04/30/25 | Interest Earned | 2.88 |
| Total deposits and other credits | | \$2.88 |

Daily ledger balances

| Date | Balance (\$) | Date | Balance(\$) |
|-------|--------------|-------|-------------|
| 04/01 | 350,670.60 | 04/30 | 350,673.48 |

Available in English and Spanish

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SSM-12-24-0270.C | 7457437

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SERRA COOPERATIVE LIBRARY SYSTEM
GENERAL ACCOUNT
254 N LAKE AVE
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PASADENA, CA 91101

Your Business Interest Checking Preferred Rewards for Bus Platinum Honors

for May 1, 2025 to May 31, 2025

Account number: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SERRA COOPERATIVE LIBRARY SYSTEM GENERAL ACCOUNT

Account summary

| | |
|---------------------------------------|---------------------|
| Beginning balance on May 1, 2025 | \$350,673.48 |
| Deposits and other credits | 2.98 |
| Withdrawals and other debits | -0.00 |
| Checks | -0.00 |
| Service fees | -0.00 |
| Ending balance on May 31, 2025 | \$350,676.46 |

of deposits/credits: 1
 # of withdrawals/debits: 0
 # of days in cycle: 31
 Average ledger balance: \$350,673.57

Annual Percentage Yield Earned this statement period: 0.01%.
Interest Paid Year To Date: \$14.51.

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SSM-12-24-0270.C | 7457437

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Deposits and other credits

| Date | Description | Amount |
|----------|-----------------|--------|
| 05/30/25 | Interest Earned | 2.98 |

Total deposits and other credits **\$2.98**

Daily ledger balances

| Date | Balance (\$) | Date | Balance(\$) |
|-------|--------------|-------|-------------|
| 05/01 | 350,673.48 | 05/30 | 350,676.46 |



Security tips

Tips to help protect yourself from trending scams:

- Do not be pressured to act quickly - it could be an imposter trying to steal your money.
- If asked to transfer money unexpectedly, use caution - it could be a scam.
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Deposits and other credits

| Date | Description | Amount |
|---|-----------------|---------------|
| 06/30/25 | Interest Earned | 2.88 |
| Total deposits and other credits | | \$2.88 |

Daily ledger balances

| Date | Balance (\$) | Date | Balance(\$) |
|-------|--------------|-------|-------------|
| 06/01 | 350,676.46 | 06/30 | 350,679.34 |

Important information about payment scams

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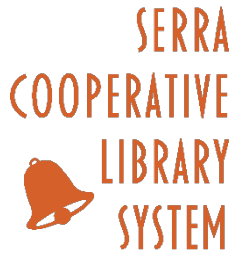
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Serra Cooperative Library System
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Phone: 626-359-6111
www.serralib.org

EC Agenda Item 6

DATE: August 21, 2025
TO: Serra Executive Committee
FROM: Christine Powers, Executive Director, Serra/SCLC
Andy Beck, Controller, Serra/SCLC

SUBJECT: **Discussion of LINK+ Member Contributions (ACTION)**

BACKGROUND: The Administrative Council of the Serra Cooperative Library System (Serra) held a special meeting on July 24, 2025, to discuss what future member contributions would look like to support LINK+, a cooperative system between public and academic libraries in California and Nevada which allows patrons to search its catalog and borrow books and media from member libraries. During the special meeting, various member contribution options were presented and discussed, and there were several suggestions made that are presented in this report for discussion.

History

In 2021, the Serra Cooperative Library System (Serra) agreed to join LINK+. At the October 2021 regular meeting, the Administrative Council (Council) discussed options for covering initial and ongoing costs. At the time, Serra’s reserves could cover expenses for the first year but would fall short of fully funding a second year if two years of Serra operating costs were set aside in reserves. The Council requested a special meeting for further discussion.

At the November 2021 special meeting, the Council discussed special funding that Imperial County was to receive from the state, which would be used to cover a portion of LINK+ implementation fees for all Imperial County system members. San Diego County, which already had a LINK+ agreement, indicated that it would need to confirm whether it could terminate its existing agreement to join Serra’s agreement. At that meeting, contingent on San Diego County joining, the Council approved the following:

1. Assign \$571,390 in unrestricted Serra reserves to support the adoption of LINK+;
2. Continue to allocate at least \$100,000 in baseline California Library Services Act (CLSA) funds towards LINK+; and
3. Establish a LINK+ Fund with annual fees assessed to the members to cover expenses not otherwise addressed by reserve and CLSA funds.

The Council held another special meeting in December 2021, during which San Diego County indicated that it could not terminate its LINK+ agreement to join Serra's agreement. At the special meeting, the Council voted to:

1. Assign \$571,390 in unrestricted Serra reserves to support the adoption of LINK+.
2. Apply Imperial County funds toward startup and ongoing fees for member libraries located in Imperial County.
3. Continue to allocate at least \$100,000 in baseline CLSA funds toward LINK+ as available after considering expenses for the annual audit, Serra Digital Download Library, and shared eMagazine collection.
4. Establish a LINK+ Fund Account with annual membership contributions commencing July 2022 to cover expenses not otherwise addressed by Serra reserves, Imperial County funds, and CLSA funds.
5. Allocate Serra funds toward a separate eMagazine license for San Diego Public Library, amount to be determined.
6. Authorize the Executive Director to work with the STARC Chair to execute agreements with Innovative and Unity Courier.
7. Actively advocate for LINK+ funding from the State Library.

Since then, implementation of LINK+ for all Serra member libraries took much longer than anticipated – with two member libraries still not fully implemented. Given this, the initial costs were not as high as anticipated, and annual membership contributions were not allocated, nor collected over the past three years.

Current Shortfall

In FY 2024/25 and 2025/26, CLSA funds for all cooperatives were reduced by approximately 50%. This cut, which roughly translates to a loss of \$100,000 each year in CLSA funds for Serra, was announced by the Governor as a two-year reduction to help balance the State budget deficit.

If appropriations from CLSA are fully funded as of FY 2026/27 and Serra continues with the same level of services, additional contributions of approximately \$200,000 are needed for a balanced budget. This is approximately 300% of current membership dues that Serra needs as additional member contributions.

If appropriations from CLSA are fully funded as of FY 2026/27 and Serra continues only with LINK+, additional contributions of \$94,000 are needed for a balanced budget. This is approximately 141% of current membership dues that Serra needs as additional member contributions. The allocations presented in this report have been determined based on the current level of service that Serra provides.

Member Contribution Options

During the July special meeting, two options were presented to the Council:

1. A combination of population and Local Operating Income per Capita (LIPC), with population weighed at 25% and LIPC weighed at 75%. A 50/50 allocation was also presented for comparison. (Exhibit "a")
2. Tiered rates based solely on LIPC by established levels. (Exhibit "b")

During the discussion at the special meeting, the Council requested the following:

1. Get pricing for each library individually with both Innovative and Unity costs and also provide exit costs for Innovative.
2. Get pricing for reduced services to four delivery locations and look at alternative delivery options.
3. Speak with LINK+ Board about Unity.
4. A combination of population and LIPC with the population weighed 75% and LIPC weighed 25%.
5. Incorporate annual circulation statistics into a pricing model.

Individual Library Pricing

At the special meeting, the Council had requested to see pricing for each individual library with both Innovative and Unity costs, as well as exit pricing for Innovative. The following table contains information about these costs. The circulation statistics were provided by Innovative, and staff used these figures to remain consistent. Unity's costs remain the same per library/location whether service is provided individually or as part of the cooperative. Should a member library leave LINK+, there is an exit service fee from Innovative of \$2,820 per member library.

| Library | Population | Circulation | Current Innovative Cost | Individual Innovative Cost | Unity Cost* |
|----------------|-------------------|--------------------|--------------------------------|-----------------------------------|--------------------|
| Brawley | 27,539 | 85,555 | NA | \$13,650.00 | \$ - |
| Camarena | 38,697 | 44,749 | NA | \$12,500.00 | \$ 18,685.00 |
| Carlsbad | 114,549 | 132,734 | NA | \$13,650.00 | \$ 18,685.00 |
| Chula Vista | 274,784 | 954,071 | NA | \$15,100.00 | \$ 18,685.00 |
| Coronado | 22,150 | 245,000 | \$9,397.08 | \$15,100.00 | \$ 18,685.00 |
| El Centro | 44,445 | 65,327 | \$9,123.39 | \$12,500.00 | \$ 18,685.00 |
| Escondido | 149,799 | 650,482 | \$9,397.08 | \$15,100.00 | \$ 18,685.00 |
| Imperial CO | 47,299 | 34,499 | NA | \$7,500.00 | \$ - |
| Imperial PL | 21,496 | 40,671 | \$9,123.39 | \$12,500.00 | \$ 18,685.00 |
| National City | 60,974 | 214,669 | \$5,950.04 | \$18,700.00 | \$ 18,685.00 |
| Oceanside | 171,063 | 478,695 | \$9,397.08 | \$15,100.00 | \$ 18,685.00 |
| SDCL | 1,368,395 | 11,515,560 | \$34,891.00 | \$41,650.00 | N/A |
| SDPL | 1,108,041 | 6,840,359 | \$9,123.39 | \$26,300.00 | \$ 18,685.00 |

**Unity cost can change slightly due to a fuel surcharge.*

Reduced Delivery to Four Hubs

During the special meeting, there was discussion about possibly reducing delivery service to four hubs in an effort to reduce overall LINK+ costs. The four hubs were determined at the last meeting, and staff have made the following recommendations regarding which library will serve in each hub, as well as which library will serve as the delivery point for each hub (marked with an asterisk). These suggestions were determined based on geography but are open to discussion.

| <u>North San Diego</u> | <u>Central San Diego</u> | <u>South San Diego</u> | <u>Imperial Valley</u> |
|------------------------|--------------------------|------------------------|------------------------|
| Oceanside | San Diego Public | Chula Vista | Brawley |
| Carlsbad* | | National City* | Camarena |
| Escondido | | Coronado | El Centro |
| | | | Imperial County* |
| | | | Imperial Public |

Staff discussed the possibility of reduced delivery services to four hubs with Unity. This is possible through Unity, but Serra would possibly incur additional \$200-400 monthly charges for increased volume to the other locations. Taking these extra charges into consideration, switching to four hubs would drop delivery charges to an estimated \$95,000/year, compared to the current cost of approximately \$247,000/year, saving Serra approximately \$152,000 annually.

There are two factors to consider before switching. The first of these is determining if there are any technological impediments on the software side of LINK+ to reducing delivery to four hubs, as Unity has expressed that all materials going to a hub would need to have the same delivery location. Innovative staff is in the process of trying to determine if this is feasible. The second factor is whether member libraries will be able to go to the hubs on a daily basis. The LINK+ Bylaws (Exhibit “c”) require, “Contracting, at the institutional level, courier service for Monday through Friday with the LINK+ designated courier service” (Article III, Section 2, A). Given this requirement, members must be able to have their own delivery staff provide daily service to their designated hub in order to remain compliant with LINK+ requirements. Additionally, this also rules out any other alternative form of delivery that was discussed at the special meeting.

Should Serra be able to successfully implement four-hub delivery, this will drop the shortfall from \$200,000 to approximately \$31,000. In each of the proposed

Conversation with LINK+ Board

After Serra’s special meeting, staff reached out to the President of the LINK+ Board, Sam Liston, from Oceanside Public Library. Sam explained that the Cal State RFP for delivery was awarded to Unity, who came in as the lowest responsible bidder. Based on the conversation, it seems that daily delivery is important to the universities, and consideration to amend the Bylaws to reduce the daily delivery requirement is not likely.

Additional Member Contribution Options

At the July special meeting, the Council also requested a few more options for member contributions. One of those options included taking the population and LIPC based rates, with population weighed at 75% and LIPC weighed at 25%, as well as a 50/50 rate for comparison (Exhibit “d”). It should be noted that this table includes member allocations for current operations (full delivery), as well as what member contributions would be with reduced delivery to four hubs.

There was also a request from Council to incorporate annual circulation statistics into a pricing model. Staff utilized the annual circulation statistics that Innovative used for each member library, and has provided three options that incorporate population, LIPC, and circulation statistics (Exhibit “e”). The first table weighs all three factors evenly at 33.33%. The second table weighs population at 25%, LIPC at 50%, and circulation at 25%. The final table weighs population at 45%, LIPC at 40%, and circulation at 15%. All three tables provide what each member contribution would be if Serra maintained its current delivery schedule, as well as what the member contribution would be if Serra reduced delivery to down to four hubs.

The allocations are based on the most recent populations, local government income, and LINK+ prices available. The factors will change from year to year altering the allocation.

RECOMMENDATION: Staff respectfully recommend that the Committee provide direction to the Administrative Council regarding reduced delivery locations (pending final approval from LINK+ vendors), and approve a method of funding to support the ongoing costs for LINK+.

Serra’s FY 2025/26 membership dues are also included as Exhibit “f” for reference.

FISCAL IMPACT: Dependent on the direction provided by the Council. Any approved increases will phase in slowly every year for the next five years starting FY 2026/27, and ending in FY 2030/31, when additional contributions should be at the necessary level to fund LINK+. From years one through four, when additional contributions are partially funding LINK+, Serra can draw from its reserves and/or temporarily reduce its level of service.

It should be noted that whichever funding model is selected, the following schedule would be applied:

| | |
|--------------------|--------------------|
| Year 1: FY 2026/27 | 20% of allocation |
| Year 2: FY 2027/28 | 40% of allocation |
| Year 3: FY 2028/29 | 60% of allocation |
| Year 4: FY 2029/30 | 80% of allocation |
| Year 5: FY 2030/31 | 100% of allocation |

EXHIBITS:

- a. Population & LIPC Based Rates – Proposed at July Special Meeting
- b. Tiered Rates by LIPC – Proposed at July Special Meeting
- c. LINK+ Bylaws
- d. New Population & LIPC Based Rates
- e. New Population, LIPC & Circulation Based Rates
- f. FY 2025/26 Serra Cooperative Library System Membership Dues

Population LIPC Based Rates

| Location | Population of The Legal Service Area | Local Operating Income per Capita | Pro Rata | Proposed Allocation* by FY 2030/31 50/50 Allocation | |
|----------------------------------|--------------------------------------|-----------------------------------|----------|---|----------------------|
| SAN DIEGO COUNTY LIBRARY | 0 | \$0.00 | 0.00% | \$ - | \$ - |
| IMPERIAL COUNTY LIBRARY | 47,299 | \$8.51 | 1.78% | \$ 3,558.00 | \$ 3,718.86 |
| IMPERIAL PUBLIC LIBRARY | 21,496 | \$13.26 | 2.21% | \$ 4,428.45 | \$ 3,564.41 |
| CHULA VISTA PUBLIC LIBRARY | 274,784 | \$13.85 | 5.01% | \$ 10,015.15 | \$ 14,501.39 |
| CAMARENA MEMORIAL PUBLIC LIBRARY | 38,697 | \$14.43 | 2.57% | \$ 5,148.14 | \$ 4,534.01 |
| BRAWLEY PUBLIC LIBRARY | 27,539 | \$16.14 | 2.71% | \$ 5,421.88 | \$ 4,398.77 |
| EL CENTRO PUBLIC LIBRARY | 44,445 | \$22.78 | 3.88% | \$ 7,768.67 | \$ 6,444.71 |
| ESCONDIDO PUBLIC LIBRARY | 149,799 | \$24.45 | 5.26% | \$ 10,518.42 | \$ 11,277.89 |
| NATIONAL CITY PUBLIC LIBRARY | 60,974 | \$35.22 | 5.92% | \$ 11,846.85 | \$ 9,634.17 |
| OCEANSIDE PUBLIC LIBRARY | 171,063 | \$36.09 | 7.23% | \$ 14,457.46 | \$ 14,509.42 |
| SAN DIEGO PUBLIC LIBRARY | 1,368,395 | \$47.88 | 21.78% | \$ 43,558.49 | \$ 68,004.79 |
| CARLSBAD CITY LIBRARY | 114,549 | \$107.65 | 17.34% | \$ 34,676.32 | \$ 26,379.39 |
| CORONADO PUBLIC LIBRARY | 22,150 | \$160.75 | 24.30% | \$ 48,602.18 | \$ 33,032.19 |
| | 2,341,190.00 | \$500.99 | | \$ 200,000.00 | \$ 200,000.00 |

| | |
|-------------------|-----|
| *Based on: | |
| Population Weight | 25% |
| LIPC Weight | 75% |

Tiered Rates by LIPC

| Location | Population of The Legal Service Area | Local Government Income | Local Operating Income per Capita | Level | Full Delivery Allocation | 4 Hub Delivery Allocation |
|-------------------------------|--------------------------------------|-------------------------|-----------------------------------|---------|--------------------------|---------------------------|
| SAN DIEGO COUNTY LIBRARY | 0 | \$ 56,411,856 | \$ - | N/A | - | - |
| IMPERIAL COUNTY LIBRARY | 47,299 | \$ 402,500 | \$ 8.51 | Level 1 | \$ 4,025.00 | \$ 1,400.00 |
| IMPERIAL PUBLIC LIBRARY | 21,496 | \$ 284,983 | \$ 13.26 | Level 1 | \$ 2,849.83 | \$ 1,400.00 |
| CHULA VISTA PUBLIC LIBRARY | 274,784 | \$ 3,805,683 | \$ 13.85 | Level 2 | \$ 10,000.00 | \$ 1,400.00 |
| CAMARENA MEMORIAL PUBLIC LIBR | 38,697 | \$ 558,563 | \$ 14.43 | Level 1 | \$ 5,585.63 | \$ 1,400.00 |
| BRAWLEY PUBLIC LIBRARY | 27,539 | \$ 444,602 | \$ 16.14 | Level 1 | \$ 4,446.02 | \$ 1,400.00 |
| EL CENTRO PUBLIC LIBRARY | 44,445 | \$ 1,012,311 | \$ 22.78 | Level 2 | \$ 10,000.00 | \$ 1,400.00 |
| ESCONDIDO PUBLIC LIBRARY | 149,799 | \$ 3,661,960 | \$ 24.45 | Level 3 | \$ 20,000.00 | \$ 2,900.00 |
| NATIONAL CITY PUBLIC LIBRARY | 60,974 | \$ 2,147,422 | \$ 35.22 | Level 3 | \$ 20,000.00 | \$ 2,900.00 |
| OCEANSIDE PUBLIC LIBRARY | 171,063 | \$ 6,172,857 | \$ 36.09 | Level 4 | \$ 31,000.00 | \$ 4,200.00 |
| SAN DIEGO PUBLIC LIBRARY | 1,368,395 | \$ 65,512,426 | \$ 47.88 | Level 4 | \$ 31,000.00 | \$ 4,200.00 |
| CARLSBAD CITY LIBRARY | 114,549 | \$ 12,330,799 | \$ 107.65 | Level 4 | \$ 31,000.00 | \$ 4,200.00 |
| CORONADO PUBLIC LIBRARY | 22,150 | \$ 3,560,592 | \$ 160.75 | Level 4 | \$ 31,000.00 | \$ 4,200.00 |
| | 2,341,190 | \$ 156,306,554 | \$ 500.99 | | \$ 200,906.48 | \$ 31,000.00 |

| | | | |
|----------------|---------------------|----|-----------|
| Level 1 | Capped 1% of Income | \$ | 1,400.00 |
| Level 2 | 0.01 - 22.99 | \$ | 10,000.00 |
| Level 3 | 23.00 - 35.99 | \$ | 20,000.00 |
| Level 4 | 36.00 + | \$ | 31,000.00 |

A Resource Sharing Library Consortium BYLAWS

Article I- Name

The name of this organization shall be LINK+. LINK+ is an unincorporated private, nonprofit association based in California.

Article II- Purpose

A. To enhance and expand access to and increase the effective utilization of library collections, through collaborative partnerships, among LINK+ members and the creation of an electronic union catalog. In this regard, a primary interest of LINK+ is to realize the consortial benefits, with the participation of all its membership, in a program of online user-initiated borrowing from member institutions.

B. To provide a forum for the discussion of other collaborative activities such as shared collection development, visiting user programs, and cost sharing/reduction programs.

C. To engage in ongoing activities such as:

- Networking of directors of LINK+ member libraries,
- Provision of opportunities for staff interaction in the areas of document delivery and collection development,
- Participation in grant opportunities for consortial activities,
- Provision of reciprocal borrowing privileges for users.

Article III- Membership

- *Section 1- Membership.* The organization shall be open to any library of a separately incorporated institution in California, or contiguous states, that has the Innovative Interface, Inc. integrated library system, or is willing to undertake the programming required to effectively interface with the LINK+ union catalog. Such libraries receiving greater than one-third negative votes by the Members will be denied membership.
- *Section 2- Responsibilities of Members*
 - A. All members are expected to comply with the following:
 - Maintaining a contract for INN-Reach services from Innovative Interfaces, Inc.
 - Loaning and borrowing materials in a timely manner (adequate staffing for the goal of 24-hour turnaround)



- Contracting, at the institutional level, courier service for Monday through Friday except holidays with the LINK+ designated courier service
- Agreeing to and following established LINK+ policies and procedures
- Supporting participation of LINK+ operational staff in scheduled Operations Group meetings (currently one annual meeting per year and participation in regional group meetings as needed) and serving on the Operational Steering Committee, if asked to serve
- Committing to attending the Annual Business Meeting of LINK+ library directors
- Willing to serve on and attend meetings of the LINK+ Executive Committee if asked to serve
- Committing to LINK+ policy that members upgrade to the most current software version within 12 months of its release.
- B. Members pay annual dues to LINK+, with the dues rate set at the Annual Business Meeting to support the work of the organization.
- C. Members are eligible to participate in all joint LINK+ programs, contracts, purchases and licensing agreements. Upon payment of the appropriate institutional fee(s) as set by the Members or agreed to by the Members with the information producer or vendor, for that program, contract, purchase or agreement.
- *Section 3- Membership Payments.* LINK+ Fiscal Agent shall issue the annual dues invoices by 1 July. Dues are payable by 1 September each year. New members will be prorated based on when they join.
- *Section 4- Applications.* Non-member institutions may apply for membership in LINK+ at any time by contacting the Membership Officer. Applicants are reviewed and voted on by the Executive Committee and then if approved taken to the Membership. Such applicants receiving greater than one-third negative votes by the Members will be denied membership.
- *Section 5- Representation.* Member institutions shall be represented by the individuals who are the chief administrative officers (hereafter referred to as Directors) of the libraries. An Assistant Administrative Officer may represent the Member institution if that person has full decision-making authority for the meeting in question. When voting does take place, a simple majority of those Directors (or Designees) present and voting shall decide the issue. Exceptions are decisions with financial implications which require an affirmative two-thirds majority of the votes cast by the Members.
- *Section 6- Voting.* Voting may take place in person at the annual meeting or electronically through the Directors listserv.
 - A. Annual Meeting: Votes will be taken by a show of hands by those attending in person. In the event that some members are participating virtually they will record their votes using the meeting software's method



of recognition/voting. A time will be reserved for virtual attendees to identify themselves (name and institution) and voice their votes.

- B. Directors listserv: Ballot items will be announced via the listserv and will include voting instructions and deadlines.
- *Section 7- Withdrawal/Removal.* Members may withdraw from LINK+ any time during the year upon written notification to the Membership Officer. There will be no refund of dues or other participation fee(s). Members who consistently fail to meet the Responsibilities of Members (Art. III, Sect. 2) may be brought to the Membership for removal from LINK+. An affirmative two-thirds majority of the votes cast by the Members is required to remove a Member.

Article IV- Governance

- A. There shall be two bodies that will oversee LINK+ activities- all the Directors of Member libraries and the Operations Group,
- B. Directors of the Member libraries will meet at least once a year. Members may choose to attend virtually. Such meetings will approve LINK+ policies, will elect members of the Executive Committee, and will conduct any other business deemed appropriate by the Directors present at the meeting.
- C. Executive Committee see Article V, Section 1.
- D. Operations Group shall consist of representatives from member libraries. The Operations Group has an Operations Steering Committee governed by the Operations Steering Committee Charge.

Article V- Officers

Section 1- Executive Committee. There shall be an Executive Committee consisting of seven Directors, assistant Directors or equivalent. Two Directors shall represent academic libraries. Three Directors shall represent the public libraries. Two Directors shall represent either an academic or a public library. The Chair of the Operations Steering Committee will be an ex officio non-voting member.

- A. Election/Terms. The election for the Executive Committee shall take place at the Annual Business Meeting. The Executive Committee Directors will be elected to serve two years except for those chosen for the Chair Elect, Chair, and Nominations Officer cycle. One of the Directors shall be elected Chair Elect, one elected Recorder, and one elected Membership Officer. The Chair Elect will succeed to the Chair. The out-going Chair will serve as Nominations Officer. Directors of the Executive Committee may be re-elected for two additional terms.
- B. Duties. Duties of the Executive Committee shall include: review of applications for membership with recommendations to the Members, review of annual dues, if any, with recommendation to the Members, review of all



additional matters as deemed appropriate with recommendations to the Members and conduct the business of the Organization.

- C. Vacancies. Any permanent vacancy occurring in the Executive Committee shall be filled by a Director elected by the Members either through an electronic ballot or at the next LINK+ Members meeting after the vacancy arises; the Director so elected will complete the term and roles of the Director being replaced on the Executive Committee.
- D. Meetings. The Executive Committee shall meet as needed to conduct the business of the Organization. The date, time, place, and agenda of such meetings shall be communicated by the Chair to the Executive Committee members in advance of the meetings. These meetings may be conducted virtually. Executive Committee meetings shall be open to any interested Director, except under extraordinary circumstances, as determined by the Chair.

Section 2- Chair of the Executive Committee. The Chair of the Executive Committee shall: prepare, and distribute in advance, the agenda for the Annual Business Meeting; chair all Executive Committee meetings; report at each Annual Business Meeting on the actions of the Executive Committee; serve as the liaison with the Operations Group and the Operations Steering Committee; serve as the Chief Official representative of LINK+ to external constituencies; and serve as the Official Liaison between LINK+ and the Fiscal Agent in matters relating to the contractual relationship and budgetary matters.

Section 3- Membership Officer. The Membership Officer shall: serve as the contact person for information and libraries wishing information about membership in LINK+, shall receive, review for completeness and appropriateness, and maintain records of all applications; shall take the application to the Executive Committee for review, and if approved shall make recommendation to the Members, shall manage the electronic vote for prospective Members, shall follow up with the Fiscal Agent to ensure that proper membership invoicing takes place (if annual dues), and shall inform the Operations Steering Committee Chair of the membership information for the LINK+ Web page.

Section 4- Recorder. The Recorder shall record actions taken at meetings of the Executive Committee and the Annual Business Meeting and provide any necessary follow-up to ensure that necessary subsequent steps have been taken regarding such actions; prepare and submit information to the Operations Steering Committee Chair for posting on the LINK+ Web page, and keep the official archives of the Organization.

Section 5- Nominations Officer. The Nominations Officer is the Out-going Chair of the Executive Committee and shall prepare the slate of candidates for the Executive Committee Members according to Article V, Section 1, A.

Article VI- Committees

- *Section 1-* The Executive Committee may appoint ad hoc Committees as needed.
- *Section 2-* Operations Group



- *Section 3-* Operations Group Steering Committee

Article VII- Host Institution and Fiscal Agent

Section 1- Host Institution

- A. Innovative Interfaces, Inc (III), acts as the Host Institution for LINK+. In this capacity, III serves, when appropriate, as the contact point for technical information regarding LINK+.

Section 2- Fiscal Agent

- A. An institution, or other organization, shall be designated by the Members (or the Executive Committee acting for them) as Fiscal Agent. The Fiscal Agent will work with the Membership Officer to invoice and collect Link+ membership dues, according to the schedule outlined elsewhere in these Bylaws (Article III, Sect. 3). The Fiscal Agent will provide and file the annual financial report of the Organization.

Article VIII- Amendments

- *Section 1.* These Bylaws may be amended or rescinded by an affirmative two-thirds majority of the votes cast by the Members. Properly proposed and considered amendments, as specified in this Article of the Bylaws, may be voted on by either electronic mail or paper mail ballot.
- *Section 2.* Amendments may be proposed by any Member of LINK+. Proposals should be in writing, paper or via electronic mail, to the Chair of the Executive Committee.
- *Section 3.* Any proposed amendment must be placed on the agenda and be distributed prior to the meeting in which it is considered or sent out either by electronic mail or paper mail two weeks prior to the corresponding electronic mail or paper mail ballot.

Article IX- Adoption

- *Section 1- Adoption.* The present Bylaws shall be effective immediately upon their adoption by an affirmative two-thirds majority of the votes cast by the Members. Following their adoption, the Bylaws shall be posted to and regularly updated on the LINK+ Web pages.

Article X- Dissolution

- *Section 1- Dissolution.* Dissolution of this organization is possible only after a paper mail ballot, which requires an affirmative two-thirds majority of the votes



cast by the Members; such results can only be announced at the Annual Business Meeting. Upon dissolution of the organization, any remaining assets or liabilities of the organization will be distributed equally to the Members in good standing at the time of such dissolution.

Article XI- Parliamentary Authority

In the absence of provisions in these Bylaws, the provisions of the latest edition of Roberts Rules of Order shall be the parliamentary authority.

Population / LIPC Based Rates

| Location | Population of The Legal Service Area | Local Operating Income per Capita | Pop/LIPC Pro Rata | Full Delivery Allocation | Full Delivery at 50 / 50 Allocation | 4 Hub Delivery Allocation2 | 4 Hub Delivery at 50 / 50 Allocation3 |
|-------------------------------|--------------------------------------|-----------------------------------|-------------------|--------------------------|-------------------------------------|----------------------------|---------------------------------------|
| SAN DIEGO COUNTY LIBRARY | - | \$ - | 0.00% | \$ - | \$ - | \$ - | \$ - |
| IMPERIAL COUNTY LIBRARY | 47,299 | \$ 8.51 | 1.94% | \$ 3,879.73 | \$ 3,718.86 | \$ 601.36 | \$ 576.42 |
| IMPERIAL PUBLIC LIBRARY | 21,496 | \$ 13.26 | 1.35% | \$ 2,700.37 | \$ 3,564.41 | \$ 418.56 | \$ 552.48 |
| CHULA VISTA PUBLIC LIBRARY | 274,784 | \$ 13.85 | 9.49% | \$ 18,987.63 | \$ 14,501.39 | \$ 2,943.08 | \$ 2,247.72 |
| CAMARENA MEMORIAL PUBLIC LIBR | 38,697 | \$ 14.43 | 1.96% | \$ 3,919.88 | \$ 4,534.01 | \$ 607.58 | \$ 702.77 |
| BRAWLEY PUBLIC LIBRARY | 27,539 | \$ 16.14 | 1.69% | \$ 3,375.67 | \$ 4,398.77 | \$ 523.23 | \$ 681.81 |
| EL CENTRO PUBLIC LIBRARY | 44,445 | \$ 22.78 | 2.56% | \$ 5,120.75 | \$ 6,444.71 | \$ 793.72 | \$ 998.93 |
| ESCONDIDO PUBLIC LIBRARY | 149,799 | \$ 24.45 | 6.02% | \$ 12,037.36 | \$ 11,277.89 | \$ 1,865.79 | \$ 1,748.07 |
| NATIONAL CITY PUBLIC LIBRARY | 60,974 | \$ 35.22 | 3.71% | \$ 7,421.49 | \$ 9,634.17 | \$ 1,150.33 | \$ 1,493.30 |
| OCEANSIDE PUBLIC LIBRARY | 171,063 | \$ 36.09 | 7.28% | \$ 14,561.38 | \$ 14,509.42 | \$ 2,257.01 | \$ 2,248.96 |
| SAN DIEGO PUBLIC LIBRARY | 1,368,395 | \$ 47.88 | 46.23% | \$ 92,451.09 | \$ 68,004.79 | \$ 14,329.92 | \$ 10,540.74 |
| CARLSBAD CITY LIBRARY | 114,549 | \$ 107.65 | 9.04% | \$ 18,082.47 | \$ 26,379.39 | \$ 2,802.78 | \$ 4,088.81 |
| CORONADO PUBLIC LIBRARY | 22,150 | \$ 160.75 | 8.73% | \$ 17,462.19 | \$ 33,032.19 | \$ 2,706.64 | \$ 5,119.99 |
| Total | 2,341,190 | \$ 500.99 | | \$200,000.00 | \$200,000.00 | \$31,000.00 | \$31,000.00 |

| *Based on: | Pop/LIPC |
|-------------------|----------|
| Population Weight | 75% |
| LIPC Weight | 25% |

Population / LIPC / Circulation Based Rates

| Location | Population of The Legal Service Area | Local Operating Income per Capita | Circulation | All Pro Rata | Full Delivery Allocation | 4 Hub Delivery Evenly Weighed Allocation |
|----------------------------------|--------------------------------------|-----------------------------------|------------------|--------------|--------------------------|--|
| SAN DIEGO COUNTY LIBRARY | 0 | \$ - | - | 0.00% | \$ - | \$ - |
| IMPERIAL COUNTY LIBRARY | 47,299 | \$ 8.51 | 34,499 | 1.36% | \$ 2,714.25 | \$ 420.71 |
| IMPERIAL PUBLIC LIBRARY | 21,496 | \$ 13.26 | 40,671 | 1.33% | \$ 2,653.32 | \$ 411.26 |
| CHULA VISTA PUBLIC LIBRARY | 274,784 | \$ 13.85 | 954,071 | 8.08% | \$ 16,166.62 | \$ 2,505.83 |
| CAMARENA MEMORIAL PUBLIC LIBRARY | 38,697 | \$ 14.43 | 44,749 | 1.66% | \$ 3,327.50 | \$ 515.76 |
| BRAWLEY PUBLIC LIBRARY | 27,539 | \$ 16.14 | 85,555 | 1.76% | \$ 3,515.31 | \$ 544.87 |
| EL CENTRO PUBLIC LIBRARY | 44,445 | \$ 22.78 | 65,327 | 2.37% | \$ 4,741.47 | \$ 734.93 |
| ESCONDIDO PUBLIC LIBRARY | 149,799 | \$ 24.45 | 650,482 | 5.97% | \$ 11,949.60 | \$ 1,852.19 |
| NATIONAL CITY PUBLIC LIBRARY | 60,974 | \$ 35.22 | 214,669 | 3.94% | \$ 7,885.08 | \$ 1,222.19 |
| OCEANSIDE PUBLIC LIBRARY | 171,063 | \$ 36.09 | 478,695 | 6.47% | \$ 12,933.76 | \$ 2,004.73 |
| SAN DIEGO PUBLIC LIBRARY | 1,368,395 | \$ 47.88 | 6,840,359 | 45.97% | \$ 91,932.29 | \$ 14,249.51 |
| CARLSBAD CITY LIBRARY | 114,549 | \$ 107.65 | 132,734 | 9.25% | \$ 18,490.43 | \$ 2,866.02 |
| CORONADO PUBLIC LIBRARY | 22,150 | \$ 160.75 | 245,000 | 11.85% | \$ 23,690.37 | \$ 3,672.01 |
| Total | 2,341,190 | \$ 500.99 | 9,786,811 | | \$200,000.00 | \$31,000.00 |

| *Based on: | Evenly |
|-------------------|--------|
| Population Weight | 33% |
| LIPC Weight | 33% |
| Circulation | 33% |

Population / LIPC / Circulation Based Rates

| Location | Population of The Legal Service Area | Local Operating Income per Capita | Circulation | All Pro Rata | Full Delivery Allocation | 4 Hub Delivery 25 / 50 / 25 Weighed Allocation |
|----------------------------------|--|---|------------------|--------------|-----------------------------|--|
| SAN DIEGO COUNTY LIBRARY | 0 | \$ - | - | 0.00% | \$ - | \$ - |
| IMPERIAL COUNTY LIBRARY | 47,299 | \$ 8.51 | 34,499 | 1.44% | \$ 2,884.97 | \$ 447.17 |
| IMPERIAL PUBLIC LIBRARY | 21,496 | \$ 13.26 | 40,671 | 1.66% | \$ 3,313.11 | \$ 513.53 |
| CHULA VISTA PUBLIC LIBRARY | 274,784 | \$ 13.85 | 954,071 | 6.75% | \$ 13,507.19 | \$ 2,093.61 |
| CAMARENA MEMORIAL PUBLIC LIBRARY | 38,697 | \$ 14.43 | 44,749 | 1.97% | \$ 3,936.19 | \$ 610.11 |
| BRAWLEY PUBLIC LIBRARY | 27,539 | \$ 16.14 | 85,555 | 2.12% | \$ 4,247.72 | \$ 658.40 |
| EL CENTRO PUBLIC LIBRARY | 44,445 | \$ 22.78 | 65,327 | 2.91% | \$ 5,829.26 | \$ 903.54 |
| ESCONDIDO PUBLIC LIBRARY | 149,799 | \$ 24.45 | 650,482 | 5.70% | \$ 11,401.94 | \$ 1,767.30 |
| NATIONAL CITY PUBLIC LIBRARY | 60,974 | \$ 35.22 | 214,669 | 4.71% | \$ 9,428.70 | \$ 1,461.45 |
| OCEANSIDE PUBLIC LIBRARY | 171,063 | \$ 36.09 | 478,695 | 6.65% | \$ 13,301.70 | \$ 2,061.76 |
| SAN DIEGO PUBLIC LIBRARY | 1,368,395 | \$ 47.88 | 6,840,359 | 36.86% | \$ 73,727.27 | \$ 11,427.73 |
| CARLSBAD CITY LIBRARY | 114,549 | \$ 107.65 | 132,734 | 12.31% | \$ 24,611.14 | \$ 3,814.73 |
| CORONADO PUBLIC LIBRARY | 22,150 | \$ 160.75 | 245,000 | 16.91% | \$ 33,810.82 | \$ 5,240.68 |
| Total | 2,341,190 | \$ 500.99 | 9,786,811 | | \$200,000.00 | \$31,000.00 |

| | |
|-------------------|---------------------|
| *Based on: | 25 / 50 / 25 |
| Population Weight | 25% |
| LIPC Weight | 50% |
| Circulation | 25% |

Population / LIPC / Circulation Based Rates

| Location | Population of The Legal Service Area | Local Operating Income per Capita | Circulation | All Pro Rata | Full Delivery Allocation | 4 Hub Delivery 45 / 40 / 15 Weighed Allocation |
|----------------------------------|--|---|------------------|--------------|-----------------------------|--|
| SAN DIEGO COUNTY LIBRARY | 0 | \$ - | - | 0.00% | \$ - | \$ - |
| IMPERIAL COUNTY LIBRARY | 47,299 | \$ 8.51 | 34,499 | 1.64% | \$ 3,282.87 | \$ 508.85 |
| IMPERIAL PUBLIC LIBRARY | 21,496 | \$ 13.26 | 40,671 | 1.53% | \$ 3,068.01 | \$ 475.54 |
| CHULA VISTA PUBLIC LIBRARY | 274,784 | \$ 13.85 | 954,071 | 7.85% | \$ 15,699.37 | \$ 2,433.40 |
| CAMARENA MEMORIAL PUBLIC LIBRARY | 38,697 | \$ 14.43 | 44,749 | 1.96% | \$ 3,929.67 | \$ 609.10 |
| BRAWLEY PUBLIC LIBRARY | 27,539 | \$ 16.14 | 85,555 | 1.95% | \$ 3,898.90 | \$ 604.33 |
| EL CENTRO PUBLIC LIBRARY | 44,445 | \$ 22.78 | 65,327 | 2.77% | \$ 5,545.85 | \$ 859.61 |
| ESCONDIDO PUBLIC LIBRARY | 149,799 | \$ 24.45 | 650,482 | 5.83% | \$ 11,656.11 | \$ 1,806.70 |
| NATIONAL CITY PUBLIC LIBRARY | 60,974 | \$ 35.22 | 214,669 | 4.31% | \$ 8,625.81 | \$ 1,337.00 |
| OCEANSIDE PUBLIC LIBRARY | 171,063 | \$ 36.09 | 478,695 | 6.90% | \$ 13,805.57 | \$ 2,139.86 |
| SAN DIEGO PUBLIC LIBRARY | 1,368,395 | \$ 47.88 | 6,840,359 | 40.61% | \$ 81,216.80 | \$ 12,588.60 |
| CARLSBAD CITY LIBRARY | 114,549 | \$ 107.65 | 132,734 | 11.00% | \$ 21,999.67 | \$ 3,409.95 |
| CORONADO PUBLIC LIBRARY | 22,150 | \$ 160.75 | 245,000 | 13.64% | \$ 27,271.37 | \$ 4,227.06 |
| Total | 2,341,190 | \$ 500.99 | 9,786,811 | | \$200,000.00 | \$31,000.00 |

| | |
|-------------------|---------------------|
| *Based on: | 45 / 40 / 15 |
| Population Weight | 45% |
| LIPC Weight | 40% |
| Circulation | 15% |

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

Formula:

| | |
|--|---------------------------------------|
| Population up to 100,000 | Population x 3.0% + \$1,000 |
| Population between 100,001 – 200,000 | Above + (Population – 100,000) x 2.5% |
| Population between 200,001 – 1,000,000 | Above + (Population – 200,000) x 1.0% |
| Population over 1,000,000 | Above = \$14,500 |