



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
EXECUTIVE COMMITTEE MEETING
AGENDA**

**Thursday, May 21, 2026
9:30 am – 10:30 am**

**Meeting Location:
San Diego County Library Administrative Office
5560 Overland Ave., Suite 110, San Diego, CA 92105**

Via Zoom:

<https://us02web.zoom.us/j/88561459769?pwd=2lOaXMj94r5n45PKafEsBLpx6hvzfi.1>

Meeting ID: 885 6145 9769
Passcode: 397878

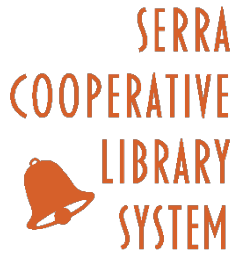
Alternate Meeting Locations:

Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92231

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 Committee on any item of Serra business not represented on the current agenda.
3. Consent Calendar Carla Mason
 - a. Minutes of the February 19, 2026, Executive Committee regular meeting (ACTION)
4. Adoption of the Agenda Carla Mason

- | | |
|---|------------------|
| 5. Budget Status Report for FY 2025/26
(DISCUSSION) | Andy Beck |
| 6. LINK+ Delivery Changes & Consideration of
Memorandum of Understanding
(ACTION) | Christine Powers |
| 7. Proposed Budget for FY 2026/27
(ACTION) | Andy Beck |
| 8. Executive Committee Appointments for FY 2026/27
(ACTION) | Christine Powers |
| 9. Other | Carla Mason |
| 10. Adjournment | Carla Mason |



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**SERRA COOPERATIVE LIBRARY SYSTEM
EXECUTIVE COMMITTEE MEETING MINUTES**

Thursday, February 19, 2026
9:30 – 10:30 am

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

Alternate Meeting Locations:
San Diego County Library, 5560 Overland Ave., Suite 110, San Diego, CA 92123
San Diego Public Library, 330 Park Blvd., San Diego, CA 92116

Attendance

Jenkins, Jennifer - San Diego Public
Ghio, Danielle - National City
Legaspi, Lizeth – Camarena
Mason, Carla - El Centro
Isicson, Robin - San Diego County
Smithson, Suzanne - Carlsbad City Library

Other

Beck, Andy - SCLC Controller
Powers, Christine -SCLC Executive Director
Snodgrass, Nerissa - SCLC Project Manager

1. Call to Order and Roll Call Suzanne Smithson
The meeting was called to order at 9:34 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 October 16, 2025, Executive Committee regular meeting (ACTION)
MSP (Mason/Isicson) 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 objection.

5. Budget Status Report for FY 2025/26 & Preliminary Budget for FY 2026/27 Andy Beck/
Christine Powers
(DISCUSSION)
Controller, Andy Beck and Executive Director, Christine Powers presented the Budget Status Report for FY 2025/26 and the Preliminary Budget for FY 2026/27.

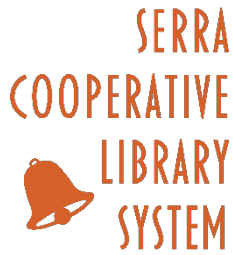
Danielle Ghio joined the meeting at 9:50 am.

6. Membership Dues & LINK+ Member Contributions Andy Beck
for FY 2026/27
(ACTION)
MSP (Mason/Ghio) to approve the membership dues and SCLC staff will provide different options for how the statistics may be calculated.
4 yes, 0 no, 0 abstain

7. LINK+ Update & FY 2026/27 Delivery Changes Christine Powers
(DISCUSSION)
Executive Director, Christine Powers presented the LINK+ Update and the FY 2026/27 Delivery Changes.

8. Other Suzanne Smithson
None

9. Adjournment Suzanne Smithson
MS (Mason/Ghio) The meeting was adjourned at 10:42 am.



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EC Agenda Item 5

DATE: May 21, 2026
TO: Serra Executive Committee
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 March 31, 2026.

For revenues, membership dues of \$66,568 were recorded as financial resources available for use. Other revenues include communication and delivery of \$141,243, system administration of \$27,498, and LINK+ reimbursements of \$33,615, which were recorded as respective expenses were recognized.

Expenses include communication and delivery of \$280,577, other program services of \$12,189, and administration of \$41,092. These expenses do not reflect what was paid but amounts that were incurred.

As of March 31, 2026, the System has a deficit of \$63,075 and cash balance of \$753,929.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT:

- a. Budget Status Report
- b. Bank Statements January – March 2026 (pages 36 - 45 of agenda packet)

	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	\$ 141,243	\$ 3,851	102.80%
CLSA System Administration	27,512	27,498	27,498	-	100.00%
Reimbursement (Link+)	60,606	13,685	33,615	19,930	245.63%
Membership Dues	65,463	66,568	66,568	-	100.00%
Investment return	1,335	1,000	1,859	859	185.90%
Total program and general revenues	\$ 343,697	\$ 246,143	\$ 270,783	\$ 24,640	110.01%
Communications and delivery					
Delivery	\$ 166	\$ 500	\$ -	\$ (500)	0.00%
E-resources	125,688	75,000	52,500	(22,500)	70.00%
Resource sharing	263,211	360,000	218,829	(141,171)	60.79%
Audit Fees	6,465	6,750	6,550	(200)	97.04%
Office supplies	749	1,100	393	(707)	35.73%
Telecommunications	4,202	3,600	2,305	(1,295)	64.03%
Total communication and delivery	\$ 400,481	\$ 446,950	\$ 280,577	\$ (166,373)	62.78%
Other services					
Museum Month Sponsorship	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	100.00%
Discover & Go	5,700	8,950	3,911	(5,039)	43.70%
Youth Services Professional Development	3,509	4,000	3,278	(722)	81.95%
Adult Services Professional Development	3,498	4,000	-	(4,000)	0.00%
Total other services	\$ 17,707	\$ 21,950	\$ 12,189	\$ (9,761)	55.53%
Administration					
Administration expense	\$ 53,121	\$ 53,095	\$ 39,821	\$ (13,274)	75.00%
Meetings/conferences/travel	950	1,750	1,271	(479)	72.63%
Total administration	\$ 54,071	\$ 54,845	\$ 41,092	\$ (13,753)	74.92%
Summary					
Total revenues	\$ 343,697	\$ 246,143	\$ 270,783	\$ 24,640	110.01%
Total expenses	472,259	523,745	333,858	(189,887)	63.74%
Surplus (Deficit)	\$ (128,562)	\$ (277,602)	\$ (63,075)	\$ 214,527	22.72%



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EC Agenda Item 6

DATE: May 21, 2026
TO: Serra Executive Committee
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: **LINK+ Delivery Changes & Consideration of Memorandum of Understanding (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.

A future membership financial contribution to help fund LINK+ was approved in concept by the Administrative Council at a Special Meeting on December 29, 2021. This included assigning \$571,390 in unrestricted Serra reserves to support the adoption of LINK+, applying Imperial County grant funds towards Imperial Valley member libraries, continuing to allocate California Library Services Act (CLSA) funds towards LINK+, and establishing a LINK+ fund account with annual membership contributions commencing July 2022 to cover expenses not otherwise addressed from Serra reserves, Imperial County funds and CLSA funds.

Given that implementation took longer than anticipated, the conversations surrounding member contributions to LINK+ were delayed. Serra's Administrative Council held a special meeting on July 24, 2025, to discuss what future member contributions would look like to support LINK+. During this meeting, various member contribution options were presented and discussed.

At the August 21, 2025, meeting, the Council agreed to a reduced four-hub delivery model, which will provide significant cost savings to the system. All members have committed to this model and have indicated that they would be able to provide daily delivery to/from their hub's main delivery location, effective the new fiscal year.

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.*

As discussions with both Clarivate and Unity commence regarding the delivery changes, members are asked to prepare their respective libraries, as needed, prior to the start of the new fiscal year on July 1, 2026. Any challenges members anticipate with implementation of these changes should be communicated to staff as soon as possible.

Attached is a draft Memorandum of Understanding Between the Member Libraries of the Serra Cooperative Library System for LINK+ Delivery Services (Exhibit “a”).

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.

While the Governor’s proposed budget for FY 206/27, released in January, suggests that CLSA funds are expected to remain at 50%, the revenues for the State are expected to be higher than estimated. Given this and the outreach from the library community to state legislators and officials, the goal is to restore CLSA funds for this coming fiscal year. Should these funds not be restored, staff recommend utilizing unrestricted fund balance to cover the deficit and/or consider other budgetary reductions for FY 2026/27. Should the reduced CLSA funds carry over into FY 2027/28, the Council can consider increasing member contributions (discussions in FY 2026/27 regarding potential increases for FY 2027/28), or potentially discontinuing certain systemwide activities.

FISCAL IMPACT: None, but this change, once implemented, will save the Serra over \$125,000 annually.

RECOMMENDATION: Review and recommend approval of the draft Memorandum of Understanding Between the Member Libraries of the Serra Cooperative Library System for LINK+ Delivery Services to the Administrative Council.

EXHIBITS:

- a. Draft Memorandum of Understanding Between the Member Libraries of the Serra Cooperative Library System for LINK+ Delivery Services.

DRAFT

**Memorandum of Understanding Between the
Member Libraries of the Serra Cooperative
Library System for LINK+ Delivery Services**

May 21, 2026

Memorandum of Understanding Between the Member Libraries of the Serra Cooperative Library System for LINK+ Delivery Services

This document reflects an understanding of the major responsibilities of the member libraries (Members) of the Serra Cooperative Library System (System) regarding shared delivery services for LINK+.

The System is a joint powers authority comprised of public libraries in the southern California counties of Imperial and San Diego. The System's goal is to work collaboratively with one other to provide materials and shared services when possible. These member libraries serve the public directly, and the System provides services that support the Members in that role.

The System is one of nine California library cooperatives in the State of California that receive funds through the California Services Act (CLSA), which was established over sixty years ago to facilitate greater equality of access to library services and resources. The System works to provide all residents with access to necessary materials and informational services through public libraries, allowing them to share resources and collaborate on programs that benefit the community. The System is funded primarily by the CLSA but is augmented through Member contributions and grants. The System helps its Member agencies provide improved services at reduced costs through systematic interlibrary cooperation.

The System worked together to join LINK+, an unincorporated private, nonprofit association based in California. The purpose of LINK+ is 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 that allows for online user-initiated borrowing from member institutions. By joining LINK+ as a cooperative, Members benefit from discounted pricing and easier management of the subscriptions, which is provided by the administrative and fiscal agent of the System, the Southern California Library Cooperative (SCLC).

Members have agreed to consolidate delivery locations for the courier vendor for LINK+ (Courier). This consolidation will yield a significant savings and allow the System to maintain its LINK+ membership amid financial constraints.

Therefore, for the purpose of maintaining these services for the public who access public libraries within the System's jurisdiction, and through cooperation, to reduce costs, and to accomplish the above, the System and its Members understand the following:

Member Library Delivery Services:

1. The System has agreed to consolidate delivery locations for the Courier from twelve (12) locations to four (4) regional locations: North San Diego, Central San Diego, South San Diego, and Imperial Valley.
2. The delivery hubs for each of the four (4) locations will be as follows:
 - North San Diego
 - Carlsbad City Library, 1775 Dove Ln., Carlsbad, CA 92011
 - Central San Diego
 - San Diego Central Library, 330 Park Blvd., San Diego, CA 92101
 - South San Diego
 - Chula Vista Public Library Civic Center Branch, 365 F Street, Chula Vista, CA 91910
 - Imperial Valley
 - Imperial County Free Library, Building 24D, 1331 S. Clark Rd., El Centro, CA 92243
3. Each of the four (4) regional hubs will receive LINK+ materials for the following Members:
 - North San Diego
 - Carlsbad City Library
 - Escondido Public Library
 - Oceanside Public Library
 - Central San Diego
 - San Diego Public Library
 - South San Diego
 - Chula Vista Public Library
 - Coronado Public Library
 - National City Public Library

- Imperial Valley
 - Brawley Public Library
 - Camarena Memorial Library
 - El Centro Public Library
 - Imperial County Free Library
 - Imperial Public Library
4. The Members that serve as delivery hubs will be responsible for setting aside materials for the other Members of their respective hubs in a dedicated, clearly designated space that the other Members can access.
 5. The Members that do not serve as delivery hubs will be responsible for traveling to/from the delivery hubs to drop off and pick up materials, taking demand and closures into consideration.

Responsibilities & Expectations of the System:

1. The System will manage the System infrastructure with transparency and fully engage Members in System budget and decision-making processes.
 - a. The additional shared LINK+ costs for each upcoming fiscal year will be shared in draft form with the Members at a System Administrative Council meeting each year. Member input on the budget and anticipated additional LINK+ costs for Members will be incorporated into the final product, which will be brought to the Administrative Council meeting for review and adoption prior to invoicing members in the new fiscal year.
2. The System will maintain open communication between the System and its Members, and will coordinate all system reports.

Responsibilities & Expectations of the Members:

1. Members will continue to adhere to the LINK+ Bylaws (Appendix B) and LINK+ Policies (Appendix C).

2. Through the LINK+ Bylaws, it is the responsibility of Members to loan and borrow materials in a timely manner (adequate staffing for the goal of 24-hour turnaround), and maintain delivery service with the Courier Monday through Friday, except holidays.
3. Members will inform the System in a timely manner when making large decisions which will impact service, change their delivery responsibilities in any way, and/or experience significant cuts to delivery budget and staff.
4. Members will maintain regular communication within their respective regional hubs on day-to-day operations.

Member Charges and Sharing Costs

Overall individual Member charges for each fiscal year will be calculated by taking the difference between revenues and expenses for LINK+, and sharing those costs among Members using the following allocation method, subject to approval by the System Administrative Council: Population 50%, Circulation 50%, with \$15k cap for San Diego Public Library and pro rata for the rest of the Member Libraries.

It should be noted that San Diego County Library is exempt from these fees and this agreement, as it maintains its own agreements for LINK+. Should San Diego County Library join the System's LINK+ agreement, this MOU will be revised and subject to approval by the System's Administrative Council.

MOU Review

The Executive Committee of the System will review and make any necessary recommendations to the Administrative Council for revisions to this document, on an annual basis. Those recommendations will be submitted to the Administrative Council of the System for discussion and approval.

Effective Date and Termination

This Memorandum of Understanding must be approved by the Administrative Council of the System. The effective date will be set by the System Executive Director upon final approval of the System Council.

Delivery Services as described in this Memorandum of Understanding may be terminated by any Member by giving at least 30 days' written notice of termination prior to the July 1st renewal date of any fiscal year to the Library System.

Neither the System nor Members will have or make any claim for damages against the terminating party, although the terminating party may be required to pay additional delivery charges that are incurred as a result of adding an additional delivery location for the Courier.

Procedure to address complaints or problems concerning the terms of this MOU

The Executive Director of the System will work closely with Members to find amicable solutions to complaints or problems. In those rare occasions where no resolution can be reached, any Member may submit a request to place the matter on the agenda for the next regular Administrative Council meeting to consider the issue and make recommendations. Members not meeting payment schedules set by the System for Member Charges may be denied services.

In the event the System fails to fulfill its obligations under this Agreement, any Member may request that the matter is placed on the agenda for the next regular Administrative Council meeting for discussion.

REQUEST FOR APPROVAL

Serra Cooperative Library System
Memorandum of Understanding

The Memorandum of Understanding was presented to the Administrative Council of the Serra Cooperative Library System at a legal meeting on _____ when the following trustee/board members were present:

Names of those present at the meeting:

The vote was ____for and ____against.

Print Name of Serra Administrative Council Chair: _____

Signature of Serra Administrative Council Chair:: _____

Appendix A

BY-LAWS for the SERRA COOPERATIVE LIBRARY SYSTEM

(Revised February 21, 2019)

ARTICLE I: NAME

The name of this organization shall be the Serra Cooperative Library System, hereinafter called the System.

ARTICLE II: PURPOSE

The purpose of the System is to help member library agencies provide improved services at reduced costs through systematic interlibrary cooperation.

In order to fulfill its purposes, the System may submit to the California Library Services Board, an annual Plan of Service and application for grants under the California Library Services Act and the federal Library Services and Technology Act.

ARTICLE III: AUTHORITY

The System is formed under authority of Article 5, California Library Services Act, Chapter 4, Part 11, California Education Code and under authority of the signators to these By-laws.

ARTICLE IV: MEMBERSHIP

Section 1. Any jurisdiction in San Diego and Imperial Counties, as defined in paragraph 18710(i), California Library Services Act, which provides library service through an established public library may be a member of the System. Membership shall be recognized by endorsement of these By-laws. The By-laws may be reviewed annually at a regular meeting and endorsed by all members.

Section 2. On the date of these By-laws, the following public libraries were members:

- City of Brawley
- City of Calexico
- City of Carlsbad
- City of Chula Vista
- City of Coronado
- City of El Centro
- City of Escondido
- City of Imperial
- County of Imperial
- City of National City
- City of Oceanside
- City of San Diego
- County of San Diego

Section 3. The System is a cooperative library system in which membership and participation is purely voluntary. Membership in the System shall, in no way, compromise the autonomy of any member or participating library.

Section 4. All members of the System shall participate in the activities of the System and shall abide by all policies approved by a majority of the Administrative Council. Those policies will be attached to the By-laws and may be reviewed annually.

Section 5. Non-mandated membership privileges and non-mandated System services established under CLSA law to a library may be revoked if a member library does not abide by the policies, rules and regulations of the System and the California Library Services Act. Revocation of membership privileges and System services to a member library requires a two-thirds vote of all member libraries. Written notice of such a motion shall be given to all member libraries by the officers of the Administrative Council no less than 30 days prior to a vote on the matter.

Section 6. Libraries and information centers not included in paragraph 18710(i), California Library Services Act, may become affiliate members of the System by agreeing to participate in System activities. Affiliate members are not entitled to membership on the Administrative Council.

ARTICLE V: THE ADMINISTRATIVE COUNCIL

The Administrative Council, hereinafter called the Council, is the governing board of the System. The Council shall conform to all appropriate portions of the California State Code.

Section 1. Appointment of Representatives.

Each library jurisdiction which is a member of the System shall be entitled to one representative on the Council. That representation shall be the head librarian of the jurisdiction represented; the head librarian may send an alternate from his/her own jurisdiction, with voting authority, to attend meetings of the Council to represent the jurisdiction.

Section 2. Responsibilities.

As the governing board of the System, the Council shall establish policies for operation of the System and to execute those policies. The Council is specifically responsible for oversight of

- a. Management of the System budget and for fiscal affairs;
- b. Adopting and presenting to the California Library Services Board an annual Plan of Service;
- c. Submission of proposals to the California Library Services Board for funds to support an annual financial plan and budget.

The Council retains an agreement with a contracted government entity to ensure these functions comply with the California Library Services Act governed by the California Library Services Board.

Section 3. Meetings.

The Council shall conduct regular Administrative Council meetings no less than four times per year, but as often as necessary to exercise the responsibilities in Section 2, above. The date, time and place of each regularly scheduled meeting, with an agenda, will be selected by the Chair and announced to all members of the Council at least one week in advance. All agenda shall be posted at the meeting site at least 72 hours in advance. Agenda shall be sent to all member libraries which also shall post 72 hours prior to the meeting as required by the California State Code. Special meetings may be called by the Chair with at least five days' notice. The Chair will assign a note-taker for the Administrative Council meeting in the absence of a System Coordinator. The minutes of all meetings shall be available to the public upon reasonable request. All meetings shall be open to the public.

Section 4. Voting and Quorums.

For any regular or special meeting of the Council, a quorum must consist of at least one-half of all the duly appointed representatives or alternates to the Council. The Chair must declare the presence of a quorum before conducting any business requiring a vote.

The Council shall vote on all matters having to do with its responsibilities and such other matters deemed appropriate by the Chair. No matters requiring action of the Council will be considered at a meeting unless they have appeared on the agenda for that meeting.

Passage of a motion requires a simple majority; i.e., more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, assuming a quorum has been declared. At the discretion of the Chair, and in the absence of dissenting opinion, votes may be rendered orally, counted visually, or submitted in writing. All votes shall be recorded in the minutes.

Section 5. Officers – The Council shall elect its own officers. The officers shall be Chair, Vice Chair and Treasurer. The officers of the Council shall be elected to assume office at the first meeting following the start of the System’s fiscal year. A simple majority of the representatives present shall be sufficient to elect an officer to the Council.

Terms – The Chair, Vice Chair and Treasurer shall not serve more than two consecutive terms in the same office. Officers shall assume duties at the first regular meeting following their election and shall serve for a term of one year or until a successor is elected.

Duties –

The Chair:

- a. Presides at meetings of the Council;
- b. Appoints committee members and coordinates the work of the officers and the committees;
- c. Represents the Council to other governmental agencies on such matters as have been approved and designated by the Council;
- d. Performs such other duties as may be assigned by the Council.

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

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

Removal – Any officer may be removed from office for any cause deemed sufficient by the Council. Removal will require a unanimous vote of all other representatives present at a regular meeting. Written notice of a vote to remove an officer shall be given to all Council members no less than five days prior to the vote by those representatives who proposed such vote.

Section 6. Committees.

The Council shall authorize such standing and ad hoc committees as are necessary to carry out its responsibilities. All standing committees are subject to the Brown Act. All such committees shall be advisory to the Council. The committee shall appoint a chair and a chair-elect. The committee chair's director or designated representative will act as liaison between the Administrative Council and the committee.

Each library concerned may appoint a staff member to serve as its representative. Serra staff will serve as support. Standing committees shall remain until terminated by a vote of the Council at a regular meeting. Ad hoc committees may be authorized by the Council for a specific purpose; such ad hoc committees may be terminated upon vote of the Council.

Executive Committee – There shall be a standing Executive Committee made up of the officers of the Council, the immediate past-Chair of the Council, and the directors of San Diego County Library and San Diego Public Library. If these officers do not include a member from each of the five distinct geographic areas (Imperial Valley composed of Brawley, Calexico, El Centro, Imperial County and Imperial Public Libraries; north San Diego County composed of Carlsbad, Escondido and Oceanside Public Libraries; south San Diego County composed of Chula Vista, Coronado, and National City; and San Diego County Library; and San Diego Public Library), a member-at-large will be appointed to represent the unrepresented area.

The Executive Committee shall have primary responsibility to advise the Council and the System Coordinator on matters of personnel, finance, issues of administrative import, and long-range planning.

ARTICLE VI: PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Revised (most recent edition) shall prevail as a procedural guide for the Council in all cases not in conflict with these Articles.

ARTICLE VII: AMENDMENT

Section 1. Amendment by Vote. These By-laws may be amended by the affirmative vote of two-thirds (2/3) of the System members.

Section 2. Automatic Amendment. These By-laws shall conform to the prevailing governing statutes. Such amendments as may be necessary to affect such conformation shall be automatic.

Appendix B



A Resource Sharing Library Consortium BYLAWS

(Last updated November 14, 2022)

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.



Appendix C



Requesting

Patrons may borrow LINK+ items by placing a request in the LINK+ Catalog or by using the Visiting Patron program at participating member libraries.

Borrowing

Loan Period: 21 days for all materials.

Renewals: One 21-day renewal is allowed unless the item has been requested at the owning institution.

Replacement Fee: \$115 per item. No late fees are charged for LINK+ items.

Pick Up and Return

All materials will be held for pick-up for 10 days. If not picked up, items will be returned to their owning library.

Courier Bags/Bins

All empty bags/bins should be returned to the owning library daily.

Claims Returned

If not found, the borrowing library should wait four weeks to allow the item to be found and returned (perhaps returned to the wrong library, wrong branch, etc.) If the item is not found after the designated time, the patron shall be deemed responsible for the replacement charges of the item. The borrowing library has up to one year to collect the replacement cost from the patron and reimburse the owning institution. The actual replacement cost can be negotiated library to library.

Paging Slips

Paging slips must be printed at least once per day, Monday-Friday.

Replacement

Replacement costs for lost LINK+ items are paid to the OWNING library. Libraries may choose to accept a replacement copy of the item rather than payment. All libraries should actively try to recover billed LINK+ items. However, libraries are not responsible for reimbursing other libraries for LINK+ items that their patrons have lost.



Bankruptcy Notices

Patron bankruptcy is considered one of the costs of doing business. Once a bankruptcy notice is received the patron and the borrowing library will be cleared of outstanding debt or replacement charges.

Recalls

Recalls are not allowed on LINK+ items.

Paged Too Long Report

This program should be run daily or every other day. Items on this list which are not located should be cancelled and so they can be re-requested by the system. This is to keep the process moving in a timely manner.

In Transit Too Long Report

The LINK+ Directors have agreed that the borrowing library will not be held responsible for items lost "In Transit."

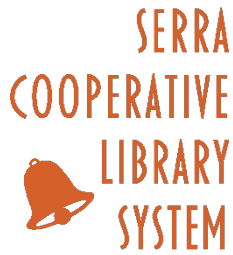
Institutional Overdue Report

The borrowing library will no longer invoice the lending library for lost LINK+ items. However, libraries should make every attempt to have the item (s) returned, or if lost, to collect replacement costs in order to reimburse the lending library for their loss.

Refund Policy

There are no refunds for LINK+ items once a patron has paid for the item.

¹The Directors eliminated overdue fines in May 2020 and member libraries will phase out fines as their governing authorities allow.



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

EC Agenda Item 7

DATE: May 21, 2026
TO: Serra Executive Committee
FROM: Andy Beck, Controller, Serra/SCLC

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

BACKGROUND: The Proposed Budget for Serra Cooperative Library System for FY2025/26 is attached for review.

The California State Library has released the preliminary allocations of the California Library Services Act (CLSA) funding, which includes \$110,114 in Baseline Budget funds and \$27,529 in System Administration funds. These numbers are approximately 50% of what has typically been allocated to the System – a continuation of the Governor’s two-year plan to address the State’s budget deficit. The System’s FY 2026/27 budget has been calculated based on this information and previously approved membership dues.

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

Overdrive	\$50,000
Overdrive – Magazines	25,000
Total	<u>\$75,000</u>

As noted in the report regarding Serra’s agreement with the Southern California Library Cooperative (SCLC) for administrative and fiscal services, CLSA System Administration will be paid to SCLC, along with other fees, as agreed upon.

Spending of CLSA funds must be approved by the Council, and if the Council decides on projects outside of CLSA funding, additional staffing costs will be negotiated based on rates per the agreement between SCLC and the Serra Cooperative Library System.

The next step for the State Budget is approval of CLSA funds by the California Library Service Board (CLSB), passage of a budget by the State Legislature by June 15, and final approval by the Governor by June 30, 2026. The Governor is scheduled to release the May Revise of his Budget on May 14, 2026. Based on a preliminary summary, it does not appear that there are any changes to CLSA funding, but the full detailed Budget will be reviewed once it is released. A final approved budget is due by June 30. Should there be any changes to CLSA funding amounts, a revised budget will be presented to the Council as soon as possible for approval.

FISCAL IMPACT: Given current revenues and expenditures, a deficit of \$130,200 is projected.

RECOMMENDATION: Approve the Proposed Budget for FY 2026/27 pending final approvals of by the CLSB and Governor's Budget.

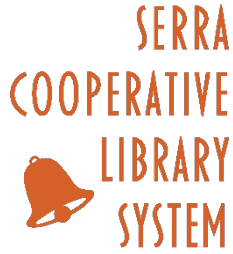
EXHIBITS:

- a. Proposed Budget FY 2026/27

Serra Cooperative Library System
 Proposed Budget
 FY 2026/27

	Approved Budget FY 2025/26	Proposed Budget FY2026/27	Change
Program and general revenues			
CLSA Communications & Delivery	\$ 137,392	\$ 110,114	\$ (27,278)
CLSA System Administration	27,498	27,529	31
Reimbursement (Link+)	13,685	31,000	17,315
Membership Dues	66,568	66,885	317
Other income	-	2,000	2,000
Investment return	1,000	1,000	-
Total program and general revenues	\$ 246,143	\$ 238,528	\$ (7,615)
Communications and delivery			
Delivery	\$ 500	\$ 500	\$ -
E-resources	75,000	75,000	-
Resource sharing*	360,000	208,000	(152,000)
Audit Fees	6,750	6,875	125
Office supplies	1,100	1,200	100
Telecommunications	3,600	3,800	200
Total communication and delivery	\$ 446,950	\$ 295,375	\$ (151,575)
Other services			
Museum Month Sponsorship	\$ 5,000	\$ -	\$ (5,000)
Discover & Go	8,950	8,950	-
Youth Services Professional Develop.	4,000	4,000	-
Adult Services Professional Develop.	4,000	4,000	-
Total other services	\$ 21,950	\$ 16,950	\$ (5,000)
Administration			
Administration expense	\$ 53,095	\$ 53,153	\$ 58
Legal	-	950	950
Meetings/conferences/travel	1,750	2,300	550
Total administration	\$ 54,845	\$ 56,403	\$ 1,558
Summary			
Total revenues	\$ 246,143	\$ 238,528	\$ (7,615)
Total expenses	523,745	368,728	(155,017)
Surplus (Deficit)	\$ (277,602)	\$ (130,200)	\$ 147,402

* Resource sharing includes charges for Innovative and Unity.



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EC Agenda Item 8

DATE: May 21, 2026
TO: Serra Executive Committee
FROM: Christine Powers, Executive Director, Serra/SCLC

SUBJECT: Executive Committee Appointments for FY 2026/27 (ACTION)

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

Duties of the Chair consist of the following:

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

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

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

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

The current Executive Committee for FY 2025/26 consists of the following members:

- Chair: Suzanne Smithson (Carlsbad)
- Vice Chair: Carla Mason (El Centro)
- Treasurer: Danielle Ghio (National City)
- Immediate Past Chair: Lizeth Legaspi (Camarena)
- City of San Diego Public Library: Misty Jones/Jennifer Jenkins
- San Diego County Library: Migell Acosta/Robin Isicson/Donna Ohr

If the members appointed to the Executive Committee for FY 2026/27 do not include a member from each of the five distinct geographic areas that make up the cooperative, a member-at-large will be appointed to represent the unrepresented area. Those five geographical areas are comprised of:

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

At the last Serra meeting, a Nominating Committee comprised of Council Members Danielle Ghio and Petra Ortega was formed to present candidates for Vice Chair and Treasurer for FY 2026/27.

FISCAL IMPACT: None

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

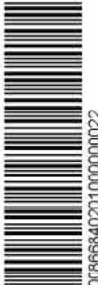


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Columbus, OH 43218 - 2051

January 01, 2026 through January 30, 2026
Account Number: [REDACTED]

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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		\$793,816.54
Deposits and Additions	3	976.24
Electronic Withdrawals	5	-24,378.70
Ending Balance	8	\$770,414.08

- 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
01/06	Remote Online Deposit 4	\$474.79
01/06	Remote Online Deposit 4	1.45
01/20	Credit Return: Online Payment 26582878531 To Shawn Thrasher	500.00
Total Deposits and Additions		\$976.24

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
01/06	01/06 Online Payment 27603595279 To Unity Courier Services, Inc.	\$7,152.00
01/13	01/13 Online Payment 27683488565 To Unity Courier Services, Inc.	3,558.90
01/13	01/13 Online Payment 27683488568 To Cj Brown & Company, Cpas	6,550.00
01/20	01/20 Online Payment 27766763096 To Unity Courier Services, Inc.	3,558.90
01/27	01/27 Online Payment 27841824482 To Unity Courier Services, Inc.	3,558.90
Total Electronic Withdrawals		\$24,378.70



January 01, 2026 through January 30, 2026

Account Number: [REDACTED]

DAILY ENDING BALANCE

DATE	AMOUNT
01/06	\$787,140.78
01/13	777,031.88
01/20	773,972.98
01/27	770,414.08

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	2	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 [REDACTED]

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	2
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.



January 01, 2026 through January 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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January 31, 2026 through February 27, 2026

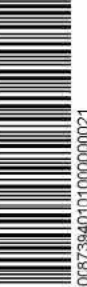
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SERRA COOPERATIVE LIBRARY SYSTEM
OPERATING ACCOUNT
222 E. HARVARD ST.
GLENDALE CA 91205



00873940101000000021

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$770,414.08
Electronic Withdrawals	5	-10,976.31
Ending Balance	5	\$759,437.77

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.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
02/03	02/03 Online Payment 27936524536 To Unity Courier Services, Inc.	\$3,558.90
02/12	02/12 Online Payment 28044651292 To Unity Courier Services, Inc.	3,558.90
02/24	02/24 Online Payment 28189149616 To Unity Courier Services, Inc.	3,610.20
02/24	02/24 Online Payment 28189149633 To Jodi Dela Pena	44.00
02/24	02/24 Online Payment 28189149624 To Danielle Ghio	204.31
Total Electronic Withdrawals		\$10,976.31

DAILY ENDING BALANCE

DATE	AMOUNT
02/03	\$766,855.18
02/12	763,296.28
02/24	759,437.77

SERVICE CHARGE SUMMARY

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



January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

SERVICE CHARGE SUMMARY (continued)

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.

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

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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.

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Indianapolis, IN 46244 - 4959

February 28, 2026 through March 31, 2026

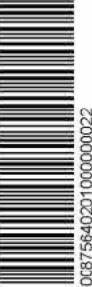
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SERRA COOPERATIVE LIBRARY SYSTEM
OPERATING ACCOUNT
222 E. HARVARD ST.
GLENDALE CA 91205



00875640201000000022

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$759,437.77
Deposits and Additions	1	14,500.00
Electronic Withdrawals	6	-20,009.20
Ending Balance	7	\$753,928.57

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
03/10	Remote Online Deposit	\$14,500.00
Total Deposits and Additions		\$14,500.00

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
03/03	03/03 Online Payment 28290385232 To Unity Courier Services, Inc.	\$3,627.30
03/10	03/10 Online Payment 28378691400 To Shawn Thrasher	500.00
03/10	03/10 Online Payment 28378691397 To Unity Courier Services, Inc.	3,627.30
03/10	03/10 Online Payment 28378691405 To San Diego Museum Council	5,000.00
03/17	03/17 Online Payment 28467933452 To Unity Courier Services, Inc.	3,627.30
03/24	03/24 Online Payment 28552442859 To Unity Courier Services, Inc.	3,627.30
Total Electronic Withdrawals		\$20,009.20



February 28, 2026 through March 31, 2026

Account Number: [REDACTED]

DAILY ENDING BALANCE

DATE	AMOUNT
03/03	\$755,810.47
03/10	761,183.17
03/17	757,555.87
03/24	753,928.57

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 [REDACTED]

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.



February 28, 2026 through March 31, 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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