



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

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

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

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

Via Zoom:

<https://us02web.zoom.us/j/88334140561?pwd=bJZK9l4WP3nOafy5VNSIK2bA1mru4h.1>

Meeting ID: 883 3414 0561

Passcode: 306019

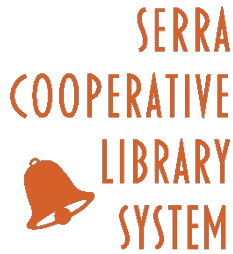
Alternate Meeting Locations:

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

All items may be considered for action.

1. Call to Order and Roll Call Carla Mason
2. Public Comment Carla Mason
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.

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| 3. Consent Calendar | Carla Mason |
| a. Minutes of the February 19, 2026, Administrative Council regular meeting
(ACTION) | |
| 4. Adoption of the Agenda | Carla Mason |
| 5. Budget Status Report for FY 2025/26
(DISCUSSION) | Andy Beck |
| 6. Agreement with SCLC for Administrative and
Fiscal Services for FY 2026/27
(ACTION) | Christine Powers |
| 7. LINK+ Delivery Changes & Consideration of
Memorandum of Understanding
(ACTION) | Christine Powers |
| 8. CLSA Plan of Service & Budget for FY 2026/27
(ACTION) | Christine Powers |
| 9. Proposed Budget for FY 2026/27
(ACTION) | Andy Beck |
| 10. Executive Committee Appointments for FY 2026/27
(ACTION) | Christine Powers |
| 11. Meeting Schedule for FY 2026/27
(ACTION) | Christine Powers |
| 12. Committee Reports | |
| a. STARC | Cathy DiMento |
| b. Adult Services | Jennifer Jenkins |
| c. Youth Services | Robin Isicson |
| 13. State Library Report | Julianna Robbins |
| 14. Administrative Council Chair Report | Carla Mason |
| 15. Other | Carla Mason |
| 16. What's New at Your Library | Carla Mason |
| 17. Adjournment | Carla Mason |



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

Thursday, February 19, 2026
11:00 am – 1:00 pm

Meeting Location:

El Centro Library, 1198 N. Imperial Ave., El Centro, CA 92243

Alternate Meeting Locations:

Civic Center Library, 365 F Street, Chula Vista, CA 91910

Coronado Public Library, 640 Orange Ave., Coronado, CA 92118

Escondido Library Events Space, 272 E. Via Rancho Pkwy., 1st Floor,
Escondido, CA 92025

Oceanside Public Library 330 N. Coast Hwy., Oceanside, CA 92054

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

Briley, Shaun - Coronado
Jenkins, Jennifer - San Diego Public
DiMento, Cathy - Oceanside
Ghio, Danielle - National City
Guerrero, Mary Jane - Imperial County
Haller, Ember - City of Imperial
Landa, Rino - Escondido
Legaspi, Lizeth - Camarena
Mason, Carla - El Centro
Isicson, Robin - San Diego County
Ortega, Petra - Brawley
Smithson, Suzanne - Carlsbad City Library
Whatley, Joy - Chula Vista

Other

Beck, Andy - SCLC Controller
Powers, Christine - SCLC Executive Director
Robbins, Julianna – CSL Liaison
Snodgrass, Nerissa SCLC - Project Manager

1. Call to Order and Roll Call Suzanne Smithson
The meeting was called to order at 11:04 am.

2. Public Comment Suzanne Smithson
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.
None

3. Consent Calendar Suzanne Smithson
 - a. Minutes of the October 16, 2025, Administrative Council regular meeting (ACTION)
MSP (Mason/Ghio) to pass the Consent Calendar, without changes.
12 yes, 0 no, 0 abstain

4. Adoption of the Agenda Suzanne Smithson
The Chair adopted the agenda, without objection.

5. Presentation of Vision for California's Public Libraries Linda Braun
(DISCUSSION)
Linda Braun presented Vision for California's Public Libraries.

Lizeth Legaspi joined the meeting at 11:18 am.

6. Audit Report FY 2024/25 Andy Beck
(ACTION)
MSP (Legaspi/Ortega) to accept Serra Cooperative Library System's FY 2024/25 Financial Audit, as presented.
13 yes, 0 no, 0 abstain

7. Budget Status Report for FY 2025/26 & Preliminary Budget for FY 2026/27 Andy Beck/
Christine Powers
(DISCUSSION)
During the discussion it was established that Cathy Di Mento would work with the STARC Committee on increasing library participation in Discover & Go and provide an update on Discover & Go implementation/participation at the May meeting.

8. Membership Dues & LINK+ Member Contributions Andy Beck
for FY 2026/27
(ACTION)
MSP (Haller/Mason) to approve membership dues for FY 2026/27.
12 yes, 0 no, 1 abstain

9. LINK+ Update & FY 2026/27 Delivery Changes
(DISCUSSION) Christine Powers
Executive Director, Christine Powers, presented the LINK+ Update and the FY 2026/27 Delivery Changes.
10. CLSA FY 2026/27 Planning
(DISCUSSION) Christine Powers
Executive Director, Christine Powers, led the discussion on CLSA Planning for FY 2026/27.
11. Consideration of Partnership with San Diego County Fair
(ACTION) Christine Powers
MSP (Haller/Legaspi) to authorize the Executive Director to sign the MOU with the adjustment in section C correcting the description of Serra.
12 yes, 0 no, 0 abstain
12. Nominating Committee for FY 2026/27 Officers
(ACTION) Suzanne Smithson
MSP (Legaspi/Mason) to establish a nominating committee consisting of Danielle Ghio and Petra Ortega.
13 yes, 0 no, 0 abstain
13. Committee Reports
- a. STARC Cathy DiMento
The committee reported that Chula Vista was officially on board with Discover & Go.
 - b. Adult Services Jennifer Jenkins
The 6th Annual Adult Services Professional Development Day will be April 23, 2026, at 9am. The theme of the event is *Building Community Connections: Focusing on how libraries connect beyond their walls, strengthen relationships, expand outreach, and work with culturally rooted practitioners.*
 - c. Youth Services Robin Isicson
Danielle Ghio is the new committee Chair. The 2nd Annual Performers Showcase was held at Chula Vista. There were 70 attendees and a revenue of about \$2,000 was made.
- Petra Ortega left the meeting at 12:55 pm.*
14. State Library Report Julianna Robbins
California State Library representative, Julianna Robbins, presented the State Library Report.

- | | |
|---|------------------|
| 15. Administrative Council Chair Report
None | Suzanne Smithson |
| 16. Other
Executive Director, Chrstine Powers informed that council of the vacancy of the California Library Services Board. | Suzanne Smithson |
| 17. What's New at Your Library
None | Suzanne Smithson |
| 18. Adjournment
MS(Ghio/Legaspi) The meeting was adjourned at 1:10 pm. | Suzanne Smithson |

DRAFT



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AC Agenda Item 5

DATE: May 21, 2026
TO: Serra Administrative Council
FROM: Andy Beck, Controller, Serra/SCLC

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

BACKGROUND: The Budget Status Report for Fiscal Year 2025/26 is attached for review and reflects reconciled bank statements through 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 77 - 86 of the 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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AC Agenda Item 6

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

SUBJECT: **Agreement with SCLC for Administrative and Fiscal Services for FY 2026/27 (ACTION)**

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

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

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

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

For the past several years, Serra has entered into annual agreements with the Southern California Library Cooperative (SCLC) for fiscal and administrative services. As the entity that provides administrative and fiscal services, SCLC manages the following on behalf of Serra:

- Delivery services – provide reimbursement to member libraries for non-LINK+ materials moved between member libraries.
- eResource sharing – Serra maintains various online subscriptions; if purchased and managed separately, each contract would represent a significant allocation of staff time and financial resources per library.

- Webpage management, to comply with agenda posting as required by the Brown Act.

The services provided by SCLC staff have been historically paid for primarily using the System Administration funds received by Serra through annual CLSA funds. These System Administration funds represent 20% of the overall funds received by the cooperative. For many years, the State allocated an overall \$3.6 million to CLSA, which resulted in \$53,000 annually in System Administrative funds to Serra.

In FY 2024/25, the Governor announced that he would be reducing CLSA funding to cooperatives by 50% across the board for two consecutive fiscal years in order to address the State’s budget deficit. Unfortunately, that reduced budget has been carried over for the proposed FY 2026/27 budget. Given that the services provided by SCLC will not be reduced and given the fixed staffing and overhead costs that SCLC maintains, SCLC and Serra have maintained an agreement with the original level of funding as provided under System Administration in the original Preliminary System Budget Allocation provided prior to the 50% reductions. The same payment schedule is proposed for this upcoming fiscal year.

The attached one-year agreement, which runs from July 1, 2026, to June 30, 2027, reflects current costs (Exhibit “a”). These amounts were calculated using Serra’s share of the CLSA funding between the five systems managed by SCLC. Additionally, staff have submitted a line item in the contract for office supplies and telecommunication, which would come from the CLSA Communication and Delivery Budget. Finally, as approved by the Council for the past two years, a line item is included for meetings (conference travel for the Executive Director).

Prior to executing the agreement, SCLC’s Administrative Council also reviews the agreement and takes action to authorize the Executive Director to enter into the agreement.

FISCAL IMPACT: Staff estimate an amount not to exceed \$59,220 for fiscal and administrative services. Currently, the CLSA System Administration funds allotted to Serra are \$27,529 for FY 2026/27. SCLC proposes a contract fee of \$53,153, which is approximately double the current System Administration allocation and maintains contract fees consistent with last year.

Additional contract costs, such as office supplies, telecommunications, and travel have been calculated using Serra’s share of the CLSA funding between the five systems managed by SCLC. Serra’s share of the CLSA funding is approximately 15.55%, which has been applied to the total anticipated amount for these expenditures.

Office supplies:	\$1,089
Telecommunications:	\$4,200
Meetings:	\$778

To cover the cost of SCLC's services, unrestricted fund balance may be utilized to cover the difference between this amount and what is provided through the System Administration allocation.

RECOMMENDATION: Authorize the Administrative Council Chair to sign the agreement between Serra Cooperative Library System and SCLC, for administrative and fiscal services for FY 2026/27.

EXHIBIT:

- a. Agreement between Serra Cooperative Library System and SCLC

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

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

WHEREAS:

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

1. Dates and Amendments

- The Agreement is effective July 1, 2026.
- The Agreement will be a one-year contract, renewable annually if approved by Serra and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the Serra and SCLC Administrative Councils.

2. Administrative Services

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

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

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

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

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any Serra committees that may be established and acting as liaisons to any such committees to ensure continuity and stability if eligible under CLSA Rules and Regulations.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated with both organizations.

- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to Serra within CLSA Administrative and Fiscal guidelines.

3. **Fiscal Agent Services**

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

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

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

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

4. Dissolution of Agreement

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

5. Changes in Legislation

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

6. Payment to SCLC for its Services

As payment in full for these services for FY 2026/27 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 15% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by Serra of CLSA funding from the State, within 30 days of receipt of the funding. Should CLSA System Administrative funds remain at 50% levels as they did last year, Serra will provide SCLC with the other 50% of funds, for a total of \$53,153.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by Serra of CLSA funding from the State, within 30 days of receipt of the funding.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

Serra Administrative Council Chair

Date

SCLC Executive Director

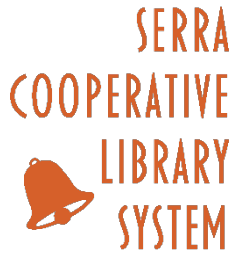
Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.83
Controller	\$75.10
Project Manager	\$68.71
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 15% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

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



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AC Agenda Item 7

DATE: May 21, 2026
TO: Serra Administrative Council
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 approve the draft Memorandum of Understanding Between the Member Libraries of the Serra Cooperative Library System for LINK+ Delivery Services.

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."

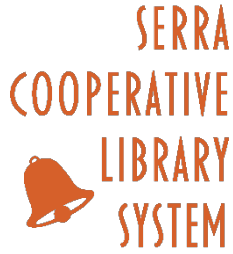
Institutional Overdue Report

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

AC Agenda Item 8

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

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

BACKGROUND: The California State Library appropriates funding for communication and delivery “to facilitate greater equality of access to library services and resources,” as mandated by the California Library Services Act (CLSA). Each year, the Serra Cooperative Library System, one of nine library cooperatives in the state, receives CLSA funds from the state to promote resource sharing within the system (Exhibit “a”).

To receive these funds, Serra must complete and submit a Plan of Service (Exhibit “b”) to be approved by the California Library Services Board (CLSB). The Plan outlines how the system intends on expending funds and how those expenditures will benefit the communities served by Serra libraries. The CLSB has not yet met to consider approving the CLSA preliminary system budget allocation, nor have the cooperatives been provided with a date for an upcoming meeting.

FISCAL IMPACT: The CLSA preliminary system budget allocation for Serra for FY 2026/27 is \$110,114 for the Baseline Budget and \$27,529 for the System Administration Budget, for a total of \$137,643, a \$153 increase over this current fiscal year’s allocation. The CLSA continues to be funded at 50% by the Governor.

The CLSB has not yet met to consider approving the CLSA preliminary system budget allocation, nor have the cooperatives been provided with a date for an upcoming meeting. These allocations will not be finalized until the CLSB approves the preliminary CLSA allocations and the State Legislature passes a budget to the Governor for his consideration and approval by June 30, 2026.

RECOMMENDATION: Authorize the Serra Chair to work with SCLC/Serra staff to complete and sign the FY 2026/27 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:

- a. CLSA Preliminary System Budget Allocations – FY 2026/27
- b. CLSA Plan of Service Application – FY 2026/27

CLSA Preliminary System Budget Allocations \$1,880,000- FY 2026/27

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 57,559	\$ 14,390	\$ 71,949	
49-99	\$ 62,273	\$ 15,568	\$ 77,841	
Inland	\$ 152,039	\$ 38,010	\$ 190,049	
NorthNet	\$ 344,691	\$ 86,173	\$ 430,864	
PLP	\$ 294,047	\$ 73,512	\$ 367,559	
SJVLS	\$ 99,648	\$ 24,912	\$ 124,560	
Santiago	\$ 95,297	\$ 23,824	\$ 119,121	
Serra	\$ 110,114	\$ 27,529	\$ 137,643	
SCLC	\$ 288,332	\$ 72,082	\$ 360,414	
Total funding	\$ 1,504,000	\$ 376,000	\$ 1,880,000	\$ 1,000,000



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2026-2027 Plan of Service
Application Instructions and Guidelines

California State Library
Sacramento
April 13, 2026

Greg Lucas, Chief Executive Officer
California Library Services Board

Table of Contents

INTRODUCTION	3
APPLICATION INSTRUCTIONS	4
APPLICANT INFORMATION	4
Organization - Question 1 and 1b	4
Location – Question 1c and 1d	4
Questions 2-8: Authorized Representative Information.....	4
Questions 9-12: Recipient Grant Manager Contact Information	4
Question 13: Eligibility.....	5
Question 14. Federal Employer Identification Number (FEIN)	5
PROJECT DETAIL.....	5
Question 1: Primary Project Audience	5
Question 2: Brief Abstract	5
Question 3: Description.....	5
Question 4: Agency Information	5
Question 5 and 5b: Will this be a brand-new project? (Y/N)	5
Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?	5
Question 7: Focus Population	5
Question 8: Addressing Barriers and Unmet Needs:	6
Question 9: Connecting with the Focus Population:.....	6
Question 10: Collaborating with the Focus Population:	6
Question 11: Project Outputs	6
Question 12: Evaluation Plans	6
Question 13: Future Plans	6
Question 14: Project Partners	6
Question 15: Community Connections.....	7
PLAN OF SERVICE – CLSA SPECIFIC INFORMATION	7
Resources/Services/Programs.....	7
Demographics of System Service Area	8
ACTIVITIES	8
Activity 1: Electronic Materials (Resource Sharing)	8
Activity 2: Learning Platforms (Resource sharing).....	9
Activity 3: Inter Library Loan (Delivery).....	9
Activity 4: Intra System Lending (Delivery	9
Activity 5: Programming (Resource Sharing).....	10
Activity 6: Library Management and Operations (Resource Sharing)	10
Activity 7: Library Broadband (Communications and Delivery)	10

Activity 8: System Operations (Resource Sharing, Communications and Delivery)	10
TIMELINE	11
ADDITIONAL INFORMATION/UPLOADS	11
BUDGET INFORMATION	11
APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS	12
APPENDIX B: ACTIVITY INFORMATION	14
APPENDIX C: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE).....	18
APPENDIX D: DEMOGRAPHICS OF SYSTEM SERVICE AREAS	19

INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Library's California Library Services Act, Communications, Delivery and Resource Sharing program Plan of Service application, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information no later than **June 3, 2026 (extensions available)** to have your funding approved:

1. Award Contact Information
2. Applicant Information
3. Project Details
4. Plan of Service- CLSA Specific Information
5. Project Activities
6. Project Timeline
7. Additional Information/Uploads
8. CLSA Specific Information

You will also be required to provide detailed projected budget expenditures for each year in which you hold CLSA funding.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Application document.
- Guidance to help applicants provide the requested information.

APPLICANT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Organization - Question 1 and 1b</p>	<p>For question 1, ("Is your organization and public Library?") select "No" and enter your legal organization name in question 1b when requested.</p>
<p>Location – Question 1c and 1d</p>	<p>Although your project will be implemented in a California Public Library please enter "No" for question 1c ("Will the project proposed be implemented in a California Public Library?"). In question 1d ("Name of location(s) where project will be implemented.") please enter "[your Cooperative system name] jurisdiction".</p>
<p>Questions 2-8: Authorized Representative Information</p> <ul style="list-style-type: none"> • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number <i>(Please use the format 123-456-7890)</i> • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code <p>Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i></p>	<p>The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.</p>
<p>Questions 9-12: Recipient Grant Manager Contact Information</p> <ul style="list-style-type: none"> • Grant Manager Name • Grant Manager Title • Grant Manager Email Address • Grant Manager Business Phone Number <i>(Please use the format 123-456-7890)</i> 	<p>The recipient Grant Manager is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff.</p>

Question 13: Eligibility	This is a required question for grant programs. Please select yes.
Question 14. Federal Employer Identification Number (FEIN)	Enter your organization's Federal Employer Identification Number.

PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Question 1: Primary Project Audience	Identify the audience(s) for this project. Please select all that apply.
Question 2: Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	Ensure that your statement clearly and concisely represents your plan for the project. This statement may be used for publicity purposes.
Question 3: Description Describe <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. (Word limit: 300)	Provide a description that enables the reader to understand the overall project if they were to read only this response and no other portion of the application. The text should be a summary of the needs and aspirations your project responds to, your planned activities, and how the activities you propose will achieve your desired outcomes and goal. Organize your text in a readable format. Use subheadings as needed.
Question 4: Agency Information Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 300)	The response should align with agencies most recent strategic plan or other guiding documents and describe how your activities fit with your broader mission.
Question 5 and 5b: Will this be a brand-new project? (Y/N)	Please select "no" for question 5. You will be asked to describe the project's current status, any results, lessons learned, and impact to date in question 5b.
Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?	If you select yes, you will be asked to describe your plans for future years and how the activities proposed in this project contribute to your organization's plans as a whole.
Question 7: Focus Population Who is the focus population for this project? (Word limit: 25)	Please identify what population this project will focus on. Some examples could include families, minority populations, children under 5, etc.

<p>Question 8: Addressing Barriers and Unmet Needs: How does this proposed project address barriers and needs experienced by the focus population and align with the population's needs and aspirations? (Word limit: 150)</p>	<p>Describe how what you plan to do will help address the barriers and unmet needs, and align with the aspirations of the focus population.</p>
<p>Question 9: Connecting with the Focus Population: How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)</p>	<p>Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.</p>
<p>Question 10: Collaborating with the Focus Population: If applicable, how is your project being created, planned, and implemented in collaboration with the focus population? (Word limit: 300)</p>	<p>Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it. If you do not do this, put "not applicable".</p>
<p>Question 11: Project Outputs List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.</p>	<p>Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.</p> <p>Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.</p>
<p>Question 12: Evaluation Plans Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)</p>	<p>If you have evaluation plans, describe the metrics you will use and how your organization defines positive outcomes.</p>
<p>Question 13: Future Plans Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned? (Word limit: 150)</p>	
<p>Question 14: Project Partners Project Partners are cooperating institutions, designated through a formal, signed agreement (contract, MOU, etc.), which contributes resources (materials/funds/staff) to one or more project activity or activities.</p>	<p>Should you have project partners, you will be asked to provide the following information for each partner: the organization name, a description of what the partner will provide/contribute to the project, the type of organization the project partner is, as well a copy of the agreement.</p>

	<p>Project partners are invited but not required. If you do not have any project partners, please select "No".</p> <p><i>Organizations or individuals acting as contractors under the project are not considered to be "partners".</i></p>
<p>Question 15: Community Connections Community Connections are those unaffiliated organizations that will support your project but with which you do not have a formal signed agreement.</p>	<p>Should you have community connections you will be asked to provide the following information for each connection: connection name, description of the resources the connection will contribute and how that will help achieve the project goals, as well as any letters of support.</p> <p>Community connections are invited but not required. If you do not have any community connections, please select "No".</p>

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

This section contains questions specific to the California Library Services Act Plan of Service.

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Resources/Services/Programs Summary of library participation in resources, services, and programs</p>	<p>In this sections list each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.</p> <p>Please enter one resource, service, or program in question 1. If you have additional resources, services, or programs you provide please select "yes" in question 1b and another box will populate. You can enter up to five (5) resources, services, or programs. If you have more than five (5) please group the remainder under question 1i "Fifth resource, service or program provided to your member libraries using CLSA funds."</p> <p>Example: Resource/service/program name: Delivery/Courier Service Participating libraries: All If applicable, why did some libraries not opt into this resource/service/program: N/A</p>

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Demographics of System Service Area	<p>Please provide the population number for the below listed underserved populations in your system. Appendix D lists the definitions and sources that you should use to determine the population numbers below.</p> <ul style="list-style-type: none"> • Total population of System service area • Economically Disadvantaged (below poverty level) population • Institutionalized population • Population aged 65+ • Children and youth population <ul style="list-style-type: none"> • Under 5 years of age • 5 to 9 • 10 to 14 • 15 to 19 • Persons with disabilities • Speakers of limited English or English as a Second language population • Non-English speaking population • Ethnicity <ul style="list-style-type: none"> • Black • Hispanic • Asian • Native American • Other • Geographically isolated population (Rural) • Functionally illiterate population • Homebound population

ACTIVITIES

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

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

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

- If you have activities to report that are not covered by the activities described on this document, please include them at the end of the activities section. Refer to the categories and information on the table below for guidance.

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

Activity 1: Electronic Materials (Resource Sharing)	Include in your description the names of all services you will purchase from or subscribe to,
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<p>If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrasis.</p>	<p>to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed, and, for each service, the number of circulations and the number and names of participating libraries.</p>
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<p>Activity 2: Learning Platforms (Resource sharing) If funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.</p>	<p>Please note systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.</p>
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<p>Activity 3: Inter Library Loan (Delivery) If funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical</p>	<p>Please note systems will be asked to report in the system annual report on the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries.</p>
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<p>Activity 4: Intra System Lending (Delivery) If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:</p> <p>Categories: Activity: Content</p>	<p>Please note systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.</p> <p>Please include in your description of this activity:</p> <ul style="list-style-type: none"> • Number of system-owned delivery vehicles that physically move items:
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<p>Mode: Lending Format: Digital or physical or combined digital and physical</p>	<ul style="list-style-type: none"> • Frequency/schedule of physical delivery service: • Number of contracted vendor delivery vehicles that physically move items: • Frequency/schedule of physical delivery service:
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<p>Activity 5: Programming (Resource Sharing) If funds will be used to support programming provided by libraries, for example, DigiLabs, the activity categories should be:</p> <p>Categories: Activity: Instruction Mode: Program Format: In-person, virtual, combined in-person and virtual, other</p>	<p>Please note systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).</p>
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<p>Activity 6: Library Management and Operations (Resource Sharing) If funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS), the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.</p>
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<p>Activity 7: Library Broadband (Communications and Delivery) If funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment, the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report the number and names of participating libraries.</p>
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<p>Activity 8: System Operations (Resource Sharing, Communications and Delivery) If funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc., the activity categories should be:</p>	
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<p>Beneficiaries: Library Workforce</p> <p>Categories: Activity: Procurement</p>	
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TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major actions and when they begin and end. It must include all activities listed in the application (for example, when books will be purchased, programs will be rolled out) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

ADDITIONAL INFORMATION/UPLOADS

Applicant Organization Assessment

Complete the organization assessment portion of the online application. This brief organizational assessment will help us determine the type of support awardees need from the State Library

BUDGET INFORMATION

Please complete the accompanying Grant Award Template (Excel).

Each budget category in your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2025-2026 you will still need to complete the bottom portion of the sheet. (2024-2025, 2025-2026, and 2026-2027)

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: [https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer>)

Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives; collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

E-Resources

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

Resource Sharing

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

APPENDIX B: ACTIVITY INFORMATION

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

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

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

Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A
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APPENDIX C: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

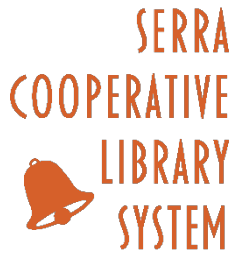
Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

APPENDIX D: DEMOGRAPHICS OF SYSTEM SERVICE AREAS

In an effort to standardize the demographics being provided by the cooperative library systems, below is a list the demographics required, and related definitions and sources.

Demographic	Resource
Total population of the system area.	City, Counties and State population and housing estimates with Annual percentage changes – January 1, 2024-2025
Economically Disadvantaged	U.S. Census Bureau, 2017-2021 American Community Survey 5-year Estimates (S1701)
Institutionalized	U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)
Aged (65+)	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Children and Youth	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Persons with Disabilities	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)
Speakers or limited English or English as a Second Language	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02); People That Speak English Less Than "Very Well" in the United States ;
Non-English Speaking	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1601); People That Speak English Less Than "Very Well" in the United States
Ethnicity	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Geographically Isolated (Rural)	Definition: For the purposes of the CLSA Plan of Service the California State Library defines rural as all geographic areas not classified as urban by the 2020 US Census. Refer to Column V in the following Excel file: County-level 2020 Census Urban and Rural Information for the U.S., Puerto Rico, and Island Areas sorted by state and county FIPS codes
Functionally Illiterate	Definition: For the purposes of the CLSA Plan of Service the California State Library defines functionally illiterate as those individuals at Level 1 or below. https://nces.ed.gov/surveys/piaac/skillsmap/
Homebound	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)



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

AC Agenda Item 9

DATE: May 21, 2026
TO: Serra Administrative Council
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.



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

AC Agenda Item 10

DATE: May 21, 2026
TO: Serra Administrative Council
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

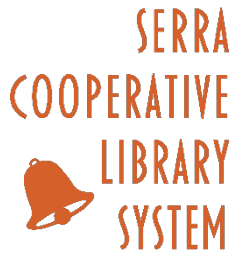
If the members appointed to the Executive Committee for FY 2026/27 do not include a member from each of the five distinct geographic areas that make up the cooperative, a member-at-large will be appointed to represent the unrepresented area. Those five geographical areas are comprised of:

- 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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AC Agenda Item 11

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

SUBJECT: Meeting Schedule for FY 2026/27 (ACTION)

BACKGROUND: Serra's Administrative Council meets quarterly each fiscal year, with meetings held at 11:00 am on the third Thursday in the months of: August, October, February, and May. The Executive Council meets at 9:30 am just before each Administrative Council meeting. This schedule has worked well for both Serra, and its administrative and fiscal agent, the Southern California Library Cooperative. The proposed schedule for FY 2026/27 is included for the Administrative Council's consideration.

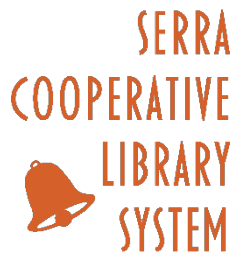
The meetings can continue to be held in a hybrid manner, allowing members to participate in person or virtually via Zoom from their public library locations. Quorum must be reached in order to conduct the system's business.

FISCAL IMPACT: None

RECOMMENDATION: Staff requests that the Administrative Council set the times and dates for their four regular meetings for FY 2026/27, and then select the in-person meeting locations for each of these meetings.

EXHIBIT:

- a. Serra Meeting Dates FY 2026/27 - Proposed



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Phone: 626-359-6111
www.serralib.org

Serra Meeting Dates FY 2026/27

Proposed

Thursday, August 20, 2026

9:30 am Executive Committee
11:00 am Administrative Council
Location TBD

Thursday, October 15, 2026

9:30 am Executive Committee
11:00 am Administrative Council
Location TBD

Thursday, February 18, 2027

9:30 am Executive Committee
11:00 am Administrative Committee
Location TBD

Thursday, May 20, 2027

9:30 am Executive Committee
11:00 am Administrative Council
Location TBD

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated May 12, 2026

State Library News 2
 State Digital Equity Resource Finder..... 2
 Marketing Toolkits 2
 LDS Newsletter 2
 Career Online High School 2
Opportunities..... 2
 Digital Literacy and Access..... 3
 Zip Books 3
Networking and Training 3
 Public Library Directors Networking Call 3
 Communities of Practice 3
Current Projects and Services 3
 California Library Literacy Services: ESL funds ends June 30, Adult Literacy & Family Literacy Ongoing. 4
 California Libraries Learn (CALL) – professional development for all levels of library staff 4
 COMPASS Project: Resources and Information for Public Libraries 4
 Parks Pass Program 5
 Ready – Or Not: Cultural Heritage Disaster Preparedness Project 6
 Student Success Cards for All..... 6
 Summer Community Impact Report 2026 7

State Library News

State Digital Equity Resource Finder

The California State Library and the Department of Technology collaborated to develop a statewide [Digital Equity Resource Finder](#) as part of the state's Broadband for All initiative. The finder helps residents and organizations locate digital inclusion programs including broadband access, devices, digital skills training, and technical assistance. The tool allows users to search for virtual and placed based services, includes a mapping feature that allows users to find resources nearest to them, and is accessible in over 100 different languages. Thus far, over 200 state and local organizations contributed information on over 800 locations around the state. Given the role that libraries play in the digital inclusion space, over half of locations featured are local branch libraries.

We invite libraries to utilize and promote the finder to your patrons. If your library system is not yet included, please take a few minutes to complete the [Digital Equity Resource Survey](#), or contact DEResourceFinder@state.ca.gov for bulk upload instructions if you have more than five locations.

Marketing Toolkits

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

LDS Newsletter

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

Career Online High School

[Career Online High School](#) (COHS) program is pausing enrollments of new libraries at this time. The state-funding supply of COHS scholarships is expected to run out in mid-May 2026. This situation has no impact on already enrolled online high school students. As soon as more information becomes available, we will share it with you. COHS questions can be sent to cohs@library.ca.gov. *State of CA and LSTA-funded.*

Opportunities

Digital Literacy and Access

The [Digital Literacy and Access](#) opportunity provides funds to help California public libraries improve access to high-speed broadband and improve digital literacy in their communities, through digital navigation services for library users, digital literacy training opportunities for the public, and AI and/or internet safety classes. The opportunity opened on April 22 and closes at 12 Noon on June 3. An information session will be held on Wednesday, April 29 at 10:00 AM. [Register here.](#)
State of CA and LSTA-funded.

Zip Books

Good news: **Zip Books is open for libraries to apply!** If you're looking for a simple way to say "yes" to more patron requests, especially for titles you don't already own, this is your moment.

Bonus: Zip Books now comes with an [extra eBooks option, run by Califa](#). Patrons can request **eBooks**, and when selected, those titles are **added to the statewide collection!** These books are then available to the whole state, via the Palace app.

Ready to jump in? [Program details + application info are live on the web.](#)

[Information Session Recording](#)

Key dates:

- Application Opens: April 22, 2026
- Deadline to Apply: May 20, 2026 at 12:00 noon
- Application Review Period: May–June, 2026
- Award Notification: July 2026
- Grant Program Period: July 1, 2026 – August 31, 2027

Networking and Training

[Public Library Directors Networking Call](#)

The next call is scheduled for Wednesday May 20 at 3:30 p.m. The call will feature updates from the State Library, further work on the statewide visioning project, and collaborative group discussions.

[Communities of Practice](#)

The California State Library now consolidates all scheduled Community of Practice events on a single calendar. On our website, under Services to Libraries, select [Communities of Practice](#) (under the Resources for Public Libraries section). Remember, you can help your staff build valuable connections across the state by sharing the Community of Practice opportunities with them.

Current Projects and Services

[Libraries with Heart Campaign from Rural Health Connections](#)

Since November, public and tribal rural libraries across the state have participated in Califa's Rural Health Connections project. In partnership with the American Heart Association, 58 locations are preparing to launch the Libraries with Heart campaign. Through this initiative, participating locations will offer blood pressure monitors (for checkout or for in-library use) alongside programming that supports heart health.

LSTA-funded.

California Library Literacy Services: ESL funds ends June 30, Adult Literacy & Family Literacy Ongoing

Dedicated one-time English as a Second Language (ESL) funding ends June 30, 2026. All ESL funds must be spent by this date. Adult Literacy Services and Family Literacy Services continue to be supported by ongoing funding provided by the State of California.

Thank you to the new coordinators and directors with CLLS programs who are joining us at the CLLS Orientation this May. We appreciate you taking time out of your schedules to participate. For general information on the CLLS program, see the [CLLS web pages](#) and visit the [Manage Your Grant](#) page for information on CLLS data collection. Reach out to cls@library.ca.gov for more information. *State of CA-funded.*

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

- Access live and recorded professional development for all members of your team at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Encourage all levels of your staff to get started with [CALL Academy](#).
- Local CALL can help your library bring high-demand in-person trainings to your region. [Learn more and submit an interest form](#).

LSTA-funded.

COMPASS Project: Resources and Information for Public Libraries

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

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

Timely COMPASS Resources and Information for Public Libraries

- [Slides from recent COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [General program sign up form](#)
- Does your library currently offer Capstone's PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)
- Questions about the [Alexander Street content](#) or set up information? Watch this [recording of a July 2024 training](#) and accompanying [slide deck](#). Remember, the Alexander Street collections include [library performing rights too](#) (with the exception of the National Theatre collection) – a great addition for programming for all ages!
- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact compass@library.ca.gov with any questions.

State of CA-funded.

Parks Pass Program

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

The Parks Pass quarterly report due dates are:

- July 23, 2026 (for reporting period Apr-June 2026)
- October 22, 2026 (for reporting period July-Sept 2026)
- January 28, 2027 (for reporting period Oct-Dec 2026)

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

Save the Dates for California State Parks Week: June 10–14, 2026! The weeklong celebration will be **June 10–14, 2026**, and your library is invited to participate. The tagline is “This is where you live.” There are many ways to celebrate California State Parks Week. Visit <https://castateparksweek.org/> for more information and to view the event schedule. This event celebrates California's 280 state parks and the people who visit and help protect these iconic places.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If a participating public library jurisdiction need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). To report lost passes, please enter each lost pass [using this webform](#) (an individual submission for each lost pass). Parks Passes are valid through December 31, 2026. *State of CA-funded.*

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

California's [Cultural Heritage Disaster Preparedness Project](#) connects communities holding at-risk collections with the resources needed to protect those collections from destruction and make them available to all Californians. In partnership with the Northeast Document Conservation Center, [Ready – Or Not](#) preservation consultants provide consultation and conduct free site visits for California organizations stewarding cultural resources and then deliver an assessment report with their observations.

California cultural heritage collections interested in a free consultation can [sign up for a free assessment](#). Remote consultations for disaster plan creation or updates are also available. For more information, contact CAready@nedcc.org *State of CA-funded*.

Additional training on Disaster Planning Basics can be found through California Libraries Learn: **Four-week self-paced course | June 8 - July 6, 2026**

Libraries, archives, and museums must be prepared to protect staff, users, collections, and facilities in the event of emergencies ranging from minor crises to community-wide disasters. This course helps participants prepare for and limit various types of damage through risk assessment, disaster planning, and recovery procedures.

Learn more and sign up at [Disaster Planning Basics | CALL Academy](#). *LSTA-funded*.

Student Success Cards for All

California legislation signed by the Governor in October 2023 — SB 321 (Ashby) — makes it easier for libraries to put Student Success cards into the hands of every California child who wants one.

Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts. The Student Success Cards for All initiative aims to ensure that all California students have the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

- Offer resources to assist public libraries and schools in finding strategies that work best for their communities.
- Coordinate with public libraries to determine the most effective means to ensure each student is provided the opportunity to obtain a Student Success card by third grade.
- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

See recent CLA Talk messages around Student Success for registration links to the regularly occurring networking calls.

For more information, visit the [Student Success Cards for All webpage](#) or email studentsuccess@library.ca.gov.

Summer Community Impact Report 2026

The [2026 Summer Community Impact Report Questions](#) are available online. Data collected from this report will show the impact of public library summer programs across California.

We are looking to confirm your library's contact person for submission. Use the link below to input the contact information for the person(s) in your library that will submit your summer program data.

The person(s) listed will be responsible for submitting the **2026 Summer Community Impact Report** through **Microsoft Forms**. Although we ask for multiple contacts, only one person should submit the data for your library jurisdiction.

[Submit your library contact information using this form](#) by **July 10th at 5pm**.

An excel form with the questions will also be sent to the person listed as your primary contact once your information is submitted. Use the excel form or copy the questions from the [2026 Summer Community Impact Report Questions](#) webpage to collect required statistics and programming information for your library's 2026 summer programs.

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

Projects marked "LSTA-funded" are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA-funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.



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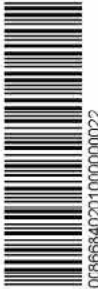
January 01, 2026 through January 30, 2026

Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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

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



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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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P O Box 182051
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January 31, 2026 through February 27, 2026

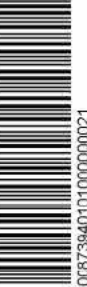
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SERRA COOPERATIVE LIBRARY SYSTEM
OPERATING ACCOUNT
222 E. HARVARD ST.
GLENDALE CA 91205



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.

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- 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.

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P O Box 44959
Indianapolis, IN 46244 - 4959

February 28, 2026 through March 31, 2026

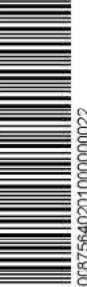
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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

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



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 4	\$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.

JPMorgan Chase Bank, N.A. Member FDIC



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