EXECUTIVE COMMITTEE MEETING
Thursday, September 14, 2023
9:00 – 10:00 am
Hybrid meeting

On Site:
Anthony Munoz Community Center
1240 W. Fourth St. Ontario, CA 91762

Via Zoom:
Join Zoom Meeting
https://us02web.zoom.us/j/85340736118?pwd=VHBCYVNYVWc0Nm9qckM4ZUxTD2FTUT09
Meeting ID: 853 4073 6118
Passcode: 191758

Alternate Meeting Locations:
Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543
Palm Springs Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262
San Bernardino County Library, 268 W. Hospitality Lane, 3rd Floor, Suite 301,
San Bernardino, CA 92415-0035

Agenda

All items may be considered for action.
1. Call to Order and Roll Call
   a. Welcome/Introductions

2. Public Comment
   Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.

3. Consent Calendar
   All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
   a. Draft Minutes from the May 11, 2023, Executive Committee meeting.
4. Adoption of the Agenda  Erin Christmas
5. Budget Status Reports (DISCUSSION)  Andy Beck
6. Authority for Financial Institutions (ACTION)  Christine Powers
                                             Andy Beck
7. Executive Committee Election Result (DISCUSSION)  Erin Christmas
8. Inland Interest Groups (ACTION)  Shawn Thrasher
9. Other  Erin Christmas
10. Adjournment  Erin Christmas
ACTION ITEMS

Meeting: ____Inland Executive Committee Meeting______________________________
Date: ______09/14/2023______________________________________________________
Library: __________________________________________________________________
Name: ____________________________________________________________________
Signature:________________________ Date: _____________________________

Agenda Item: ______________________  Agenda Item: ______________________
_____ Aye  _____ Motion
_____ Nay  _____ Second
_____ Abstain

Agenda Item: ______________________  Agenda Item: ______________________
_____ Aye  _____ Motion
_____ Nay  _____ Second
_____ Abstain

Agenda Item: ______________________  Agenda Item: ______________________
_____ Aye  _____ Motion
_____ Nay  _____ Second
_____ Abstain

Send completed form to: lgraver@socallibraries.org
EXECUTIVE COMMITTEE MEETING
Thursday, May 11, 2023
9:00am – 10:00am
Hybrid meeting

On Site:
City of Hemet – City Hall
445 E Florida Ave, Hemet, CA 92543

Alternate Meeting Locations:
San Bernardino County Library, 268 W. Hospitality Lane, 3rd Floor, Suite 301,
San Bernardino, CA 92415-0035

Minutes draft

Attendance
Caines, Kathye – Hemet
Christmas, Erin – Riverside Public
Espinosa, Aaron – Rancho Mirage
Orosco, Melanie – San Bernardino County
Thrasher, Shawn – Ontario

Other
Beck, Andy – SCLC
Powers, Christine – SCLC
Walker, Wayne – SCLC

1. Call to Order and Roll Call
   Meeting called to order at 9:07am.
   Erin Christmas

2. Public Comment
   Erin Christmas
   Opportunity for any guest or member of the public to address the committee on
   any item of Administrative Council business.
   None.

3. Consent Calendar
   Erin Christmas
   All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
   a. Draft Minutes from the March 16, 2023 Executive Committee meeting.
      MSP (Caines/Espinosa) to pass the consent calendar, as presented.
      5 yes, 0 no, 0 abstain
4. Adoption of the Agenda
   Erin Christmas
   Chair adopts agenda as presented, without objection.

5. Audit Report FY 2021/22
   Andy Beck
   Interim testing was conducted in December 2022, and final testing was
   completed in April 2023. For the fiscal year June 30, 2022, there were no
   material weaknesses or significant deficiencies.
   MSP (Espinosa/Thrasher) to recommend acceptance of the Financial Audit to the
   Administrative Council.
   5 yes, 0 no, 0 abstain

   Andy Beck
   The Budget Report for FY 2022/23 reflects the reconciled bank statement
   through March 31, 2023. Membership dues remain at 60% collected. Fiscal and
   administrative expenses of $56,203 (75%) were paid through March 31, 2023.

7. Inland Library System Website
   Christine Powers
   Powers proposed that SCLC staff build a subpage for Inland under its website:
   https://socallibraries.org/. This webpage would include Inland’s name, logo, a
   brief description of the organization, a list of member libraries, and a link to
   meeting agendas. Staff will be responsible for posting agendas, but will need
   committee liaisons to send staff agendas for committee meetings.
   MSP (Caines/Espinosa) to recommend to Administrative Council approval of
   SCLC’s management of Inland’s webpage.
   5 yes, 0 no, 0 abstain

8. Agreement with SCLC for Administrative and
    Fiscal Services FY 2023/24
    Christine Powers
    Staff estimates a fiscal impact of $82,666, yet to be finalized (pending approval
    by the California Library Services Board and the Governor). The contract costs
    are comprised of $74,767 from the CLSA Preliminary System Budget Allocation
    for Serra, and $7,899 from CLSA Communication and Delivery Budget for office
    supplies and telecommunications.
    MSP (Espinosa/Caines) to recommend to the Administrative Council the
    authorization of the Administrative Council Chair to sign the agreement between
    Inland Library System and the SCLC, for administrative and fiscal services for FY
    2023/24.
    5 yes, 0 no, 0 abstain

9. Proposed Budget FY 2023/24
    Christine Powers/Andy Beck
    The Proposed Budget for the upcoming FY2023/24 has been calculated based
    on preliminary allocations of CLSA funding and the previously approved
    membership dues. Projected expenses were calculated based on approved
    future increases, contracts, expenses from prior years, and historical trends. EC
    also asked for an estimate of Inland’s proportionate share of travel expenses
incurred by SCLC staff (e.g. CLA, ALA conferences) as part of the next budget process.  
MSP (Espinosa/Thrasher) to recommend approval of the Proposed Budget to the Administrative Council, pending final approvals of CLSB and Governor’s budget, with $40,000 from surplus moved to other programs for further discussion.  
5 yes, 0 no, 0 abstain

10. Other
   None.

11. Adjournment
   MSP (Thrasher/Caines) to adjourn meeting at 9:37am.

Erin Christmas
DATE: September 14, 2023
TO: Inland Executive Committee
FROM: Andy Beck, Controller – SCLC/Inland

SUBJECT: Budget Status Reports (DISCUSSION)

BACKGROUND: The Budget Status Report for FY2022/23 is attached for review and reflects reconciled bank statement through June 30, 2023. All revenues and expenses have been recorded. Financial highlights include a surplus of $35,625 compared to a surplus of $50,283, as budgeted.

The Budget Status Report for FY2023/24 is attached for review and reflects reconciled bank statement through July 31, 2023. No unexpected expenditures were noted.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:
  a. Budget Status Report for FY 2022/23
  b. Budget Status Report for FY 2023/24
## REVENUES/EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>FY 22/23 Budget</th>
<th>Prior Year</th>
<th>Actuals</th>
<th>Balance</th>
<th>%</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLSA Communications &amp; Delivery</td>
<td>$299,743</td>
<td>$290,160</td>
<td>$305,461</td>
<td>$(5,718)</td>
<td>102%</td>
<td>Received on December 2022</td>
</tr>
<tr>
<td>CLSA System Administration</td>
<td>74,937</td>
<td>76,069</td>
<td>74,937</td>
<td>-</td>
<td>100%</td>
<td>Received on December 2022</td>
</tr>
<tr>
<td>Grant Project Revenue</td>
<td>-</td>
<td>28,440</td>
<td>8,532</td>
<td>$(8,532)</td>
<td>0%</td>
<td>FY 21/22 paid in PY 22/23</td>
</tr>
<tr>
<td>Grant Indirect</td>
<td>-</td>
<td>7,657</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>PLSEP grant approved; run through SCLC</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>50,283</td>
<td>50,170</td>
<td>50,282</td>
<td>1</td>
<td>100%</td>
<td>60% Received</td>
</tr>
<tr>
<td>Interest Income</td>
<td>-</td>
<td>1,137</td>
<td>240</td>
<td>(240)</td>
<td>0%</td>
<td>Interest on cash balance</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$424,963</td>
<td>$453,633</td>
<td>$439,452</td>
<td>$(14,489)</td>
<td>103%</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Administration CLA Funds</td>
<td>$74,937</td>
<td>76,069</td>
<td>87,984</td>
<td>$(13,047)</td>
<td>117%</td>
<td>To paid to SCLC</td>
</tr>
<tr>
<td>E-Resources</td>
<td>52,473</td>
<td>52,473</td>
<td>52,473</td>
<td>-</td>
<td>100%</td>
<td>Bibliotheca-Paid 7/26/22</td>
</tr>
<tr>
<td>Remaining CLSA Funds</td>
<td>215,189</td>
<td>206,478</td>
<td>215,189</td>
<td>-</td>
<td>100%</td>
<td>FY 21/22 paid in FY 22/23</td>
</tr>
<tr>
<td>Delivery</td>
<td>26,500</td>
<td>24,507</td>
<td>26,906</td>
<td>(406)</td>
<td>102%</td>
<td>Kergyl Books</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>500</td>
<td>6,702</td>
<td>1,193</td>
<td>(693)</td>
<td>239%</td>
<td>Zoom, Website</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>5,081</td>
<td>-</td>
<td>9,700</td>
<td>(4,619)</td>
<td>191%</td>
<td>FY 20/21 &amp; FY 21/22 audit in progress</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>9,347</td>
<td>1,850</td>
<td>(1,850)</td>
<td>0%</td>
<td>Legal Fees for Pension Issue.</td>
</tr>
<tr>
<td><strong>Operating Expenses Total</strong></td>
<td>374,680</td>
<td>375,576</td>
<td>395,295</td>
<td>(20,615)</td>
<td>106%</td>
<td></td>
</tr>
<tr>
<td>Grant Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLSEP</td>
<td>-</td>
<td>36,097</td>
<td>8,532</td>
<td>(8,532)</td>
<td>0%</td>
<td>FY 21/22 paid in FY 22/23</td>
</tr>
<tr>
<td><strong>Grant Expenses Total</strong></td>
<td>-</td>
<td>36,097</td>
<td>8,532</td>
<td>(8,532)</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$374,680</td>
<td>$411,673</td>
<td>$403,827</td>
<td>$(29,147)</td>
<td>108%</td>
<td></td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>$50,283</td>
<td>$41,960</td>
<td>$35,625</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INLAND ACCOUNT BALANCES

<table>
<thead>
<tr>
<th></th>
<th>Beginning of Fiscal Year</th>
<th>Transfer out/Expenditures</th>
<th>Transfer in/Cash Receipts</th>
<th>March 31, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>$763,170</td>
<td>$(459,689)</td>
<td>$546,262</td>
<td>$849,743</td>
</tr>
<tr>
<td>SB County Accounts</td>
<td>119,370</td>
<td>(119,370)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$882,540</td>
<td>$(579,059)</td>
<td>$546,262</td>
<td>$849,743</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Restricted</th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$146,020</td>
<td>$703,723</td>
<td>$849,743</td>
</tr>
</tbody>
</table>
## REVENUE

<table>
<thead>
<tr>
<th>Service</th>
<th>FY23/24 Budget</th>
<th>Prior Year Budget</th>
<th>FY23/24 Actuals</th>
<th>FY23/24 Actuals</th>
<th>Percentage</th>
<th>Unrealized</th>
<th>Realized</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSA Communications &amp; Delivery</td>
<td>$299,065</td>
<td>$305,461</td>
<td>$54,592</td>
<td>$244,473</td>
<td>82%</td>
<td>18%</td>
<td>18%</td>
<td>Expected to be received in Dec 2023</td>
</tr>
<tr>
<td>CLSA System Administration</td>
<td>74,767</td>
<td>74,937</td>
<td>6,231</td>
<td>68,536</td>
<td>92%</td>
<td>8%</td>
<td>8%</td>
<td>Expected to be received in Dec 2023</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>50,188</td>
<td>50,282</td>
<td>50,188</td>
<td>0%</td>
<td>100%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>$424,020</strong></td>
<td><strong>$430,680</strong></td>
<td><strong>$111,011</strong></td>
<td><strong>$313,009</strong></td>
<td>74%</td>
<td>26%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EXPENDITURES

### Communications and delivery

<table>
<thead>
<tr>
<th>Expense</th>
<th>FY23/24 Budget</th>
<th>FY23/24 Actuals</th>
<th>Percentage</th>
<th>Unrealized</th>
<th>Realized</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery</td>
<td>$27,000</td>
<td>$26,906</td>
<td>92%</td>
<td>8%</td>
<td>100%</td>
<td>Kergyl</td>
</tr>
<tr>
<td>E-resources</td>
<td>52,473</td>
<td>52,473</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>Bibliotheca</td>
</tr>
<tr>
<td>E-resources - member distribution</td>
<td>204,693</td>
<td>208,424</td>
<td>100%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Fees</td>
<td>-</td>
<td>9,700</td>
<td>-</td>
<td>100%</td>
<td></td>
<td>Bienniel audit</td>
</tr>
<tr>
<td>Office supplies</td>
<td>3,169</td>
<td>3,169</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>Reimburse expenses</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>11,730</td>
<td>7,958</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>Reimburse expenses/Member internet</td>
</tr>
<tr>
<td><strong>Total communications and delivery</strong></td>
<td><strong>$299,065</strong></td>
<td><strong>$305,461</strong></td>
<td><strong>$54,592</strong></td>
<td><strong>$244,473</strong></td>
<td><strong>82%</strong></td>
<td><strong>18%</strong></td>
</tr>
</tbody>
</table>

### Other programs

<table>
<thead>
<tr>
<th>Other programs</th>
<th>FY23/24 Budget</th>
<th>FY23/24 Actuals</th>
<th>Percentage</th>
<th>Unrealized</th>
<th>Realized</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>74,767</td>
<td>87,984</td>
<td>92%</td>
<td>8%</td>
<td>100%</td>
<td>SCLC</td>
</tr>
<tr>
<td>Memberships</td>
<td>5,740</td>
<td>5,740</td>
<td>0%</td>
<td>100%</td>
<td></td>
<td>Califa</td>
</tr>
<tr>
<td>Meetings/conferences/travel</td>
<td>488</td>
<td>247</td>
<td>100%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional fees</td>
<td>-</td>
<td>1,603</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total administration</strong></td>
<td><strong>$80,995</strong></td>
<td><strong>$89,834</strong></td>
<td><strong>$11,971</strong></td>
<td><strong>$69,824</strong></td>
<td><strong>85%</strong></td>
<td><strong>15%</strong></td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>$414,320</strong></td>
<td><strong>$395,295</strong></td>
<td><strong>$66,563</strong></td>
<td><strong>$347,757</strong></td>
<td><strong>84%</strong></td>
<td><strong>16%</strong></td>
</tr>
</tbody>
</table>

## SURPLUS (DEFICIT)

<table>
<thead>
<tr>
<th>FY2023/24 CLSA Communications &amp; Delivery - Projected (Restricted)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning</strong></td>
</tr>
<tr>
<td>E-Resources</td>
</tr>
<tr>
<td>Delivery</td>
</tr>
<tr>
<td>Telecommunications</td>
</tr>
<tr>
<td>Office supplies</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
DATE: September 14, 2023  
TO: Inland Executive Committee  
FROM: Christine Powers, Executive Director – SCLC/Inland  
Andy Beck, Controller – SCLC/Inland  

SUBJECT: Authority for Financial Institutions (ACTION)  

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

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

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

As directed in previous Council meetings, Christine Powers, Executive Director; Erin Christmas, Chair; and Nerissa Snodgrass, Project Manager will maintain signature authority for the new account.

FISCAL IMPACT: None

RECOMMENDATION: Recommend to the Administrative Council the authorization of staff to close Inland Library System’s Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase.
Recommend to the Administrative Council the continuation to authorize signature authority for the new account as directed to Christine Powers, Executive Director; Erin Christmas, Chair; and Nerissa Snodgrass, Project Manager.

EXHIBIT: None
DATE: September 14, 2023  
TO: Inland Executive Committee  
FROM: Shawn Thrasher, Council Member  

SUBJECT: Inland Library System Interest Groups (ACTION)  

BACKGROUND: At the last meeting of the Inland Library System in May 2023, the Administrative Council took action to form an Interest Group Ad Hoc Committee, composed of Chair Christmas, Council Member Espinosa, and Council Member Thrasher, to take the lead on surveying systems’ staff on interest group topics, identifying leaders, with an update to Council in September.  

Program Overview  
Special interest groups are designed to cultivate a platform for librarians from all the systems within our cooperative. By facilitating shared learning, networking, and training, these groups seek to elevate the capabilities of librarians and, in turn, enhance the quality of library services provided to our communities.  

Participating Interest Groups  
The foundation of this program will rest upon the formation of interest groups, each comprised of librarians or library staff, who hold similar job titles. These groups will serve as dynamic forums for knowledge sharing, idea generation, and collaborative problem-solving.  

The initial participating interest groups include:  
- Youth Services Librarians  
- Teen Services Librarians  
- Volunteer Services Librarians  
- Adult Services Librarians  
- Circulation Services  

Expansion of the interest groups to encompass other titles will be subject to the approval of the Administrative Council.  

Operational Structure  
Once established, each interest group will annually select a Chair and Vice Chair responsible for coordinating meetings, fostering discussion, and organizing training events.
A designated representative from the Administrative Council will act as a liaison for each interest group, facilitating communication and collaboration, as required. This representative will attend meetings as needed or upon request from the Administrative Council or the Interest Group.

Program Validation and Resource Allocation
All proposed training workshops or programs brought forth by the interest groups will necessitate pre-approval from the Administrative Council.

In instances where financial backing is needed, the appointed liaison will serve as the intermediary between the interest group and the Administrative Council. Funding requests should be submitted via email, outlining the requested amount, a comprehensive justification, and an itemized projection of potential expenditures.

Any proposed funding requests will undergo evaluation by the Administrative Council to ensure alignment with strategic goals and responsible fiscal management.

FISCAL IMPACT: None

RECOMMENDATION: Recommendation to the Administrative Council to establish interest groups, as presented, and provide direction on the proposed operational structure.

EXHIBIT: None