



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=VHBCYVNyVWc0NmIqckM4ZUxTd2F4_UT09

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 Erin Christmas
 - a. Welcome/Introductions
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.
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 May 11, 2023, Executive Committee meeting.

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|---|-------------------------------|
| 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: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

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 Erin Christmas
Meeting called to order at 9:07am.

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

6. Budget Status Report FY 2022/23 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.

Erin Christmas

11. Adjournment

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

Erin Christmas



EC Agenda Item 05

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

INLAND ACCOUNT BALANCES

	Beginning of Fiscal Year	Transfer out/ Expenditures	Transfer in/ Cash Receipts	March 31, 2023
Bank of America	\$ 763,170	\$ (459,689)	\$ 546,262	\$ 849,743
SB County Accounts	119,370	(119,370)	-	-
Total	\$ 882,540	\$ (579,059)	\$ 546,262	\$ 849,743
			Unrestricted	\$ 146,020
			Restricted	703,723
			Total	\$ 849,743

	<u>FY23/24</u> <u>Budget</u>	<u>Prior Year</u> <u>Actuals</u>	<u>FY23/24</u> <u>Actuals</u>	<u>Balance</u>	<u>%</u> <u>Unrealized</u>	<u>%</u> <u>Realized</u>	<u>Notes</u>
REVENUE							
CLSA Communications & Delivery	\$ 299,065	\$ 305,461	\$ 54,592	\$ 244,473	82%	18%	Expected to be received in Dec 2023
CLSA System Administration	74,767	74,937	6,231	68,536	92%	8%	Expected to be received in Dec 2023
Membership Dues	50,188	50,282	50,188	-	0%	100%	
Total revenues	\$ 424,020	\$ 430,680	\$ 111,011	\$ 313,009	74%	26%	
EXPENDITURES							
Communications and delivery							
Delivery	\$ 27,000	\$ 26,906	\$ 2,119	\$ 24,881	92%	8%	Kergyl
E-resources	52,473	52,473	52,473	-	0%	100%	Bibliotheca
E-resources - member distribution	204,693	208,424	-	204,693	100%	0%	
Audit Fees	-	9,700	-	-			Biennial audit
Office supplies	3,169	-	-	3,169	100%	0%	Reimburse expenses
Telecommunications	11,730	7,958	-	11,730	100%	0%	Reimburse expenses/Member internet
Total communication and delivery	299,065	305,461	54,592	244,473	82%	18%	
Other programs	34,260	-	-	34,260	100%	0%	TBD
Administration							
Administration expense	74,767	87,984	6,231	68,536	92%	8%	SCLC
Memberships	5,740	-	5,740	-	0%	100%	Califa
Meetings/conferences/travel	488	247	-	488	100%	0%	
Professional fees	-	1,603	-	-			
Total administration	80,995	89,834	11,971	69,024	85%	15%	
Total expenditures	\$ 414,320	\$ 395,295	\$ 66,563	\$ 347,757	84%	16%	
SURPLUS (DEFICIT)	\$ 9,700	\$ 35,385	\$ 44,448	\$ (34,748)	-358%	458%	

ACCOUNT BALANCES

As of July 31, 2023 \$ 769,869

CLSA FUNDS

FY2023/24 CLSA Communications & Delivery - Projected (Restricted)

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
E-Resources	\$ -	\$ 263,234	\$ (52,473)	\$ 210,761
Delivery	526	27,000	(2,119)	25,407
Telecommunications	-	5,662	-	5,662
Office supplies	-	3,169	-	3,169
	<u>\$ 526</u>	<u>\$ 299,065</u>	<u>\$ (54,592)</u>	<u>\$ 244,999</u>



EC Agenda Item 06

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.

EXHBIT: None



EC Agenda Item 08

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.

EXHBIT: None