



EXECUTIVE COMMITTEE MEETING

Thursday, December 15, 2022

9:00am

Via Zoom:

<https://us02web.zoom.us/j/84293644278?pwd=VHAXdTlac2xyS0x3WmhNN0xHa2g4Zz09>

Meeting ID: 842 9364 4278

Passcode: 434368

Agenda

All items may be considered for action.

1. Call to Order and Roll Call 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.
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 September 15, 2022 Executive Committee meeting.
 - b. AB361 Renewal
4. Adoption of the Agenda Erin Christmas
5. Budget Status Report FY2022/23 Caryn Shapiro
6. Pension Liability Update Erin Christmas
7. Other Erin Christmas
8. Adjournment Erin Christmas



ACTION ITEMS

Meeting: _____ Inland Executive Committee Meeting _____

Date: _____ December 15, 2022 _____

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, September 15, 2022

9:00am

Hybrid Meeting – In-Person and Virtual

In-Person: Murrieta Public Library

8 Town Square Murrieta, CA 92562

Minutes draft

Attendance

Christmas, Erin – Riverside Public
Espinosa, Aaron – Rancho Mirage
Orosco, Melanie – San Bernardino County
Sowles, Julie – Rancho Cucamonga
Thrasher, Shawn – Ontario

Other

Graver, Lori – SCLC
Shapiro, Caryn – SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne - SCLC

1. Call to Order and Roll Call Julie Sowles
Meeting called to order at 9:01am.

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

3. Consent Calendar Julie Sowles
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, 2022 Executive Committee meeting.
 - b. Draft Minutes from the May 20, 2022 Executive Committee meeting.
 - c. AB361 Renewal
MSP (Espinosa/Christmas) to approve the Consent Calendar.
(5 yes, 0 no, 0 abstain)

4. Adoption of the Agenda Julie Sowles
MSP (Thrasher/Espinosa) to adopt the Agenda, as presented.
(5 yes, 0 no, 0 abstain)

5. Budget Status Report FY2021/22 Wayne Walker
 All revenues have been paid. Expenditures currently fall within the projected cost for the fiscal year. After a careful assessment of the funds remaining in the San Bernardino County accounts, it was determined that these funds are unrestricted. The funds (\$119,369.79 + Interest of \$239.54) were transferred into Inland's operating account shortly after the close of the 21/22 fiscal year. Increase of \$119,609.33 in unrestricted revenue.

6. Budget Status Report FY2022/23 Wayne Walker
 A complete Budget Status Report was not able to be compiled for Fiscal Year 2022/23 in time for this meeting due to staffing constraints. All bank payments through August 31, 2022 are listed below. CLSA funding for FY2022/2023 will be approved at the October CLSB meeting. Membership dues are being received and processed. The 2022/23 Public Library Staff Education Program (PLSEP) has not been announced by the State Library yet. After a careful assessment of the funds remaining in the San Bernardino County accounts, it was determined that these funds are unrestricted. The funds (\$119,369.79 + Interest of \$239.54) were transferred into Inland's operating account shortly after the close of the 21/22 fiscal year. Due to the brevity of the fiscal year, only a few expenses have been incurred during the reconciled period. The FY2022/23 Bibliotheca renewal has been paid for \$52,473 and Kergyl Books invoices for \$3,691.51. A full budget status report will be presented at the December meeting.

7. CLOSED SESSION Julie Sowles
 Pension Liability Update
 Closed Session began at 9:18am.

8. Reconvene from Closed Session Julie Sowles
 The Committee reconvened Open Session at 9:34am. MSP (Thrasher/Espinosa) recommends to the Administrative Council: 1) not to sign the County of Riverside Settlement Agreement; 2) to move forward with the Pension Liability Subcommittee to make public records requests to both City of Riverside and Riverside County; and 3) appoint the incoming Vice Chair in Waiting to the Pension Liability Sub-Committee. (4 yes, 0 no, 1 abstain)

9. Other Julie Sowles
 Sowles announced that Wess Garcia will be replacing her as Library Director in Rancho Cucamonga.

10. Adjournment Julie Sowles
 MSP (Thrasher/Espinosa) to adjourn meeting at 9:40am.
 akjd



EC Agenda Item 03b

DATE: December 15, 2022
TO: Executive Committee
FROM: Wayne Walker – Interim Executive Director, SCLC
SUBJECT: AB 361: Brown Act – Remote Meetings During State of Emergency

BACKGROUND: On September 16, 2021, the Governor signed AB 361 which allows local agencies to continue to use teleconferencing during a declared state of emergency without adhering to certain Brown Act provisions. Absent this legislation, local agencies would have had to return to traditional Brown Act meeting requirements beginning on October 1, 2021.

The Inland Administrative Council adopted an AB 361 resolution at the meeting of March 17, 2022.

AB 361 requires said resolution to be reaffirmed by majority vote every 30 days or at each subsequent meeting if more than 30 days have elapsed. With the continuation of the emergency created by the COVID-19 pandemic, the need for virtual meetings continues.

FISCAL IMPACT: None.

RECOMMENDATION: Reaffirm the resolution attesting to a continued state of emergency and need to follow the provisions allowed by AB 361:

Be it resolved that the Inland Administrative Council reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (1) The state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing.”



EC Agenda Item 05

DATE: December 15, 2022
TO: Inland Executive Committee
FROM: Caryn Shapiro, Interim Controller, SCLC/Inland
SUBJECT: Budget Status, FY2022/23

BACKGROUND: A complete Budget Status Report for Fiscal Year 2022/23 is attached for your review. Bank Reconciliations up to November 30, 2022, are reflected in the Budget Status Report.

REVENUE: CLSA funding for FY2022/2023 was approved at the October 5th CLSB meeting but still not collected. Membership dues for the fiscal year have been collected by 57 percent. The 2022/23 Public Library Staff Education Program (PLSEP) has not been announced by the State Library yet.

SAN BERNARDINO ACCOUNTS: After a careful assessment of the funds remaining in the San Bernardino County accounts, it was determined that these funds are unrestricted. The funds (\$119,369.79 + Interest of \$239.54) were transferred into Inland's operating account shortly after the close of the 21/22 fiscal year.

EXPENSES: Due to the brevity of the fiscal year, only a few expenses have been incurred during the reconciled period. The FY 2022/23 Bibliotheca renewal has been paid for \$52,473 and Keryl Books invoices for \$8,493. Legal Fees for the Pension issue in the amount of \$2,556 have been paid.

FISCAL IMPACT: Expenditures are on budget. The Unrestricted Cash has been recalculated and the balance as of November 30th 2022 is \$201,041.65.

RECCOMENDATION: Informational.

REVENUES/EXPENSES	Proposed	Prior Year	Actuals	Balance	%	Notes
REVENUE						
CLSA Communications & Delivery	\$ 299,743	\$ 304,272	\$ -	\$ 299,743	0%	CLSB approved Oct 5, 2022 - Not yet received.
CLSA System Administration	\$ 74,937	\$ 76,069	\$ -	\$ 74,937	0%	CLSB approved Oct 5, 2022 - Not yet received.
Grant Project Revenue	\$ -	\$ 40,572	\$ -	\$ -	0%	TBD
Grant Indirect	\$ -	\$ 4,057	\$ -	\$ -	0%	TBD
Membership Dues	\$ 50,283	\$ 50,170	\$ 28,903	\$ 21,380	57%	57% of Membership Dues Paid.
Inland System Administration	\$ -		\$ -	\$ -	0.00	Local matching funds
Interest Income	\$ -		\$ 240	\$ (240)	0%	Interest on Cash Balance.
TOTAL REVENUE	\$ 424,963	\$ 475,140	\$ 29,143	\$ 395,820		
EXPENDITURES						
System Administration CLSA Funds	\$ 74,937	\$ 76,069	\$ -	\$ 74,937	0%	To be paid to SCLC at end of Fiscal Year.
System Administration Inland Funds	\$ -	\$ -	\$ -	\$ -	0%	TBD
E-Resources	\$ 52,473	\$ 265,653	\$ 52,473	\$ -	0%	Bibliotheca-Paid 7/26/22.
Remaining CLSA Funds	\$ 215,189	\$ -	\$ -	\$ 215,189	0%	Allocations to be determined.
Delivery	\$ 26,500	\$ 24,000	\$ 8,493	\$ 18,007	32%	Kergyl Books, paid \$ for Fiscal 21/22
Telecommunications	\$ 500	\$ 10,000	\$ -	\$ 500	0%	Zoom, Website.
Audit Fees	\$ 5,081	\$ 4,619	\$ -	\$ 5,081	0%	Fedak-No audit for 20/21 every other year.
Other	\$ -		\$ 2,556	\$ (2,556)	0%	Legal Fees for Pension Issue.
Operating Expenses Subtotal	\$ 374,680	\$ 380,341	\$ 63,522	\$ 311,158		
Grant Expenses						
PLSEP	\$ -	\$ 44,629	\$ -	\$ -	0%	TBD
Grant Expenses Subtotal	\$ -	\$ 44,629	\$ -	\$ -		
TOTAL EXPENDITURES	\$ 374,680	\$ 424,970	\$ 63,522	\$ 311,158		
Surplus (Deficit)	\$ 50,283	\$ 50,170	\$ (34,379)			

INLAND ACCOUNT BALANCES

Bank of America as of June 30, 2022	\$ 763,170	\$ 745,063	As of November 30, 2022 (201,042 Unrestricted)
SB County Accounts as of June 30, 2022	\$ 119,370	\$ -	As of November 30, 2022 (Unrestricted)



EC Agenda Item 06

DATE: December 15, 2022
TO: Executive Committee
FROM: Erin Christmas, Chair
SUBJECT: Pension Liability Update

BACKGROUND: On October 19, 2022 the Administrative Council agreed to sign a Settlement Agreement releasing Riverside County from all outstanding and future pension liability obligations. In return for signing the Agreement, Riverside County agreed to pay the remaining balance owed to SBcera by Inland Library System \$709,258.63. SBCERA has agreed to hold against further interest accruing on the balance, with the understanding that swift action will be taken by the County of Riverside upon receiving a signed Settlement Agreement.

Melanie Orosco, Vice Chair, and representatives from Riverside County have signed the agreement.

Further updates will be provided verbally at the ILS Executive Council Meeting.

FISCAL IMPACT: \$0

RECOMMENDATION: Receive and file



Inland Meeting Dates
Approved May 11, 2022
Updated December 9, 2022

2022/23

Thursday, September 15, 2022

9am Executive
10am Administrative
Murrieta

Thursday, October 19, 2022 – Special Meeting

12:30pm Administrative
Online via Zoom

Thursday, December 15, 2022

9am Executive
10am Administrative
~~*Riverside Public – cancelled*~~
Online via Zoom only

Thursday, March 16, 2023

9am Executive
10am Administrative
Ontario

Thursday, May 11, 2023

9am Executive
10am Administrative
Hemet