



## **EXECUTIVE COMMITTEE MEETING**

Thursday, March 14, 2024

9:00 am – 10:00 AM

Hybrid meeting

### **On Site:**

Rancho Mirage Library and Observatory  
71-100 Highway 111, Rancho Mirage, CA 92270

### **Via Zoom:**

Join Zoom Meeting

<https://us02web.zoom.us/j/87181107311?pwd=RIA4alU3R0xTNEN6S2s5T3E3WGtuZz09>

Meeting ID: 871 8110 7311

Passcode: 626098

### **Alternate Meeting Locations:**

Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543  
San Bernardino County Library Administration, 268 W. Hospitality Lane, 3<sup>rd</sup> Floor,  
San Bernardino, CA 92415

## **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 Executive Committee business.*
3. Consent Calendar Erin Christmas

*All items on the consent calendar may be approved by a single motion. Any Committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.*

  - a. Draft Minutes from the December 14, 2023, Executive Committee meeting
4. Adoption of the Agenda Erin Christmas
5. Budget Status Report for FY 2023/24 Andy Beck

(DISCUSSION)
6. Courier Services for Inland Library System Christine Powers

(ACTION)



- |   |                                |
|---|--------------------------------|
| 7. Membership Dues FY 2024/25<br>(ACTION)                   | Andy Beck                      |
| 8. Consideration of Travel Reimbursements<br>(ACTION)       | Christine Powers/<br>Andy Beck |
| 9. Nominating Committee for FY 2024/25 Officers<br>(ACTION) | Erin Christmas                 |
| 10. Other   | Erin Christmas                 |
| 11. Adjournment   | Erin Christmas                 |



## ACTION ITEMS

Meeting: \_\_\_\_\_ Inland Executive Committee Meeting \_\_\_\_\_

Date: \_\_\_\_\_ March 14, 2024 \_\_\_\_\_

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, December 14, 2023

9:00 am – 10:00 am

Hybrid meeting

**On Site:**

Riverside Main Library Community Room

3900 Mission Inn, Riverside, CA 92501

**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

**Minutes draft**

**Attendance**

Caines, Kathye – Hemet  
Christmas, Erin – Riverside Public  
Kays, Jeannie – Palm Springs

**Other**

Beck, Andy - SCLC  
Espinosa, Aaron – Rancho Mirage (guest)  
Graver, Lori – SCLC  
Powers, Christine – SCLC  
Walker, Wayne – SCLC

**Absent**

Orosco, Melanie – San Bernardino County

1. Call to Order and Roll Call Erin Christmas
  - a. Welcome/Introductions  
Meeting called to order at 9:00 am.
  
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 September 14, 2023, Executive Committee meeting MSP (Caines/Keys) to approve the Consent Calendar, without changes.  
 3 yes, 0 no, 0 abstain
  
4. Adoption of the Agenda Erin Christmas  
 Chair adopted the Agenda as presented, without objection.
  
5. Budget Status Report for FY 2023/24 Andy Beck  
 The Budget Status Report for FY 2023/24 reflects reconciled bank statement through October 31, 2023. Financial highlights for revenues include the receipt of membership dues of 41%.
  
6. Banking Status and Reconsideration of Financial Authority Christine Powers/  
Andy Beck  
 MSP (Kays/Caines) to recommend to the Administrative Council to discontinue Council Members as authorized signers on Inland’s bank account, and authorized signers on the account will remain with the SCLC Executive Director and Project Manager, adding the Deputy Director as backup.
  
7. Consideration of New System Member: Palm Desert Public Library Christine Powers  
 MSP (Caines/Kays) to approve Palm Desert to become a member of Inland Library System beginning July 1, 2024, pending no objection from the Administrative Council and pending California Library State Board (CLSB) approval.  
 3 yes, 0 no, 0 abstain
  
8. Inland Library System Delivery Services Christine Powers  
 As part of its cooperative activities, the Inland Library System maintains delivery services amongst its members. For the past several years, Kergyl Books has served as Inland’s courier. Kergyl Books ceased operations on November 17, 2023. MSP (Kays/Caines) to issue a Request for Proposals (RFP) to gauge cost of new delivery service, and to recommend to the Administrative Council that library and SCLC staff track internal delivery costs, during the interim.  
 3 yes, 0 no, 0 abstain

9. Other  
None.

Erin Christmas

10. Adjournment  
MSP (Caines/Kays) to adjourn the meeting at 9:43 am.

Erin Christmas

DRAFT



EC Agenda Item 05

DATE: March 14, 2024  
TO: Inland Executive Committee  
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: **Budget Status Report for FY 2023/24 (DISCUSSION)**

BACKGROUND: A complete Budget Status Report for Fiscal Year 2023/24 is attached for review. The bank account is reconciled through January 2024.

Financial highlights for revenues include the receipt of membership dues of 67%.

The budget for other program expenses totals \$34,260, which can be used as recommended by the Administrative Council.

FISCAL IMPACT: None

RECCOMENDATION: Informational

EXHIBITS:  
a. Budget Status Report FY 2023/24

Inland Library System  
Budget Status Report  
January 31, 2024

	<u>FY23/24 Budget</u>	<u>Prior Year Actuals</u>	<u>FY23/24 Actuals</u>	<u>Balance</u>	<u>% Unrealized</u>	<u>% Realized</u>	<u>Notes</u>
<b>REVENUE</b>							
CLSA Communications & Delivery	\$ 299,065	\$ 305,461	\$ 69,004	\$ 230,061	77%	23%	Received in Feb 2024
CLSA System Administration	74,767	74,937	43,614	31,153	42%	58%	Received in Feb 2024
Membership Dues	50,188	50,282	50,188	-	0%	100%	67% collected
<b>Total revenues</b>	<b>\$ 424,020</b>	<b>\$ 430,680</b>	<b>\$ 162,806</b>	<b>\$ 261,214</b>	<b>62%</b>	<b>38%</b>	
<b>EXPENDITURES</b>							
<b>Communications &amp; delivery</b>							
Delivery	\$ 27,000	\$ 26,906	\$ 11,362	\$ 15,638	58%	42%	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	-	1,866	1,303	41%	59%	Reimburse expenses
Telecommunications	11,730	7,958	3,303	8,427	72%	28%	Reimburse expenses/Member internet
<b>Total communication &amp; delivery</b>	<b>299,065</b>	<b>305,461</b>	<b>69,004</b>	<b>230,061</b>	<b>77%</b>	<b>23%</b>	
<b>Other programs</b>	<b>34,260</b>	<b>-</b>	<b>-</b>	<b>34,260</b>	<b>100%</b>	<b>0%</b>	TBD
<b>Administration</b>							
Administration expense	74,767	87,984	45,500	29,267	39%	61%	SCLC / SBC
Memberships	5,740	-	5,740	-	0%	100%	Califa
Meetings/conferences/travel	488	247	-	488	100%	0%	
Professional fees	-	1,603	-	-			
<b>Total administration</b>	<b>80,995</b>	<b>89,834</b>	<b>51,240</b>	<b>29,755</b>	<b>37%</b>	<b>63%</b>	
<b>Total expenditures</b>	<b>\$ 414,320</b>	<b>\$ 395,295</b>	<b>\$ 120,244</b>	<b>\$ 294,076</b>	<b>71%</b>	<b>29%</b>	
<b>SURPLUS (DEFICIT)</b>	<b>\$ 9,700</b>	<b>\$ 35,385</b>	<b>\$ 42,562</b>	<b>\$ (32,862)</b>	<b>-339%</b>	<b>439%</b>	

**ACCOUNT BALANCES**

**U.S. Bank**                    \$ 574,956

**CLSA FUNDS**

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

	<b>FISCAL YEAR 2023-24</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ -	\$ 263,234	\$ (52,473)	\$ 210,761
Delivery	526	27,000	(11,362)	16,164
Telecommunications	-	5,662	(3,303)	2,359
Office supplies	-	3,169	(1,866)	1,303
	<u>\$ 526</u>	<u>\$ 299,065</u>	<u>\$ (69,004)</u>	<u>\$ 230,587</u>

**PENDING MEMBERSHIP RECEIVABLES**

<b>Member</b>	<b>Balance</b>
Beaumont Library District	\$ 692
Riverside County Public Library	15,100
Upland Public Library	871
<b>Total membership receivable</b>	<u>\$ 16,663</u>





DATE: March 14, 2024  
TO: Inland Executive Committee  
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **Courier Services for Inland Library System (ACTION)**

**BACKGROUND:** As part of its cooperative activities, the Inland Library System maintains delivery services amongst its members. This vital service assists member libraries in maintaining their ability to satisfy patron demand efficiently and effectively.

For the past several years, Kergyl Books, owned and operated by Tom Cargile, has served as Inland's courier, delivering books to almost all member libraries. Inland was given sudden notice late last year that Kergyl Books would cease its operations effective November 17. Until a new vendor could be secured, member libraries were asked to temporarily utilize USPS, UPS, or any other preferred method to coordinate delivery of books to the main branch of member libraries. Any delivery costs incurred are being reimbursed by the system using a reimbursement form that was provided to all members via email. To date, staff have received six (6) reimbursement requests, totaling \$93.17.

At the last Inland meeting, the Administrative Council directed staff to issue a request for proposals (RFP) for courier services for the system. The RFP was issued on February 1<sup>st</sup>, and the opportunity was emailed to over a dozen local couriers, emailed to all members of the five systems that staff oversees, and posted online. Four proposals were received, but only one, Discount Courier Service LLC (DCS), was deemed responsive.

DCS, founded in 2003, is privately owned and currently serves 18 states with 6 offices. DCS has over 1,300 drivers nationwide, with over 700 in California. DCS uses its own drivers and does not outsource deliveries to smaller courier companies. This allows them to maintain proper communication to provide consistency to customers. DCS has 24/7/365 live dispatching and customer support, along with package tracking and proof of delivery protocols, utilizing a customer portal. Their drivers wear uniforms, along with identification badges, for security. DCS would provide Inland with a dedicated account manager, along with a small group of dedicated drivers that would be familiar with Inland's delivery procedures, allowing for backfill if a driver is out. DCS primarily specializes in deliveries for healthcare networks, pharmacies, and laboratories, including UC hospitals and departments.

FISCAL IMPACT: DCS provided the following cost of services:

<b>WESTERN REGION LIBRARIES</b>	<b>COST</b>
Van Enclosed Pickup / Delivery 8 hours	\$ 395.00
Mileage flat rate charge for over 200 miles	\$ 50.00
<i>Hours over 8 hours charged at flat rate in 15-minute increments</i>	
<b>DESERT REGION LIBRARIES</b>	
Van Enclosed Pickup / Delivery 8 hours	\$ 395.00
Mileage flat rate charge for over 200 miles	\$ 50.00
<i>Hours over 8 hours charged at flat rate in 15-minute increments</i>	
<b>TOTAL WEEKLY COST</b>	<b>\$ 890.00</b>

The annual cost for courier services from DCS would be \$46,280 (approximately \$3,857/month). Currently, Inland has \$27,000 budgeted for delivery services for FY 2023/24. Should the Administrative Council wish to award a contract to DCS, more funding would need to be reallocated for delivery services from CLSA funds.

The table below provides information regarding Inland’s delivery service from Kergyl Books over the past couple years:

<b>FISCAL YEAR</b>	<b>MATERIALS IN</b>	<b>MATERIALS OUT</b>	<b>STOPS</b>	<b>MILEAGE</b>	<b>AMOUNT</b>
2021/22	2,553	2,631	721	22,635	\$ 24,507.50
2022/23	2,807	2,585	704	22,236	\$ 26,906.23
2023/24*	1,389	1,246	281	9,053	\$ 11,268.72
<b>TOTAL</b>	<b>5,360</b>	<b>5,216</b>	<b>1,425</b>	<b>44,871</b>	<b>\$ 51,413.73</b>

\*FY 2023/24 only covered a 4.5-month period.

**RECOMMENDATION:** The Executive Committee may wish to recommend awarding a contract to DCS for courier services for a specific period of time, authorizing a contract renewal for a specific period of time; may choose to not award a contract for courier services to any vendor and continue to utilize a reimbursement method; or may wish to propose another alternative.



EC Agenda Item 07

DATE: March 14, 2024  
TO: Inland Executive Committee  
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: **Membership Dues FY 2024/25 (ACTION)**

BACKGROUND: Each year, Inland directors review the membership dues for member libraries. Membership dues are calculated based on the population for each member's jurisdiction. A reduction of dues is considered for libraries with a lower per capita level. No changes in the rate structure were noted since FY 2017/18.

For FY 2024/25, membership dues decrease by \$22 from \$50,188 to \$50,166. For FY 2023/24, the Council approved a motion for Inland to pay Califa dues on behalf of each member. Califa dues can be process in the same manner as the prior year. Califa dues remain unchanged at \$5,940.

FISCAL IMPACT: Libraries will be invoiced in July 2024.

RECOMMENDATION: Recommend approval of membership and Califa dues schedule for fiscal year 2024/25.

EXHIBIT:  
a. Membership Dues Schedule  
b. Califa Dues Schedule

INLAND LIBRARY SYSTEM - MEMBERSHIP DUES FY2024/25			
LIBRARY	FY23/24 Dues	CY23 Population	FY24/25 Dues
BANNING LIBRARY DISTRICT - BLD	\$ 371	34,177	\$ 376
BEAUMONT LIBRARY DISTRICT - BTLD	\$ 692	65,525	\$ 721
COLTON PUBLIC LIBRARY - CPL	\$ 590	53,154	\$ 585
CORONA PUBLIC LIBRARY - CRPL	\$ 1,725	157,005	\$ 1,727
HEMET PUBLIC LIBRARY - HPL	\$ 986	89,918	\$ 989
INYO COUNTY FREE LIBRARY - ICFL	\$ 209	18,896	\$ 208
MORENO VALLEY PUBLIC LIBRARY - MVPL	\$ 2,303	208,289	\$ 2,291
MURRIETA PUBLIC LIBRARY - MPL	\$ 1,223	109,998	\$ 1,210
ONTARIO CITY LIBRARY - OCL	\$ 1,975	180,717	\$ 1,988
PALM DESERT PUBLIC LIBRARY - PDPL	\$ -	50,615	\$ 557
PALM SPRINGS PUBLIC LIBRARY - PSPL	\$ 488	44,092	\$ 485
PALO VERDE VALLEY DISTRICT LIBRARY - PVDL	\$ 144	12,933	\$ 142
RANCHO CUCAMONGA PUBLIC LIBRARY - RCPL	\$ 1,919	173,545	\$ 1,909
RANCHO MIRAGE PUBLIC LIBRARY - RMPL	\$ 185	17,012	\$ 187
RIVERSIDE COUNTY LIBRARY SYSTEM - RCLS	\$ 15,100	1,328,335	\$ 14,612
RIVERSIDE PUBLIC LIBRARY - RPL	\$ 3,496	313,676	\$ 3,450
SAN BERNARDINO COUNTY LIBRARY - SBCL	\$ 13,980	1,263,869	\$ 13,903
SAN BERNARDINO PUBLIC LIBRARY - SBPL	\$ 2,429	223,230	\$ 2,456
UPLAND PUBLIC LIBRARY - UPL	\$ 871	78,376	\$ 862
VICTORVILLE CITY LIBRARY - VCL	\$ 1,502	137,193	\$ 1,509
TOTALS	\$ 50,188	4,560,555	\$ 50,166

\*Calculation Formula: Population multiplied by 0.011\*

Location	FTE	Califa		With group discount	Califa	Note
		Membership Fee	Membership Status			
Banning Library District	6	\$300.00	\$270.00	7/1/24 - 6/30/25		
Beaumont Library District	12	\$300.00	\$270.00	7/1/24 - 6/30/25		
Colton Public Library	1.5	\$100.00	\$90.00	7/1/24 - 6/30/25		
Corona Public Library	19	\$400.00	\$360.00	7/1/24 - 6/30/25		
Hemet Public Library	8	\$300.00	\$270.00	7/1/24 - 6/30/25		
Inland System	System Office	\$150.00	\$0.00	7/1/24 - 6/30/25		
Inyo County Free Library	7.33	\$300.00	\$270.00	7/1/24 - 6/30/25		
Moreno Valley Public Library	25.1	\$400.00	\$360.00	7/1/24 - 6/30/25		
Murrieta Public Library	19	\$400.00	\$360.00	7/1/24 - 6/30/25		
Ontario City Library	38	\$400.00	\$360.00	7/1/24 - 6/30/25		
Palm Desert Public Library	(16-99 estimate)	\$400.00	\$0.00	7/1/24 - 6/30/25	1st year free to brand-new libraries. Future years will be \$360	
Palm Springs Public Library	14	\$300.00	\$270.00	7/1/24 - 6/30/25		
Palo Verde Valley District Library	5	\$200.00	\$180.00	7/1/24 - 6/30/25		
Rancho Cucamonga Public Library	55	\$400.00	\$360.00	7/1/24 - 6/30/25		
Rancho Mirage Public Library	25	\$400.00	\$360.00	7/1/24 - 6/30/25		
Riverside County Library System	228	\$500.00	\$450.00	7/1/24 - 6/30/25		
Riverside Public Library	60	\$400.00	\$360.00	7/1/24 - 6/30/25		
San Bernardino County Library	103	\$500.00	\$450.00	7/1/24 - 6/30/25		
San Bernardino Public Library	22	\$400.00	\$360.00	7/1/24 - 6/30/25		
Upland Public Library	9	\$300.00	\$270.00	7/1/24 - 6/30/25		
Victorville City Library	10	\$300.00	\$270.00	7/1/24 - 6/30/25		
<b>Total</b>		<b>\$7,150.00</b>	<b>\$ 5,940.00</b>			



EC Agenda Item 08

DATE: March 14, 2024  
TO: Inland Executive Committee  
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **Consideration of Travel Reimbursements (ACTION)**

BACKGROUND: The Executive Director attends conferences for professional development, and to maintain and expand the services of all five Systems. Moreover, when the Executive Director attends such events, she represents all five Systems. Some of the events the Executive Director may attend include, but are not limited to, conferences held by the American Library Association (ALA), California Library Association (CLA), and the Public Library Association (PLA).

In the past, when the Executive Director attended these events, the expenses were incurred by the Southern California Library Cooperative (SCLC) alone. To relieve the burden of these expenses, it is suggested that travel expenses for such events be allocated amongst the five Systems. The allocation methodology would be pro-rata based on the California Library Services Act (CLSA) appropriation for administration.

FISCAL IMPACT: To be determined (FY 2023/24 pro-rata allocation was approximately 21.85%).

RECOMMENDATION: Consider recommending the approval of travel reimbursement to SCLC for expenses incurred for conferences where the Executive Director represents all five Systems. The reimbursement is to be calculated pro-rata based on the CLSA appropriation for administration.

EXHIBITS: None

DATE: March 14, 2024  
TO: Inland Executive Committee  
FROM: Erin Christmas, Administrative Council Chair

SUBJECT: **Nominating Committee for FY 2024/25 Officers (ACTION)**

BACKGROUND: According to Inland Library System's Bylaws, the Executive Committee shall consist of the officers of the Council plus one at-large member. The Executive Committee for FY 2023/24 currently consists of the following members:

- Erin Christmas, Chair;
- Melanie Orosco, Vice-Chair;
- Kathye Caines, Vice-Chair In-Waiting;
- Aaron Espinosa, Past Chair; and
- Jeannie Kays, Member-at-Large.

The Executive Committee's primary responsibility is to advise the Council and the Executive Director on matters of personnel, finance, long-range planning, and also handle matters which cannot await a regular Council meeting.

Inland's Bylaws also establish a Nominating Committee consisting of the following three members: Chair, Past Chair, and an at-large member of the Administrative Council who does not serve on the Executive Committee. Given that members serve on the Executive Committee for two years, the Nominating Committee will need to select members to serve as Chair, Vice-Chair, Vice-Chair In-Waiting, and Past Chair, to serve for FY 2024/25 and 2025/26.

After the Nominating Committee has been established, the Committee will solicit names of members who are interested in serving as the Vice-Chair In-Waiting. Interested candidates may request that the Nominating Committee add their name to the ballot any time before the voting notification is sent. After identifying all candidates, the Nominating Committee shall share the nominee names with the Council at least 30 days prior to a vote and conduct a confidential vote through email in sufficient time to present the results at the May meeting.

FISCAL IMPACT: None.

RECOMMENDATION: Recommend selection of a current non-Executive Committee member to serve on the Nominating Committee alongside Chair Erin Christmas and Past Chair Aaron Espinosa.



**Inland Meeting Schedule FY 2023/24**

*Adopted May 11, 2023*

**Thursday, September 14, 2023**

9am Executive  
10am Administrative  
*Ontario*

**Thursday, December 14, 2023**

9am Executive  
10am Administrative  
*Riverside Public*

**Thursday, March 14, 2024**

9am Executive  
10am Administrative  
*Rancho Mirage*

**Thursday, May 9, 2024**

9am Executive  
10am Administrative  
*Riverside Public, Arlington*