



## **ADMINISTRATIVE COUNCIL MEETING**

Thursday, March 14, 2024

10:00 am – 12:00 PM

Hybrid meeting

### **On Site:**

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

### **Alternate Meeting Locations:**

Banning Library District, 21 W. Nicolet St., Banning, CA 92220  
Corona Library, 650 S. Main St., Corona, CA 92882  
Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543  
Inyo County Library, 168 N. Edwards St., Independence, CA 93526  
Murrieta Public Library, 8 Town Square, Murrieta, CA 92562  
Palo Verde Valley Library District, 125 W. Chanslorway, Blythe, CA 92225  
Paul A. Biane Library, 12505 Cultural Center Dr., Rancho Cucamonga, CA 91739  
City of San Bernardino Public Library Feldheim Central Library, 555 W. Sixth St.,  
San Bernardino, CA 92410  
San Bernardino County Library Administration, 268 W. Hospitality Lane, 3<sup>rd</sup> Floor,  
San Bernardino, CA 92415  
Upland Public Library, 450 N. Euclid Ave., Upland, CA 91786

## **Minutes**

### **Attendance**

Caines, Kathye – Hemet  
Castro, Arnold – Victorville  
Christmas, Erin – Riverside Public  
Dickinson, Luren – Beaumont  
Espinosa, Aaron – Rancho Mirage  
Garcia, Wess – Rancho Cucamonga  
Kays, Jeannie – Palm Springs  
Masters, Nancy – Inyo  
Orosco, Melanie – San Bernardino County  
Racelis, Melvin – Murrieta  
Sunio, Maria – Moreno Valley  
Thrasher, Shawn – Ontario  
Tuckerman, Adam – Upland  
Tyler, Joan – Riverside County

Villalobos, Nikki – San Bernardino Public  
Whittington, Daniell – Corona  
Williams, Kime – Palo Verde Valley

### **Other**

Beck, Andy – SCLC  
DePriest, Meg – CSL  
Graver, Lori – SCLC  
Lee, Kevin – Banning  
Powers, Christine – SCLC  
Shaffer, Gary – Palm Desert  
Walker, Wayne – SCLC

### **Absent**

Pedroza, Edward – Colton

1. Call to Order and Roll Call  
a. Welcome/Introductions Erin Christmas
2. Public Comment Erin Christmas  
*Opportunity for any guest or member of the public to address the Council 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 December 14, 2023, Administrative Council meeting MSP (Sunio/Espinosa) to pass the Consent Calendar, without changes.  
12 yes, 0 no, 0 abstain
4. Adoption of the Agenda Erin Christmas  
Chair adopted the Agenda, as present, without objections.
5. Budget Status Report for FY 2023/24 Andy Beck  
The Budget Status Report for Fiscal Year 2023/24 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.

*Garcia joined meeting at 10:08 AM. Castro and Thrasher joined meeting at 10:15 AM.*

6. Courier Services for Inland Library System Christine Powers  
MSP (Racelis/Garcia) to eliminate courier service, not to accept the RFP response from Discount Courier Service LLC, to add \$5,000 as a line item to the budget for FY2024/25, and to continue with current practice of reimbursements by systems.  
15 yes, 0 no, 0 abstain
7. CLSA FY 2024/25 Planning Christine Powers  
The proposed CLSA system allocations for FY 2024/25 will not be available until April 2024. Council wishes to proceed with the same distribution of funds, with the addition of \$10,100 for biennial Audit services.
8. Membership Dues FY 2024/25 Andy Beck  
MSP (Thrasher/Racelis) to approve of membership and Califa dues schedule for fiscal year 2024/25, with the elimination of Palo Verde from membership.  
15 yes, 0 no, 0 abstain

*Tyler joined meeting at 10:28 AM. Caines joined meeting at 10:31 AM. Masters left the meeting at 10:31 AM.*

9. Consideration of Travel Reimbursements Christine Powers/Andy Beck  
Council requests item on May agenda to discuss sharing cost of Executive Director professional memberships, as well as adding an institutional membership unique to Inland.  
MSP (Espinosa/Thrasher) to approve of travel reimbursement to SCLC for expenses incurred for conferences where the Executive Director represents all five Systems, calculated pro-rata based on the CLSA appropriation for administration.  
16 yes, 0 no, 0 abstain
10. System Webpage Update Christine Powers  
SCLC contracted with Streamline to build a new SCLC website, which will include a new Inland webpage. A temporary Inland webpage is complete and accessible to the public. Inland's outdated website will remain active until the new webpage with Streamline is goes live at the end of March.
11. Nominating Committee for FY 2024/25 Officers Erin Christmas  
MSP (Caines/Kays) to select Maria Sunio to serve on the Nominating Committee alongside Chair Erin Christmas and Past Chair Aaron Espinosa.  
16 yes, 0 no, 0 abstain
12. Interest Group Update Shawn Thrasher  
The Youth Services interest group had robust attendance at first meeting. Council requests hybrid attendance option for future meetings.
13. Consideration of Date Change for May Meeting Christine Powers  
MSP (Dickinson/Sunio) to change the May meeting to Wednesday, May 8, 2024.  
15 yes, 0 no, 0 abstain
14. Current Status of SB 321 Christine Powers  
Powers reports that the State Library is developing a website of resources and scheduling listening sessions and reminds Council that the first quarter report isn't due until 2029, and that the bill includes reinforcement mechanisms on the State Library level, only, not on the system level.

*Masters rejoined meeting at 10:57 AM.*

15. State Library Liaison Report Meg dePriest  
Reminder to apply for the empowering grant, with details ([https://socallibraries.org/wp-content/uploads/2024/03/EmPOWERing\\_Access\\_Booth\\_and\\_Device\\_Specs.pdf](https://socallibraries.org/wp-content/uploads/2024/03/EmPOWERing_Access_Booth_and_Device_Specs.pdf)), information session on March 20, 2024 (<https://us02web.zoom.us/meeting/register/tZYtf-GupjkqGNAMISfti92OaPsFY5KQ17-#/registration>) and a SurveyMonkey (<https://www.surveymonkey.com/r/DZ56L2R>).
16. Administrative Council Chair Report Erin Christmas  
Chair thanked Palo Verde for their membership and extends invitation to rejoin Inland in the future.

17. Other

Erin Christmas

Request to submit session proposals for the upcoming California Library Association (CLA) conference.

18. Member Library Updates

Erin Christmas

*Beaumont* – Building project is going forward; hosting events for the eclipse and a BMX stunt team.

*Corona* – Heritage room expansion completion expected in 90 days; planning for National Library Week; hosting Open Mic on March 28, 2024.

*Hemet* – Funding approved to install a firewall on the public side of library network; saved 80% using eRate for firewall; serving as a host location for the Riverside County arts and culture events.

*Inyo* – Hosting a successful after school tutoring program for 2 hours, every day; program held up as a “model program” and Inyo awarded \$5,000 towards supplies; planning for summer reading program.

*Moreno Valley* – New master plan in the Parks and Recreation department includes adding a fourth library branch; installed a new bike rack and exterior cameras.

*Murrieta* – Finalizing the strategic plan; using Inspiration grant to fund expanding services for special needs community; hosting a Touch a Truck on April 2, 2024; hiring to backfill several positions; preparing for summer reading programs and Lunch at the Library.

*Ontario* – Successfully worked with consultant to rebuild Friends group, including hiring a parttime Friends liaison; will host an Exceptional Abilities Pride fair; State Librarian Greg Lucas will speak at the city council meeting on April 5, 2024, on the value of public libraries.

*Palm Springs* – Distributing pies to teens on Pi Day; purchased sphere robots with grant funding from the Coachella Valley to spotlight STEAM in teen programming; BETA testing a mobile app; Palm Springs Speaks event closed with speaker Billy Dee Williams; will host a community Family Funfest on March 27, 2024; the city council approved the library renovation; partnered with Baby2Baby to distribute free diapers, which is the most popular program at the library.

*Rancho Cucamonga* – The Randall Lewis Children’s Museum will open Memorial weekend; it is the first public library operated children’s museum in the country.

*Rancho Mirage* – Writers’ Festival is sold out, and developing a live stream option to meet remaining demand; library foundation has raised 150% of goal.

*Riverside County* – La Quinta branch hosts a hydroponics system; funding literacy vans as a more affordable stop gap in expanding reach.

*San Bernardino County* – Implementing new circulation incentives, including tie-in logo on give aways; planning for a staff development day in April; preparing for the summer reading program.

*Riverside Public* – Seven remote lockers to be installed; deploying electric outreach vehicle; ground will break for eastside branch in early 2025.

*San Bernardino Public* – New literacy coordinator is working out well.

*Upland* – Planning for the summer reading program and Lunch at the Library.

*Victorville* – Will install a 24-hour kiosk on April 17, 2024; signed contract to build out new library, slated to open at the end of 2025.

19. Adjournment

Erin Christmas

MSP (Espinosa/Garcia) to adjourn meeting at 11:51 AM.