



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

Approved September 14, 2023

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 Erin Christmas
None.

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

Respectfully submitted by Lori Graver on September 18, 2023.