



ADMINISTRATIVE COUNCIL MEETING

Wednesday, May 8, 2024

10:00 am – 12:00 pm

Hybrid meeting

On Site:

Riverside Public Library, Arlington Branch
9556 Magnolia Ave, Riverside, CA 92503

Via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/84407991997?pwd=a1ZU1g5eFJuWWRyYb3NNbjhTcnB3dz09>

Meeting ID: 844 0799 1997

Passcode: 900788

Alternate Meeting Locations:

Corona Public Library, 650 S. Main St., Corona, CA 92882

Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543

Inyo County Free Library, 168 N. Edwards St., Independence, CA 93526

Palm Springs Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262

San Bernardino Library Administration, 555 W. Sixth St., San Bernardino, CA 92410

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 Council 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 March 14, 2024, Administrative Council meeting
4. Adoption of the Agenda Erin Christmas
5. Budget Status Report for FY 2023/24 Andy Beck
(DISCUSSION)

- | | |
|---|------------------|
| 6. Consideration of Memberships
(ACTION) | Christine Powers |
| 7. Agreement with SCLC for Administrative and Fiscal
Services for FY 2024/25
(ACTION) | Christine Powers |
| 8. CLSA Plan of Service and Budget for FY 2024/25
(ACTION) | Christine Powers |
| 9. Proposed Budget for FY 2024/25
(ACTION) | Andy Beck |
| 10. Nomination of Officers for FY 2024/25
(DISCUSSION) | Erin Christmas |
| 11. Meeting Schedule for FY 2024/25
(ACTION) | Erin Christmas |
| 12. Discussion of RFID Gates
(DISCUSSION) | Wess Garcia |
| 13. State Library Liaison Report | Rachel Tucker |
| 14. Administrative Council Chair Report | Erin Christmas |
| 15. Other | Erin Christmas |
| 16. Member Library Updates | Erin Christmas |
| 17. Adjournment | Erin Christmas |



ACTION ITEMS

Meeting: Inland Administrative Council Meeting

Date: May 8, 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

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Name _____

Date May 8, 2024

Page 2

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

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

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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, 3rd Floor, San Bernardino, CA 92415
- Upland Public Library, 450 N. Euclid Ave., Upland, CA 91786

Minutes draft

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 Erin Christmas
 - a. Welcome/Introductions

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), 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

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

Erin Christmas

DRAFT



AC Agenda Item 5

DATE: May 8, 2024
TO: Inland Administrative Council
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 your review. The bank account is reconciled through March 2024.

Financial highlights for revenues include the receipt of membership dues of 68%.

The budget for other program expense 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

	<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>
REVENUE							
CLSA Communications & Delivery	\$ 299,065	\$ 305,461	\$ 69,777	\$ 229,288	77%	23%	Received in Feb 2024
CLSA System Administration	74,767	74,937	56,075	18,692	25%	75%	Received in Feb 2024
Membership Dues	50,188	50,282	50,188	-	0%	100%	68% collected
Total revenues	\$ 424,020	\$ 430,680	\$ 176,040	\$ 247,980	58%	42%	
EXPENDITURES							
Communications & delivery							
Delivery	\$ 27,000	\$ 26,906	\$ 11,362	\$ 15,638	58%	42%	Kergyl through Nov. 2023
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	-	2,394	775	24%	76%	Reimburse expenses
Telecommunications	11,730	7,958	3,548	8,182	70%	30%	Reimburse expenses/Member internet
Total communication & delivery	299,065	305,461	69,777	229,288	77%	23%	
Other programs	34,260	-	-	34,260	100%	0%	TBD
Administration							
Administration expense	74,767	87,984	57,961	16,806	22%	78%	SCLC / SBC
Memberships	5,740	-	5,740	-	0%	100%	Califa
Meetings/conferences/travel	488	247	148	340	70%	30%	
Professional fees	-	1,603	-	-			
Total administration	80,995	89,834	63,849	17,146	21%	79%	
Total expenditures	\$ 414,320	\$ 395,295	\$ 133,626	\$ 280,694	68%	32%	
SURPLUS (DEFICIT)	\$ 9,700	\$ 35,385	\$ 42,414	\$ (32,714)	-337%	437%	

ACCOUNT BALANCES

U.S. Bank \$ 865,957

CLSA FUNDS

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

	FISCAL YEAR 2023-24			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
E-Resources	\$ -	\$ 264,166	\$ (52,473)	\$ 211,693
Delivery	526	27,000	(11,362)	16,164
Telecommunications	-	4,730	(3,548)	1,182
Office supplies	-	3,169	(2,394)	775
	<u>\$ 526</u>	<u>\$ 299,065</u>	<u>\$ (69,777)</u>	<u>\$ 229,814</u>

PENDING MEMBERSHIP RECEIVABLES

<u>Member</u>	<u>Balance</u>
Riverside County Public Library	\$ 15,100
Upland Public Library	871
Total membership receivable	<u>\$ 15,971</u>

DATE: May 8, 2024
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **Consideration of Memberships (ACTION)**

BACKGROUND: At the last meeting of the Inland Library System on March 14, 2024, there was a request to discuss sharing the cost of the Executive Director's professional memberships, as well as considering a membership to the California Library Association (CLA) for the Inland Library System. Currently, the Executive Director is a member of both the American Library Association (ALA) and CLA.

While CLA provides institutional membership for library systems that provide tangible benefits to libraries, those benefits would not be extended to a cooperative. As such, a cooperative's membership to CLA would be for the sole purpose of supporting the organization.

FISCAL IMPACT: The Executive Director's membership dues are \$230 for CLA and \$123 for ALA, for a total of \$353. Utilizing the population-based formula for Inland of 21.90%, Inland's share of these dues would be \$77.

CLA membership dues for institutions are calculated based on the organization's budget; Inland's membership dues would be \$250. There are enhanced levels of institutional membership, with additional benefits at each level, but again, these benefits would not be available to the Inland Library System.

Those levels are as follows:

- Level 2 - \$500
- Level 3 - \$750
- Level 4 - \$1,250
- Level 5 - \$2,500
- Level 6 - \$4,000
- Sustaining - \$7,500

The dues for the enhanced levels are in addition to the base membership dues. For example, Level 4 membership would be \$250 + \$1,250 for a total of \$1,500.

RECOMMENDATION: Provide direction on whether to support sharing the cost of the Executive Director's professional memberships, as well as becoming a member of CLA.

EXHIBIT: None

DATE: May 8, 2024
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **Agreement with SCLC for Administrative and Fiscal Services
for FY 2024/25 (ACTION)**

BACKGROUND: As members of a library cooperative system, the Inland Library System receives funding from the California State Library. The Communications and Delivery Program of the California Library Services Act (CLSA) is specifically designed to assist and encourage cooperative efforts among California public libraries.

There are currently nine library cooperative systems in the state charged with administering a variety of programs, services, and distribution of grant funds. In order to receive these funds, a library must be a member of one of these cooperative organizations.

As a member of the Inland Library System, members receive the following benefits only available to cooperative members:

- Receive funds disbursed under the California Library Services Act (CLSA) for communication and delivery services. For ILS, this is used for delivery and e-resource sharing.
- Advocacy support – This has meant advocating for changes in CLSA regulatory language, to expand the definition of CLSA acceptable use of funds for resource sharing and to identify and support regional priorities related to CLSA and non-CLSA work at the regional and State level.
- Grant oversight and management in collaboration with the State Library, such as the Public Library Staff Education Program and the Digital Navigators Program.
- Filing all required reports, such as the CLSA Plan of Service and Annual Report.

As the entity that provides administrative and fiscal services, the Southern California Library Cooperative (SCLC) manages the following on behalf of Inland:

- Delivery services – provide reimbursement for members facilitating delivery.
- eResource sharing – ILS maintains a subscription for eBooks, eAudio, eMagazines, and Zoom. If purchased and managed separately, each contract would represent a significant allocation of staff time and financial resources per library.
- Webpage management, to comply with agenda posting as required by the Brown Act.

For the past several years, Inland has entered into annual agreements with the Southern California Library Cooperative (SCLC) for fiscal and administrative services. The attached one-year agreement, which runs from July 1, 2024, to June 30, 2025, reflects current staffing costs. These amounts were calculated using Inland's share of the CLSA funding as appropriated by the California Library Services Board. Additionally, for the second year now, staff have submitted a line item in the contract for office supplies and communication, which would come from the CLSA Communication and Delivery Budget. Finally, as approved by the Council, a line item is included for meetings.

FISCAL IMPACT: Currently, staff estimates approximately \$82,254 for fiscal and administrative services. Of that amount, \$74,778 is the CLSA Preliminary System Budget Allocation for Inland. It should be noted, however, that the California Library Services Board has not yet approved these figures and may be subject to change.

Additional contract costs, as mentioned above, consist of the following estimated charges:

Office supplies:	\$2,250
Telecommunications:	\$4,126
Meeting:	\$1,100

These amounts were calculated using Inland's share of the CLSA funding between the five systems managed by SCLC. Inland's share of the CLSA funding is 21.90%, which was applied to the total anticipated amount for Office Supplies, Telecommunication, and Meeting. While it is not expected, should the California Library Services Board change the Preliminary System Budget Allocations, these figures may change accordingly.

RECOMMENDATION: Authorize the Administrative Council Chair to sign the agreement between Inland Library System and SCLC, for administrative and fiscal services for FY 2024/25.

EXHIBIT:

- a. Agreement between Inland Library System and SCLC

**AGREEMENT between
INLAND LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide Administrative and Fiscal Agent services for INLAND LIBRARY SYSTEM (ILS).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual ILS member fees for services to be provided within a fiscal year are detailed in the ILS Budget. The Budget may be amended or replaced by the ILS Administrative Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2024.
- The Agreement will be a one-year contract, renewable annually if approved by ILS and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the ILS and SCLC Administrative Councils.

2. Administrative Services

SCLC staff will provide Administrative Services for ILS, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the ILS Administrative Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the ILS Administrative Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.
- Coordinating ILS Executive and Administrative Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend the regularly scheduled May ILS Administrative Council meeting; having at least one SCLC staff member attend other meetings virtually.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with ILS Administrative Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of ILS for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to ILS. A fee for contracts outside of the CLSA guidelines will be negotiated.
- Articulating the mission and purpose of ILS at the state level as needed and/or directed.
- Supporting special projects and additional activities not specifically authorized and/or fully funded by CLSA as desired by the ILS Administrative Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by ILS's own record retention policies.

The ILS Administrative Council and its members will provide SCLC with administrative oversight regarding ILS programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any ILS committees that may be established and acting as liaisons to any such committees to ensure continuity and stability.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated by both parties.
- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to ILS within CLSA administrative and fiscal guidelines.

3. **Fiscal Agent Services**

SCLC staff will provide Fiscal Agent Services for ILS, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.
- Collecting and depositing member fees and other fees or revenues due to ILS, whether by grant application, invoice, or other means.
- Working with ILS's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with ILS's Administrative Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline/Communication and Delivery funds.)*
- Maintaining all appropriate files and records as required by state and federal laws and by ILS's own record retention policies.

The ILS Administrative Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed and reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by ILS.

4. **Dissolution of Agreement**

In the event that this Agreement is terminated, SCLC will return to ILS all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all ILS expenditures and obligations are accounted for will be returned to ILS or to its designated entity within thirty (30) days following acceptance of the audit paid for equally by the ILS and SCLC Administrative Councils.

5. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Administrative Councils for ILS and SCLC shall amend this Agreement in compliance with any required changes.

6. Payment to SCLC for its Services

As payment in full for these services for FY 2024-25 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 10% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

ILS Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.08
Deputy Director	\$78.40
Controller	\$68.13
Project Manager	\$67.99
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.



AC Agenda Item 8

DATE: May 8, 2024
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **CLSA Plan of Service and Budget for FY 2024/25 (ACTION)**

BACKGROUND: Each year, the Inland Library System receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. To receive these funds, Inland must complete and submit a Plan of Service (Plan) to be approved by the California Library Services Board (CLSB). The Plan outlines how the system intends on expending funds and how those expenditures will benefit the communities served by Inland libraries.

The CLSB was scheduled to meet in April to consider approving the CLSA's preliminary system budget allocation, but that meeting has been postponed to May 28, 2024. Additionally, the State Library has been in the process of changing the Plan of Service application, and as a result, has pushed the deadline to submit the Plan of Service to August 1 (they are typically due early June).

FISCAL IMPACT: The California Library Services Act (CLSA) preliminary system budget allocation for FY 2024/25 is \$299,108 for the Baseline Budget and \$74,778 for the System Administration Budget, for a total of \$373,886. The overall CLSA budget allocation for Inland increased by \$54 when compared to last year's funds. While these funds have yet to be approved by the CLSB, State Library staff anticipates that the preliminary allocations will be approved as presented at the May meeting.

RECOMMENDATION: Authorize the Inland Chair and Vice-Chair to work with SCLC staff to complete and sign the FY 2024/25 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:

- a. CLSA Preliminary System Budget Allocations – FY 2024/25
- b. CLSA Plan of Service – FY 2024/25

Exhibit A

CLSA Preliminary System Budget Allocations- FY 2024/25

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 111,269	\$ 27,817	\$ 139,086	
49-99	\$ 120,190	\$ 30,048	\$ 150,238	
Inland	\$ 299,108	\$ 74,778	\$ 373,886	
NorthNet	\$ 666,360	\$ 166,590	\$ 832,950	
PLP	\$ 568,138	\$ 142,035	\$ 710,173	
SJVLS	\$ 192,158	\$ 48,040	\$ 240,198	
Santiago	\$ 176,620	\$ 44,155	\$ 220,775	
Serra	\$ 212,485	\$ 53,121	\$ 265,606	
SCLC	\$ 557,672	\$ 139,416	\$ 697,088	
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000	\$ 1,000,000



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

Table of Contents

INTRODUCTION	3
PHYSICAL DELIVERY COUNTS – FY 2024-2025:	3
PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY	3
GOAL FOUR OF THE FIVE-YEAR PLAN	3
SUPPORT FOR COOPERATIVE SYSTEMS	3
APPLICATION INSTRUCTIONS	5
BASIC INFORMATION.....	5
Applicant Organization Name	5
Organization Name	5
Application Title.....	5
Authorized Representative Information.....	5
Alternate Contact Information.....	6
Administrative Council Chair Information	6
Goal (California State Library Five Year Plan for Grantmaking)	6
Primary Audience(s) for Project.....	6
Employer Identification Number (EIN)	7
PROJECT INFORMATION	7
Brief Abstract	7
Description	7
Agency Information.....	7
Impact to Date.....	8
Community Needs, Aspirations, and Assets Response	8
Community Engagement	8
Intent.....	9
Anticipated Outputs.....	9
Evaluation Plans	10
Sustainability	10
Summary of library participation in resources, services, and programs	10
Any other comments?	10
ACTIVITIES.....	11
Activity 1: Electronic Materials (Resource Sharing)	11
Activity 2: Learning Platforms (Resource sharing).....	12
Activity 3: Inter Library Loan (Delivery).....	12
Activity 4: Intra System Lending (Delivery).....	13
Activity 5: Programming (Resource Sharing).....	14
Activity 6: Library Management and Operations (Resource Sharing)	15

Activity 7: Library Broadband (Communications and Delivery)	15
Activity 8: System Operations (Resource Sharing, Communications, and Delivery)	16
Other Activity:.....	16
TIMELINE.....	17
BUDGET INFORMATION.....	17
SIGNATURES:.....	18
APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS	19
APPENDIX B: ACTIVITY INFORMATION	21
APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)	24
APPENDIX D: OUTCOME SURVEY INFORMATION	25
APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE).....	26

INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information by **August 1, 2024** to have your funding approved:

1. CLSA Plan of Service Narrative Application
2. CLSA Plan of Service Budget – One worksheet for each fiscal year you hold funds

PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024

October 14 - October 27, 2024

January 06 - January 19, 2025

April 28 - May 11, 2025

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." ([18701](#))

"It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." ([18702](#))

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." ([18745](#))

GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	The name of the system applying for the funds.
Response:	
Organization Name	(If different from above) The name of the system whose activities the funds will benefit.
Response:	
Application Title	<p>The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year</p> <p>For example: Santiago Library System _CLSA Communication and Delivery Program _2024-2025</p>
Response:	
<p>Authorized Representative Information</p> <ul style="list-style-type: none"> • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number (<i>Please use the format 123-456-7890</i>) • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code • Nine-digit zip code (<i>Must be entered in the format 12345-6789</i>) 	<p>The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.</p>
Response:	

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<p>Alternate Contact Information</p> <ul style="list-style-type: none"> • Alternate Contact Name • Alternate Contact Title • Alternate Contact Email Address • Alternate Contact Business Phone Number <i>(Please use the format 123-456-7890)</i> 	<p>The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council.</p> <p>This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.</p>
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<p>Response:</p>	
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<p>Administrative Council Chair Information</p> <ul style="list-style-type: none"> • Administrative Council Chair Name • Administrative Council Chair Title • Administrative Council Chair Email Address • Administrative Council Chair Business Phone Number <i>(Please use the format 123-456-7890)</i> 	
--	--

<p>Response:</p>	
-------------------------	--

Goal (California State Library Five Year Plan for Grantmaking)	Response Pre-populated by the State Library.
---	--

<p>Response: Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.</p>	
--	--

Primary Audience(s) for Project	Response pre-populated by the State Library.
--	--

<p>Response: General Population</p>	
--	--

Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.
EIN:	

PROJECT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)</p>	Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.
Response:	
<p>Description Describe</p> <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. <p>(Word limit: 300)</p>	<p>Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application.</p> <p>The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system.</p> <p>It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.</p>
Response:	
<p>Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)</p>	The response should align with your most recent strategic plan or other guiding documents and describe how your CLSA activities fit with your broader mission.

Response:	
Impact to Date Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)	Ensure that the impact, lessons learned, or successes are evident and well-supported.
Response:	
Community Needs, Aspirations, and Assets Response Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)	<p>Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved.</p> <p>Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.</p>
Response:	
Community Engagement Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)	<p>Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations.</p> <p>The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.</p>

Response:	
Intent	Response pre-populated by the State Library
Response: Information Access: Improve access to information	
Anticipated Outputs List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.	<p>Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.</p> <p>Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.</p> <p>Outputs should include the names of services subscribed to; anticipated circulation numbers for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs.</p> <p>Examples: One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries.</p> <p>[Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times.</p> <p>One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries.</p> <p>[Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service.</p>
Response:	

Evaluation Plans What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)	Describe the metrics you will use and how your system defines positive outcomes.
Response:	
Sustainability How is your cooperative system preparing and planning for the future? (Word limit: 300)	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.
Response:	
Summary of library participation in resources, services, and programs	List below each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.
Response (add sections as needed): Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program: Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program: Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:	
Any other comments?	
Response:	

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. Further information is available in [Appendix B](#).

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.
- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

Please reach out to the State Library if you have questions.

<p>Activity 1: Electronic Materials (Resource Sharing)</p> <p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>Include in your description the names of all services you will purchase from or subscribe to, to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note: systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed and, for each service, the number of circulations and the number and names of participating libraries.</p>
<p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none">○ General Population○ Targeted Group <p>If targeted group:</p> <ul style="list-style-type: none">• Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban• If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused• If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White• If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs• Is the activity directed at groups that fall into a category not already captured? If yes, please describe.	

Categories:
Activity: Content
Mode: Acquisition
Format: Digital

Activity 2: Learning Platforms (Resource sharing)

Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.

Please note: systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Acquisition

Format: Digital

Activity 3: Inter Library Loan (Delivery)

Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.

Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the interlibrary loan delivery system and, for each service, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population

- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery)

Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.

Please note: systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Physical items sent by system member public libraries:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Physical items sent by non-public libraries in system area:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Number of system-owned delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Number of contracted vendor delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Percentage of items to be physically delivered by:

US Mail:

UPS:

System Van:

Contracted Van:

Other:

Other: please describe

Activity 5: Programming (Resource Sharing)

Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.

Please note: systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with

disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs

- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Instruction

Mode: Program

Format: In-person, virtual, combined in-person and virtual, other

Activity 6: Library Management and Operations (Resource Sharing)

Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).

Please note: systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 7: Library Broadband (Communications and Delivery)

Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.

Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications, and Delivery)

Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:

Response:

Title:

Description (90-160 words):

Beneficiaries:

Categories:

TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended

BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

SIGNATURES

System Name:		
Director:	Director Email:	
Address:	City:	Zip:
Phone:		

System Chair for FY 2024-2025:	Fiscal Agent:
---------------------------------------	----------------------

Date approved by Administrative Council:

Signature of FY 2024-25 Administrative Chair:	
Print Name:	Date:

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: [https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer/>)

Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Equity

Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. (Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at <https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/>)

Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives;

collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

E-Resources

Electronic resources (or e-resources) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing

Resource sharing refers to the allowed use or application of a resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
Content	Acquisition**	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies such as publishers and vendors. to obtain	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

		resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical.
	Creation **	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])

			Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party
Planning & Evaluation	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A

APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

Registration Requirements

Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

System for Award Management (SAM)

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are **required to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

DATE: May 8, 2024
TO: Inland Administrative Council
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: **Proposed Budget for FY 2024/25 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY 2024/25 is attached for review.

REVENUE: The California State Library has released the preliminary allocations of the CLSA funding. The budget has been calculated based on this information and the previously approved membership dues.

EXPENSES: Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

Points to review:

- CLSA system administration will be paid to SCLC.
- Spending of CLSA funds must be approved by the Council.
- Membership dues for the Executive Director and CLA are not included in this proposed budget but can be added based on direction provided by the Administrative Council.
- If the Council decides on projects outside of CLSA funding, the cost will be negotiated.
- An amount totaling \$34,361 has been budgeted for other programs to be used as designated by the Council.
- A surplus of \$5,000 is projected.

FISCAL IMPACT: Next step is approval of funds at the next California Library Service Board (CLSB) meeting and final approval of the Governor's budget.

RECOMMENDATION: Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBIT:

- a. Proposed Budget

Inland Library System
Proposed Budget
FY 2024/25

	Proposed FY23/24 Budget	Approved FY23/24 Budget	\$ Change	Approved FY22/23 Budget	\$ Change
REVENUE					
CLSA Communications & Delivery	\$ 316,379	\$ 299,065	\$ 17,314	\$ 299,743	\$ (678)
CLSA System Administration	74,778	74,767	11	74,937	(170)
Membership Dues	50,167	50,188	(21)	50,283	(95)
Total revenues	\$ 441,324	\$ 424,020	\$ 17,304	\$ 424,963	\$ (943)
EXPENDITURES					
Communications and delivery					
Delivery	\$ 700	\$ 27,000	\$ (26,300)	\$ 26,500	\$ 500
E-resources	52,473	52,473	-	52,473	-
Member distribution	246,246	211,693	34,553	215,189	(3,496)
Audit Fees	10,100	-	10,100	5,081	(5,081)
Office supplies	2,250	3,169	(919)	-	3,169
Telecommunications	4,310	4,730	(420)	500	4,230
Total communication and delivery	316,079	299,065	17,014	299,743	(678)
Other programs	34,361	34,260	101	-	34,260
Administration					
Administration expense	77,994	74,767	3,227	74,937	(170)
Memberships	5,940	5,740	200	-	5,740
Meetings/conferences/travel	1,850	488	1,362	-	488
Other	100	-	100	-	-
Total administration	85,884	80,995	4,889	74,937	6,058
Total expenditures	\$ 436,324	\$ 414,320	\$ 22,004	\$ 374,680	\$ 39,640
SURPLUS (DEFICIT)	\$ 5,000	\$ 9,700	\$ (4,700)	\$ 50,283	\$ (40,583)

DATE: May 8, 2024
TO: Inland Administrative Council
FROM: Erin Christmas, Chair

SUBJECT: **Nomination of Officers for FY 2024/25 (DISCUSSION)**

BACKGROUND: At the last meeting of the Inland Library System on March 14, 2024, the Nominating Committee, consisting of Chair Erin Christmas, Past Chair Aaron Espinoza, and Council Member Maria Sunio, was established. This Committee was formed to identify nominees for the Vice Chair In-Waiting position of the Executive Committee. At the time this report was drafted, the Committee was still in the process of confirming potential nominees.

The member elected to serve as the Vice-Chair In-Waiting will serve a two-year term from FY 2024/25 through FY 2025/26, then serve a two-year term as Vice Chair, followed by an additional two-year term as Chair, for a total of six years as a member of the Executive Committee.

The Executive Committee for FY 2024/25 will consist of the following members:

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

According to Inland's Bylaws, nominee names must be shared 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. As the vote was not conducted in time for the May meeting, an email vote will be conducted over the summer with sufficient time to present the member at the next Administrative Council meeting.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT: None



AC Agenda Item 11

DATE: May 8, 2024
TO: Inland Administrative Council
FROM: Erin Christmas, Chair

SUBJECT: **Meeting Schedule for FY 2024/25 (ACTION)**

BACKGROUND: The Administrative Council meets quarterly each fiscal year, with meetings being held at 10:00 am on the second Thursday in the months of: September, December, March, and May. The Executive Council meets at 9:00 am just before each Administrative Council meeting. This schedule has worked well for both Inland and its administrative and fiscal agent, the Southern California Library Cooperative. The proposed schedule for FY 2024/25 is included for the Administrative Council's consideration.

The meetings can continue to be held in a hybrid manner, allowing members to participate in person or virtually via Zoom from their public library locations. Quorum must be reached in order to conduct the system's business.

FISCAL IMPACT: None

RECOMMENDATION: Staff requests that the Administrative Council set the times and dates for their four regular meetings for FY 2024/25 and select the in-person meeting locations for each of these meetings.

EXHIBIT:

- a. Inland Meeting Schedule FY 2024/25 - *Proposed*



AC Agenda Item 11a

Inland Meeting Schedule FY 202425 ***Proposed***

Thursday, September 12, 2024

9:00 am Executive
10:00 am Administrative
Location TBD

Thursday, December 12, 2024

9:00 am Executive
10:00 am Administrative
Location TBD

Thursday, March 13, 2025

9:00 am Executive
10:00 am Administrative
Location TBD

Thursday, May 8, 2025

9:00 am Executive
10:00 am Administrative
Location TBD