



EXECUTIVE COMMITTEE MEETING

Wednesday, May 8, 2024

9:00 – 10:00 am

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/88116958559?pwd=MVVkZk1sUG9nYjdZFd4OHMvdDJJdz09>

Meeting ID: 881 1695 8559

Passcode: 672308

Alternate Meeting Locations:

Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543
Palm Springs Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262

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 Executive Committee business.
3. Consent Calendar Erin Christmas

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

 - a. Draft Minutes from the March 14, 2024, Executive Committee 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. Proposed Budget for FY 2024/25
(ACTION) | Andy Beck |
| 9. Nomination of Officers for FY 2024/25
(DISCUSSION) | Erin Christmas |
| 10. Other | Erin Christmas |
| 11. Adjournment | Erin Christmas |



ACTION ITEMS

Meeting: Inland Executive Committee 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

Send completed form to: sclcadmin@socallibraries.org



EXECUTIVE COMMITTEE MEETING

Thursday, March 14, 2024

9:00 am – 10:00 am

Hybrid meeting

On Site:

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

Alternate Meeting Locations:

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

Minutes draft

Attendance

Christmas, Erin – Riverside Public
Espinosa, Aaron – Rancho Mirage
Kays, Jeannie – Palm Springs
Orosco, Melanie – San Bernardino County

Other

Beck, Andy – SCLC
Graver, Lori – SCLC
Powers, Christine – SCLC
Walker, Wayne - SCLC

Absent

Caines, Kathye - Hemet

1. Call to Order and Roll Call Erin Christmas
Meeting called to order at 9:02 am.
2. Public Comment Erin Christmas
Opportunity for any guest or member of the public to address the committee on any item of Executive Committee business.
None.
3. Consent Calendar Erin Christmas
All items on the consent calendar may be approved by a single motion. Any Committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.

- a. Draft Minutes from the December 14, 2023, Executive Committee meeting MSP (Kays/Espinosa) to pass the Consent Calendar, without changes.
4 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.
6. Courier Services for Inland Library System Christine Powers
MSP (Espinosa/Kays) to recommend to the Administrative Council 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.
4 yes, 0 no, 0 abstain
7. Membership Dues FY 2024/25 Andy Beck
MSP (Espinosa/Orosco) to recommend to the Administrative Council the approval of membership and Califa dues schedule for fiscal year 2024/25, with the elimination of Palo Verde from membership.
4 yes, 0 no, 0 abstain
8. Consideration of Travel Reimbursements Christine Powers/Andy Beck
MSP (Kays/Espinosa) to recommend to the Administrative Council the approval 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.
4 yes, 0 no, 0 abstain
9. Nominating Committee for FY 2024/25 Officers Erin Christmas
The Executive Committee deferred to the Administrative Council the discussion of the Nominating Committee.
10. Other Erin Christmas
None.
11. Adjournment Erin Christmas
MSP (Espinosa/Kays) to adjourn the meeting at 9:32 am.



EC Agenda Item 5

DATE: May 8, 2024
TO: Inland Executive Committee
FROM: Andy Beck, Controller, Inland/SCLC

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

BACKGROUND: A complete Budget Status Report for Fiscal Year 2023/24 is attached for 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</u> <u>Budget</u>	<u>Prior Year</u> <u>Actuals</u>	<u>FY23/24</u> <u>Actuals</u>	<u>Balance</u>	<u>%</u> <u>Unrealized</u>	<u>%</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 Executive Committee
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



EC Agenda Item 7

DATE: May 8, 2024
TO: Inland Executive Committee
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: Recommend that the Administrative Council 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.



EC Agenda Item 8

DATE: May 8, 2024
TO: Inland Executive Committee
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: Recommend that the Administrative Council 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 Executive Committee
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