



ADMINISTRATIVE COUNCIL MEETING

Thursday, May 11, 2023

10:00am – 12:00pm

Hybrid meeting

On Site:

City of Hemet – City Hall

445 E Florida Ave, Hemet, CA 92543

Alternate Meeting Locations:

Banning Library District, 21 W Nicolet St., Banning, CA 92220

Colton Public Library, 656 N. 9th St., Colton, CA 92324

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

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

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

Palo Verde Valley Library District, 125 W. Chanslorway Blythe, CA 92225

Rancho Cucamonga Library, 12505 Cultural Center Dr. Rancho Cucamonga, CA 91739

San Bernardino County Library, 268 W. Hospitality Lane, 3rd Floor, Suite 301,
San Bernardino, CA 92415-0035

San Bernardino Public Library 555 W. 6th St., San Bernardino, CA 92410

Upland Public Library 450 N Euclid Ave., Upland, CA 91786

Minutes

Approved September 14, 2023

Attendance

Caines, Kathye – Hemet
Carter, George – Victorville
Christmas, Erin – Riverside Public
Dickinson, Luren – Beaumont
Erjavek, Ed – San Bernardino Public
Espinosa, Aaron – Rancho Mirage
Garcia, Wess – Rancho Cucamonga
Howison, Barbara – Riverside County
Hurtado, Yuri – Upland
Kays, Jeannie – Palm Springs
Masters, Nancy – Inyo County
Orosco, Melanie – San Bernardino County
Sunio, Maria – Moreno Valley

Thrasher, Shawn – Ontario
Whittington, Daniell – Corona
Williams, Kime – Palo Verde

Other

Beck, Andy – SCLC
DePriest, Meg – CSL
Powers, Christine – SCLC
Walker, Wayne - SCLC

Absent

Lee, Kevin – Banning
Pedroza, Edward – Colton
Racelis, Melvin - Murrieta

1. Call to Order and Roll Call
Meeting called to order at 10:05am.

Erin Christmas

2. Public Comment Erin Christmas
Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.
None.

3. Consent Calendar Erin Christmas
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Draft Minutes from the March 16, 2023 Administrative Council meeting. MSP (Espinosa/Erjavek) to pass the Consent Calendar, with one correction, to add an "o" to "Rancho Mirage" under "Attendance."
14 yes, 0 no, 1 abstain

4. Adoption of the Agenda Erin Christmas
Chair Christmas requests that item 16 be moved up to after item 4. Chair adopts the agenda, with modification, without objection.

16. State Library Liaison Report Meg dePriest
Building Forward applications are due May 18, 2023. Sustainable library application window closes in mid June. Zipbooks applications are due today at noon. Please review CALL, Digital Navigators, Parks pass information in the report. Chair Christmas asked CSL if coordinators can send an email recap of the Monthly Directors Call for those who are unable to attend but would still like to know what discussed. DePriest indicated that would be done.

5. Audit Report FY 2021/22 Andy Beck
Interim testing was conducted in December 2022, and final testing was completed in April 2023. For the fiscal year June 30, 2022, there were no material weaknesses or significant deficiencies.
MSP (Howison/Dickinson) to accept the Financial Audit for FY 2021/22.
15 yes, 0 no, 0 abstain

6. Budget Status Report FY 2022/23 Andy Beck
The Budget Report reflects the reconciled bank statement through March 31, 2023 and has been changed to reflect the modified accrual basis of accounting. Membership dues remain at 60% collected. Fiscal and administrative expenses of \$56,203 or 75% were paid through March 31, 2023.

7. Inland Library System Website Christine Powers
Powers proposed that SCLC staff build a subpage for Inland under its website: <https://socallibraries.org/>, while also maintaining Inland's domain name <https://www.inlandlib.org/>, via which Inland maintains its listservs; Inland's actual separate webpage would no longer exist as a standalone site. The Inland subpage would include Inland's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff

would take care of updating this site regularly to post agendas in compliance with the Brown Act and would also make any updates regarding member library contact information, as needed.

MSP (Erjavek/Dickinson) to approve SCLC's management of Inland's webpage.
15 yes, 0 no, 0 abstain

8. Agreement with SCLC for Administrative and Fiscal Services FY 2023/24 Christine Powers

The fiscal impact estimate of the proposed Agreement for FY2023/24 is \$82,666, yet to be finalized (pending approval by the California Library Services Board and the Governor). The contract costs are comprised of \$74,767 from the CLSA Preliminary System Budget Allocation for Serra, and \$7,899 from CLSA Communication and Delivery Budget for office supplies and telecommunications. MSP (Thrasher/Caines) to authorize the Administrative Council Chair to sign the agreement between Inland Library System and the SCLC, for administrative and fiscal services for FY 2023/24.

15 yes, 0 no, 0 abstain

Maria Sunio arrived

9. Delivery Agreement FY 2023/24 Wayne Walker

Inland has contracted for physical delivery with Kergyl Books on an annual basis. The proposed contract for FY 2023/24 includes an inflation-based \$1 increase per stop. Commercial General Liability Coverage will again be provided. MSP (Carter/Sunio) to authorize the SCLC Executive Director to execute the contract on behalf of Inland Library System with Kergyl Books for FY 2023/24 delivery service.

15 yes, 0 no, 1 abstain

10. Califa Membership FY2023/24 Christine Powers

In order to benefit from Califa's discounted prices and services, libraries must become Califa members. Inland members can save 10% on their Califa dues should the entire system join Califa.

MSP (Espinosa/Dickinson) for Inland Library System to join Califa for FY 2023/24 and the consortium will pay Califa dues out of unrestricted funds, and not bill back to individual jurisdictions for reimbursement.

16 yes, 0 no, 0 abstain

11. Proposed Budget FY 2023/24 Christine Powers/Andy Beck

Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. A surplus of \$49,700 is projected.

Council requests that SCLC staff overhead and travel expenses be revisited in future budgets. Council also expressed a desire to examine the system's reserve policy and how funds are expended.

MSP (Espinosa/Thrasher) to approve the Proposed Budget pending final approvals of CLSB and Governor's budget, with \$40,000 of the surplus be moved

into the regular budget for “other programs,” to be spent on future consortium programming.

16 yes, 0 no, 0 abstain

12. CLSA Plan of Service and Budget FY 2023/24 Christine Powers
The CLSA preliminary system budget allocation for FY 2023/24 is \$373,832, a decrease of \$848 from FY2022/23. Request for SCLC to include a letter with CLSA payment explaining the funding source and spending parameters. MSP (Dickinson/Carter) to authorize the Inland Chair and Vice-Chair to work with SCLC staff to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library by June 5, 2023.

16 yes, 0 no, 0 abstain

13. Nomination of At-Large Member of Executive Committee Erin Christmas
The Nominating Committee identified Jeannie Kays (Palm Springs) as the nominee for the member at-large. The member elected to serve as the At-Large member of the Executive Committee will serve a two-year term from FY 2023/24 through FY 2024/25, and will replace Council Member Shawn Thrasher (Ontario). The Executive Committee for FY 2023/24 will consist of the following members:

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

A survey will be distributed for confidential voting on this slate, and results will be announced at the next meeting.

14. Inland Library System Committees Christine Powers
Discussion about re-establishing committees and/or interest groups, with consensus to begin cultivating interest groups, to avoid the permanency and legal requirements of committees. The Interest Group Ad hoc committee (Espinosa, Christmas and Thrasher) will take the lead on surveying systems' staff and interest group topics, identifying leaders, with an update to Council in September. Request for listserv for staff collaboration.

MSP (Thrasher/Erjavek) to form an Interest group Ad hoc committee (Espinosa, Christmas and Thrasher) to take the lead on surveying systems' staff on interest group topics, identifying leaders, with an update to Council in September, with support from SCLC staff.

16 yes, 0 no, 0 abstain

15. Meeting Schedule and Locations FY 2023/24 Erin Christmas
- Thursday, September 14, 2023
 - 9am Executive; 10am Administrative
 - Ontario
 - Thursday, December 14, 2023
 - 9am Executive; 10am Administrative

- Riverside Public
- Thursday, March 14, 2024
 - 9am Executive; 10am Administrative
 - Rancho Mirage
- Thursday, May 9, 2024
 - 9am Executive; 10am Administrative
 - Riverside Public, Arlington

No vote taken on this item.

17. Administrative Council Chair Report Erin Christmas
None.

18. Other Erin Christmas
Request for SBcera closure letter to be emailed to Council.

19. Member Library Updates

Beaumont - Summer Reading Program using “Find your Voice” programming; partnering with historical society for the Cherry Festival; bids on building project planned for the end of summer with state funding.

Hemet – completed 100th Ramona pageant, with literary landmark dedication at the Ramona Bowl.

Inyo – wrapping up school programming with social-emotional learning; hiring staff.

Palm Springs – RFQ process for architects for library renovation, turned public comment cards into a letter writing campaign.

Rancho Cucamonga – construction projects, including with Childrens’ Museum.

Rancho Mirage – few more days to register for CLA; library is now a certified autism center.

Riverside Public – three hiring opportunities with robust application response; requesting funding to expand staff by 16 PT library assistants which will increase operating hours.

20. Adjournment Erin Christmas
MSP (Howison/Carter) to adjourn 11:45am.

Respectfully submitted by Lori Graver on September 18, 2023.