



**INLAND LIBRARY SYSTEM ADMINISTRATIVE COUNCIL
REGULAR MEETING AGENDA**

**Monday, May 11, 2026
10:00 am – 12:00 pm**

Hybrid Meeting

On Site:

Riverside Public Library,
3900 Mission Inn Ave., Riverside CA, 92501

Join Zoom Meeting:

<https://us02web.zoom.us/j/83587221770?pwd=QeKsaPPbtk7DYUGrBg57bAjJ1TxODY.1>

Meeting ID: 835 8722 1770

Passcode: 209551

Alternate Meeting Locations:

Banning Library District, 21 W. Nicolet St., Banning, CA 92220
City of Palm Springs, Dept. of Human Resources,
3111 E. Tahquitz Canyon Way, Palm Springs, CA 92262
Corona Public Library, 650 S. Main St., Corona, CA 92882
Feldheym Central Library, Library Administration,
555 W. Sixth St., San Bernardino, CA 92410
Rancho Mirage Library & Observatory, 71-100 Highway 111, Rancho Mirage, CA 92270
Upland Public Library, 450 N. Euclid Ave., Upland, CA 91786

All items may be considered for action.

1. Call to Order and Roll Call Melanie Orosco
 - a. Welcome/Introductions

2. Public Comment Melanie Orosco

Opportunity for any guest or member of the public to address the Council on any item of Administrative Council business.

- | | |
|---|------------------|
| 3. Consent Calendar | Melanie Orosco |
| <i>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.</i> | |
| a. Draft minutes from the March 12, 2026, Administrative Council regular meeting | |
| 4. Adoption of the Agenda | Melanie Orosco |
| 5. Budget Status Report for FY 2025/26
(DISCUSSION) | Andy Beck |
| 6. Agreement with SCLC for Administrative and Fiscal Services for FY 2026/27
(ACTION) | Christine Powers |
| 7. CLSA Plan of Service and Budget for FY 2026/27
(ACTION) | Christine Powers |
| 8. Proposed Budget for FY 2026/27
(ACTION) | Andy Beck |
| 9. Nominating Committee Update
(DISCUSSION) | Melanie Orosco |
| 10. Meeting Schedule for FY 2026/27
(ACTION) | Melanie Orosco |
| 11. State Library Liaison Report | Lisa Lindsay |
| 12. Administrative Council Chair Report | Melanie Orosco |
| 13. Other | Melanie Orosco |
| 14. Member Library Updates | Melanie Orosco |
| 15. Adjournment | Melanie Orosco |



**INLAND LIBRARY SYSTEM ADMINISTRATIVE COUNCIL
REGULAR MEETING MINUTES**

Thursday, March 12, 2026
10:00 am – 12:00 pm

Hybrid Meeting

On Site:

De Anza Community & Teen Center
1405 S. Fern Ave., Ontario, CA 91762

Alternate Meeting Locations:

- Banning Library District, 21 W. Nicolet St., Banning, CA 92220
- 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
- Norman F. Feldheim Public Library, 555 W. 6th St., San Bernardino, CA 92410
- Palm Desert Library, 73300 Fred Waring Dr., Palm Desert, CA 92253
- Palm Springs Public Library, 3111 E. Tahquitz Canyon Way, Palm Springs, CA 92262
- Riverside Main Library, 3900 Mission Inn Ave., Riverside, CA 92501
- Upland Public Library, 450 N. Euclid Ave., Upland, CA 91786

Attendance

Caines, Kathye - Hemet
 Castro, Arnold - Victorville
 Christmas, Erin - Riverside Public
 Dickinson, Luren - Beaumont
 Erjavek, Ed - San Bernardino Public
 Garcia, Wess - Rancho Cucamonga
 Kays, Jeannie - Palm Springs
 Lee, Kevin - Banning
 Masters, Nancy - Inyo
 Orosco, Melanie - San Bernardino
 County
 Racelis, Melvin - Murrieta
 Vonnegut, Shannon - Palm Desert
 Sunio, Maria - Moreno Valley

Thrasher, Shawn - Ontario
 Tuckerman, Adam - Upland

Absent

Espinosa, Aaron - Rancho Mirage
 Pedroza, Edward – Colton
 Lay, Debra - Riverside County
 Whittington, Daniell – Corona

Other

Beck, Andy - SCLC
 Pham, Lena - CSL
 Powers, Christine - SCLC
 Snodgrass, Nerissa - SCLC

1. Call to Order and Roll Call
 - a. Welcome/Introductions
The meeting was called to order at 10:06 am.

Melanie Orosco

2. Public Comment Melanie Orosco
Opportunity for any guest or member of the public to address the Council on any item of Administrative Council business.
 None
3. Consent Calendar Melanie Orosco
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 11, 2025, Administrative Council regular meeting
 MSP (Sunio/ Caines) to pass the Consent Calendar, without changes.
 14 yes, 0 no, 0 abstain

4. Adoption of the Agenda Melanie Orosco
 The Chair adopted the agenda, without objection.
5. Presentation of Vision for California’s Public Libraries Linda Kenton/
Joseph Bopp
 (DISCUSSION)
 Linda Kenton and Joesph Bopp presented the Vision for California’s Public Libraries.

Kevin Lee joined at 10:41 am.

Ed Erjavek left the meeting at 10:55 am.

6. Budget Status Report for FY 2025/26 & Preliminary Budget for FY 2026/27 Andy Beck/
Christine Powers
 (DISCUSSION)
 A preliminary budget for FY 2026–27 was presented based on the assumption that California Library Services Act (CLSA) funding will remain reduced by 50% for a third year; however, revenue estimates remain preliminary and subject to change pending final state allocations. Membership dues are expected to increase slightly. The Executive Committee recommended removing the \$30,000 training line item and reallocating those funds to support a balanced budget. Staff will revise the budget based on this adjustment. The final budget may also be modified depending on the state’s May revise and adopted budget. Future budget updates will include reporting on Inland’s investment funds.
7. Membership Dues for FY 2026/27 Andy Beck
 (ACTION)
 MSP (Dickinson/Thrasher) to approve membership and Califa dues schedule for fiscal year 2026/27.
 14 yes, 0 no, 0 abstain

Luren Dickson left the meeting.

- | | |
|--|------------------|
| 8. CLSA Planning for FY 2026/27
(DISCUSSION)
Executive Director, Christine Powers presented the discussion for CLSA Planning for FY 2026/27. | Christine Powers |
| 9. Consideration of Date Change for May Meeting
(ACTION)
MSP (Thrasher/Christmas) to select a new meeting date of Monday, May 11, 2026 for the upcoming May meeting.
13 yes, 0 no, 0 abstain | Christine Powers |
| 10. Nominating Committee for FY 2026/27 Officers
(ACTION)
MSP (Thrasher/Caines) to create a Nominating Committee consisting of Melanie Orosco, Erin Christmas, Shawn Thrasher, and Arnold Castro.
13 yes, 0 no, 0 abstain | Christine Powers |
| 11. State Library Liaison Report
California State Library representative, Lisa Lindsay, presented the State Library Report. | Lisa Lindsay |
| 12. Administrative Council Chair Report
None | Melanie Orosco |
| 13. Other
None | Melanie Orosco |
| 14. Member Library Updates | Melanie Orosco |

Ontario

The library is hosting its second Day of Reading on March 24 in partnership with Silent Book Club, with plans to expand ongoing community reading events, and will feature a baseball theme for summer reading. Looking ahead, Ontario will also explore implementing a new ILS and updating its facility master plan.

Hemet

City Council has approved new city branding, which will begin rolling out in the coming weeks. The library is preparing for several upcoming events, including a cultural fair in April, the Ramona Pageant, and summer reading programming. Additionally, the library received funding for Lunch at the Library and will offer pop-up library services during the summer meal program.

Palm Springs

The library is having ongoing renovation, including a newly released virtual tour video showing the building fully gutted. The library is hosting several upcoming

events and fundraisers, including Palm Springs Speaks, and celebrated the Library Foundation reaching its \$2 million capital campaign goal, along with launching an endowment that includes support for LGBTQ+ programs. Additionally, the library is participating in the revived Palm Springs Book Festival with screenings, storytimes, and community programming.

Riverside Public

Due to low usage and budget considerations, Sunday hours will be reduced to three locations (Orange Terrace, Arlington, and Main library) effective April 12. The library is also continuing progress on the new Eastside Library, with an anticipated early 2027 opening, and recently achieved Blue Zones certification across all locations to support staff wellness. Additionally, a new Chicano Literature and Art space, Ojos del Tiempo, will be unveiled at the Casablanca Library.

Murrieta

Library hours are beginning to expand, with Friday hours increasing from 12–5 p.m. to 10 a.m.–6 p.m. starting March 27. The library is hosting the Princess Project, providing free formalwear for teens, and will again participate in the Neighborhood Forest program. Additionally, the children’s library expansion is underway, with completion still anticipated for mid to late October despite minor weather-related delays.

Rancho Cucamonga

The library is receiving an extension on its Beyond Library Infrastructure Grant to support facility upgrades, including lighting, ADA improvements, and building access enhancements. The library is also relocating the Archibald Library to a nearby, more accessible site, with additional funding secured to support expanded construction plans. Other updates include launching a new museum exhibit, hiring a marketing coordinator, and reopening the renovated Victoria Gardens Cultural Center courtyard to host community events.

Moreno Valley

Moreno Valley Mall temporarily closed due to violations but has since reopened, with most library programs continuing during the closure by relocating services, though a few programs were impacted. The city is moving forward with major developments, including a new museum and shared city spaces within the mall, as well as construction of the Lakeshore Village library branch. Additional updates included participation in upcoming community events, expansion of summer lunch programming, and recent staffing changes.

San Bernardino County

The library is launching a book vending machine at the Chino Branch Library to reward positive behavior, with additional machines planned. The library is also expanding makerspace services, beginning a branch remodel ahead of summer reading, and moving forward with updates to other locations. Additional efforts

include securing new book vendor contracts and exploring a farmers market partnership at the Highland Branch Library.

Inyo County

The library has had staffing challenges after losing three long-time employees, leaving the system understaffed, though recruitment efforts are underway. Despite this, the library continues community-focused initiatives, including a seed library, rural health programming, and partnerships supporting literacy and local events. The county is also exploring future developments, including participation in a new community center in Furnace Creek and promoting its memory lab services.

Upland

The library has ongoing facility improvements, including replacing service desks in both youth and adult areas. With strong support from the Friends group, the library is exploring additional upgrades such as flooring and doors and is seeking contractor recommendations to support both aesthetic and functional enhancements.

Victorville

The library had a successful grand opening of its new library, which has been extremely well received, with demand for library cards far exceeding expectations. The City Council has also approved renaming the library to honor a former city leader, requiring upcoming updates and transitions. Additionally, the library's new bookmobile is ready for use, with final enhancements in progress.

15. Adjournment

MS (Castro/Sunio) to adjourn the meeting at 11: 59 am.

Melanie Orosco



AC Agenda Item 5

DATE: May 11, 2026
TO: Inland Administrative Council
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: Budget Status Report for FY 2025/26 (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2025/26 is attached for review and reflects reconciled bank statements through March 31, 2026.

For revenues, membership dues of \$50,078 were recorded as financial resources available for use. Other revenues include communication and delivery of \$152,152, system administration of \$38,634, and investment returns of \$2,457 which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$152,153 and administrative expenses of \$62,347. These expenses do not reflect what was paid but amounts that were incurred.

As of March 31, 2026, the System has a surplus of \$28,821 and cash and investment of \$722,199.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget Status Report FY 2025/26
- b. Bank Statements January – March 2026

Inland Library System
 Budget Status Report
 March 31, 2026

	Actual FY2024/25	Approved Budget FY 2025/26	Actual FY2025/26	Balance	% Realized
Revenue					
CLSA Communications & Delivery	\$ 152,868	\$ 172,151	\$ 152,152	\$ 19,999	88.38%
CLSA System Administration	38,729	38,634	38,634	-	100.00%
Membership Dues	50,025	50,079	50,078	1	100.00%
Investment return	-	-	2,457	(2,457)	#DIV/0!
Total revenue	\$ 241,622	\$ 260,864	\$ 243,321	\$ 17,543	141.34%
Communications and delivery expenses					
Member distribution	\$ 97,769	\$ 112,651	\$ 112,651	\$ -	100.00%
E-Resource	39,356	47,700	36,118	11,582	75.72%
Delivery	193	5,000	-	5,000	0.00%
Audit Fees	9,940	-	-	-	#DIV/0!
Office supplies	1,300	1,550	550	1,000	35.48%
Telecommunications	4,310	5,250	2,834	2,416	53.98%
Total communication and delivery expenses	\$ 152,868	\$ 172,151	\$ 152,153	\$ 19,998	88.38%
Other program expense					
Training	\$ -	\$ 30,000	\$ -	\$ 30,000	0.00%
Total other program expenses	\$ -	\$ 30,000	\$ -	\$ 30,000	0.00%
Administrative expenses					
Administration expense	\$ 77,994	\$ 74,597	\$ 55,948	\$ 18,649	75.00%
Memberships	6,190	6,447	6,190	257	96.01%
Meetings/conferences/travel	906	2,000	209	1,791	10.45%
Other	-	100	-	100	0.00%
Total administrative expenses	\$ 85,090	\$ 83,144	\$ 62,347	\$ 20,797	36.22%
Summary					
Total revenue	\$ 241,622	\$ 260,864	\$ 243,321	\$ 17,543	93.28%
Total expenses	237,958	285,295	214,500	70,795	75.19%
Surplus (Deficit)	\$ 3,664	\$ (24,431)	\$ 28,821	\$ (53,252)	16.74%
Cash and Investments					
Cash	\$ 600,921				
CA LAIF	121,269				
Total	\$ 722,190				
LAIF					
Beginning balance, July 1, 2025	\$ -				
Deposit	120,000				
Interest receivable change	(1,188)				
Fair market value adjustment	(2)				
Investment return	2,459				
Ending balance, March 31, 2026	\$ 121,269				



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 -2051

AC Agenda Item 5b

January 01, 2026 through January 30, 2026

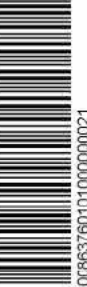
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

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INLAND LIBRARY SYSTEM
 222 EAST HARVARD STREET
 GLENDALE CA 91205



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CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$713,571.50
Ending Balance	0	\$713,571.50

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:	
Cash Management Services	
Debit Block Maintenance	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.



January 01, 2026 through January 30, 2026

Account Number: [REDACTED]

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will provide provisional credit to your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your Deposit Account Agreement or other applicable agreements that govern your account.

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P O Box 182051
Columbus, OH 43218 -2051

January 31, 2026 through February 27, 2026

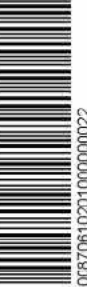
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: **1-877-425-8100**
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INLAND LIBRARY SYSTEM
222 EAST HARVARD STREET
GLENDALE CA 91205



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CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$713,571.50
Electronic Withdrawals	19	-112,651.00
Ending Balance	19	\$600,920.50

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
02/12	02/12 Online Payment 28045453103 To Palm Desert Public Library	\$1,259.22
02/12	02/12 Online Payment 28045453129 To Riverside County Public Library	33,291.26
02/12	02/12 Online Payment 28045453162 To Victorville City Library	3,419.72
02/12	02/12 Online Payment 28045453140 To San Bernardino County Library	31,138.08
02/12	02/12 Online Payment 28045478629 To Inyo County Free Library	466.58
02/12	02/12 Online Payment 28045478650 To Rancho Cucamonga Public Library	4,288.59
02/12	02/12 Online Payment 28045453145 To San Bernardino Public Library	5,605.61
02/12	02/12 Online Payment 28045453155 To Upland Public Library	1,937.11
02/12	02/12 Online Payment 28045453136 To Riverside Public Library	7,836.29
02/12	02/12 Online Payment 28045453107 To Palm Springs Public Library	1,083.58
02/12	02/12 Online Payment 28045453117 To Rancho Mirage Public Library	420.46
02/12	02/12 Online Payment 28045478638 To Moreno Valley Public Library	5,125.70
02/12	02/12 Online Payment 28045453082 To Hemet Public Library	2,218.65
02/12	02/12 Online Payment 28045453072 To Corona Public Library	3,875.34
02/12	02/12 Online Payment 28045453100 To Ontario City Library	4,484.27
02/12	02/12 Online Payment 28045478616 To Colton Public Library	1,305.96



January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
02/12	02/12 Online Payment 28045478609 To Banning Library District	772.35
02/12	02/12 Online Payment 28045478612 To Beaumont Library District	1,420.72
02/12	02/12 Online Payment 28045478643 To Murrieta Public Library	2,701.51
Total Electronic Withdrawals		\$112,651.00

DAILY ENDING BALANCE

DATE	AMOUNT
02/12	\$600,920.50

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:	
Cash Management Services	
Debit Block Maintenance	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.



January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

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 P O Box 44959
 Indianapolis, IN 46244 - 4959

February 28, 2026 through March 31, 2026

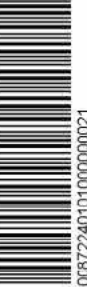
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INLAND LIBRARY SYSTEM
 222 EAST HARVARD STREET
 GLENDALE CA 91205



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CHECKING SUMMARY

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Beginning Balance		\$600,920.50
Ending Balance	0	\$600,920.50

Your Chase Platinum Business Checking account provides:

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- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

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SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

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SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:	
Cash Management Services	
Debit Block Maintenance	1

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February 28, 2026 through March 31, 2026

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JPMorgan Chase Bank, N.A. Member FDIC



AC Agenda Item 6

DATE: May 11, 2026
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: Agreement with SCLC for Administrative and Fiscal Services for FY 2026/27 (ACTION)

BACKGROUND: As members of a library cooperative system, the Inland Library System (Inland) 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 Inland, 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.
- Filing all required reports, such as the CLSA Plan of Service and Annual Report.
- Access to grants from the State Library.

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 to members facilitating delivery.
- eResource sharing – Inland maintains a subscription for ePeriodicals. If purchased and managed separately, each contract would represent a significant allocation of staff time and financial resources per library.
- Other administrative management, such as maintaining a Zoom account for the System, as well as 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 SCLC for fiscal and administrative services. These services are primarily paid for using the System Administration funds received by Inland Library System through annual CLSA funds. Prior to executing the agreement, the Administrative Council of SCLC also reviews the agreement and takes action to authorize the Executive Director to enter into the agreement.

The services provided by SCLC staff have historically been paid for primarily with the System Administration funds received by Inland through annual CLSA funds. These System Administration funds represent 20% of the overall funds received by Inland. For the past several years, the State has allocated an overall \$3.6 million to CLSA, and the System Administrative costs for Inland have been just below \$75,000 annually.

In FY 2024/25, the Governor announced that he would be reducing CLSA funding to cooperatives by 50% across the board for the next two fiscal years in order to address the State's budget deficit. Unfortunately, that reduced budget has been carried over for the proposed FY 2026/27 budget. Given that the services provided by SCLC will not be reduced and given the fixed staffing and overhead costs that SCLC maintains, SCLC and Inland have maintained an agreement with the original level of funding as provided under System Administration in the original Preliminary System Budget Allocation provided prior to the 50% reductions. The same payment schedule is proposed for this upcoming fiscal year.

The attached one-year agreement, which runs from July 1, 2026, to June 30, 2027, reflects current staffing costs. These amounts were calculated using Inland's share of the CLSA funding between the five systems managed by SCLC. Additionally, staff have submitted a line item in the contract for office supplies and telecommunication, which would come from the CLSA Communication and Delivery Budget. Finally, as approved by the Council last year, a line item is included for meetings (conference travel for the Executive Director).

FISCAL IMPACT: Staff estimates an amount not to exceed \$81,794 for fiscal and administrative services. Currently, the CLSA System Administration funds allotted to Inland are \$38,010 for FY 2026/27. SCLC proposes a contract fee of \$73,391, which is approximately double the current System Administration allocation and maintains contract fees consistent with last year.

Additional contract costs, such as office supplies, telecommunication, and travel have been calculated using Inland's share of the CLSA funding between the five systems managed by SCLC. Inland's share of the CLSA funding is 21.47%, which has been applied to the total anticipated amount for these expenditures.

Office supplies:	\$1,503
Telecommunications:	\$5,800
Meetings:	\$1,100

To cover the cost of SCLC's services, unrestricted fund balance may be utilized to cover the difference between this amount and what is provided through the System Administration allocation.

RECOMMENDATION: Authorize Inland's Administrative Council Chair to sign the agreement between Inland Library System and SCLC for administrative and fiscal services for FY 2026/27.

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, 2026.
- 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 2026-27 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 15% 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. Should CLSA System Administrative funds remain at 50% levels as they did last year, ILS will provide SCLC with the other 50% of funds, for a total of \$73,391.
- 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.
- Travel reimbursements for Executive Director to conferences in which she represents ILS.
- 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	\$102.83
Controller	\$75.10
Project Manager	\$68.71
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 15% (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 7

DATE: May 11, 2026
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: CLSA Plan of Service and Budget for FY 2026/27 (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.

Last year, the Council approved retaining Inland's CloudLibrary NewsStand subscription and signed a two-year agreement (\$46,000/year, FY 2025/26 and FY 2026/27) for this service, with the stipulation that the contract can be canceled should CLSA funds be eliminated.

FISCAL IMPACT: The CLSA preliminary system budget allocation for FY 2026/27 is \$152,039 for the Baseline Budget and \$38,010 for the System Administration Budget, for a total of \$190,049, a \$3,116 decrease from the current fiscal year's allocation. The CLSA budget continues to be funded at 50% by the Governor. The CLSB has not yet met to consider approving the CLSA preliminary system budget allocation, nor have the cooperatives been provided with a date for an upcoming meeting.

RECOMMENDATION: Authorize the Inland Administrative Council Chair to work with SCLC staff to review and sign the FY 2026/27 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:

- a. CLSA Preliminary System Budget Allocations FY 2026/27
- b. CLSA Plan of Service FY 2026/27

CLSA Preliminary System Budget Allocations \$1,880,000- FY 2026/27

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 57,559	\$ 14,390	\$ 71,949	
49-99	\$ 62,273	\$ 15,568	\$ 77,841	
Inland	\$ 152,039	\$ 38,010	\$ 190,049	
NorthNet	\$ 344,691	\$ 86,173	\$ 430,864	
PLP	\$ 294,047	\$ 73,512	\$ 367,559	
SJVLS	\$ 99,648	\$ 24,912	\$ 124,560	
Santiago	\$ 95,297	\$ 23,824	\$ 119,121	
Serra	\$ 110,114	\$ 27,529	\$ 137,643	
SCLC	\$ 288,332	\$ 72,082	\$ 360,414	
Total funding	\$ 1,504,000	\$ 376,000	\$ 1,880,000	\$ 1,000,000



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2026-2027 Plan of Service
Application Instructions and Guidelines

California State Library
Sacramento
April 13, 2026

Greg Lucas, Chief Executive Officer
California Library Services Board

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INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Library's California Library Services Act, Communications, Delivery and Resource Sharing program Plan of Service application, 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 no later than **June 3, 2026 (extensions available)** to have your funding approved:

1. Award Contact Information
2. Applicant Information
3. Project Details
4. Plan of Service- CLSA Specific Information
5. Project Activities
6. Project Timeline
7. Additional Information/Uploads
8. CLSA Specific Information

You will also be required to provide detailed projected budget expenditures for each year in which you hold CLSA funding.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Application document.
- Guidance to help applicants provide the requested information.

APPLICANT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Organization - Question 1 and 1b</p>	<p>For question 1, ("Is your organization and public Library?") select "No" and enter your legal organization name in question 1b when requested.</p>
<p>Location – Question 1c and 1d</p>	<p>Although your project will be implemented in a California Public Library please enter "No" for question 1c ("Will the project proposed be implemented in a California Public Library?"). In question 1d ("Name of location(s) where project will be implemented.") please enter "[your Cooperative system name] jurisdiction".</p>
<p>Questions 2-8: 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 <p>Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i></p>	<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>
<p>Questions 9-12: Recipient Grant Manager Contact Information</p> <ul style="list-style-type: none"> • Grant Manager Name • Grant Manager Title • Grant Manager Email Address • Grant Manager Business Phone Number <i>(Please use the format 123-456-7890)</i> 	<p>The recipient Grant Manager is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff.</p>

Question 13: Eligibility	This is a required question for grant programs. Please select yes.
Question 14. Federal Employer Identification Number (FEIN)	Enter your organization's Federal Employer Identification Number.

PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Question 1: Primary Project Audience	Identify the audience(s) for this project. Please select all that apply.
Question 2: 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)	Ensure that your statement clearly and concisely represents your plan for the project. This statement may be used for publicity purposes.
Question 3: Description Describe <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. (Word limit: 300)	Provide a description that enables the reader to understand the overall project if they were to read only this response and no other portion of the application. The text should be a summary of the needs and aspirations your project responds to, your planned activities, and how the activities you propose will achieve your desired outcomes and goal. Organize your text in a readable format. Use subheadings as needed.
Question 4: Agency Information Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 300)	The response should align with agencies most recent strategic plan or other guiding documents and describe how your activities fit with your broader mission.
Question 5 and 5b: Will this be a brand-new project? (Y/N)	Please select "no" for question 5. You will be asked to describe the project's current status, any results, lessons learned, and impact to date in question 5b.
Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?	If you select yes, you will be asked to describe your plans for future years and how the activities proposed in this project contribute to your organization's plans as a whole.
Question 7: Focus Population Who is the focus population for this project? (Word limit: 25)	Please identify what population this project will focus on. Some examples could include families, minority populations, children under 5, etc.

<p>Question 8: Addressing Barriers and Unmet Needs: How does this proposed project address barriers and needs experienced by the focus population and align with the population's needs and aspirations? (Word limit: 150)</p>	<p>Describe how what you plan to do will help address the barriers and unmet needs, and align with the aspirations of the focus population.</p>
<p>Question 9: Connecting with the Focus Population: How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)</p>	<p>Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.</p>
<p>Question 10: Collaborating with the Focus Population: If applicable, how is your project being created, planned, and implemented in collaboration with the focus population? (Word limit: 300)</p>	<p>Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it. If you do not do this, put "not applicable".</p>
<p>Question 11: Project Outputs List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.</p>	<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>Question 12: Evaluation Plans Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)</p>	<p>If you have evaluation plans, describe the metrics you will use and how your organization defines positive outcomes.</p>
<p>Question 13: Future Plans Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned? (Word limit: 150)</p>	
<p>Question 14: Project Partners Project Partners are cooperating institutions, designated through a formal, signed agreement (contract, MOU, etc.), which contributes resources (materials/funds/staff) to one or more project activity or activities.</p>	<p>Should you have project partners, you will be asked to provide the following information for each partner: the organization name, a description of what the partner will provide/contribute to the project, the type of organization the project partner is, as well a copy of the agreement.</p>

	<p>Project partners are invited but not required. If you do not have any project partners, please select "No".</p> <p><i>Organizations or individuals acting as contractors under the project are not considered to be "partners".</i></p>
<p>Question 15: Community Connections Community Connections are those unaffiliated organizations that will support your project but with which you do not have a formal signed agreement.</p>	<p>Should you have community connections you will be asked to provide the following information for each connection: connection name, description of the resources the connection will contribute and how that will help achieve the project goals, as well as any letters of support.</p> <p>Community connections are invited but not required. If you do not have any community connections, please select "No".</p>

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

This section contains questions specific to the California Library Services Act Plan of Service.

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Resources/Services/Programs Summary of library participation in resources, services, and programs</p>	<p>In this sections list 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.</p> <p>Please enter one resource, service, or program in question 1. If you have additional resources, services, or programs you provide please select "yes" in question 1b and another box will populate. You can enter up to five (5) resources, services, or programs. If you have more than five (5) please group the remainder under question 1i "Fifth resource, service or program provided to your member libraries using CLSA funds."</p> <p>Example: Resource/service/program name: Delivery/Courier Service Participating libraries: All If applicable, why did some libraries not opt into this resource/service/program: N/A</p>

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Demographics of System Service Area	<p>Please provide the population number for the below listed underserved populations in your system. Appendix D lists the definitions and sources that you should use to determine the population numbers below.</p> <ul style="list-style-type: none"> • Total population of System service area • Economically Disadvantaged (below poverty level) population • Institutionalized population • Population aged 65+ • Children and youth population <ul style="list-style-type: none"> • Under 5 years of age • 5 to 9 • 10 to 14 • 15 to 19 • Persons with disabilities • Speakers of limited English or English as a Second language population • Non-English speaking population • Ethnicity <ul style="list-style-type: none"> • Black • Hispanic • Asian • Native American • Other • Geographically isolated population (Rural) • Functionally illiterate population • Homebound population

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. [Appendix B](#) has additional information on all the Activity categories.

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

- If you have activities to report that are not covered by the activities described on this document, please include them at the end of the activities section. Refer to the categories and information on the table below for guidance.

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

Activity 1: Electronic Materials (Resource Sharing)	Include in your description the names of all services you will purchase from or subscribe to,
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<p>If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>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>
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<p>Activity 2: Learning Platforms (Resource sharing) If funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.</p>	<p>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.</p>
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<p>Activity 3: Inter Library Loan (Delivery) If funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical</p>	<p>Please note systems will be asked to report in the system annual report on the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries.</p>
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<p>Activity 4: Intra System Lending (Delivery) If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:</p> <p>Categories: Activity: Content</p>	<p>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.</p> <p>Please include in your description of this activity:</p> <ul style="list-style-type: none"> • Number of system-owned delivery vehicles that physically move items:
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<p>Mode: Lending Format: Digital or physical or combined digital and physical</p>	<ul style="list-style-type: none"> • Frequency/schedule of physical delivery service: • Number of contracted vendor delivery vehicles that physically move items: • Frequency/schedule of physical delivery service:
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<p>Activity 5: Programming (Resource Sharing) If funds will be used to support programming provided by libraries, for example, DigiLabs, the activity categories should be:</p> <p>Categories: Activity: Instruction Mode: Program Format: In-person, virtual, combined in-person and virtual, other</p>	<p>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).</p>
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<p>Activity 6: Library Management and Operations (Resource Sharing) If funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS), the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>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.</p>
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<p>Activity 7: Library Broadband (Communications and Delivery) If funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment, the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report the number and names of participating libraries.</p>
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<p>Activity 8: System Operations (Resource Sharing, Communications and Delivery) 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., the activity categories should be:</p>	
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<p>Beneficiaries: Library Workforce</p> <p>Categories: Activity: Procurement</p>	
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TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major actions and when they begin and end. It must include all activities listed in the application (for example, when books will be purchased, programs will be rolled out) 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.

ADDITIONAL INFORMATION/UPLOADS

Applicant Organization Assessment

Complete the organization assessment portion of the online application. This brief organizational assessment will help us determine the type of support awardees need from the State Library

BUDGET INFORMATION

Please complete the accompanying Grant Award Template (Excel).

Each budget category in 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 2025-2026 you will still need to complete the bottom portion of the sheet. (2024-2025, 2025-2026, and 2026-2027)

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.

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	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols,</p>

		and negotiating with outside agencies such as publishers and vendors. to obtain 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.	<p>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>
	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.	<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>
	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.	<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</p>

			<p>[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>
	Lending	<p>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>	<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	<p>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.</p>	<p>In-house Third party</p>
Planning & Evaluation	Retrospective	<p>Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group</p>	<p>In-house Third party</p>
	Prospective	<p>Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.</p>	<p>In-house Third party</p>

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
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APPENDIX C: 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

APPENDIX D: DEMOGRAPHICS OF SYSTEM SERVICE AREAS

In an effort to standardize the demographics being provided by the cooperative library systems, below is a list the demographics required, and related definitions and sources.

Demographic	Resource
Total population of the system area.	City, Counties and State population and housing estimates with Annual percentage changes – January 1, 2024-2025
Economically Disadvantaged	U.S. Census Bureau, 2017-2021 American Community Survey 5-year Estimates (S1701)
Institutionalized	U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)
Aged (65+)	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Children and Youth	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Persons with Disabilities	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)
Speakers or limited English or English as a Second Language	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02); People That Speak English Less Than "Very Well" in the United States ;
Non-English Speaking	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1601); People That Speak English Less Than "Very Well" in the United States
Ethnicity	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Geographically Isolated (Rural)	Definition: For the purposes of the CLSA Plan of Service the California State Library defines rural as all geographic areas not classified as urban by the 2020 US Census. Refer to Column V in the following Excel file: County-level 2020 Census Urban and Rural Information for the U.S., Puerto Rico, and Island Areas sorted by state and county FIPS codes
Functionally Illiterate	Definition: For the purposes of the CLSA Plan of Service the California State Library defines functionally illiterate as those individuals at Level 1 or below. https://nces.ed.gov/surveys/piaac/skillsmap/
Homebound	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)



DATE: May 11, 2026
TO: Inland Administrative Council
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: **Proposed Budget for FY 2026/27 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY2026/27 is attached for review.

The California State Library has released the preliminary allocations of the California Library Services Act (CLSA) funding, which includes \$152,039 in Baseline Budget funds and \$38,010 in System Administration funds. These numbers are approximately 50% of what has typically been allocated to the System. The System's FY 2026/27 budget has been calculated based on this information and previously approved membership dues.

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.

As noted in the report regarding Inland's agreement with the Southern California Library Cooperative (SCLC) for administrative and fiscal services, CLSA System Administration will be paid to SCLC, along with other fees, as agreed upon.

Spending of CLSA funds must be approved by the Council, and if the Council decides on projects outside of CLSA funding, the cost will be negotiated.

The next step is approval of CLSA funds by the California Library Service Board (CLSB), and final approval of the Governor's budget. A final approved budget is due by June 30. Should there be any changes to CLSA funding amounts, a revised budget will be presented to the Council as soon as possible for approval.

FISCAL IMPACT: Given current revenues and expenditures, a surplus of \$8,442 is projected.

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

EXHIBITS:
a. Proposed Budget FY 2026/27

Inland Library System
 Proposed Budget
 FY 2026/27

	Approved Budget FY 2025/26	Proposed Budget FY 2026/27	Change
Revenue			
CLSA Communications & Delivery	\$ 172,151	\$ 160,739	\$ (11,412)
CLSA System Administration	38,634	38,010	(624)
Membership Dues	50,079	50,923	844
Investment return	-	3,700	3,700
Total revenue	\$ 260,864	\$ 253,372	\$ (7,492)
Communications and delivery expenses			
Member distribution	\$ 112,651	\$ 91,589	\$ (21,062)
E-Resource	47,700	46,000	(1,700)
Delivery	5,000	5,000	-
Audit Fees	-	10,300	10,300
Office supplies	1,550	1,550	-
Telecommunications	5,250	6,300	1,050
Total communication and delivery expenses	\$ 172,151	\$ 160,739	\$ (11,412)
Other program expense			
Training	\$ 30,000	\$ -	\$ (30,000)
Total other program expenses	\$ 30,000	\$ -	\$ (30,000)
Administrative expenses			
Administration expense	\$ 74,597	\$ 73,391	\$ (1,206)
Legal	-	1,300	1,300
Memberships	6,447	6,450	3
Meetings/conferences/travel	2,000	2,950	950
Other	100	100	-
Total administrative expenses	\$ 83,144	\$ 84,191	\$ 1,047
Summary			
Total revenue	\$ 260,864	\$ 253,372	\$ (7,492)
Total expenses	285,295	244,930	(40,365)
Surplus (Deficit)	\$ (24,431)	\$ 8,442	\$ 32,873



AC Agenda Item 10

DATE: May 11, 2026
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: Meeting Schedule for FY 2026/27 (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 2026/27 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 2026/27 and select the in-person meeting locations for each of these meetings.

EXHIBIT:

- a. Inland Meeting Schedule FY 2026/27 - *Proposed*



Inland Meeting Schedule FY 2026/27 ***Proposed***

Thursday, September 10, 2026

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

Thursday, December 10, 2026

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

Thursday, March 11, 2027

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

Thursday, May 13, 2027

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

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated May 4, 2026

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State Library News

Zip Books

Good news: **Zip Books is open for libraries to apply!** If you're looking for a simple way to say "yes" to more patron requests, especially for titles you don't already own, this is your moment.

Bonus: Zip Books now comes with an [extra eBooks option, run by Califa](#). Patrons can request **eBooks**, and when selected, those titles are **added to the statewide collection!** These books are then available to the whole state, via the Palace app.

Ready to jump in? [Program details + application info are live on the web.](#)

Key dates:

- Application Opens: April 22, 2026
- [Information Session: May 7, 2026 at 1:00 pm](#)
- Deadline to Apply: May 20, 2026 at 12:00 noon
- Application Review Period: May–June, 2026
- Award Notification: July 2026
- Grant Program Period: July 1, 2026 – August 31, 2027

State Digital Equity Resource Finder

The California State Library and the Department of Technology collaborated to develop a statewide [Digital Equity Resource Finder](#) as part of the state's Broadband for All initiative. The finder helps residents and organizations locate digital inclusion programs including broadband access, devices, digital skills training, and technical assistance. The tool allows users to search for virtual and placed based services, includes a mapping feature that allows users to find resources nearest to them, and is accessible in over 100 different languages. Thus far, over 200 state and local organizations contributed information on over 800 locations around the state. Given the role that libraries play in the digital inclusion space, over half of locations featured are local branch libraries.

We invite libraries to utilize and promote the finder to your patrons. If your library system is not yet included, please take a few minutes to complete the [Digital Equity Resource Survey](#), or contact DEResourceFinder@state.ca.gov for bulk upload instructions if you have more than five locations.

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

[LDS Newsletter](#)

Please be sure to sign up for the LDS Newsletter [LibrarytoLibrary](#). For those who receive this monthly email, please consider forwarding it to your staff and/or printing a copy for your break rooms.

Opportunities

[Digital Literacy and Access](#)

The [Digital Literacy and Access](#) opportunity provides funds to help California public libraries improve access to high-speed broadband and improve digital literacy in their communities, through digital navigation services for library users, digital literacy training opportunities for the public, and AI and/or internet safety classes. The opportunity opened on April 22 and closes at 12 Noon on June 3. To learn more, sign up for office hour meetings:

- [Office Hour 1: Monday, May 11 at 2:00 pm](#)
- [Office Hour 2: Wednesday, May 13 at 10:00 am](#)

State of CA and LSTA-funded.

[Career Online High School](#)

[Career Online High School](#) (COHS) program is open to all public libraries in the state and **there is no required local match to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#). New libraries will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short end-of-year report. COHS questions can be sent to cohs@library.ca.gov. *State of CA and LSTA-funded.*

Networking and Training

[Public Library Directors Networking Call](#)

The next call is scheduled for Wednesday May 20 at 3:30 p.m. The call will feature updates from the State Library, further work on the statewide visioning project, and collaborative group discussions.

[Communities of Practice](#)

The California State Library now consolidates all scheduled Community of Practice events on a single calendar. On our website, under Services to Libraries, select [Communities of Practice](#) (under the Resources for Public Libraries section). Remember, you can help your staff build valuable connections across the state by sharing the Community of Practice opportunities with them.

Successful Summers Networking Calls

[Successful Summers](#) is a series of networking calls and resources for library workers who design and deliver community-based summer programs. Participants will co-create strategies to implement summer services that support and reflect the communities they serve.

Successful Summers supports the California State Library's goal of strengthening the abilities of California libraries to design community-based programs and services. For more information, please see the [California State Library's 5-Year Plan](#).

Successful Summers networking calls provide library workers the opportunity to build a group of peers working together to include their communities in summer services. All library staff are encouraged to attend.

Successful Summers networking calls will take place on the third Wednesday of each month at 9:00 a.m. To register for an upcoming call, email Summers@library.ca.gov.

Current Projects and Services

[Libraries with Heart Campaign from Rural Health Connections](#)

Since November, public and tribal rural libraries across the state have participated in Califa's Rural Health Connections project. In partnership with the American Heart Association, 58 locations are preparing to launch the Libraries with Heart campaign. Through this initiative, participating locations will offer blood pressure monitors (for checkout or for in-library use) alongside programming that supports heart health.

LSTA-funded.

[California Library Literacy Services: ESL funds ends June 30, Adult Literacy & Family Literacy Ongoing](#)

Dedicated one-time English as a Second Language (ESL) funding ends June 30, 2026. All ESL funds must be spent by this date. Adult Literacy Services and Family Literacy Services continue to be supported by ongoing funding provided by the State of California.

Thank you to the new coordinators and directors with CLLS programs who are joining us at the CLLS Orientation this May. We appreciate you taking time out of your schedules to participate. For general information on the CLLS program, see the [CLLS web pages](#) and visit the [Manage Your Grant](#) page for information on CLLS data collection. Reach out to clls@library.ca.gov for more information. *State of CA-funded.*

[California Libraries Learn \(CALL\) – professional development for all levels of library staff](#)

- Access live and recorded professional development for all members of your team at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.

- Encourage all levels of your staff to get started with [CALL Academy](#).
- Local CALL can help your library bring high-demand in-person trainings to your region. [Learn more and submit an interest form](#).

LSTA-funded.

COMPASS Project: Resources and Information for Public Libraries

At a time when many library systems are facing decreased budgets and may be forced to cut digital subscriptions, a reminder that California offers — at no cost to public schools, districts, local libraries, or students — online educational content and tools with [COMPASS: the California Online Media Program for Access and Student Success](#) (formerly the K-12 Online Resources Program). The purpose of COMPASS, from the California State Library, is to provide equitable access to online library resources for all K-12 public school students and their families, both in the classroom and after school. *State of CA-funded.*

COMPASS provides tools ranging from early literacy support (PebbleGo Science, TeachingBooks for Libraries) to science and climate change resources (Gale Interactive Science, Nat Geo Kids, Environmental Studies) to a suite of performing-arts and history/social studies content (20+ Alexander Street collections).

Timely COMPASS Resources and Information for Public Libraries

- [Slides from recent COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [General program sign up form](#)
- Does your library currently offer Capstone’s PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)
- Questions about the [Alexander Street content](#) or set up information? Watch this [recording of a July 2024 training](#) and accompanying [slide deck](#). Remember, the Alexander Street collections include [library performing rights too](#) (with the exception of the National Theatre collection) – a great addition for programming for all ages!
- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact compass@library.ca.gov with any questions.

State of CA-funded.

Parks Pass Program

The Parks Pass program supports all Californians in exploring the outdoors and gaining the benefits of our parks by providing free vehicle day-use entry passes for checkout at local libraries.

The Parks Pass quarterly report due dates are:

- July 23, 2026 (for reporting period Apr-June 2026)
- October 22, 2026 (for reporting period July-Sept 2026)

- January 28, 2027 (for reporting period Oct-Dec 2026)

Quarterly reports should be submitted via the [California State Library Statistics Portal](#). For any questions, email parkspass@library.ca.gov.

Save the Dates for California State Parks Week: June 10–14, 2026! The weeklong celebration will be **June 10–14, 2026**, and your library is invited to participate. The tagline is “This is where you live.” There are many ways to celebrate California State Parks Week. Visit <https://castateparksweek.org/> for more information and to view the event schedule. This event celebrates California’s 280 state parks and the people who visit and help protect these iconic places.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If a participating public library jurisdiction need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). To report lost passes, please enter each lost pass [using this webform](#) (an individual submission for each lost pass). Parks Passes are valid through December 31, 2026. *State of CA-funded.*

[Ready – Or Not: Cultural Heritage Disaster Preparedness Project](#)

California’s [Cultural Heritage Disaster Preparedness Project](#) connects communities holding at-risk collections with the resources needed to protect those collections from destruction and make them available to all Californians. In partnership with the Northeast Document Conservation Center, [Ready – Or Not](#) preservation consultants provide consultation and conduct free site visits for California organizations stewarding cultural resources and then deliver an assessment report with their observations.

California cultural heritage collections interested in a free consultation can [sign up for a free assessment](#). Remote consultations for disaster plan creation or updates are also available. For more information, contact CAready@nedcc.org *State of CA-funded.*

Additional training on Disaster Planning Basics can be found through California Libraries Learn: **Four-week self-paced course | June 8 - July 6, 2026**

Libraries, archives, and museums must be prepared to protect staff, users, collections, and facilities in the event of emergencies ranging from minor crises to community-wide disasters. This course helps participants prepare for and limit various types of damage through risk assessment, disaster planning, and recovery procedures.

Learn more and sign up at [Disaster Planning Basics | CALL Academy](#). *LSTA-funded.*

[Student Success Cards for All](#)

California legislation signed by the Governor in October 2023 — SB 321 (Ashby) — makes it easier for libraries to put Student Success cards into the hands of every California child who wants one.

Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts. The Student Success Cards for All initiative aims to ensure that all California students have the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

- Offer resources to assist public libraries and schools in finding strategies that work best for their communities.
- Coordinate with public libraries to determine the most effective means to ensure each student is provided the opportunity to obtain a Student Success card by third grade.
- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

See recent CLA Talk messages around Student Success for registration links to the regularly occurring networking calls.

For more information, visit the [Student Success Cards for All webpage](#) or email studentsuccess@library.ca.gov.

[Summer Community Impact Report 2026](#)

The [2026 Summer Community Impact Report Questions](#) are available online. Data collected from this report will show the impact of public library summer programs across California.

We are looking to confirm your library's contact person for submission. Use the link below to input the contact information for the person(s) in your library that will submit your summer program data.

The person(s) listed will be responsible for submitting the **2026 Summer Community Impact Report** through **Microsoft Forms**. Although we ask for multiple contacts, only one person should submit the data for your library jurisdiction.

[Submit your library contact information using this form](#) by **July 10th at 5pm**.

An excel form with the questions will also be sent to the person listed as your primary contact once your information is submitted. Use the excel form or copy the questions from the [2026 Summer Community Impact Report Questions](#) webpage to collect required statistics and programming information for your library's 2026 summer programs.

The Summer Community Impact Report relates to all your library's summer 2026 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

Projects marked "LSTA-funded" are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA-funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.