



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

**Thursday, September 10, 2026
10:00 am – 12:00 pm**

Hybrid Meeting

On Site:

**Louis Rubidoux Library, Community Room
5840 Mission Blvd, Jurupa Valley, CA 92509**

Join Zoom Meeting:

<https://us02web.zoom.us/j/83074439413?pwd=6f4rCs4S3vA0avQRDVMUmAQH6b1Buz.1>

Meeting ID: 830 7443 9413
Passcode: 729208

Alternate Meeting Locations:

Banning Library District, 21 West Nicolet St., Banning, CA 92220
Corona Public Library, 650 S. Main St., Corona, CA 92882
Feldheim Central Library, 555 W. 6th St., San Bernardino, CA 92410
Inyo County Free Library, 210 Academy Ave., Bishop, CA 93514
Modesto Junior College, 2201 Blue Gum Ave., Modesto, CA 95358
Murrieta Public Library, 8 Town Square, Murrieta, CA 92562
Palm Desert Library, 73300 Fred Waring Dr., Palm Desert, CA 92260
Palm Springs City Hall Annex, 3111 E. Tahquitz Canyon Way, Palm Springs, CA 92262
Paul A. Biane Library, 12505 Cultural Center Dr., Rancho Cucamonga, CA 91739
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
 - a. Welcome/Introductions

Kathye Caines

2. Public Comment

Kathye Caines

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

- | | |
|---|------------------|
| 3. Consent Calendar | Kathye Caines |
| <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 August 6, 2026, Administrative Council special meeting | |
| 4. Adoption of the Agenda | Kathye Caines |
| 5. Budget Status Report for FY 2025/26 (DISCUSSION) | Andy Beck |
| 6. CLSA FY 2025/26 System Annual Report (ACTION) | Christine Powers |
| 7. FPPC Conflict of Interest Code Biennial Review (ACTION) | Christine Powers |
| 8. Review of Bylaws and Standing Rules (ACTION) | Christine Powers |
| 9. State Library Liaison Report | Lena Pham |
| 10. Administrative Council Chair Report | Kathye Caines |
| 11. Other | Kathy Caines |
| 12. Member Library Updates | Kathye Caines |
| 13. Adjournment | Kathye Caines |



INLAND LIBRARY SYSTEM
ADMINISTRATIVE COUNCIL SPECIAL MEETING MINUTES

Thursday, August 6, 2026, 1:00 – 2:00 pm

Virtual Meeting

Alternate Meeting Locations:

Banning Library District, 21 W. Nicolet St., Banning, CA 92220
Colton Public Library, 656 N. 9th St., Colton, CA 92324
Corona Public Library, 650 S. Main St., Corona, Ca 92882
Feldheym Central Library, 555 W. Sixth St., San Bernardino, CA 92410
Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543
Inyo County Free Library, 168 N. Edwards St., Independence, CA 93526
Louis Rubidoux Library, Mngmt. Office, 5840 Mission Blvd., Jurupa Valley, CA 92509
Moreno Valley Main Library, 25480 Alessandro Blvd., Moreno Valley, CA 92553
Murrieta Public Library, 8 Town Square, Murrieta, CA 92562
Ovitt Family Community Library, 215 E. C St., Ontario, CA 91764
Palm Desert Library, 73300 Fred Waring Dr., Palm Desert, CA 92260
Palm Springs City Hall Annex, 3111 E. Tahquitz Canyon Way, Palm Springs, CA 92262
Paul A. Biane Library, 12505 Cultural Center Dr., Rancho Cucamonga, CA 91739
Rancho Mirage Library & Observatory, 71-100 CA-111, Rancho Mirage, CA 92270
Riverside Public Library, 3900 Mission Inn Ave., Riverside CA 92501
San Bernardino County Library Admin., 268 W. Hospitality Ln., 3rd Floor,
San Bernardino, CA 92415
Upland Public Library, 450 N. Euclid Ave., Upland, CA 91786
Victorville City Library, 14144 Green Tree Blvd., Victorville, CA 92395

Attendance

Agnes, Rita – Murrieta
Castro, Arnold – Victorville
Christmas, Erin - Riverside Public
Dekle, Deanne – Rancho Mirage
Garcia, Wess – Rancho Cucamonga
Kays, Jeannie – Palm Springs
Lay, Debra – Riverside County
Masters, Nancy – Inyo County
Orosco, Melanie – San Bernardino County
Villalobos, Nikki – San Bernardino Public

Sunio, Maria – Moreno Valley
Thrasher, Shawn – Ontario
Tuckerman, Adam – Upland
Vonnegut, Shannon – Palm Desert
Whittington, Daniell – Corona

Absent

Caines, Kathye – Hemet
Van Valkenburg, Kelly – Beaumont
Lee, Kevin – Banning
Pedroza, Edward – Colton

Other

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

1. Call to Order and Roll Call Melanie Orosco
Meeting called to order at 1:03 pm.
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 May 11, 2026, Administrative Council regular meeting (ACTION)
MSP (Thrasher/Kays) to pass the Consent Calendar, without changes.
15 yes, 0 no, 0 abstain
4. Adoption of the Agenda Melanie Orosco
The Chair adopted the agenda without change.
5. Update on Executive Committee Officers for FY 2026/27 Melanie Orosco
(DISCUSSION)
Christine Powers provided an update on the FY 2026/27 Executive Committee election. The 30-day voting period is still underway, with most members having submitted their votes.
6. Revised CLSA Plan of Service and Budget for FY 2026/27 Christine Powers
(ACTION)
MSP (Christmas/Masters) to approve the revised CLSA Plan of Service and Budget for FY 2026/27, with the additional funds distributed to member libraries for eResources as presented.
15 yes, 0 no, 0 abstain
7. Proposed Budget Amendment for FY 2026/27 Andy Beck
(ACTION)
MSP (Sunio/Agnes) to approve the proposed Budget Amendment for FY 2026/27.
15 yes, 0 no, 0 abstain

8. Other
None

Melanie Orosco

9. Adjournment
MS (Kays/Garcia) to adjourn the meeting at 1:35 pm.

Melanie Orosco

DRAFT



AC Agenda Item 5

DATE: September 10, 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 June 30, 2026.

For revenues, membership dues of \$50,078 were recorded as financial resources available for use. Other revenues include communication and delivery of \$165,417, system administration of \$38,634, and investment returns of \$3,517 which were recorded as earned.

Expenses include communications and delivery of \$165,417 and administrative expenses of \$81,163. These expenses do not reflect what was paid but amounts that were incurred.

As of June 30, 2026, the System has a surplus of \$11,066 and cash and investment of \$723,510.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

- a. Budget Status Report FY 2025/26
- b. Bank Statements April – June 2026

Inland Library System
Budget Status Report
June 30, 2026

	Actual FY2024/25	Approved Budget FY 2025/26	Actual FY2025/26	Balance	% Realized
Revenue					
CLSA Communications & Delivery	\$ 152,868	\$ 172,151	\$ 165,417	\$ 6,734	96.09%
CLSA System Administration	38,729	38,634	38,634	-	100.00%
Membership Dues	50,025	50,079	50,078	1	100.00%
Investment return	-	-	3,517	(3,517)	
Total revenue	\$ 241,622	\$ 260,864	\$ 257,646	\$ 3,218	98.77%
Communications and delivery expenses					
Member distribution	\$ 97,769	\$ 112,651	\$ 112,651	-	100.00%
E-Resource	39,356	47,700	47,618	82	99.83%
Delivery	193	5,000	-	5,000	0.00%
Audit Fees	9,940	-	-	-	
Office supplies	1,300	1,550	1,275	275	82.26%
Telecommunications	4,310	5,250	3,873	1,377	73.77%
Total communication and delivery expenses	\$ 152,868	\$ 172,151	\$ 165,417	\$ 6,734	96.09%
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	\$ 74,597	-	100.00%
Memberships	6,190	6,447	6,190	257	96.01%
Meetings/conferences/travel	906	2,000	376	1,624	18.80%
Other	-	100	-	100	0.00%
Total administrative expenses	\$ 85,090	\$ 83,144	\$ 81,163	\$ 1,981	97.62%
Summary					
Total revenue	\$ 241,622	\$ 260,864	\$ 257,646	\$ 3,218	98.77%
Total expenses	237,958	285,295	246,580	38,715	86.43%
Surplus (Deficit)	\$ 3,664	\$ (24,431)	\$ 11,066	\$ (35,497)	-45.29%
Cash and Investments					
Cash	\$ 601,188				
CA LAIF	122,322				
Total	\$ 723,510				
LAIF					
Beginning balance, July 1, 2025	\$ -				
Deposit	120,000				
Interest receivable change	(1,195)				
Fair market value adjustment	(138)				
Investment return	3,655				
Ending balance, June 30, 2026	\$ 122,322				



JPMorgan Chase Bank, N.A.
P O Box 44959
Indianapolis, IN 46244 - 4959

April 01, 2026 through April 30, 2026

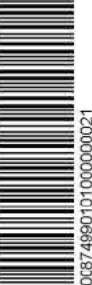
Account Number: [REDACTED]

00087499 DRE 703 210 12526 NNNNNNNNNN 1 000000000 Z9 0000

INLAND LIBRARY SYSTEM
222 EAST HARVARD STREET
GLENDALE CA 91205

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



00874990101000000021

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$600,920.50
Ending Balance	0	\$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.

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.



April 01, 2026 through April 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.

JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.
P O Box 44959
Indianapolis, IN 46244 - 4959

May 01, 2026 through May 29, 2026

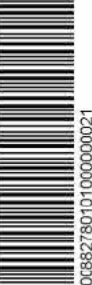
Account Number: [REDACTED]

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

00088278 DRE 703 210 15426 NNNNNNNNNN 1 000000000 Z9 0000

INLAND LIBRARY SYSTEM
222 EAST HARVARD STREET
GLENDALE CA 91205



00882780101000000021

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$600,920.50
Deposits and Additions	1	1,305.96
Electronic Withdrawals	1	-871.00
Ending Balance	2	\$601,355.46

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.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/19	Credit Return: Online Payment 28045478616 To Colton Public Library	\$1,305.96
Total Deposits and Additions		\$1,305.96

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
05/05	05/05 Online Payment 29099653241 To Upland Public Library	\$871.00
Total Electronic Withdrawals		\$871.00

DAILY ENDING BALANCE

DATE	AMOUNT
05/05	\$600,049.50
05/19	601,355.46



May 01, 2026 through May 29, 2026

Account Number: [REDACTED]

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.

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.

JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.
P O Box 44959
Indianapolis, IN 46244 - 4959

May 30, 2026 through June 30, 2026

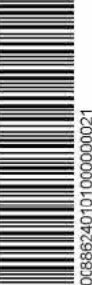
Account Number: [REDACTED]

00088624 DRE 703 210 18426 NNNNNNNNNN 1 000000000 Z9 0000

INLAND LIBRARY SYSTEM
222 EAST HARVARD STREET
GLENDALE CA 91205

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



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$601,355.46
Electronic Withdrawals	1	-166.97
Ending Balance	1	\$601,188.49

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
06/30	06/30 Online Payment 29817912299 To Riverside Public Library	\$166.97
Total Electronic Withdrawals		\$166.97

DAILY ENDING BALANCE

DATE	AMOUNT
06/30	\$601,188.49

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.



May 30, 2026 through June 30, 2026

Account Number: [REDACTED]

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.

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.

JPMorgan Chase Bank, N.A. Member FDIC



AC Agenda Item 6

DATE: September 10, 2026
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **CLSA FY 2025/26 System Annual Report (ACTION)**

BACKGROUND: Each year, the Inland Library System receives California Library Services Act (CLSA) funds to promote resource sharing within the system. To receive these funds, Inland submits a Plan of Service each June outlining how it will spend funds for the upcoming fiscal year, which is reviewed and approved by the California Library Services Board (CLSB).

Each September, the California State Library requires a System Program Annual Report from systems that receive CLSA funding. This report provides information to the CLSB on how CLSA funds were spent by the system and the resulting benefit to the communities served by the member libraries. In order to complete Inland's Annual Report, a survey was distributed to members to request information regarding the use of funds and its benefit to their respective communities.

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Chair to review and approve the CLSA FY 2025/26 Annual Report for submission to the State Library.

EXHBIT:
a. CLSA FY 2025/26 System Annual Report



CALIFORNIA LIBRARY SERVICES ACT
Annual Report Instructions

For use with 2025-2026 Communication, Delivery & Resource Sharing Program

Final Annual Report Instructions and Guidelines

California State Library
Sacramento
September 11, 2026

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

This packet contains the Instructions to file the 2025-2026 Fiscal Year California Library Services Act System Program Annual Report. The key areas to complete are:

1. Project Information, Communication, Delivery, and Resource Sharing program Information, and Activities,
2. Detailed reporting of all System expenditures

Once you have completed the process, please email a copy to monica.rivas@library.ca.gov.

All annual report documents are due by September 11, 2025.

Please contact Monica.Rivas@library.ca.gov with any questions.

FINAL REPORT INSTRUCTIONS

The tables below include:

- Information requested in the Annual Report document.
- Guidance to help provide the requested information.

FINAL PROJECT NARRATIVE

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
1. Project Abstract Briefly describe your project. What did you do, with whom, and what was the result? (90-160 words)	
2. Success Story Detail a success story or stories that we should share with stakeholders.	
3. Project Intent Choose one intent that best describes your project.	Intent should be: Information Access: Improve access to information
4. Subject of Intent: Select the subject(s) that best describe the project. Select no more than two subjects.	Arts, Culture & Humanities; Business and Finance; Employment; Personal Finance; Small Business; Civic Affairs; Community Concerns; Government; Education; After-school activities; Curriculum support; Environment; General (only for electronic databases or other data sources); Health and Wellness; Parenting and family skills; Personal/Family health and wellness; History; Languages; Literacy; Adult literacy; Digital literacy; Early literacy; Reading program (not summer reading); Summer reading; Science, Technology, Engineering, and Math (STEM); Library Infrastructure and Capacity; Broadband Adoption; Buildings and Facilities; Certification; Collection Development and Management; Continuing Education and Staff Development; Disaster Preparedness; Library Skills; Programming and Event Planning; Research and Statistics; Outreach and Partnerships; Systems and Technologies; Other If other, specify.

Outputs	
5. List the outputs of this project. Indicate if they align with those you planned in your application. If they do not, explain.	
Outcomes	
6a. Did you measure outcomes for this project?	Please indicate Yes or No.
6b. What, if any, outcome tools did you develop for this project?	Survey Review of Administrative data Interview/focus Group Participant Observations Tests Other If other, specify If you developed none leave this answer blank.
7. List any important outcomes or findings not already discussed in this report (Up to 150 words)*	
8. Briefly describe the importance of these outcomes and findings for future program planning. (Up to 150 words)*	
9. Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project. (Up to 150 words)*	
Sustainability	
10a. Do you anticipate continuing all aspects of this project after the grant period ends?	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.

10b. Do you anticipate any change in level of effort in managing this project?	Answer yes, or no. If yes, please explain the anticipated changes in the level of effort in question 10c. If no, please put N/A in 10c.
10d. Do you anticipate changing the types of activities and objectives addressed by the project?	Yes or no answer, If yes, please explain the changes to the types of activities and objectives in question 10e. If no, please put N/A in 10e.
Evaluation	
11a. Was an evaluation conducted of this project?	Please indicate yes or no, if no please skip down to the "Additional Materials" section.
11b. Was a final written evaluation report produced?	Select yes or no. If no is selected the system will automatically skip to question 12. If a report was produced, please attach a copy in questions 11c and respond to question 11d below.
11d. Can the final written evaluation report be shared publicly?	Select yes or no.
12. Was the evaluation conducted by project staff (either the State Library Administrative Agency or local library) or by a third-party evaluator?	
13. What data collection tools were used for any report outcomes and outputs	Please indicate which, if any of the following collection tool you used for any reported outcomes and outputs: Administrative Records; Review; Surveys; Direct Observation; Interviews; Focus Groups; Participant Observation; Other. If other please specify data collection tools.
14. How were participants (of items) selected?	Please select from one of the options below. Randomly – We selected people (or items) arbitrarily Systematic Sample – We selected every nth person (or item) Targeted Sample – We selected based on a desired characteristic, e.g. age

	Census – We selected everyone (or every item). Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate Other If other, please explain how participants were selected.
15. Did you collect any media for the data?	If yes, please select they type: Photos Videos Audio
16. What types of methods were used to analyze collected data?	Please select from one of the options below. Statistical Methods Qualitative Methods Other If other, explain method used.
17a. What type of research design did you use to compare the value for any reported output or outcome?	Provide narrative for each of the following questions.
17b. Comparison of a reported output or outcome to an assigned target value.	
17c. Comparison for a reported output or outcome to another, non-randomly selected group not participating in the project.	
17d. Comparison for a reported output or outcome to another randomly selected group not participating in project.	
17e. No comparison for any reported output or outcome.	
18. Attach additional supporting evaluation documents to this final report. Acceptable file formats for supporting documents include Word (.doc, .docx) and PDF.	.

Additional Information	
19. Add any additional attachments to project content you would like to include. Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG. Your additional documents should be named: Grant Number_OrganizationName_ThreeWord Description.	If necessary, please attach the budget spreadsheet showing the usage of any roll over funds from 2023-2024 and 2024-2025 here
20. Share links to project content (e.g. webpages, YouTube videos, social media posts, and other project content available online).	

Communications, Delivery, and Resource Sharing Program Information	
Resource/service/program The following questions are designed to collect a summary of library participation in funded resources, services, and programs	Complete one question for each of the resources, services, and programs that you provided and supported with your CLSA funds. For each one, you will be asked to identify participating libraries and, if applicable, why non-participating libraries did not participate. Resources/Services/programs include things like Palace, Overdrive, Broadband support, etc. If you have more than six resources/services/programs, please attach them in the Additional Information section.
1. Resource/service/program name: 1a. Participating libraries: All or Some (if "some", list participating jurisdictions) 1b. If applicable, why did some libraries not opt in to this resource/service/program:	
2. Resource/service/program name: 2a. Participating libraries: All or Some (if "some", list participating jurisdictions) 2b. If applicable, why did some libraries not opt in to this resource/service/program	

3. Resource/service/program name: 3a. Participating libraries: All or Some (if "some", list participating jurisdictions) 3b. If applicable, why did some libraries not opt in to this resource/service/program	
4. Resource/service/program name: 4a. Participating libraries: All or Some (if "some", list participating jurisdictions) 4b. If applicable, why did some libraries not opt in to this resource/service/program	
5. Resource/service/program name: 5a. Participating libraries: All or Some (if "some", list participating jurisdictions) 5b. If applicable, why did some libraries not opt in to this resource/service/program.	
6. Resource/service/program name: 6a. Participating libraries: All or Some (if "some", list participating jurisdictions) 6b. If applicable, why did some libraries not opt in to this resource/service/program	
Communications Program Workload	Please list the number of messages sent via each communication device listed below on an annual basis as well as the annual cost for each service.
7. Telephone/Tele Facsimile Number of messages: 7a. Telephone/Tele Facsimile Annual Cost of Service:	
8. Internet (including electronic mail) Number of messages 8a. Internet (including electronic mail) Annual Cost of Service:	
9. Other (specify, EX: external postage) Specify the other communication device: 9a. Number of messages 9b. Annual Cost of Service	

Delivery Activity	
Intra system Physical Delivery In the Questions below please list the items delivered to member public libraries in the two-week sample periods.	NOTE: we understand that physical delivery counts can be difficult to obtain, please enter 0 if you were unable to collect data.
August 4-17, 2025 1a. Items sent by physical delivery to System member Public Libraries. 1b. Items sent by physical delivery to non-public libraries in the system area. 1c. Total items sent by physical delivery	
October 6-19, 2025 2a. Items sent by physical delivery to System member Public Libraries. 2b. Items sent by physical delivery to non-public libraries in the system area. 2c. Total items sent by physical delivery	
January 12-25, 2026 3a. Items sent by physical delivery to System member Public Libraries. 3b. Items sent by physical delivery to non-public libraries in the system area. 3c. Total items sent by physical delivery	
April 6-19, 2026 4a. Items sent by physical delivery to System member Public Libraries. 4b. Items sent by physical delivery to non-public libraries in the system area. 4c. Total items sent by physical delivery	

5. Number of Delivery vehicles: 5.a Number of miles traveled by all System vehicles: 5b. Percentage of items delivered by U.S. Mail 5c. Percentage of items delivered by UPS 5d. Percentage of items delivered by System Van 5e. Percentage of items delivered by Contracted Van 5f. Percentage of items delivered by Other 5g. If other, please specify delivery method.	Please provide the statistics requested below on vehicles, miles and delivery methods.
6. Any other comments?	Please use this section to provide any additional comments, not already addressed above, that will help show the scope and impact of your project.

ACTIVITIES

Describe the activities you supported 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.

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

- You will complete one activity form for each activity completed by your system during the project period. Below are examples of the kinds of activities you may have completed as part of your project and how they should be reported.

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

Activity 1: Electronic Materials (Resource Sharing) Complete this activity section if funds were used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This	Include in your description the names of all services you subscribed to or purchase from to provide electronic materials for libraries and their communities, the number of e-books
---	--

includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.	and/or AudioBooks purchased and the number of circulations.
Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group If targeted group: • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more (list options) • If the activity is directed at any of the following populations, select one or more • If the activity is directed at any of the following groups, select one or more • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. Categories: Activity: Content Mode: Acquisition Format: Digital	

Activity 2: Learning Platforms (Resource sharing) Complete this activity section if funds were used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.	
Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group	

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more (list options)
- If the activity is directed at any of the following populations, select one or more
- If the activity is directed at any of the following groups, select one or more
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Acquisition

Format: Digital

Activity 3: Inter Library Loan (Delivery)

Complete this activity section if funds were used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more (list options)
- If the activity is directed at any of the following populations, select one or more
- If the activity is directed at any of the following groups, select one or more
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery) Complete this activity section if funds were used to support intra system lending, including contractor vans, courier delivery, and postage.	
Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group If targeted group: • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more (list options) • If the activity is directed at any of the following populations, select one or more • If the activity is directed at any of the following groups, select one or more • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical Physical items sent by system member public libraries: Physical items delivered to system member public libraries: Physical items delivered to non-public libraries in system area: Total: Physical items sent by non-public libraries in system area: Physical items delivered to system member public libraries: Physical items delivered to non-public libraries in system area: Total: Number of system-owned delivery vehicles that physically move items: Frequency/schedule of physical delivery service: Number of contracted vendor delivery vehicles that physically move items: Frequency/schedule of physical delivery service: Other: please describe	

--

Activity 5: Library Management and Operations (Resource Sharing) Complete this activity section if funds were used to procure services to support library management and operations, for example, an Integrated Library System (ILS).	Please include information on the ILS purchased and the number and name of participating libraries.
---	---

Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group If targeted group: • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more (list options) • If the activity is directed at any of the following populations, select one or more • If the activity is directed at any of the following groups, select one or more • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. Categories: Activity: Procurement

Activity 6: Library Broadband (Communications and Delivery) Complete this activity section if funds were used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.	
--	--

Response: Title: Description (90-160 words): Beneficiaries (General Population): ○ General Population ○ Targeted Group
--

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more (list options)
- If the activity is directed at any of the following populations, select one or more
- If the activity is directed at any of the following groups, select one or more
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 7: System Operations (Resource Sharing, Communications and Delivery)

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

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
Content	Acquisition	Selecting, ordering, and receiving materials for library or archival collections by	Digital (computer-mediated). The term includes commercial or not-commercial hardware,

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

			Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party
Planning & Evaluation	Retrospective	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party

	Prospective	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A



AC Agenda Item 7

DATE: September 10, 2026
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **FPPC Conflict of Interest Code Biennial Review (ACTION)**

BACKGROUND: The Political Reform Act requires every multi-county agency to review its Conflict of Interest Code biennially and notify the Fair Political Practices Commission (FPPC) as to whether the agency's code needs to be amended. Inland's current code as approved by the FPPC is attached.

Administrative Council Members are asked to review the current code to determine if any amendments need to be communicated to the FPPC or if no changes are to be made. Staff will complete and submit to the FPPC the needed 2026 Multi-County Biennial Notice form stating the system's decision on the current code.

FISCAL IMPACT: None

RECOMMENDATION: Administrative Council Members are asked to review the current code to determine if any new amendments need to be communicated to the FPPC or if no changes are needed, and to pass a motion accordingly. Given that there have been no substantive changes to the organization since the last review in 2024, an amendment is not needed.

EXHIBIT:
a. Inland Library System Conflict of Interest Code

INLAND LIBRARY SYSTEM
CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix, designating positions and establishing disclosure requirements, shall constitute the conflict-of-interest code of the **Inland Library System (System)**.

Individuals holding designated positions shall file their statements of economic interests with the **System**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the Southern California Library Cooperative on the **System's** behalf.

APPENDIX

DESIGNATED POSITION

ASSIGNED DISCLOSURE CATEGORY

Executive Director

1

Consultant/New Position

*

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus, is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

DISCLOSURE CATEGORIES

Category 1:

Sources of income, investments, and business positions in any business entity of the type to contract with the System to provide services, supplies, materials, books, machinery, or equipment of the type utilized by the System or its member libraries.

The following positions are NOT covered by the conflict-of-interest code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for informational purposes only:

Administrative Council Members

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

This is the last page of the conflict of interest code for the .



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the
was approved on .

This code will become effective on .

Sukhi K. Brar

Assistant Chief Counsel

Fair Political Practices Commission



AC Agenda Item 8

DATE: September 10, 2026
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **Review of Bylaws and Standing Rules (ACTION)**

BACKGROUND: The Inland Library System is guided by its Bylaws and Standing Rules, and was last reviewed and updated in 2021. The review was led by a subcommittee made up of Council members Espinosa, Sunio, Thrasher, and Sowles (who is no longer a Council member).

Given changes in system membership and requests to revisit the Executive Committee voting process, it is recommended that an ad hoc committee be formed to review these documents, and propose changes for the Administrative Council to review and approve at a future meeting.

These Bylaws and Standing Rules may be amended at any regular meeting of the Council by the affirmative vote of two-thirds (2/3) of the System members, provided that written notice stating the proposed amendment has been given to each member at least fourteen (14) days before the meeting (Inland Library System Bylaws, Article X, Sec. 1).

FISCAL IMPACT: None

RECOMMENDATION: Should the Administrative Council wish to review and possibly amend Inland's Bylaws and Standing Rules, an ad hoc committee can be appointed to provide this review for Council's consideration at a future meeting.

EXHIBIT:

- a. Inland Library System Bylaws and Standing Rules

**INLAND LIBRARY SYSTEM
BYLAWS AND STANDING RULES
Revised May 20, 2021**

ARTICLE I: NAME

The name of this cooperative library system shall be the Inland Library System, hereinafter called the System.

ARTICLE II: PURPOSE

The purpose of the System is to extend and improve public library service throughout the System area. In order to fulfill its purposes, the System must submit to the California Library Services Board an annual Plan of Service and application for grants under the California Library Services act and the Federal Library Services and Construction Act.

ARTICLE III: DEFINITIONS

Chairperson. Serves as the presiding officer at Administrative Council and Executive Committee meetings; opens and adjourns system meetings; facilitates meeting discussions; serves as authorized signer for system documents and financial instruments (once established with financial institutions).

CLSA. The California Library Services Act, which includes regulations to encourage and guide cooperative efforts with neighboring libraries through a structure consisting of nine statewide cooperative systems. Funding provided under CLSA provisions are spent in accordance with an approved Plan of Service submitted annually by each system.

CLSB. The California Library Services Board (the state board) consists of nine members appointed by the Governor and four by the Legislature. The state board determines policy for and authorizes allocation of funds from programs of the California Library Services Act.

System Executive Director. The Administrative coordinator for the system, responsible for assisting the Administrative Council with meeting agendas and process, overseeing fiscal and administrative aspects of operating the system, and coordinating required CLSA Plans of Service and Annual Reports.

ARTICLE IV: AUTHORITY

The System is formed under authority of Article 5, California Library Services Act, Chapter 4, Part 11, California Education Code and under authority of Article 1, Chapter 5, Division 7, Title 1 of the California Government Code [Section 6500 et seq.]

ARTICLE V: SYSTEM MEMBERSHIP

Sec. 1. Any jurisdiction in Inyo, Riverside and San Bernardino Counties, as defined in Paragraph 18710, [I], California Library Services Act, which provides library service through an established public library may be a member of the System upon approval of a majority of voting members of the Administrative Council and upon its execution of the Agreement for the Joint Exercise of Powers relative to the System, and its further agreement to the Plan of Service as agreed upon by all parties to said Joint Powers Agreement.

Sec. 2. On the date of these bylaws, the following public libraries were members:

Banning Library District	Palo Verde Valley District Library
Beaumont Library District	Rancho Cucamonga Public Library
Colton Public Library	Rancho Mirage Public Library
Corona Public Library	Riverside County Library System
Hemet Public Library	Riverside Public Library
Inyo County Free Library	San Bernardino County Free Library
Moreno Valley Library	San Bernardino Public Library
Murrieta Public Library	Upland Public Library
Ontario City Library	Victorville Public Library
Palm Springs Public Library	

Sec. 3. The System is a cooperative library system in which membership and participation is purely voluntary. Membership in the System shall, in no way, compromise the autonomy of any member or participating library.

Sec. 4. Withdrawal from Membership

- a. Any member library may withdraw from the System by resolution of the governing body of its jurisdiction. Such withdrawal notice should be made prior to March 3 of any year and be effective as of July 1 of the year withdrawal is made.
- b. If the debts and obligations of the System exceed its assets and anticipated income at the time of withdrawal, withdrawal may be effective only after payment by the withdrawing party of its proportionate share of the net debts and obligations of the System.
- c. Upon notification of withdrawal, the Administrative Council may direct the withdrawing library to transfer possession of any System property held by that library.
- d. At such time as the System is notified that a member wishes to withdraw, an Ad Hoc Committee shall be appointed to work with that library and make recommendations to the Council regarding the withdrawal, division of property, and possible future relationships.
- e. The Administrative Council may request the withdrawal of a member library for repeated and excessive violations of existing agreements between or among other member libraries. Such petition for withdrawal shall be in conformance with sanctions established by the Administrative Council and incorporated in the System's Standing Rules.
- f. Failure to pay yearly membership dues within six months of the invoice date may result in the withdrawal of the participating library jurisdiction.

ARTICLE VI: THE ADMINISTRATIVE COUNCIL

The Administrative Council, hereinafter called the Council, is the governing board of the System.

Sec. 1. Membership

Each library jurisdiction which is a member of the System shall be entitled to one representative on the Council. That representative shall be the head librarian of the jurisdiction represented; in the event of scheduling conflicts, the head librarian may designate a proxy to attend meetings of the Council and have voting authority to represent the jurisdiction.

Sec. 2. Responsibilities

As the governing board for the System, the Council is responsible to establish policies for operation of the System and to execute those policies. The Council is specifically responsible for:

- a. Management of the System budget and for fiscal affairs;
- b. Adoption and presentation to the California Library Services Board an annual Plan of Service;
- c. Submission of proposals to the California Library Services Board for funds to support an annual financial plan and budget;
- d. Establishment and imposition of sanctions for the violation by member libraries of existing agreements between or among other member libraries.
- e. System in-service training, System public relations, and System assistance and guidance in adult, young adult and children's services through workshops and similar programs.
- f. Undertaking other System library projects which may be authorized by the Council.

The Council retains an agreement with a contracted government entity to ensure these functions comply with the California Services Act governed by the California Library Services Board.

Sec. 3. Meetings

- a. All meetings shall be open and conducted in accordance with Chapter 9, Div. 2, Title 5 of the Government Code of the State of California [the Ralph M. Brown Act].
- b. Regular meetings shall be held in accordance with a schedule adopted annually. The Council shall conduct regular Administrative Council meetings no less than four times per year, but as often as necessary to exercise the

responsibilities in Section 2, above.

- c. Meeting notifications and conduct shall be compliant with the Brown Act (Government Code sections 54950-54963).
- d. Written notices of regular meetings shall be issued by email or other means approved by Council to each member of the Council in as many copies as required including a copy of the agenda to be posted in a public place.
- e. The Chairperson, or a majority of the Council, may call a special meeting at any time providing written notice is made by email at least twenty-four hours in advance to each member of the Council. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Council.

Sec. 4. Voting and Quorums

- a. For any regular and special meeting of the Council, a quorum must consist of a majority of the duly appointed representatives or alternates to the Council. The Chairperson or presiding officer must declare the presence of a quorum before conducting any business requiring a vote.
- b. If less than a quorum is present, the presiding officer shall adjourn any meeting to a stated time and place. Written notification of adjournment shall be made in the same manner as provided in Sec. 3. hereof.
- c. The Council shall vote on all matters having to do with its responsibilities and such other matters deemed appropriate by the Chairperson. No matters requiring action by the Council will be considered at a meeting unless they have appeared on the agenda for that meeting [this rule may be suspended only in an emergency under the provisions of the Brown Act]. Any member of the Council may request an item placed on the agenda ten working days before the meeting.
- d. Passage of a motion requires a simple majority, i.e., more than half the members present, assuming a quorum has been declared. At the discretion of the Chairperson and the absence of dissenting opinion, all votes shall be recorded on action item form and retained.

Sec. 5. Record of Minutes

- a. The Council shall cause to be kept and preserved a proper record of the proceedings of meetings in accordance with the System's record retention policy.
- b. A complete set of minutes as approved by the Council shall remain on file at the business office of the System and shall be made available upon request.

Sec. 6. Officers and Duties of Members of the Council

- a. The officers of the Council shall be Chairperson, Vice-Chairperson, Vice-Chairperson in Waiting and Past Chairperson.
- b. The Chairperson, Vice-Chairperson and Vice-Chairperson in Waiting shall be seated every two years at the regular meeting of the Council in May and shall serve for two years effective the following July 1, by nomination and election of the Council. The Vice-Chairperson shall serve as Chairperson-Elect. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
- c. The Chairperson shall preside at all meetings of the Council. The Chairperson may serve as an ex-officio member of all committees. The Chairperson shall represent the System and the Council as occasion demands.

Sec. 7. System Executive Director

Duties of the Director or his/her designee shall include:

- a. Compiling and distributing the agenda in consultation with the members of the Council and committee chairpersons.
- b. Recording, disseminating, and maintaining the official minutes of all Council meetings.
- c. Making applications for state or federal grants for the System, as authorized by the Council.
- d. Making requests for payment and preparing such reports on System activities as required by the State Library and/or the California Library Services Board.
- e. Preparing the annual operating and any special project budget for review and approval of the Council.
- f. Accounting for all receipts and disbursements for System operations, presenting financial reports, and performing any other fiscal duties determined by the Council and required by law.

ARTICLE VII: COMMITTEES AND DUTIES

Sec. 1. Committees shall be formed to serve the needs of Administrative Council. Committees shall be Executive, Nominating standing and special. All committees are subject to the Brown Act and shall be advisory to the Council.

Sec. 2. The Executive Committee shall be a Council committee made up of the officers of the Council plus one at-large member. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Vice Chair in Waiting, immediate past Chair, and one member of the Administrative Council appointed by the Council at its annual meeting in May. The Executive Committee shall have primary responsibility to advise the Council and the Executive Director on matters of personnel, finance, long-range planning and also handle matters which cannot await a regular Council meeting. If an Executive Committee member cannot attend a meeting, no substitute shall be sent.

Sec. 3. The Nominating Committee shall consist of three members: the chair, the past chair and an at-large member of the Administrative Council who is does not serve on the Executive Committee. The Past Chair is responsible for selecting the at-large member in March for any year when one or more officer terms is due to expire. The Nominating Committee may also be convened when presented with an unanticipated officer vacancy. For planned biannual officer elections, the Nominating Committee shall identify candidates, share the nominee names with the Council at least 30 days prior to a vote, and conduct a confidential vote through email or other electronic means in sufficient time to present the results at the annual May meeting. Interested candidates may request that the Nominating Committee add their name to the ballot any time prior to the voting notification being sent.

Sec. 4. Additional standing committees may be established to carry on the continuing work of the Council and work under the direction of the Administrative Council.

- a. Each Council member appoints one voting member from its library to serve on each standing committee.
- b. A Councilmember is appointed by the Chair to serve as a committee liaison with the responsibility of assisting the committee with Brown Act compliance and Parliamentary procedures. The liaison also reports on committee business to the Administrative Council at its regularly scheduled meetings.

Sec. 5. Special Committees (also known as “ad hoc” committees) may be established, dissolved and members appointed thereto, by the Chair to perform specific functions of mutual benefit to the System and sector represented. The term of a Special Committee shall be until completion of the assignment for which it was established.

Sec. 6. Interest groups may be established by the Council to foster intrasystem communication on best practices and trends within a specified subject area. Interest groups are not subject to the Brown Act. Council members may appoint one or more staff from its library to serve on each interest group.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Except as otherwise provided herein and by State law the latest edition of Roberts Rules of Order shall govern the conduct of business at meetings of the Council.

ARTICLE IX: CONFLICTS WITH HIGHER AUTHORITY

Should these Bylaws and Standing Rules conflict with applicable laws of the cooperating jurisdictions or the State of California, those of the higher authority shall prevail.

ARTICLE X: AMENDMENTS

Sec. 1. By Amendment Vote

These Bylaws and Standing Rules may be amended at any regular meeting of the Council by the affirmative vote of two-thirds (2/3) of the System members, provided that written notice stating the proposed amendment has been given to each member at least fourteen (14) days before the meeting.

Sec. 2. Automatic Amendment

These Bylaws shall conform to the prevailing governing statutes. Such amendments as may be necessary to affect such conformation shall be automatic.

PART II -STANDING RULES

Sec. 1. Correspondence

The mailing address for the transaction of business and the maintenance of fiscal records of the System shall be:

Inland Library System
c/o Southern California Library Cooperative
254 N. Lake Ave. #874
Pasadena, CA 91101
ils@inlandlib.org

Sec. 2. Sanctions

Concerns about potential violations of these bylaws or the California Library Services Act should be communicated in written form to the Executive Director who will investigate and report findings to the Executive Committee with recommendations for resolution of the problem. The Executive Committee may appoint a Special Committee for further study, refer the matter to the Council, or answer and resolve the matter.

Sec. 3. Website and Communication

The System shall maintain a website as an access point for shared resources, communication about special programs and services, and general information that the Council deems is important to the member libraries.

Sec. 4. Logo

The official logo of the System shall be that adopted by the Council. Its proper use shall be determined by the Council.

Sec. 5. Resolutions

An official copy of every resolution adopted by the council shall be signed by the Chairperson and Vice-Chair. These shall remain on file at the business office of the System and shall be open to inspection by anyone during business hours. All resolutions shall bear the date of passage and shall be numbered consecutively. Copies of any resolution shall be provided to any member at his request.

Sec. 6. Execution of Documents

Unless so authorized by the Council and except as expressly provided in the System Bylaws, no officer nor other persons shall have any power or authority to bind the System by any contract or to pledge its credit or to render it liable for any purpose or in any amount.

Approved by the ILS Administrative Council April 20, 1979.
Updated by the ILS Administrative Council June 15, 1979.
Updated by the ILS Administrative Council October 1, 1982.
Updated by the ILS Administrative Council November 19, 1982.
Updated by the ILS Administrative Council May 20, 1988.
Updated by the ILS Administrative Council October 27, 1995.
Updated by the ILS Administrative Council March 15, 1996.
Updated by the ILS Administrative Council May 15, 1998.
Updated by the ILS Administrative Council March 17, 2000.
Updated by the ILS Administrative Council March 26, 2004.
Updated by the ILS Administrative Council September 21, 2007.
Updated by the ILS Administrative Council July 6, 2012.
Updated by the ILS Administrative Council September 27, 2018.
Updated by the ILS Administrative Council May 20, 2021

Inland Library System Meeting Schedule FY 2026/27

Thursday, August 6, 2026 – Special Meeting

1:00 pm Administrative
Virtual

Thursday, September 10, 2026

9:00 am Executive
10:00 am Administrative
Riverside County

Thursday, December 10, 2026

9:00 am Executive
10:00 am Administrative
Rancho Mirage

Thursday, March 11, 2027

9:00 am Executive
10:00 am Administrative
Beaumont

Thursday, May 13, 2027

9:00 am Executive
10:00 am Administrative
Moreno Valley (tentative)