

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

**Thursday, September 12, 2024  
10:00 am – 12:00 pm**

**Hybrid Meeting**

**On Site:**

Paul A. Biane Library at Victoria Gardens  
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739

Join Zoom Meeting

<https://us02web.zoom.us/j/84733959713?pwd=7aMjYi3wUF0wW5iwtWpHygmzmXF7ut.1>

Meeting ID: 847 3395 9713

Passcode: 609307

**Alternate Meeting Locations:**

Corona Public Library, 650 S. Main St., Corona, CA 92882  
Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543  
Inyo County Free Library, 168 N. Edwards St., Independence, CA 93526  
Murrieta Public Library, 8 Town Square, Murrieta, CA 92562  
Palm Desert Library, 73510 Fred Waring Drive, Palm Desert, CA 92260  
Palm Springs Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262  
Rancho Mirage Library & Observatory, 71-100 CA-111, Rancho Mirage, CA 92270  
San Bernardino County Library, 268 W. Hospitality Lane, 3rd Floor, San Bernardino  
92415  
San Bernardino Library Administration, 555 W. Sixth St., San Bernardino, CA 92410  
Upland Public Library, 450 N Euclid Ave., Upland, CA 91786

**Agenda**

All items may be considered for action.

1. Call to Order and Roll Call Erin Christmas
  - a. Welcome/Introductions
2. Public Comment Erin Christmas

*Opportunity for any guest or member of the public to address the Council on any item of Administrative Council business.*
3. Consent Calendar Erin Christmas

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

- a. Draft Minutes from the May 8, 2024, Administrative Council regular meeting
  - b. Draft Minutes from the July 11, 2024, Administrative Council special meeting
- 
4. Adoption of the Agenda Erin Christmas
  5. Budget Status Report for FY 2023/24 (DISCUSSION) Andy Beck
  6. CLSA FY 2023/24 System Program Annual Report (ACTION) Christine Powers
  7. FPPC Conflict of Interest Code Biennial Review (ACTION) Christine Powers
  8. Nomination Committee Update (DISCUSSION) Erin Christmas
  9. State Library Liaison Report Rachel Tucker
  10. Administrative Council Chair Report Erin Christmas
  11. Other Erin Christmas
  12. Member Library Updates Erin Christmas
  13. Adjournment Erin Christmas



## ACTION ITEMS

Meeting: Inland Administrative Council Meeting

Date: September 12, 2024

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                 \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                 \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                 \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                 \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                 \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                 \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Name \_\_\_\_\_

Date September 12, 2024

Page two

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item: \_\_\_\_\_

\_\_\_\_\_ Aye                  \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                  \_\_\_\_\_ Second

\_\_\_\_\_ Abstain



**ADMINISTRATIVE COUNCIL MEETING**

Wednesday, May 8, 2024

10:00 am – 12:00 pm

Hybrid meeting

**On Site:**

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

**Alternate Meeting Locations:**

Corona Public Library, 650 S. Main St., Corona, CA 92882  
Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543  
Inyo County Free Library, 168 N. Edwards St., Independence, CA 93526  
Palm Springs Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262  
San Bernardino Library Administration, 555 W. Sixth St., San Bernardino, CA 92410

**Minutes Draft**

**Attendance**

Castro, Arnold – Victorville  
Christmas, Erin – Riverside Public  
Dickinson, Luren – Beaumont  
Erjavek, Ed – San Bernardino Public  
Garcia, Wess – Rancho Cucamonga  
Kays, Jeannie – Palm Springs  
Masters, Nancy – Inyo  
Orosco, Melanie – San Bernardino County  
Racelis, Melvin – Murrieta  
Sunio, Maria – Moreno Valley  
Thrasher, Shawn – Ontario  
Tyler, Joan – Riverside County  
Whittington, Daniell – Corona

Lee, Kevin – Banning  
Pedroza, Edward – Colton

**Other**

Beck, Andy – SCLC  
Powers, Christine – SCLC  
Snodgrass, Nerissa – SCLC  
Tucker, Rachel – CSL  
Walker, Wayne – SCLC

**Absent**

Caines, Kathye – Hemet  
Espinosa, Aaron – Rancho Mirage

1. Call to Order and Roll Call Erin Christmas  
Meeting called to order at 10:02 am
2. Public Comment Erin Christmas  
*Opportunity for any guest or member of the public to address the Council on any item of Administrative Council business.*  
None
3. Consent Calendar Erin Christmas
  - a. Draft Minutes from the March 14, 2024, Administrative Council meeting MSP (Sunio/Garcia) to pass the Consent Calendar, without changes.  
13 yes, 0 no, 0 abstain
4. Adoption of the Agenda Erin Christmas  
The Chair adopted the agenda, as present, without objections.
5. Budget Status Report for FY 2023/24 (DISCUSSION) Andy Beck  
Controller Andy Beck provided a budget status report, which reflected reconciled bank statements through March 31, 2024.
6. Consideration of Memberships (ACTION) Christine Powers  
MSP (Racelis/Thrasher) to support sharing the cost of the Executive Director's professional memberships, as well as becoming a member of CLA at the \$250 level.  
13 yes, 0 no, 0 abstain
7. Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25 (ACTION) Christine Powers  
MSP (Dickinson/Racelis) to authorize the Administrative Council Chair to sign the agreement between Inland Library System and SCLC, for administrative and fiscal services for FY 2024/25.  
13 yes, 0 no, 0 abstain
8. CLSA Plan of Service and Budget for FY 2024/25 (ACTION) Christine Powers  
MSP (Sunio/Thrasher) to authorize the Inland Chair and Vice-Chair to work with SCLC staff to complete and sign the FY 2024/25 CLSA Plan of Service and Budget for submission to the State Library.  
13 yes, 0 no, 0 abstain
9. Proposed Budget for FY 2024/25 (ACTION) Andy Beck  
MSP (Dickinson/Erjavek) to approve the Proposed Budget pending final approval of CLSB and Governor's budget.  
13 yes, 0 no, 0 abstain
10. Nomination of Officers for FY 2024/25 (DISCUSSION) Erin Christmas

Chair Christmas indicated that officer votes will be done through email.

11. Meeting Schedule for FY 2024/25 Erin Christmas  
(ACTION)  
MSP (Thrasher/Racelis) Administrative Council to select times and dates for their four regular meetings for FY 2024/25 as follows:
- Thursday, September 12, 2024 (9:00 am EC, 10:00 am AC)
  - Thursday, December 12, 2024 (9:00 am EC, 10:00 am AC)
  - Thursday, March 13, 2025 (9:00 am EC, 10:00 am AC)
  - Thursday, May 8, 2025 (9:00 am EC, 10:00 am AC)
- 13 yes, 0 no, 0 abstain
12. Discussion of RFID Gates Wess Garcia  
(DISCUSSION)  
Wess Garcia led a discussion on the use and relevance of RFID gates among ILS libraries. Administrative council members added to the discussion with their own experiences with RFID gates. Most libraries either don't have or use RFID gates.
13. State Library Liaison Report Rachel Tucker  
State Library representative Rachel Tucker presented the State Library report, highlighting current grants, programs, and projects.
14. Administrative Council Chair Report Erin Christmas  
None
15. Other Erin Christmas  
None
16. Member Library Updates Erin Christmas
- Arnold Castro/Victorville – New library construction, official groundbreaking May 23<sup>rd</sup>. Slated to be back in by 2025. The first 24-hour library kiosk in the park and new coin/bill acceptor for the copier.
- Melvin Racelis/Murrieta – Getting ready for Summer Reading and actively recruiting for two part-time Pages.
- Danielle Whittington/Corona – In the middle of a strategic plan. Partnered with LibraryIQ for next 3 years.
- Wess Garcia/Rancho Cucamonga – Filling a senior library position which will leave a vacancy.
- Mario Sunio/Moreno Valley – The city signed a lease agreement for a fourth library location, expected to open in 18 months. Gearing up for summer reading. Had a successful Los Ninos Libros event.
- Jeanie Kays/Palm Springs – Still in the design phase of library renovation. Visit [engagepalmsprings.com](http://engagepalmsprings.com).

Joan Tyler/Riverside County – Two tentative groundbreaking events; Lakeside in August 2024 and Calimesa will be bulldozed in early June 2024.

Luren Dickinson/Beaumont – City recently included the library in an impact fee study for the first time in 8 years.

Nancy Masters/Inyo – Bookmobile event; gave out Covid test, free books, and card sign-ups. Found a librarian for Death Valley library (Open house 5/22). Extended reading program with local school district. Getting ready for Summer Reading. Courthouse is getting new HVAC system.

Shawn Thrasher/Ontario – State Librarian spoke to Ontario’s City Council and it went well. Hosting first MakerCon (Sat, June 8<sup>th</sup>). CLA Bookmaker showcase at conference.

Melanie Orosco/San Bernardino County – Held a staff development day focusing on wellness, training, and appreciation. Happiness expert author spoke with staff. Gearing up for Summer Reading Project. Working on partnerships with County partners, regional parks. Observatory installed at Lucerne Valley branch in June. Installing study room in Realto. Hoping Board of Supervisor approves removing late fees for adults.

Erin Christmas/Riverside Public – Citywide customer service training at Convention Center. Working on Fall budget.

17. Adjournment

MSP(Orosco/Castro) to adjourn meeting at 11:35 AM.

Erin Christmas





**ADMINISTRATIVE COUNCIL SPECIAL MEETING**

Thursday, July 11, 2024

2:00 – 3:00 pm

**Alternate Meeting Locations:**

- Beaumont Library, 125 East 8th St., Beaumont, CA 92223
- 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
- Moreno Valley Public Library, Iris Plaza Branch, 16170 Perris Blvd., Suite C3, Moreno Valley, CA 92551
- 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 Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262
- Rancho Cucamonga Public Library, 12505 Cultural Center Dr., Rancho Cucamonga, CA 91739
- Rancho Mirage Library & Observatory, 71-100 CA-111, Rancho Mirage, CA 92270
- Riverside County Library Management Offices, 5840 Mission Blvd., Jurupa Valley, CA 92509
- Riverside Public Main Library, 3900 Mission Inn Ave., Riverside, CA 92507
- San Bernardino County Library, 268 W. Hospitality Ln., 3rd Floor, San Bernardino, CA 92415
- San Bernardino Library Administration, 555 W. Sixth St., San Bernardino, CA 92410
- Upland Public Library, 450 N. Euclid Ave., Upland CA, 91786

**Minutes draft**

**Attendance**

- Caines, Kathye
- Christmas, Erin - Riverside Public
- Dickinson, Luren – Beaumont
- Erjavek, Ed - San Bernardino Public
- Espinosa, Aaron - Rancho Mirage
- Garcia, Wess - Rancho Cucamonga
- Kays, Jeannie - Palm Springs
- Masters, Nancy – Inyo
- Orosco, Melanie - San Bernardino County
- Racelis, Melvin – Murrieta
- Shaffer, Gary – Palm Desert
- Sunio, Maria - Moreno Valley
- Thrasher, Shawn - Ontario
- Tuckerman, Adam – Upland
- Gazdik, Mary – Riverside County
- Whittington, Daniell - Corona

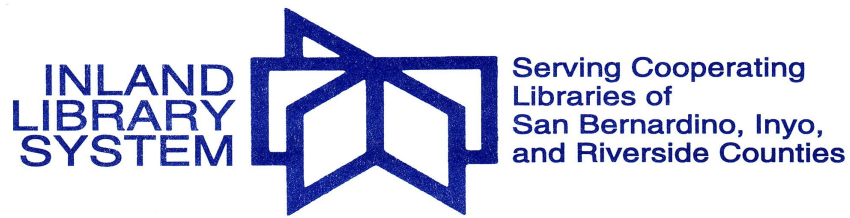
**Absent**

- Castro, Arnold - Victorville
- Lee, Kevin - Banning
- Pedroza, Edward - Colton

**Other**

- Beck, Andy - SCLC
- Powers, Christine - SCLC
- Snodgrass, Nerissa - SCLC
- Tyler, Joan (*attended offsite as guest*)
- Wayne, Walker - SCLC

1. Call to Order and Roll Call Erin Christmas  
Meeting called to order at 2:01 pm.
  
2. Public Comment Erin Christmas  
*Opportunity for any guest or member of the public to address the Council on any item of Administrative Council business.*  
None
  
3. Adoption of the Agenda Erin Christmas  
The Chair adopted the agenda without objection.
  
4. Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25 Christine Powers  
(ACTION)  
MSP(Espinosa/Dickinson) to authorize the Administrative Council Chair to sign the agreement between Inland Library System and SCLC for administrative and fiscal services for FY 2024/25, and to fund SCLC services utilizing funds from Inland's fund balance.  
15 yes, 0 abstain, 0 no
  
5. CLSA Plan of Service and Budget for FY 2024/25 Christine Powers  
(ACTION)  
MSP(Racelis/Caines) to include cloudLibrary for Inland's Plan of Service for FY 2024/25.  
14 yes, 1 abstain, 0 no
  
6. Proposed Budget Amendment for FY 2024/25 Andy Beck  
(ACTION)  
MSP(Espinosa/Masters) Approve the Proposed Budget Amendment for FY 2024/25 with cloudLibrary.  
15 yes, 0 abstain, 0 no
  
7. Other Erin Christmas  
Erin Christmas reminded meeting attendees of the Public Library Director's Forum.
  
8. Adjournment Erin Christmas  
MSP(Espinosa/Sunio) meeting adjourned at 2:39 pm.



AC Agenda Item 05

DATE: September 12, 2024  
TO: Inland Administrative Council  
FROM: Andy Beck, Controller, Inland/SCLC

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

BACKGROUND: A complete Budget Status Report for Fiscal Year 2023/24 is attached for your review. The bank account is reconciled through June 30, 2024.

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

For the year ended June 30, 2024, there is a budget surplus of \$42,052.

FISCAL IMPACT: None

RECCOMENDATION: Informational item only.

EXHIBITS:

- a. Budget Status Report FY 2023/24
- b. Bank Statements April – June 2024

	<u>FY23/24 Budget</u>	<u>Prior Year Actuals</u>	<u>FY23/24 Actuals</u>	<u>Balance</u>	<u>% Unrealized</u>	<u>% Realized</u>	<u>Notes</u>
<b>REVENUE</b>							
CLSA Communications & Delivery	\$ 299,065	\$ 305,461	\$ 282,598	\$ 16,467	6%	94%	Received in Feb 2024
CLSA System Administration	74,767	74,937	74,767	-	0%	100%	Received in Feb 2024
Membership Dues	50,188	50,282	50,188	-	0%	100%	68% collected
Other income	-	-	30	(30)			
<b>Total revenues</b>	<b>\$ 424,020</b>	<b>\$ 430,680</b>	<b>\$ 407,583</b>	<b>\$ 16,437</b>	<b>4%</b>	<b>96%</b>	
<b>EXPENDITURES</b>							
<b>Communications &amp; delivery</b>							
Delivery	\$ 27,000	\$ 26,906	\$ 11,362	\$ 15,638	58%	42%	Kergyl through Nov. 2023
E-resources	52,473	52,473	52,473	-	0%	100%	Bibliotheca
E-resources - member distribution	204,693	208,424	210,761	(6,068)	-3%	103%	
Audit Fees	-	9,700	-	-			Biennial audit
Office supplies	3,169	-	1,908	1,261	40%	60%	Reimburse expenses
Telecommunications	11,730	7,958	6,095	5,635	48%	52%	Reimburse expenses/Member internet
<b>Total communication &amp; delivery</b>	<b>299,065</b>	<b>305,461</b>	<b>282,599</b>	<b>16,466</b>	<b>6%</b>	<b>94%</b>	
<b>Other programs</b>	<b>34,260</b>	<b>-</b>	<b>-</b>	<b>34,260</b>	<b>100%</b>	<b>0%</b>	<b>TBD</b>
<b>Administration</b>							
Administration expense	74,767	87,984	76,653	(1,886)	-3%	103%	SCLC / SBC
Memberships	5,740	-	5,740	-	0%	100%	Califa
Meetings/conferences/travel	488	247	525	(37)	-8%	108%	
Professional fees	-	1,603	-	-			
Other expense	-	-	14	(14)			
<b>Total administration</b>	<b>80,995</b>	<b>89,834</b>	<b>82,932</b>	<b>(1,937)</b>	<b>-2%</b>	<b>102%</b>	
<b>Total expenditures</b>	<b>\$ 414,320</b>	<b>\$ 395,295</b>	<b>\$ 365,531</b>	<b>\$ 48,789</b>	<b>12%</b>	<b>88%</b>	
<b>SURPLUS (DEFICIT)</b>	<b>\$ 9,700</b>	<b>\$ 35,385</b>	<b>\$ 42,052</b>	<b>\$ (32,352)</b>	<b>-334%</b>	<b>434%</b>	

**ACCOUNT BALANCES**

Bank of America	\$ 126,679
JP Morgan Chase	740,000
<b>Total</b>	<b>\$ 866,679</b>

**CLSA FUNDS**

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

	<b>FISCAL YEAR 2023-24</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ -	\$ 264,166	\$ (264,166)	\$ -
Delivery	526	27,000	(11,362)	16,164
Telecommunications	-	4,730	(5,163)	(433)
Office supplies	-	3,169	(1,908)	1,261
	<b>\$ 526</b>	<b>\$ 299,065</b>	<b>\$ (282,599)</b>	<b>\$ 16,992</b>

**PENDING MEMBERSHIP RECEIVABLES**

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



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Wilmington, DE 19850

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INLAND LIBRARY SYSTEM  
254 N LAKE AVE # 874  
PASADENA, CA 91101-1829

## Your Business Advantage Relationship Banking Preferred Rewards for Bus Platinum Honors

for April 1, 2024 to April 30, 2024

Account number: 0006 2897 6690

**INLAND LIBRARY SYSTEM**

### Account summary

Beginning balance on April 1, 2024	\$876,925.83
Deposits and other credits	722.00
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
<b>Ending balance on April 30, 2024</b>	<b>\$877,647.83</b>

# of deposits/credits: 2  
 # of withdrawals/debits: 0  
 # of items-previous cycle<sup>1</sup>: 2  
 # of days in cycle: 30  
 Average ledger balance: \$877,598.69  
<sup>1</sup>Includes checks paid, deposited items and other debits

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## IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

**How to Contact Us** - You may call us at the telephone number listed on the front of this statement.

**Updating your contact information** - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

**Deposit agreement** - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

**Electronic transfers: In case of errors or questions about your electronic transfers** - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

**Reporting other problems** - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

**Direct deposits** - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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**Deposits and other credits**

Date	Description	Amount
04/03/24	Counter Credit	692.00
04/04/24	Stop Payment Fee Refund	30.00
<b>Total deposits and other credits</b>		<b>\$722.00</b>

**Service fees**

The Monthly Fee on your primary Business Advantage Relationship Banking account was waived for the statement period ending 03/29/24. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ✓ \$15,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on how to open a new product, link an existing service to your account, or about Preferred Rewards for Business please call 1.888.BUSINESS or visit [bankofamerica.com/smallbusiness](http://bankofamerica.com/smallbusiness).

**Daily ledger balances**

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
04/01	876,925.83	04/03	877,617.83	04/04	877,647.83

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-  [bankofamerica.com](https://bankofamerica.com)
-  Bank of America, N.A.  
P.O. Box 25118  
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INLAND LIBRARY SYSTEM  
254 N LAKE AVE # 874  
PASADENA, CA 91101-1829

## Your Business Advantage Relationship Banking Preferred Rewards for Bus Platinum Honors

for May 1, 2024 to May 31, 2024

Account number: 0006 2897 6690

**INLAND LIBRARY SYSTEM**

### Account summary

Beginning balance on May 1, 2024	\$877,647.83
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-740,000.00
Service fees	-0.00
<b>Ending balance on May 31, 2024</b>	<b>\$137,647.83</b>

- # of deposits/credits: 0
- # of withdrawals/debits: 1
- # of items-previous cycle<sup>1</sup>: 1
- # of days in cycle: 31
- Average ledger balance: \$615,067.18
- <sup>1</sup>Includes checks paid, deposited items and other debits

You've got a banking partner ready to help.



As your dedicated Small Business Specialist, I'm here to help with all of your business's financial needs and priorities.

**Contact me today.**  
Marta Farmanova  
818.824.8548  
[marta.farmanova@bofa.com](mailto:marta.farmanova@bofa.com)

SSM-09-23-0714.B | 5972504

## IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

**How to Contact Us** - You may call us at the telephone number listed on the front of this statement.

**Updating your contact information** - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

**Deposit agreement** - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

**Electronic transfers: In case of errors or questions about your electronic transfers** - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

**Reporting other problems** - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

**Direct deposits** - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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**Checks**

Date	Check #	Amount
05/21/24	3375	-740,000.00
<b>Total checks</b>		<b>-\$740,000.00</b>
<b>Total # of checks</b>		<b>1</b>

**Service fees**

The Monthly Fee on your primary Business Advantage Relationship Banking account was waived for the statement period ending 04/30/24. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ✓ \$15,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on how to open a new product, link an existing service to your account, or about Preferred Rewards for Business please call 1.888.BUSINESS or visit [bankofamerica.com/smallbusiness](http://bankofamerica.com/smallbusiness).

**Daily ledger balances**

Date	Balance (\$)	Date	Balance(\$)
05/01	877,647.83	05/21	137,647.83

**The Business Advantage Unlimited Cash Rewards credit card**

Unlimited 1.5% cash back on all purchases. So simple.

Plus get a **\$300 statement credit offer**.

Apply today — there's no annual fee!  
**Scan this code or call 888.895.4909.**



When you use the QRC feature certain information is collected from your mobile device for business purposes.

To qualify for the statement credit, make at least \$3,000 in Net Purchases with your card that post to your account within 90 days from account opening. One \$300 statement credit allowed per company. Restrictions apply. Offer subject to change without notice.

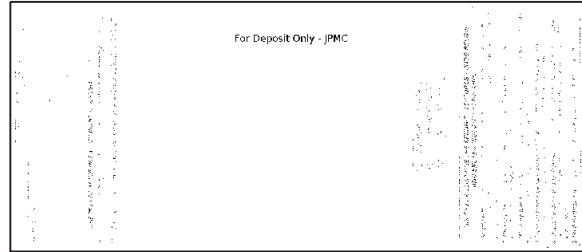
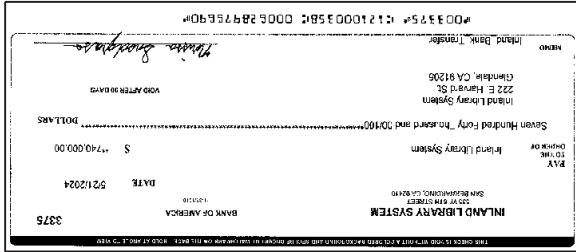
SSM-08-23-0008.B | 5822183

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## Check images

Account number: **0006 2897 6690**

Check number: 3375 | Amount: \$740,000.00



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**Customer service information**

-  1.888.BUSINESS (1.888.287.4637)
-  bankofamerica.com
-  Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

INLAND LIBRARY SYSTEM  
254 N LAKE AVE # 874  
PASADENA, CA 91101-1829

## Your Business Advantage Relationship Banking Preferred Rewards for Bus Platinum Honors

for June 1, 2024 to June 30, 2024

Account number: 0006 2897 6690

**INLAND LIBRARY SYSTEM**

### Account summary

Beginning balance on June 1, 2024	\$137,647.83
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
<b>Ending balance on June 30, 2024</b>	<b>\$137,647.83</b>

# of deposits/credits: 0  
# of withdrawals/debits: 0  
# of items-previous cycle<sup>1</sup>: 1  
# of days in cycle: 30  
Average ledger balance: \$137,647.83  
<sup>1</sup>Includes checks paid, deposited items and other debits

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### Service fees

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- ✓ \$15,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on how to open a new product, link an existing service to your account, or about Preferred Rewards for Business please call 1.888.BUSINESS or visit [bankofamerica.com/smallbusiness](https://bankofamerica.com/smallbusiness).

### Daily ledger balances

Date	Balance (\$)
06/01	137,647.83

#### The Business Advantage Unlimited Cash Rewards credit card

Unlimited 1.5% cash back on all purchases. So simple.

Plus get a **\$300 statement credit offer**.

Apply today — there's no annual fee!  
**Scan this code or call 888.895.4909.**



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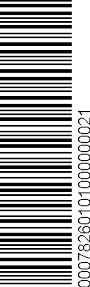
JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

May 01, 2024 through May 31, 2024  
 Account Number: **000000598191099**

**CUSTOMER SERVICE INFORMATION**

Web site: [www.Chase.com](http://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

00007826 DRI 703 252 15724 NNNNNNNNNN 1 000000000 Z9 0000  
 INLAND LIBRARY SYSTEM  
 222 EAST HARVARD STREET  
 GLENDALE CA 91205



00078260101000000021

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$0.00</b>
Deposits and Additions	1	740,000.00
<b>Ending Balance</b>	<b>1</b>	<b>\$740,000.00</b>

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
05/21	Remote Online Deposit	3 740,000.00
<b>Total Deposits and Additions</b>		<b>\$740,000.00</b>

**DAILY ENDING BALANCE**

DATE	AMOUNT
05/21	\$740,000.00

**SERVICE CHARGE SUMMARY**

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
<b>Total Service Charges</b>	<b>\$0.00</b>



May 01, 2024 through May 31, 2024  
Account Number: 000000598191099

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Electronic Credits</b>					
Electronic Items Deposited	1	Unlimited	0	\$0.40	\$0.00
<b>Cash Management Services</b>					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
<b>Subtotal Other Service Charges</b>					<b>\$0.00</b>

ACCOUNT 000000598191099

**Other Service Charges:**

<b>Electronic Credits</b>					
Electronic Items Deposited	1				
<b>Cash Management Services</b>					
Debit Block Maintenance	1				

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> 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.

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**For business accounts,** see your deposit account agreement or other applicable agreements that govern your account for details.

**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



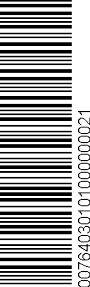
JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

June 01, 2024 through June 28, 2024  
Account Number: **000000598191099**

**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

00076403DRE 703 210 18524 NNNNNNNNNN 1 000000000 Z9 0000  
INLAND LIBRARY SYSTEM  
222 EAST HARVARD STREET  
GLENDALE CA 91205



**Good news – we reduced Non-Chase ATM Fees in more U.S. territories**

As of February 20, 2024, we lowered the transaction fee from \$5 to \$3 for cash withdrawals made at non-Chase ATMs in American Samoa, Guam and the Northern Mariana Islands. We don't charge these fees when you use a Chase ATM.

We will continue to waive this fee for Chase Business Complete Checking<sup>SM</sup> accounts with Chase Military Banking benefits, Chase Platinum Business Checking<sup>SM</sup> and Chase Performance Business Checking<sup>®</sup> accounts.

Surcharge fees from the ATM owner/network may still apply. A Foreign Exchange Rate Adjustment Fee from Chase will apply for ATM withdrawals in the currency other than U.S. dollars.

You can find the current fee schedule in the **Additional Banking Services and Fees for Business Accounts** at [chase.com/business/disclosures](https://chase.com/business/disclosures).

If you have any questions, please call us at the number listed on this statement. We accept operator relay calls.

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$740,000.00
Ending Balance	0	\$740,000.00

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
<b>Total Service Charges</b>	<b>\$0.00</b>



**SERVICE CHARGE DETAIL**

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

**ACCOUNT** 000000598191099

**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 QuickDeposit<sup>SM</sup> are based on previous month activity.

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**JPMorgan Chase Bank, N.A. Member FDIC**



AC Agenda Item 06

DATE: September 12, 2024  
TO: Inland Administrative Council  
FROM: Christine Powers, Executive Director, Inland/SCLC

**SUBJECT: CLSA FY 2023/24 System Program 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.

Each September, the California State Library requires a System Program Annual Report from systems that receive CLSA funding. This report provides information 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 CLSA FY 2023/24 System Program Annual Report, a survey was distributed to members requesting feedback on elements to include in the report.

The deadline for submission was September 9, but given the timing of Inland's Administrative Council meeting, an extension was granted to allow Council to authorize the submission of this report.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Authorize the Chair to sign the CLSA FY 2023/24 Annual Report for submission to the State Library.

**EXHBIT:**

- a. CLSA FY 2023/24 System Annual Report

CALIFORNIA LIBRARY SERVICES ACT  
**2023/24 SYSTEM PROGRAM ANNUAL REPORT**  
COOPERATIVE LIBRARY SYSTEM

\_\_\_\_\_  
System Name

\_\_\_\_\_  
System Fiscal Agent Jurisdiction

Report submitted by: \_\_\_\_\_  
Signature of System Chair

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

\_\_\_\_\_  
Signature of agent of fiscal authority responsible  
for accuracy of fiscal accounting and reporting

\_\_\_\_\_  
Date



## Introduction

This packet contains the reporting documents to file the FY 2023/24 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy with an electronic signature to [monica.rivas@library.ca.gov](mailto:monica.rivas@library.ca.gov) .

All annual report documents are due by September 09, 2024.

Please contact [Monica.Rivas@library.ca.gov](mailto:Monica.Rivas@library.ca.gov) with any questions.

## CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

### INSTRUCTIONS

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

#### Expenditure Source Definitions

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

#### **Encumbered Funds from Prior Year and Rollover**

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

#### Program Definition

A program includes any program, service, or project, administered, and funded through the System. This includes not only the CLSA System C&D Program and (System Administration/Baseline) but also LSTA demonstration projects, System reference, and the like. It does not include programs, projects, and services which are administered and funded separately from the System.

#### Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A **NOTE** section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

## CLSA Funding for Communications and Delivery

### Section 1

#### Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	
b. Internet (including electronic mail)	
c. Other (specify) (example postage)	
Total	

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

<b>INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24</b>					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 07 –20, 2023	October 09-22, 2023	Jan. 15-28, 2024	April 22- May 05, 2024	Total multiplied by 6.5
a. System member public libraries					
b. Non-public libraries in System area					
Total					
<small>NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.</small>				System Owned	Contracted Vendor
c. Number of delivery vehicles					
d. Number of miles traveled by all System vehicles					
e. Percentage of items delivered by: U.S. Mail _____%    UPS _____%    System Van _____%    Contracted Van _____%    Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					



4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

5. Is your System planning to roll over any funds from FY 2023/2024? Please provide the amount and the reason the funds will be rolled over.

6. What related non-CLSA activities were provided for C&D?



AC Agenda Item 07

DATE: September 12, 2024  
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, along with the 2024 Multi-County Agency Biennial Notice.

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 2024 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.

**EXHIBIT:**

- a. Inland Library System Conflict of Interest Code
- b. 2024 Multi-County Agency Biennial Notice

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

## 2024 Multi-County Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Counties within Jurisdiction, or for Charter Schools, Counties in which the School is Chartered:  
(if more space is needed, include an attachment):

\_\_\_\_\_

No. of Employees\* \_\_\_\_\_ No. of Form 700 Filers\* \_\_\_\_\_

*\*Including board and committee members*

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

Please identify which statement accurately describes your agency's status.

- This agency has reviewed its conflict of interest code. The current code designates all positions which make or participate in making governmental decisions. The designated positions are assigned accurate disclosure categories that relate to the job duties of the respective positions. The code incorporates FPPC regulation 18730 so that all relevant Government Code Sections are referenced.
- This agency has reviewed its conflict of interest code and has determined that an amendment is necessary. An amendment may include the following:
- New positions which involve the making or participating in the making of decisions which may foreseeably have a material impact on a financial interest
  - Current designated positions need renaming or deletion
  - Statutorily required provisions of the code need to be addressed
  - Disclosure categories need revision

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### Verification (to be completed if no amendment is required)

*This multi-county agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All multi-county agencies must complete and return this notice, including those agencies whose codes are currently under review. Please return this notice no later than **October 1, 2024** to the FPPC at [biennialnotice@fppc.ca.gov](mailto:biennialnotice@fppc.ca.gov) or 1102 Q Street, Suite 3050, Sacramento, CA 95811.

California State Library, Library Development Services  
 Cooperative Library System Liaison Report  
*Updated September 3, 2024*

State Library News ..... 2

    LDS Newsletter ..... 2

    LSTA News ..... 2

    2023-2024 California Public Libraries Survey ..... 2

    2022-2023 California Public Libraries Survey ..... 2

    2024 Library Service Area Populations ..... 3

Open Opportunities ..... 3

    Career Online High School ..... 3

Current Projects and Services ..... 3

    Alexander Street Now available for Public Libraries ..... 3

    California Library Literacy Services – Ongoing ..... 4

    California Libraries Learn (CALL) - Ongoing ..... 4

    eBooks for all - Ongoing ..... 4

    Online Tutoring Project – Sunsetting August 25, 2024 ..... 5

    Parks Pass Program – Ongoing ..... 5

    Public Library Staff Education Program ..... 5

    Ready – Or Not: Cultural Heritage Disaster Preparedness Project ..... 5

    Community-Centered Libraries ..... 6

Networking and Training ..... 6

    Building Equity-Based Summers Learning Series ..... 6

    CAreer Pathways Workforce & Upskilling Resources: Ending Fall 2024, Sunsetting Webinar Recording  
 Now Available ..... 6

    Next Directors Networking Call ..... 7

## State Library News

### LDS Newsletter

Sign up today for our new [newsletter!](#) Please share this with your teams.

### LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact [LSTAGrants@library.ca.gov](mailto:LSTAGrants@library.ca.gov).

### 2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey will be opened for data input on September 3, 2024. Data are due no later than Thursday, October 31, 2024.

- [Register for the 23-24 Information Session](#): This year's information session will occur on Thursday, August 29, 2024 at 10:30 a.m.
- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

### 2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- [Ready Reports page available to the public](#)
- [Log in to LibPAS to access additional Ready Reports available to libraries](#)
- [LibPAS Video Tutorials Page](#)

Contact [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov) for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

## 2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- [Population Certification Memo from the State Librarian \(pdf\)](#)
- [Persons Served by California Public Libraries \(Excel\)](#)
- [Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024](#)

## Open Opportunities

### Career Online High School

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

## Current Projects and Services

### Alexander Street Now available for Public Libraries

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

**Now there's more!** COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact [compass@library.ca.gov](mailto:compass@library.ca.gov).

#### California Library Literacy Services – Ongoing

The final report for 2023-2024 is now open in Counting Opinions and is **due September 30, 2024**. For guidance and details about the 2023-2024 reporting information session, and for details about how data collection has changed for the 2024-2025 program year, visit <https://www.library.ca.gov/grants/manage/#clls>.

There will be three CLLS-linked supersessions at the CLA conference in Pasadena on Thursday, Oct. 17, in addition to concurrent sessions later in the conference. For information on ongoing training, visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/clls/> The next CLLS Coordinator/Staff Networking Call is Wed., Sept. 18, at 2 p.m. and will focus on tutor and learner recruitment. For more information on any of these programs, contact [clls@library.ca.gov](mailto:clls@library.ca.gov). CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

#### California Libraries Learn (CALL) - Ongoing

Support professional development for your staff by visiting [www.callacademy.org](http://www.callacademy.org) and the CALL [calendar](#) to explore options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). Anyone may [subscribe](#) to the CALL Letters newsletter directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

#### eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an ‘always available’ collection of approximately 3000 eAudiobooks from Blackstone Audio. There will be a special session on this collection on August 15 at noon. You can [Register Here](#) for that webinar.

If you are interested in joining the project, you can email [ebooksforall@library.ca.gov](mailto:ebooksforall@library.ca.gov) for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

### Online Tutoring Project – Sunsetting August 25, 2024

Since September 2022, the California State Library has provided free online tutoring for California K-12 students, available through public libraries.

To confirm previous messages from the State Library, this service is scheduled to conclude on Sunday, August 25, 2024.

Should your library be interested in continuing local access after August 25, reach out to [info@brainfuse.com](mailto:info@brainfuse.com). Reach out to our general email, [catutoring@library.ca.gov](mailto:catutoring@library.ca.gov), if you have any additional questions.

### Parks Pass Program – Ongoing

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks through the 2024/25 Fiscal Year.

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](http://checkoutcastateparks.com)

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov). State of CA funded.

### Public Library Staff Education Program

The [California Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library staff with tuition reimbursement for courses required for a master's degree in library and information science. The 2024/25 PLSEP student application is anticipated to open September 2024. For more information, contact [wwalker@socallibraries.org](mailto:wwalker@socallibraries.org) or [plsep@library.ca.gov](mailto:plsep@library.ca.gov) LSTA funded.

### Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with NEDCC and Myriad, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready – Or Not team has assessed for disaster preparedness, browse the [Ready – Or Not Participant Showcase](#).

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at



["Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC](#). The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. If you have additional questions, reach out to the team at [CAready@nedcc.org](mailto:CAready@nedcc.org). State of CA funded.

### Community-Centered Libraries

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

### Networking and Training

#### Building Equity-Based Summers Learning Series

A new series of Building Equity-Based Summers (BEBS) Learning Sessions will be starting this fall. Applications are now open to join this innovative 9-month BEBS learning series designed specifically for public library staff, focused on building equitable summer and year-round practices throughout California libraries and communities. This program aims to provide participants with the knowledge, tools, and opportunities necessary to transform libraries into inclusive and equitable systems and services.

Interested parties can review the [BEBS 9-Month Learning Series webpage](#) and the [BEBS Frequently Asked Questions](#) webpage. [Interest applications](#) are due by September 10<sup>th</sup>.

For information on the Building Equity-Based Summers Project please visit: [Building Equity-Based Summers - California State Library](#) or email [bebs@cla-net.org](mailto:bebs@cla-net.org)

#### Career Pathways Workforce & Upskilling Resources: Ending Fall 2024, Sunsetting Webinar Recording Now Available

The CAREer Pathways program will wrap up in the fall 2024 as scheduled. Access to the following resources will be ending in September 2024:

- Coursera – access ends September 14, 2024, last day to sign-up for access was July 15, 2024
- Job & Career Accelerator (EBSCO) – September 30, 2024
- LearningExpress Library Complete (EBSCO) – September 30, 2024
- LinkedIn Learning – September 30, 2024
- Northstar – September 30, 2024
- VetNow (Brainfuse) – September 30, 2024

Note that access to the following two resources has already ended:

- GetSetUp – April 30, 2024
- Skillshare – Last day to register for 12-month membership was September 30, 2023

Depending on the resources your library has opted-in for, you will be receiving a separate email with sunsetting instructions for each resource to help prepare you for access ending. View the [August 2024 Sunsetting CAREer Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years! If you have any questions, contact: [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov) or see the [CAREer Pathways Staff Resources page](#).

#### Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for Wednesday, **September 18, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests and sharing State Library news. California public library directors will receive an invitation to the Zoom meeting via email.

*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.*