

Thursday, September 12, 2024
9:00 - 10:00 am

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:

Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543
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

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 Committee on any item of Executive Committee business.
3. Consent Calendar Erin Christmas

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

 - a. Draft Minutes from the May 8, 2024, Executive Committee 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. Nomination Committee Update
(DISCUSSION) | Erin Christmas |
| 8. Other | Erin Christmas |
| 9. Adjournment | Erin Christmas |



ACTION ITEMS

Meeting: Inland Executive Committee 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

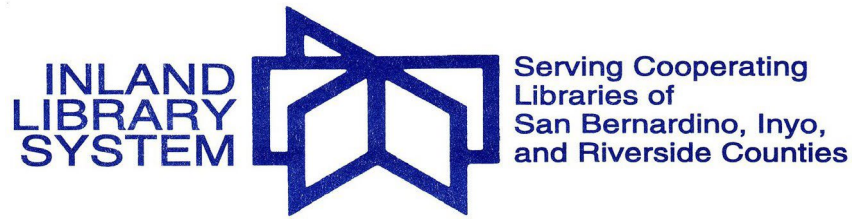
_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



EXECUTIVE COMMITTEE MEETING

Wednesday, May 8, 2024

9:00 – 10:00 am

Hybrid meeting

On Site:

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

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

Christmas, Erin – Riverside Public
Kays, Jeannie – Palm Springs
Orosco, Melanie – San Bernardino County

Other

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

Absent

Caines, Kathye – Hemet
Espinosa, Aaron - Rancho Mirage

1. Call to Order and Roll Call Erin Christmas
Meeting called to order at 9:06 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.

3. Consent Calendar Erin Christmas
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Draft Minutes from the March 14, 2024, Administrative Council meeting MSP (Orosco/Kays) to pass the Consent Calendar, without changes.
3 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 Andy Beck
(DISCUSSION)
Controller Andy Beck provided a budget status report, which reflected reconciled bank statements through March 31, 2024.
6. Consideration of Memberships Christine Powers
(ACTION)
MSP (Kays/Orosco) direct administrative council to support sharing the cost of the Executive Director's professional memberships, as well as becoming a member Of CLA at the \$250 level.
7. Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25 Christine Powers
(ACTION)
MSP (Kays/Orosco) Recommend that the Administrative Council authorize the Administrative Council Chair to sign the agreement between Inland Library System and SCLC, for administrative and fiscal services for FY 2024/25.
8. Proposed Budget for FY 2024/25 Andy Beck
(ACTION)
MSP (Orosco/Kays) Accept the budget as presented, moving \$5,000 for delivery in addition to moving any surplus into the budget so libraries can use it for training.
9. Nomination of Officers for FY 2024/25 Erin Christmas
(DISCUSSION)
Officer nomination will be done through email.
10. Other.
None
11. Adjournment Erin Christmas
MSP (Orosco/Kays) to adjourn the meeting at 9:56 am.



EC Agenda Item 05

DATE: September 12, 2024
TO: Inland Executive Committee
FROM: Andy Beck, Controller, Inland/SCLC

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

BACKGROUND: A complete Budget Status Report for Fiscal Year 2023/24 is attached for your review. The bank account is reconciled through 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>
REVENUE							
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)			
Total revenues	\$ 424,020	\$ 430,680	\$ 407,583	\$ 16,437	4%	96%	
EXPENDITURES							
Communications & delivery							
Delivery	\$ 27,000	\$ 26,906	\$ 11,362	\$ 15,638	58%	42%	Kergyl through Nov. 2023
E-resources	52,473	52,473	52,473	-	0%	100%	Bibliotheca
E-resources - member distribution	204,693	208,424	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
Total communication & delivery	299,065	305,461	282,599	16,466	6%	94%	
Other programs	34,260	-	-	34,260	100%	0%	TBD
Administration							
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)			
Total administration	80,995	89,834	82,932	(1,937)	-2%	102%	
Total expenditures	\$ 414,320	\$ 395,295	\$ 365,531	\$ 48,789	12%	88%	
SURPLUS (DEFICIT)	\$ 9,700	\$ 35,385	\$ 42,052	\$ (32,352)	-334%	434%	

ACCOUNT BALANCES

Bank of America	\$ 126,679
JP Morgan Chase	740,000
Total	\$ 866,679

CLSA FUNDS

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

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
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
	\$ 526	\$ 299,065	\$ (282,599)	\$ 16,992

PENDING MEMBERSHIP RECEIVABLES

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



P.O. Box 15284
Wilmington, DE 19850

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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 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
Ending balance on April 30, 2024	\$877,647.83

- # of deposits/credits: 2
- # of withdrawals/debits: 0
- # of items-previous cycle¹: 2
- # of days in cycle: 30
- Average ledger balance: \$877,598.69
- ¹Includes checks paid, deposited items and other debits

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Marta Farmanova
818.824.8548
marta.farmanova@bofa.com

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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
Total deposits and other credits		\$722.00

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.

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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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.

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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
Ending balance on May 31, 2024	\$137,647.83

of deposits/credits: 0
 # of withdrawals/debits: 1
 # of items-previous cycle¹: 1
 # of days in cycle: 31
 Average ledger balance: \$615,067.18
¹Includes checks paid, deposited items and other debits

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Checks

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

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.

Daily ledger balances

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

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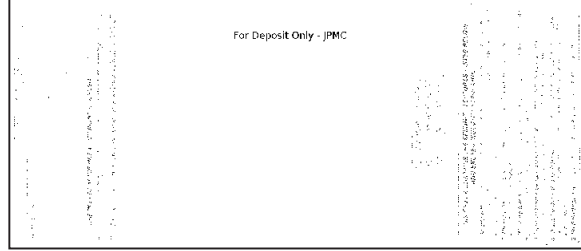
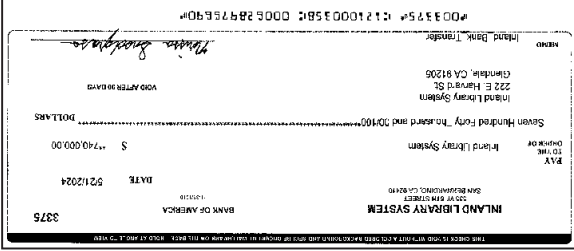
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Check images

Account number: **0006 2897 6690**

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



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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

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Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
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of deposits/credits: 0
of withdrawals/debits: 0
of items-previous cycle¹: 1
of days in cycle: 30
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¹Includes checks paid, deposited items and other debits

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Service fees

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- ✓ 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.

Daily ledger balances

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

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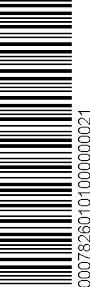
JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

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

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 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
Beginning Balance		\$0.00
Deposits and Additions	1	740,000.00
Ending Balance	1	\$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.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/21	Remote Online Deposit	3 740,000.00
Total Deposits and Additions		\$740,000.00

DAILY ENDING BALANCE

DATE	AMOUNT
05/21	\$740,000.00

SERVICE CHARGE SUMMARY

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



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

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:					
Electronic Credits					
Electronic Items Deposited	1	Unlimited	0	\$0.40	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	<u>\$0.00</u>
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000598191099

Other Service Charges:

Electronic Credits					
Electronic Items Deposited	1				
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 credit 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, 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



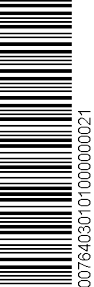
JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

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 CheckingSM accounts with Chase Military Banking benefits, Chase Platinum Business CheckingSM and Chase Performance Business Checking[®] 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.

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
Total Service Charges	\$0.00



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	<u>\$0.00</u>
Subtotal Other Service Charges					\$0.00

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 QuickDepositSM are based on previous month activity.

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JPMorgan Chase Bank, N.A. Member FDIC



EC Agenda Item 06

DATE: September 12, 2024
TO: Inland Executive Committee
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: Recommend to the Administrative Council to 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 .

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

Please contact 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.

INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24					
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?