



ADMINISTRATIVE COUNCIL MEETING

Thursday, December 14, 2023

10:00 am – 12:00 pm

Hybrid meeting

On Site:

Riverside Main Library Community Room

3900 Mission Inn, Riverside, CA 92501

Via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/85374745351?pwd=ZTJXUkU5Y1E2bDdKU3B1ejJpT0dVdz09>

Meeting ID: 853 7474 5351

Passcode: 4179

Alternate Meeting Locations:

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

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

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

Murrieta Public Library, 8 Town Square, Murrieta, CA 92562

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

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

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

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 committee on any item of Administrative Council business.

- | | |
|---|--------------------------------|
| 3. Consent Calendar | Erin Christmas |
| <i>All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.</i> | |
| a. Draft Minutes from the September 14, 2023, Administrative Council meeting | |
| 4. Adoption of the Agenda | Erin Christmas |
| 5. Budget Status Report for FY 2023/24
(DISCUSSION) | Andy Beck |
| 6. Banking Status and Reconsideration of Financial Authority
(ACTION) | Christine Powers/
Andy Beck |
| 7. CLSA FY 2023/24 Plan of Service Update
(DISCUSSION) | Christine Powers |
| 8. Inland Library System Webpage Update
(DISCUSSION) | Christine Powers |
| 9. Interest Group Update
(DISCUSSION) | Shawn Thrasher |
| 10. Consideration of New System Member: Palm Desert Public Library
(ACTION) | Christine Powers |
| 11. Inland Library System Delivery Services
(DISCUSSION) | Christine Powers |
| 12. State Library Liaison Report | Meg dePriest |
| 13. Administrative Council Chair Report | Erin Christmas |
| 14. Other | Erin Christmas |
| 15. Member Library Updates | Erin Christmas |
| 16. Adjournment | Erin Christmas |

ADMINISTRATIVE COUNCIL MEETING

Thursday, September 14, 2023

10:00am – 12:00pm

Hybrid meeting

On Site:

**Anthony Munoz Community Center
1240 W. Fourth St. Ontario, CA 91762**

Alternate Meeting Locations:

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

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

Moreno Valley Public Library, 25480 Alessandra Blvd., Moreno Valley, CA 92553

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

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

Rancho Cucamonga Archibald Library, 7368 Archibald Ave, Rancho Cucamonga, CA 91730

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

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

Minutes *draft*

Attendance

Dickinson, Luren – Beaumont
Erjavek, Ed – San Bernardino Public
Kays, Jeannie – Palm Springs
Masters, Nancy – Inyo
Orosco, Melanie – San Bernardino County
Pedroza, Edward – Colton
Racelis, Melvin – Murrieta
Thrasher, Shawn – Ontario
Tyler, Joan – Riverside County
Vera, Cara – Rancho Cucamonga
Whittington, Daniell – Corona
Williams, Kime – Palo Verde

Other

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

Absent

Caines, Kathye – Hemet
Christmas, Erin – Riverside Public
Espinosa, Aaron – Rancho Mirage
Hurtado, Yuri – Upland
Lee, Kevin – Banning
Meester, Donna – Victorville
Sunio, Maria – Moreno Valley

1. Call to Order and Roll Call Melanie Orosco
Meeting called to order at 10:04am. Roundtable introduction of directors, as there were several new in attendance.

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

3. Consent Calendar Melanie Orosco
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Draft Minutes from the May 11, 2023, Administrative Council meeting. MSP (Dickinson/Thrasher) to approve Minutes, with amendment to Item 19, report from Hemet, to reflect instead, "100th Ramona pageant, with literary landmark dedication at the Ramona Bowl."
12 yes, 0 no, 0 abstain

4. Adoption of the Agenda Melanie Orosco
Chair adopts the agenda as presented, without objection.

5. Budget Status Reports Andy Beck
The Budget Status Report for FY2022/23 reflects reconciled bank statement through June 30, 2023. All revenues and expenses have been recorded. Financial highlights include a surplus of \$35,625 compared to a surplus of \$50,283, as budgeted. The Budget Status Report for FY2023/24 reflects reconciled bank statement through July 31, 2023. No unexpected expenditures were noted.

6. CLSA Annual Report FY2022/23 Christine Powers
MSP Dickinson/Racelis to authorize the Chair to sign the CLSA FY2022/23 Annual Report for submission to the State Library.
12 yes, 0 no, 0 abstain

7. Inland Library System Webpage Update Christine Powers
At the last system meeting, members of the Inland Library System voted to allow staff to create and manage Inland's webpage as a subpage of the Southern California Library Cooperative's website. Staff will update this site regularly to post agendas in compliance with the Brown Act and current member library contact information. The new webpage is still under construction and is not yet public, pending one technical issue. Once the site is complete, staff will share a link to the website with all members via email.

8. Authority for Financial Institutions Christine Powers/Andy Beck
 Recommended by the Executive Committee. MSP (Racelis/Thrasher) to authorize staff to close Inland Library System's Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase. Continue to authorize signature authority for the new account as directed to Christine Powers, Executive Director; Erin Christmas, Chair; and Nerissa Snodgrass, Project Manager.
 12 yes, 0 no, 0 abstain
9. Executive Committee Election Result Melanie Orosco
 Jeannie Kays is the newly elected Member-at-Large for the Executive Committee.
10. Inland Interest Groups Shawn Thrasher
 Recommended by the Executive Committee. MSP (Racelis/Vera) to recommend establishing interest groups, as presented (Youth, Teen, Volunteer, Adult and Circulation Services), with the addition of a Technology Interest Group; each Interest Group to have a Chair and Vice Chair; Thrasher volunteers to be the interest group liaison to the Administrative Council; each group to hold quarterly meetings; workshops would require approval from the Administrative Council; budgets would be approved by the Administrative Council.
 12 yes, 0 no, 0 abstain
11. State Library Liaison Report Meg dePriest
 Lunch at the Libraries will close on Nov 29; Inspiration grants closing on Nov 30; public library survey is open and due by the end of November; Career Online High School no longer requires a local match; Catalyst is a new library leadership program; announcements expected in September for Building Forward; Community Center Libraries launched.
12. Administrative Council Chair Report Melanie Orosco
 None.
13. Other Melanie Orosco
 None.
14. Member Library Updates Melanie Orosco
San Bernardino County: opened Ani-maker space in Fontana, in partnership with Garner Holt Productions.
Palm Springs: Chromebook and hot spot programs are struggling because of missing materials and high maintenance requirements; successful Passport Fair on August 5, processed 109 applications; Prideonthepage.org LGBTQ+ book event coming up; Palm Springs Speaks will host Temple Grandin on November 17; Drag Story Hour coming back on October 24.

Murrieta: started passport services yesterday; completed visioning projects for Building Forward grant; two active recruitments; nominated by Congressman Issa for IMLS medal.

Beaumont: Building Forward expansion project continues.

Ontario: conference planning committee for CLA.

Inyo: extended learning opportunity (after school program) focused on literacy.

Rancho Cucamonga: Building Forward grant – October recarpeting of one location; schematic design for Archibald relocation project; in November, soft opening for Childrens' Discovery Space, with grand opening in January 2024.

Riverside County: expanded Parks Passes and partnering with the County system.

15. Adjournment

Melanie Orosco

MSP (Thrasher/Racelis) to adjourn meeting at 11:17am.



AC Agenda Item 05

DATE: December 14, 2023
TO: Inland Administrative Council
FROM: Andy Beck, Controller – Inland/SCLC

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

BACKGROUND: The Budget Status Report for FY 2023/24 is attached for review and reflects reconciled bank statement through October 31, 2023.

Financial highlights for revenues include the receipt of membership dues of 41%. For expense, the System incurred County Fees from San Bernardino County totaling \$1,886. These fees result from the Countywide Cost Allocation Plan (COWCAP) which San Bernardino County charges for being part of their system. The System terminated its financial account in August 2022; however, COWCAP is two years in arrears and COWCAP charges are expected through fiscal year 2024/25.

The budget for other program expenses totals \$34,260, which can be used as recommended by the Administrative Council.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

1. Budget Status Report for FY 2023/24

	<u>FY23/24</u> <u>Budget</u>	<u>Prior Year</u> <u>Actuals</u>	<u>FY23/24</u> <u>Actuals</u>	<u>Balance</u>	<u>%</u> <u>Unrealized</u>	<u>%</u> <u>Realized</u>	<u>Notes</u>
REVENUE							
CLSA Communications & Delivery	\$ 299,065	\$ 305,461	\$ 64,454	\$ 234,611	78%	22%	Expected to be received in Dec 2023
CLSA System Administration	74,767	74,937	24,922	49,845	67%	33%	Expected to be received in Dec 2023
Membership Dues	50,188	50,282	50,188	-	0%	100%	41% collected
Total revenues	\$ 424,020	\$ 430,680	\$ 139,564	\$ 284,456	67%	33%	
EXPENDITURES							
Communications and delivery							
Delivery	\$ 27,000	\$ 26,906	\$ 9,037	\$ 17,963	67%	33%	Kergyl
E-resources	52,473	52,473	52,473	-	0%	100%	Bibliotheca
E-resources - member distribution	204,693	208,424	-	204,693	100%	0%	
Audit Fees	-	9,700	-	-			Biennial audit
Office supplies	3,169	-	1,056	2,113	67%	33%	Reimburse expenses
Telecommunications	11,730	7,958	1,887	9,843	84%	16%	Reimburse expenses/Member internet
Total communication and delivery	299,065	305,461	64,453	234,612	78%	22%	
Other programs	34,260	-	-	34,260	100%	0%	TBD
Administration							
Administration expense	74,767	87,984	26,808	47,959	64%	36%	SCLC / SBC
Memberships	5,740	-	5,740	-	0%	100%	Califa
Meetings/conferences/travel	488	247	-	488	100%	0%	
Professional fees	-	1,603	-	-			
Total administration	80,995	89,834	32,548	48,447	60%	40%	
Total expenditures	\$ 414,320	\$ 395,295	\$ 97,001	\$ 317,319	77%	23%	
SURPLUS (DEFICIT)	\$ 9,700	\$ 35,385	\$ 42,563	\$ (32,863)	-339%	439%	

ACCOUNT BALANCES

U.S. Bank \$ 573,141

CLSA FUNDS

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

	<u>FISCAL YEAR 2023-24</u>			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
E-Resources	\$ -	\$ 263,234	\$ (52,473)	\$ 210,761
Delivery	526	27,000	(9,037)	18,489
Telecommunications	-	5,662	(1,887)	3,775
Office supplies	-	3,169	(1,056)	2,113
	<u>\$ 526</u>	<u>\$ 299,065</u>	<u>\$ (64,453)</u>	<u>\$ 235,138</u>



AC Agenda Item 06

DATE: December 14, 2023
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director – Inland/SCLC
Andy Beck, Controller – Inland/SCLC

SUBJECT: Banking Status and Reconsideration of Financial Authority (ACTION)

BACKGROUND: At the last meeting of the Inland Library System in September, Council members approved a motion to authorize staff to open a new account with JP Morgan Chase, transfer all funds from its existing Bank of America account to its new JP Morgan Chase account, and close Inland's Bank of America account. The motion also continued authorization of signature authority of Inland's bank account for the following individuals: Christine Powers, Executive Director; Erin Christmas, Chair; and Nerissa Snodgrass, Project Manager.

The process to establish a new account with JP Morgan Chase is underway, and the process should be completed soon. The Bank of America account will remain open until the new account is established and all funds have been transferred.

As mentioned above, the Administrative Council has granted financial authority to two members of SCLC staff, as well as the System's Chair. In order to obtain financial authority, each individual who will be added to the bank account must provide their name, address, social security number, a copy of their driver's license (or some other form of official identification, such as a passport), as well as a secondary form of identification. This information is collected by the bank and is not, at any point, collected by or provided to Inland/SCLC staff members.

While having Council Members on bank accounts has been a practice for Inland and for the other four cooperatives that staff serves for several years, there does not seem to be any sort of legal requirement for this practice. In reviewing the system's JPA and Bylaws, there is no explicit requirement for Council Members to be authorized signers on any financial accounts. Furthermore, when reviewing the duties of the Chair in the Bylaws, there is no mention of financial authority for this position.

Having members of the Administrative Council on Inland's bank account is likely an effort to increase transparency, but it also poses some drawbacks. First, it puts pressure on Council Members to disclose financial information that they may not be comfortable sharing, especially as they are probably not required to provide this information in the course of their work in their respective library systems. Secondly, while the process will be much easier with Chase, it does create additional work to switch members on and off

the account: for the Administrative Council to vote on, for staff to draft the appropriate communications/reports and to coordinate the changes with the bank, and for the bank itself to make these changes on a biennial basis. Finally, having additional members on the account who are not under Inland's authority does pose a liability.

The current practice of having the Chair as an authorized signer on the account could continue, but staff wanted to bring this item up for discussion with the Administrative Council. Should there be a desire to discontinue having Council Members on bank accounts, other transparency measures can be implemented, such as providing bank statements during budget status reports.

FISCAL IMPACT: None

RECOMMENDATION: Should the Administrative Council wish to reconsider having Council Members as authorized signers on Inland's bank account, a recommendation can be made to discontinue the practice of having Council Members on the accounts. Authorized signers on the account would remain with the Executive Director and Project Manager, and would add the Deputy Director as backup.

EXHIBITS: None



AC Agenda Item 07

DATE: December 14, 2023
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director – Inland/SCLC

SUBJECT: CLSA FY 2023/24 Plan of Service Update (DISCUSSION)

BACKGROUND: Each year, the Inland Library System receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. To receive these funds, Inland must complete and submit a Plan of Service to be approved by the California Library Services Board (CLSB). The Plan, which was submitted in June, outlines how the system intends to expend funds and how those expenditures will benefit the communities served by Inland member libraries.

The CLSB agenda for October 19, 2023, included the review and approval of CLSA FY 2023/24 Plans of Service for all library cooperatives. At that meeting, the CLSB approved Inland's Plan of Service, as submitted. Since then, staff have received and filed the required paperwork with the State Library staff to claim CLSA funds for the system. It is anticipated that these funds will be received and distributed by the end of the calendar year.

Exhibit A consists of the CLSA Final System Budget Allocations for the current fiscal year, broken down by each cooperative system. Exhibit B is a summary of Inland's FY 2023/24 Plan of Service, as presented to the CLSB by State Library staff.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

- a. CLSA Final System Budget Allocations – FY 2023/24
- b. Inland Library System FY 2023/24 Plan of Service Summary

CLSA Final System Budget Allocations- FY 2023/24**Communications and Delivery Program**

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 111,082	\$ 27,770	\$ 138,852	
49-99	\$ 120,101	\$ 30,025	\$ 150,126	
Inland	\$ 299,065	\$ 74,767	\$ 373,832	
NorthNet	\$ 663,910	\$ 165,977	\$ 829,887	
PLP	\$ 569,046	\$ 142,261	\$ 711,307	
SJVLS	\$ 191,525	\$ 47,881	\$ 239,407	
Santiago	\$ 177,074	\$ 44,268	\$ 221,342	
Serra	\$ 212,595	\$ 53,149	\$ 265,743	
SCLC	\$ 559,604	\$ 139,900	\$ 699,504	
Total funding	\$ 2,904,000	\$ 726,000	\$ 3,630,000	\$ 1,000,000

Inland Library System: 19 Members

Total CLSA Budget \$373,832

Previous year(s) CLSA funds being used: \$0.**CLSA Baseline Funding Budget: (\$299,065)**

- **Delivery of physical materials:** (\$27,000)

Inland's delivery service is a vital service that assists all member libraries, large and small, urban, and rural, in maintaining their ability to satisfy patron demand efficiently and effectively.

Estimated average cost to move on item in the region: \$3.38 without staff and \$4.05 with staff costs.

- **E-Resources:** (\$263,234)

Bibliotheca Cloud Library (\$106,413)

This shared platform through Bibliotheca Cloud Library offers over 3,200 online magazines for patrons across Inyo, Riverside, and San Bernardino Counties. Additionally, four member libraries are allocating their CLSA funding to purchase titles for their libraries.

OverDrive (\$79,403)

Seven member libraries will receive eBook and E-Audio selections.

Hoopla (\$25,057)

Five libraries will subscribe to Hoopla.

Niche Academy (\$21,198)

One library will subscribe to Niche Academy.

Palace Project (\$6,327)

One library will add additional titles to their Palace Project platform.

Transparent Language (\$2,077)

One library will add a subscription to Transparent Library's online learning platform.

Future Purchases (\$1,561)

One library is in the process of determining whether to allocate funds to Overdrive, Hoopla, or Kanopy.

Kanopy (\$21,198)

One library will add Kanopy streaming services for patrons.

- **Telecommunications: (\$5,662)**

- Zoom: (\$163)

- These funds will pay for licensing the Zoom application to ensure online meeting capabilities for this extremely large geographic area.

- Support (\$1,748)

- Funding for IT support for the System's administrative/ fiscal agent proportionate to the System's size, to ensure System staff can respond when System hardware is not working as intended.

- Internet (\$1,107)

- Connectivity, both basic service and high-speed access, is extremely important for one System member: Palo Verde Valley. Without CLSA funds, Palo Verde Valley would have no alternative source for funds and this already internet-poor area would have no options for low-cost internet access. Funding for staff internet costs provided by the System's administrative/fiscal agent proportionate to the System's size.

- Phone/Fax (\$ 2,644)

- The phone is another lifeline for a staff that is predominantly remote, and business is conducted using the phone routinely. Funding for phones for the System's administrative/fiscal agent proportionate to the System's size.

- **Office Supplies (\$3,169)**

- Shared expenses for general office supplies.

CLSA System Administrative Funding Budget: \$74,767

Salary and Benefits for:

- Executive Director: \$19,582 (FTE .097/1)
- Deputy Director: \$4,776 (FTE .030/1)
- Controller: \$27,006 (FTE .205/1)
- Project Manager: \$2,605 (FTE .019/1)
- Administrative Assistant: \$20,798(FTE .197/1)

Program Support using non-CLSA funding:

- Each member library supports the programs (e-resources and internet) with some level of local funding. At this time, it is not known, given that local budgets are not yet passed, how much additional support they will receive.

Meeting the Goals of the community: Inland system members consider a variety of factors in setting goals for determining community needs, including prior year usage statistics, community demographics, industry data trends, the overall composition of the system (urban, suburban, rural), and anticipated events for both the system and individual member libraries (location closures, staffing issues, etc.). Their goal is to provide funding that is flexible enough to accommodate the needs of their specific communities while still meeting the larger system goals of providing equitable services.



AC Agenda Item 08

DATE: December 14, 2023
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director – Inland/SCLC

SUBJECT: Inland Library System Webpage Update (DISCUSSION)

BACKGROUND: Earlier this year, members of the Inland Library System voted to allow staff to create and manage Inland’s webpage as a subpage of the Southern California Library Cooperative’s website. This webpage includes Inland’s name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will take care of updating this site regularly to post agendas in compliance with the Brown Act and make any updates regarding member library contact information, as needed.

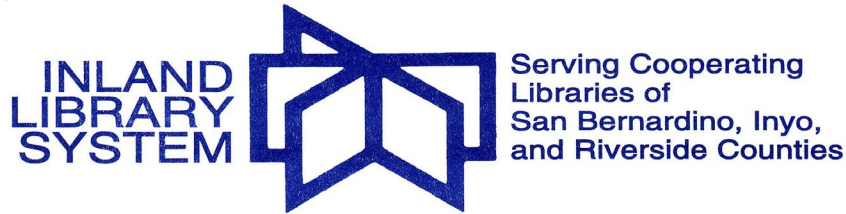
Inland does have an existing website, <https://www.inlandlib.org/>, that is based on an older system that staff members are unable to update without paying an IT specialist to make simple updates and post agendas; this site has not been updated since 2021. This website will be taken down and the web address will be redirected to the new webpage. The webpage is done but has not yet been made public. After reviewing the website during the system meeting, staff will make the site public and share a link to the website with all members via email.

Just last month, the SCLC Administrative Council approved an agreement with Streamline to migrate SCLC’s website to a new and enhanced platform, scheduled to go live in early 2024. Streamline is a company that specializes in creating software and providing web services to small local government organizations, especially special districts. They have worked with more than 1,500 special districts to provide digital tools and assistance to reduce risks of noncompliance with state and federal mandates, and to better engage with their communities through their website, email, and social media. Streamline provides built-in ADA compliance tools and ensures that websites meet state-specific transparency laws. Their site has agenda reminders, and uploading agendas to the site is extremely easy. They offer ongoing improvements to existing features, which means that software will never be out of date. As the new SCLC website is built, Inland will have its own page, as described above, on the new site.

FISCAL IMPACT: None

RECOMMENDATION: Informational only

EHXHIBIT: None



AC Agenda Item 10

DATE: December 14, 2023
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director – Inland/SCLC

SUBJECT: **Consideration of New System Member: Palm Desert Public Library (ACTION)**

BACKGROUND: The Inland Library System (Inland) was established as a Joint Powers Authority (JPA) in 1966 to improve and coordinate the public library functions between San Bernardino County and the City of Colton. Since then, the JPA has expanded to include 19 member libraries located in Inyo, San Bernardino, and Riverside counties. Earlier this year, the Palm Desert City Council passed Resolution 2023-047, stating its intent to withdraw from the Riverside County Library System, and establish its own public library, effective July 1, 2024. On November 16, 2023, the Palm Desert City Council passed Resolution 2023-054, authorizing Palm Desert Public Library to join the Inland Library System, which is included as Exhibit A of this report.

Inland's JPA allows new members to be added and existing members to withdraw without the need for an amendment. The Second Amendment to the Joint Exercise of Powers Agreement dated May 4, 1970 (included as Exhibit B), evidenced the System's desire to expedite the procedure by which new members are added. The Second Amendment added Provision 9, which states that members may join upon approval of a majority vote of the System's Executive Committee. In addition, new members are required to execute the JPA and agree to the Plan of Service adopted by the System's members. Provision 9 further states that, "...joinder to the System shall be contingent upon the State of California funds for a Public Library Services System Grant being approved by the State Librarian...at the time of said public entity's application for joinder to said System."

According to Inland's Bylaws, each library jurisdiction which is a member of the System shall be entitled to one representative on the Administrative Council. That representative shall be the head librarian of the jurisdiction represented. The Director of Library Services for Palm Desert Public Library is Dr. Gary Shaffer, who would serve as an Administrative Council member should Palm Desert be added as a member.

Upon approval of Palm Desert's membership to Inland by the Executive Committee and the Administrative Council, consideration of this addition will go before the California Library Services Board (CLSB) for their approval. If the CLSB approves Palm Desert's membership at their next meeting in February, Palm Desert will be able to be included in the count for California Library Services Act (CLSA) funds effective July 1, 2024.

Once the CLSB approves Palm Desert's membership, and Palm Desert executes the JPA, Inland's Bylaws can be amended at a future meeting to reflect Palm Desert as a member of the system.

FISCAL IMPACT: The addition of Palm Desert as a new member of the Inland Library System would not have a financial impact on the System's finances. Any dues collected from Palm Desert would be offset by the reduction in membership dues from Riverside County. Staff also confirmed that there would be no additional costs associated with adding Palm Desert to Inland's existing CloudLibrary account.

RECOMMENDATION: Confirm the action of the Executive Committee regarding the addition of Palm Desert as a new member of the Inland Library System, effective July 1, 2024.

EXHIBIT:

- a. City of Palm Desert Resolution No. 2023-054
- b. Second Amendment to Joint Powers Agreement

RESOLUTION NO. 2023-054

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, REQUESTING TO JOIN THE INLAND LIBRARY SYSTEM, A JOINT POWERS AUTHORITY LIBRARY COOPERATIVE, AS OF JULY 1, 2024.

WHEREAS, the City Council previously adopted Resolution 2023-047 stating its intent to withdraw from the Riverside County Library System; and

WHEREAS, the Riverside County Library System has been a member of the Inland Library System (ILS) since June 28, 1977; and

WHEREAS, the City Council wishes for its residents to maintain access to all services rendered by ILS and for the Palm Desert Library to be eligible for future State of California and federal funding.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, as follows:

SECTION 1. That the foregoing Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council of the City of Palm Desert hereby approves a request to the administrative council of the ILS to join the ILS, as of July 1, 2024, and in return for our ongoing annual dues, be allowed to participate in the administrative council and be afforded all privileges of membership.

SECTION 3. The City Council hereby directs staff to provide a copy of this executed Resolution to the administrator of the ILS and attend the December 14, 2023, meeting of the ILS in the City of Riverside in order petition for our membership, on behalf of the City Council, and answer any questions of the ILS administrative council members.

SECTION 4. This Resolution shall take effect immediately upon adoption.

SECTION 5. The City Clerk shall certify passage of this Resolution.

ADOPTED ON NOVEMBER 16, 2023.

DocuSigned by:
Kathleen Kelly
382E74C11AC0434...
KATHLEEN KELLY
MAYOR

ATTEST:

DocuSigned by:
Anthony J. Mejia
8063A180723D437...
ANTHONY J. MEJIA
CITY CLERK

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2023-054 is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on November 16, 2023, by the following vote:

AYES: HARNIK, NESTANDE, QUINTANILLA, TRUBEE, AND KELLY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE
RECUSED: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on 11/17/2023.

DocuSigned by:
Anthony J. Mejia
8063A189723D437

ANTHONY J. MEJIA
CITY CLERK

EXHIBIT "B"

SECOND AMENDMENT TO JOINT POWERS AGREEMENT

This Second Amendment to the Joint Powers Agreement entered into between the CITY OF SAN BERNARDINO, the CITY OF COLTON, the CITY OF UPLAND, the CITY OF ONTARIO, the CITY OF CORONA, the CITY OF RIVERSIDE, and the COUNTY OF SAN BERNARDINO, which are political bodies corporate and politic, and desire to amend the Joint Powers Agreement entered into on March 7, 1967.

W I T N E S S E T H:

WHEREAS, a Joint Powers Agreement was executed on March 7, 1967, between the County of San Bernardino, the City of San Bernardino, the City of Colton, the City of Upland, for the purpose of forming a cooperative library system known as the Inland Library System, and

WHEREAS, said agreement was amended in December of 1967 to add the cities of Ontario and Corona as members of said system, and

WHEREAS, the parties to this agreement desire to amend the Joint Powers Agreement to permit the City of Riverside to become a member of the Inland Library System,

NOW, THEREFORE, the parties hereto agree that the City of Riverside may become a member of the Inland Library System upon its execution of the above mentioned Joint Powers Agreement and that thereupon, each party hereto ratifies and affirms said agreement and the Amendments thereto and shall be bound thereby to the same extent as if each had executed or re-executed the said agreement.

NOW, THEREFORE, the parties hereto also agree that Provision 9 shall be added to said Joint Powers Agreement to read as follows:

- "9. Upon approval by majority vote of the total voting members of the Executive Committee of said System, any public entity shall be permitted to join said Inland Library System upon its execution of the said Joint Powers Agreement, as amended, and its further agreement to the Plan of Service as agreed upon by all parties to said Joint Powers Agreement; provided, however, that said permission as to joinder to the System shall be contingent upon the State of California funds for a Public Library Services System Grant being approved by the State Librarian or contingent on the provision by said applicant public entity to said Inland Library System of an amount of money equal to the

proposed Public Library Services System Grant, which is available at the time of said public entity's application for joinder to said System."

IN WITNESS WHEREOF, each public agency has caused this instrument to be executed by its respective officials as duly authorized by the legislative bodies thereof.

Dated this 4th day of May, 1970

ATTEST: V. DENNIS WARDLE,
County Clerk and Ex-officio
Clerk of Board of Supervisors

V. Dennis Wardle
Deputy

COUNTY OF SAN BERNARDINO 29

Ruben S. Avala
RUBEN S. AVALA, Chairman
Board of Supervisors

Dated: October 15, 1969

ATTEST: Jack To. Fulton
City Clerk

CITY OF SAN BERNARDINO

Al C. Baller

Dated: 39, 1969

ATTEST: Elizabeth J. Davis
City Clerk

CITY OF COLTON

Elizabeth J. Davis

Dated: November 7, 1969

ATTEST: Robert K. Carpenter
City Clerk

CITY OF UPLAND

George M. Rubin

Dated: November 17, 1969

ATTEST: Blenda M. Neundorff
City Clerk

CITY OF CORONA

Tom Baller

Dated: January 19, ¹⁹⁷⁰~~1969~~

ATTEST: Virginia J. Strickland
City Clerk

CITY OF RIVERSIDE

Carl Lewis

Dated: March 31, ¹⁹⁷⁰~~1969~~

ATTEST: Paul Taylor
City Clerk

CITY OF ONTARIO

A. J. Ste... Mayor

Dated: April 21, 1970

APPROVED AS TO FORM
John Wood
CITY ATTORNEY

RESOLUTION NO. 3004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLTON AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO, THE CITY OF SAN BERNARDINO AND THE CITIES OF COLTON, UPLAND, ONTARIO, CORONA AND RIVERSIDE RELATING TO THE ADMISSION OF RIVERSIDE TO THE COOPERATIVE LIBRARY SYSTEM.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLTON AS FOLLOWS:

SECTION 1. The Mayor of the City of Colton is hereby authorized and directed to execute on behalf of said City a Second Amendment to Agreement between the County of San Bernardino, the City of San Bernardino and the Cities of Colton, Upland, Ontario, Corona and Riverside relating to the admission of Riverside to the cooperative library system, a copy of which is attached hereto, marked Exhibit "A" and referred to and made a part hereof as fully as though set forth at length.

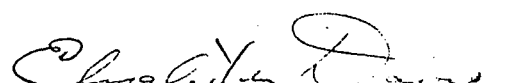
PASSED, ADOPTED AND APPROVED this 4th day of November, 1969.

WILFRED E. KANEY
WILFRED E. KANEY
Mayor

ATTEST:

ELIZABETH DAVIS
ELIZABETH DAVIS
City Clerk

Certified to be a true, full and correct copy of Resolution No. 3004.


ELIZABETH DAVIS
City Clerk.

RESOLUTION NO. 3710

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORONA, STATE OF CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO, THE CITY OF SAN BERNARDINO AND THE CITIES OF COLTON, UPLAND, ONTARIO, CORONA AND RIVERSIDE RELATING TO THE ADMISSION OF RIVERSIDE TO THE COOPERATIVE LIBRARY SYSTEM

BE IT RESOLVED by the City Council of the City of Corona, in adjourned regular session assembled this 19th day of January, 1970, that it hereby approves the execution of the Second Amendment to Agreement between the County of San Bernardino, the City of San Bernardino and the Cities of Colton, Upland, Ontario, Corona and Riverside relating to the admission of Riverside to the Cooperative Library System, a copy of which is attached hereto, marked Exhibit "B" and referred to and made a part hereof as fully as though set forth at length, and hereby authorizes the Mayor to execute on behalf of the City of Corona said Second Amendment and directs the City Clerk to attest to such execution.

ADOPTED this 19th day of January, 1970.

Tom Bollew

Mayor of the City of Corona, California

ATTEST:

Blenda M. Neundorf

City Clerk

I, BLENDA M. NEUENDORF, City Clerk of the City of Corona, California, do hereby certify that the foregoing resolution was regularly introduced and adopted by the City Council of the City of Corona, California, at an adjourned regular meeting thereof held on Monday, January 19, 1970, by the following vote of the Council:

AYES: COUNCILMEN BLANDI, BOLLERO, HART, PARKER, RUST
NOES: NONE
ABSENT: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and
affixed the official seal of the City of Corona, California,
this 19th day of January, 1970.

Blenda M. Neuendorf
City Clerk of the City of Corona, California.

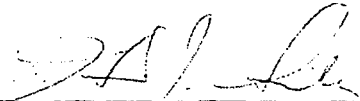
~~ONTARIO~~

RESOLUTION NO. 6863

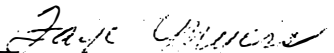
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ONTARIO, CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO AGREEMENT, BETWEEN THE COUNTY OF SAN BERNARDINO, AND THE CITIES OF COLTON, CORONA, ONTARIO, RIVERSIDE, SAN BERNARDINO, AND UPLAND TO PERMIT THE ADMISSION OF THE CITY OF RIVERSIDE TO THE INLAND LIBRARY SYSTEM

BE IT RESOLVED by the City Council of the City of Ontario, California, that it hereby approves the Second Amendment to Joint Powers Agreement, between the County of San Bernardino, and the cities of Colton, Corona, Ontario, Riverside, San Bernardino, and Upland, to permit the admission of the City of Riverside to the Inland Library System, and hereby authorizes the Mayor to sign on behalf of the City of Ontario and the City Clerk to attest said Second Amendment to Joint Powers Agreement.


APPROVED and ADOPTED this 21st day of April, 1970.


Howard J. Snider, Mayor of the
City of Ontario, California

ATTEST:


Faye Myers, City Clerk of
the City of Ontario, California

I HEREBY CERTIFY that the foregoing resolution was duly and regularly passed and adopted by the City Council of the City of Ontario, California, at a regular meeting thereof held on the 21st day of April, 1970.


City Clerk of the City of Ontario,
California




RESOLUTION NO. 6863

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ONTARIO, CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO AGREEMENT, BETWEEN THE COUNTY OF SAN BERNARDINO, AND THE CITIES OF COLTON, CORONA, ONTARIO, RIVERSIDE, SAN BERNARDINO, AND UPLAND TO PERMIT THE ADMISSION OF THE CITY OF RIVERSIDE TO THE INLAND LIBRARY SYSTEM

BE IT RESOLVED by the City Council of the City of Ontario, California, that it hereby approves [the Second Amendment to Joint Powers Agreement, between the County of San Bernardino, and the cities of Colton, Corona, Ontario, Riverside, San Bernardino, and Upland, to permit the admission of the City of Riverside to the Inland Library System,] and hereby authorizes the Mayor to sign on behalf of the City of Ontario and the City Clerk to attest said Second Amendment to Joint Powers Agreement.

APPROVED AND ADOPTED this 21st day of April, 1970.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly passed and adopted by the City Council of the City of Ontario, California, at a regular meeting thereof held on the 21st day of April, 1970.



City Clerk of the City of Ontario,
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RESOLUTION NO. 11464

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO AND THE CITIES OF SAN BERNARDINO, COLTON, UPLAND, ONTARIO, CORONA AND RIVERSIDE, RELATING TO THE ADMISSION OF THE CITY OF RIVERSIDE TO THE COOPERATIVE LIBRARY SYSTEM.

BE IT RESOLVED by the City Council of the City of Riverside that it hereby approves the execution of the Second Amendment to Agreement between the County of San Bernardino, the City of San Bernardino and the Cities of Colton, Upland, Ontario, Corona and Riverside relating to the admission of the City of Riverside to the Cooperative Library System, a copy of which is attached hereto, marked Exhibit "B" and referred to and made a part hereof as fully as though set forth at length, and hereby authorizes the Mayor to execute on behalf of the City of Riverside said Second Amendment and directs the City Clerk to attest to such execution.

ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this 24th day of March, 1970

ART PICK
Mayor of the City of Riverside
Pro Tempore

Attest:

VIRGINIA J. STROHECKER (SEAL)
City Clerk of the City of Riverside

1 I, Virginia J. Strohecker, City Clerk of the City of
2 Riverside, California, hereby certify that the foregoing
3 resolution was duly and regularly introduced and adopted by
4 the City Council of said City at its meeting held on the 24th
5 day of March, 1970, by the following vote, to wit:

6 Ayes: Councilmen Holcomb, Sotelo, Pick, Younglove, Belding
7 and Digati.

8 Noes: Councilman Betz.

9 Absent: None.

10 IN WITNESS WHEREOF I have hereunto set my hand and
11 affixed the official seal of the City of Riverside, California,
12 this 24th day of March, 1970.

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16 (SEAL) VIRGINIA J. STROHECKER
17 City Clerk of the City of Riverside
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21 I, Virginia J. Strohecker, City Clerk of the City of Riverside,
22 California, do hereby certify that the foregoing is a true and correct
23 copy of Resolution No. 11464, which was adopted on March 24, 1970.

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25 Virginia J. Strohecker
26 City Clerk of the City of Riverside
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**Minute Record of the Board of Supervisors of
San Bernardino County, California**

Acting on the recommendation of Dorothy Traver, County Librarian, the Board, on motion of Supervisor Betterley, duly seconded by Supervisor Smith, and carried, hereby approves the second amendment to the Joint Powers Agreement to permit admission of the City of Riverside to the Inland Library System.

By the same motion, the Board authorizes its Chairman to sign said Second Amendment to Joint Powers Agreement, indicating this Board's acceptance of the terms and conditions therein contained.

PASSED AND ADOPTED by the Board of Supervisors of the County of San Bernardino, State of California, by the following vote:

AYES: SUPERVISORS: Betterley, Beckord, Smith, Ayala
NOES: SUPERVISORS: None
ABSENT: SUPERVISORS: Mikesell

* * * * *

STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO ss.

I, V. DENNIS WARDLE, County Clerk and ex-officio Clerk of the Board of Supervisors of San Bernardino County, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by said Board of Supervisors, by vote of the members present, as the same appears in the Official Minutes of said Board of its meeting of

May 4, 1970

Dated: May 5, 1970

V. DENNIS WARDLE
County Clerk and ex-officio
Clerk of said Board.

By J. Genewell
Deputy

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RESOLUTION NO. 0769

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF SAN BERNARDINO AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO, THE CITY OF SAN BERNARDINO AND THE CITIES OF COLTON, UPLAND, ONTARIO, CORONA AND RIVERSIDE RELATING TO THE ADMISSION OF RIVERSIDE TO THE COOPERATIVE LIBRARY SYSTEM.

BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF SAN BERNARDINO AS FOLLOWS:

SECTION 1. The Mayor of the City of San Bernardino is hereby authorized and directed to execute on behalf of said City a Second Amendment to Agreement between the County of San Bernardino, the City of San Bernardino and the Cities of Colton, Upland, Ontario, Corona and Riverside relating to the admission of Riverside to the cooperative library system, a copy of which is attached hereto, marked Exhibit "A" and referred to and made a part hereof as fully as though set forth at length.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Mayor and Common Council of the City of San Bernardino at a an adjourned regular meeting thereof held on the 14th day of October, 1969 by the following vote, to wit:

- AYES: Councilmen Steenblock, Katsoudis, Hammock,
- Lubin, Gregory, Amendt
- NOES: None
- ABSENT: Councilman Wheeler

Jack D. Fralton
City Clerk

The foregoing resolution is hereby approved this 15th day of October, 1969.

al C. B. Kelly
Mayor of the City of San Bernardino

Approved as to form:

Robert H. Prince
City Attorney

001 17 1969
JACK D. FRALTON, City Clerk
BY _____

RESOLUTION NO. 2218

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND AUTHORIZING EXECUTION OF AMENDMENT TO AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO AND OTHER CITIES RELATING TO THE ADMISSION OF THE CITY OF RIVERSIDE TO THE COOPERATIVE LIBRARY SYSTEM

WHEREAS, the Council of the City of Upland has approved the Inland Library System in order to extend and improve the respective over-all services and standards, and

WHEREAS, the Executive Committee of the Inland Library System has received from the City of Riverside a request that it be admitted to the cooperative library system, and desire that their request for admission be granted.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Upland does hereby approve an amendment to the joint powers agreement for the cooperative library system between the County of San Bernardino, City of Colton, the City of San Bernardino, the City of Upland, the City of Corona and City of Ontario, admitting and adding to said cooperative library system the City of Riverside.

BE IT FURTHER RESOLVED that the mayor be and is hereby authorized to sign said amendment to the said agreement and the City Clerk to attest to same.

ADOPTED AND APPROVED this 17th day of November, 1969.

/s/ George M. Gibson

MAYOR OF THE CITY OF UPLAND

ATTEST:

/s/ Doreen K. Carpenter

DOREEN K. CARPENTER, CITY CLERK



AC Agenda Item 11

DATE: December 14, 2023
 TO: Inland Administrative Council
 FROM: Christine Powers, Executive Director – Inland/SCLC

SUBJECT: Inland Library System Delivery Services (ACTION)

BACKGROUND: As part of its cooperative activities, the Inland Library System maintains delivery services amongst its members. This vital service assists member libraries in maintaining their ability to satisfy patron demand efficiently and effectively.

For the past several years, Kergyl Books, owned and operated by Tom Cargile, has served as Inland’s courier, delivering books to almost all member libraries. Last month, staff were notified, and in turn, notified the Administrative Council that Kergyl Books would cease its operations effective November 17.

Service is based on the volume of materials moved and cost per item, which compares favorably to that of the postal service and other major carriers. Inland budgeted \$27,000 for courier delivery this fiscal year. As of October 31, 2023, Inland has been billed \$11,268.72 for delivery services. A table breaking down delivery statistics, along with costs, by month, is provided below:

MONTH	IN	OUT	STOPS	MILEAGE	AMOUNT
July	212	139	52	1,726	\$2,118.53
August	283	233	56	1,774	\$2,225.97
September	315	295	61	1,992	\$2,463.76
October	284	293	56	1,778	\$2,228.59
November	295	286	56	1,783	\$2,231.87
TOTAL	1,389	1,246	281	9,053	\$11,268.72

Given the sudden news, member libraries were asked to temporarily utilize USPS, UPS, or any other preferred method to coordinate delivery of books to the main branch of member libraries. Any delivery costs incurred are being reimbursed by the system using a reimbursement form that was provided to all members via email.

At this time, members may consider how to proceed with resolving this issue. One option would be to issue a Request for Proposals (RFP) for systemwide delivery services. Should this option be selected, the current temporary delivery system in place would continue for a few months until the RFP is drafted, issued, and a vendor is selected/onboarded. Additionally, given some information staff have about other

cooperatives' delivery services, an increase in delivery costs is anticipated should a new vendor be selected.

The current process of each member library to seek reimbursement for delivery services could continue. This process does place a burden on the staff of member libraries, as well as on internal system staff, to request and fulfill reimbursement requests. It also creates additional work for member library staff to package and send out books. At this time, a total cost estimate for this service cannot be provided, as each system uses different means of delivery, and only a couple of reimbursement requests have been received to date.

Another option would be for member libraries that have the capability and capacity to assist with delivery services systemwide.

FISCAL IMPACT: Dependent on direction provided by the Administrative Council.

RECOMMENDATION: Staff respectfully requests direction on how to move forward with systemwide delivery services, either via an RFP, maintaining the current reimbursement process, or another solution to secure permanent delivery services for Inland Library System.

EXHIBIT: None

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated December 5, 2023

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State Library News

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](https://sam.gov). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

Upcoming LSTA Opportunities

The LSTA Local and Collaborative 2024–25 application period opens January 2024 and closes March 2024 (pending LSTA funding for the 2024-25 fiscal year). The LSTA Themed-Based Grant opportunities (Adults/Teens/Early Learning/eBooks) for 2024–25 also open January 2024 and close March 2024 (pending LSTA funding for the 2024-25 fiscal year). Check the webpage for more details.

Open Opportunities

Partner Opportunity: State Broadband Grants Manager for Libraries

The State of California has provided \$35 million in one-time funding for public libraries to partner with other community anchor institutions in underserved areas to pursue the construction of fiber broadband connections to their facilities, thereby bringing affordable Internet access to their communities. The California State Library seeks a Grants Manager who will enter into an agreement with the State Library to act from January 1, 2024 to June 30, 2027, as its administrative and fiscal partner for these funds. [Download the State Broadband Grants Manager application documents, including necessary attachments](#), and [Apply to be the State Broadband Grants Manager](#). **Applications due 12/13/2023.**

Career Online High School

The [Career Online High School](#) (COHS) program **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

Current Projects and Services

California Library Literacy Services - Ongoing

The Writer to Writer Challenge for adult learners will be held on a statewide basis, in conjunction with the 40th anniversary of CLLS in 2023-2024, with **entries due no later than Feb. 15, 2024**. We have also added networking calls for **small/rural CLLS libraries** and anticipate additional communities of practice to be announced later this fiscal year. Training continues for CLLS program staff and volunteers, including monthly networking calls and more. Please visit the CLLS training and meeting [calendar](#). The Year 4/5 application for currently participating ESL libraries is open and is **due December 15, 2024**. Please note that no new libraries will be added to the ESL funding cohort. LSTA and state funded.

There will be an **in-person team orientation for new CLLS coordinators**, new directors at CLLS libraries, and coordinators/directors working with someone new to CLLS. We intend the orientation to involve both the coordinator and the director. The date is February 7, 2024, at the San Diego Central Library. The Literacy Initiatives grant will reimburse travel costs. For more information, contact clls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Look 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](#). CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) 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 California 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.

Connected California Digital Navigators – Quick Survey for California Libraries

Do you use the [Connected California Digital Navigator](#) service? We'd love to hear from you! Don't use the service? We'd love to hear from you too! Please take this short, anonymous survey: https://bit.ly/ConnectedCA_Survey

The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under [Digital Navigators and Your Library](#). Extend your library staff capacity and support digital equity. No application or reporting. LSTA funded. For more information, email: DigNavs@library.ca.gov

Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit www.internetforallnow.org/applytoday and to find resources to promote the Affordable Connectivity Program at your library visit www.internetforallnow.org/acp-toolkit. For more information on getting involved in the State Digital Equity Plan visit: <https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/> State of CA funded.

Tutoring Project – Ongoing

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse’s online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog. [Access full details on the Statewide tutoring project.](#) For Online Tutoring questions, email catutoring@library.ca.gov. State of CA funded.

Parks Pass Program – Ongoing

Cindy Zalog, who is the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback. A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. 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. State of CA funded.

Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year. Thank you to those who applied, and applicants will be notified of selection status in December 2023. LSTA funded.

Ready or Not

The [“Ready – Or Not” Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to view 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. Recordings can be viewed at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project](#). If you have additional questions, reach out to the team at CAready@nedcc.org State of CA funded.

Networking and Training

[Community-Centered Libraries: Harnessing the Power of Data to Equitably Serve Your Community](#)

A yearlong initiative brought to you by the State Library and the Pacific Library Partnership, [Community-Centered Libraries](#) offers training and tools to help libraries make data-driven decisions for community impact. Training is offered in multiple formats to meet the needs of all California Library Staff. Read more in the CALL blogpost [Choose Your Own Data Adventure!](#)

This 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.

[Building Equity-Based Summers Learning Series](#)

Winter/Spring Building Equity Based Summers (BEBS) Learning Sessions are starting in January. Learning sessions empower libraries to create summer services that are built on a foundation of equity and designed with the community so that systemically marginalized groups engage in library services in new ways. Each session will be co-facilitated by library staff from across the state along with Equity Consultant, LaKisha Kimbrough and Learning Consultant, Linda W. Braun.

The next learning series will be offered Winter/Spring 2024, every other Wednesday, 2-4PM, January 17th - April 24th. Space is limited. If you are interested in taking part in these sessions please submit this [interest form](#) by Thursday, December 14th, 2023.

We encourage libraries to send staff members with diverse levels of library experience, varied life experiences, and different positions of authority or non-authority. It is also beneficial to send staff members with different areas of expertise. Libraries that commit to sending pairs of staff members will receive preference during the selection process. For additional information on the Building Equity Based Summers Project please visit: [Building Equity-Based Summers - California State Library](#) or email bebs@cla-net.org

[CAreer Pathways Workforce & Upskilling Resources](#)

The 2023 CAreer Pathways webinar series is now complete. Learn more about the online resources on the [CAreer Pathways Staff Resource page](#), where you can find platform details,

administration, marketing materials and more. Your staff can also [access recorded webinars on the CALL Academy CAREer Pathways channel](#).

New to the library or not sure which platforms your library offers? Check out the [CAreer Pathways Services Locator map](#). State of CA funded. Questions? CAPathways@library.ca.gov

Online Tutoring Training 2024

HelpNow New Year Reminders for Your Students

Tuesday, January 9, 2024, 3:30–4:30 pm

As students head back to the classroom after the holidays, now is the perfect time to share the many ways HelpNow can help students achieve their academic goals. Learn what's new with HelpNow and discover strategies for sharing this statewide service with your community.

This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing. [Register in advance for the New Year Reminders webinar](#)

Next Directors Networking Call

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. The next Public Library Directors Networking Call is scheduled for **Wednesday January 17, 2024, from 3:30 to 4:30 p.m.** Registration information will be available soon.

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Inland Meeting Schedule FY 2023/24

Adopted May 11, 2023

Thursday, September 14, 2023

9am Executive
10am Administrative
Ontario

Thursday, December 14, 2023

9am Executive
10am Administrative
Riverside Public

Thursday, March 14, 2024

9am Executive
10am Administrative
Rancho Mirage

Thursday, May 9, 2024

9am Executive
10am Administrative
Riverside Public, Arlington