



c/o SCLC 222 E. Harvard St., Glendale, CA 91205

Executive Council Agenda

August 15, 2023

2:00-4:00pm

Meeting Location:

Placentia Library District

411 East Chapman Ave., Placentia, CA 92870

Minutes

Approved November 15, 2023

Attendance

Contreras, Jeanette – Placentia
Curtis, Dave – Orange Public
Edelblute, Thomas - Anaheim
Framson, Jessica – Huntington Beach
Hale, Keithly – Fullerton
Hansen, Gensis – Mission Viejo
Hartson, Melissa – Newport Beach
Quillman, Julie – OC Public
Sternberg, Brian – Santa Ana
Starkey, Brendan – OC Public Law

Other

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

Absent

Lixey, Carrie – Yorba Linda
Medina, Helen – Buena Park

1. Opening Jessica Framson
Meeting called to order at 2:08pm.

2. Public Comment Jessica Framson
Opportunity for any guest or member of the public to address the Council on any item of Santiago business not represented on the current agenda.
None.

3. Consent Calendar Jessica Framson
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. Minutes of the May 16, 2023 meeting
MSP (Contreras/Hansen) to pass the Consent Calendar, as presented.
10 yes, 0 no, 0 abstain

4. Adoption of the Agenda Jessica Framson
Chair adopted the Agenda, as presented, without objection.
5. Budget Status Report FY2022/23 Andy Beck
The Budget Status Report for fiscal year 2022/23 reflects reconciled bank statements through June 30, 2023. All expenses have been received and recorded. Financial highlights include a surplus of \$4,638 compared to a surplus of \$2,100, as budgeted.
6. CLSA FY2022/23 System Program Annual Report Christine Powers
MSP (Contreras/Sternberg) to authorize the Executive Director to work with the Chair to complete the CLSA FY2022/23 Annual Report for submission to the State Library by the September deadline.
9 yes, 0 no, 1 abstain
7. Authority for Financial Institutions Christine Powers
MSP (Starkey/Quillman) to authorize staff to close Santiago Library System's Pacific Premier Bank account, open a new account with JP Morgan Chase, and transfer all funds from Pacific Premier Bank to JP Morgan Chase. Continue to authorize signature authority for Santiago Library System's bank account for the following individuals: Executive Director, Christine Powers; Santiago Chair, Santiago Vice Chair; and Project Manager, Nerissa Snodgrass.
10 yes, 0 no, 0 abstain
8. Santiago Library System Webpage Update Christine Powers
At the last system meeting, members of the Santiago Library System voted to discontinue use of the system's Google Drive, and directed staff to build a subpage for Santiago under the Southern California Library Cooperative's main website. This webpage includes Santiago's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will update this site regularly to post agendas in compliance with the Brown Act and member library contact information, as needed. The webpage is still under construction. A majority of the site is complete, pending one technical issue before going public. Once the site is complete, staff will share a link to the website with all members via email.
9. Committee Reports
 - a. Technology Committee Genesis Hansen
The last meeting was on April 25, 2023, and discussed O365 and sharing desks with part-time staff. The next meeting is July 27, 2023, at which the committee will discuss scheduling software and Wonderbooks. The newly elected Chair is Martin Lebria (Buena Park).
 - b. Children's Services Committee Judy Booth
At the last meeting, the committee discussed the Performer's Showcase and brainstormed other programs that would benefit the Santiago community, especially trainings to onboard newer children's library staff.

- c. Teen Services Dave Curtis
A report is not available at this time, but a copy of the minutes of the last meeting will be emailed to the group as soon as possible.
 - d. Circulation Committee Helen Medina
None.
 - e. Reference Committee Brian Sternberg
Last met on May 9, 2023, and discussed developing new community partnerships.
10. State Library Report Kaela Villalobos
California Public Libraries Survey will open on September 5, 2023, and close on November 6, 2023. Reporting forms will be posted on LibPAS by August 18, 2023, and an info session will be held on August 31, 2023. The 2024 Lunch at the Library program is state funded on an annual, sustained basis, and open to all California public libraries. Applications open in mid-September 2023, and close December 1, 2023. Additional grant programs available include Broadband/California Connect, Career Online high School, CALIFORNIA Library Literacy Services, California Libraries Learn (CALL), Digital Navigators, Parks Pass, Ready or Not Cultural Heritage Disaster Preparedness Program and Zip Books.
11. Executive Council Chair Report Jessica Framson
None.
12. Other Jessica Framson
None.
13. What's New at your Library Jessica Framson
- OC Public Law* – partnering with Legal Aid and Public Law Center to bring workshops to the library, including guardianship and consumer debt; attendance is up 18%.
- Santa Ana* – four capital projects ongoing, plus designing a new and larger bookmobile; restructuring staffing to move towards more fulltime staff; hosted a resources fair which included a partnership with the American Heart Association and highlight blood pressure monitoring kits added to Library of Things.
- OC Public* - Summer Reading Program just finished, and included excellent performers selected from the Performer's Showcase; hosting Back to School events, National Library Card, Teenfest, senior programming in partnership with the Office on Aging, author events and grocery store partnerships.
- Huntington Beach* – navigating political climate around collection development; Summer Reading Program was a great success; teen internship program funded by LSTA grant; job listing pending for Librarian II/branch manager.

Mission Viejo – hosted three successful cohorts of teen internship program funded by LSTA grant; FY2023/24 collection funding has been restored to pre-pandemic levels; successful local author showcase and collection; navigating local political climate and Pride displays.

Newport Beach – completed a successful Summer Reading Program; back to school and local author programming coming up; working with the library Board of Trustees on collection development, access and placement of age appropriate materials.

Fullerton – a new branch will open on September 29, 2023; Summer Reading program for children has ended, but teen and adult summer reading programs continue.

Placentia – Recently hired for two new positions, and will be recruiting for page and teen librarian next; navigating contracting with foreign national for social media work; implemented a hybrid scheduling system for passports and partnering with local congressional representatives to develop an educational component to passport programming; work continues with grant and state funding on Building Forward, Stronger Together and Makerspace.

Orange Public – restructuring staffing model to more fulltime positions; converting El Modena outdoor space into a programmable educational garden.

Anaheim – With community development grant funds, renovating the Euclid branch outdoor space, and the indoor space has been transformed into a popular Enchanted Forest, which draws attendees to events; expanding service hours to seven days/week.

14. Adjournment

Jessica Framson

MSP (Contreras/Edelblute) to adjourn meeting at 3:45pm.

Respectfully submitted by Lori Graver on November 15, 2023.