



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

<https://us02web.zoom.us/j/87683134112?pwd=SIVsaUxUSGITMXdEQnpxQkRGVzhSZz09>

Meeting ID: 876 8313 4112

AGENDA

All items may be considered for action.

1. Opening Jessica Framson
 - a. Chairperson's Welcome
Chairperson introduces any guests or new members.
 - b. Roll Call

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.

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

4. Adoption of the Agenda Jessica Framson

5. Budget Status Report FY2022/23 Andy Beck

(DISCUSSION)

6. CLSA FY2022/23 System Program Annual Report Christine Powers

(ACTION)

- | | |
|---|------------------|
| 7. Authority for Financial Institutions (ACTION) | Christine Powers |
| 8. Santiago Library System Webpage Update (DISCUSSION) | Christine Powers |
| 9. Committee Reports | |
| a. Technology Committee | Genesis Hansen |
| b. Children's Services Committee | Judy Booth |
| c. Teen Services | Dave Curtis |
| d. Circulation Committee | Helen Medina |
| e. Reference Committee | Brian Sternberg |
| 10. State Library Report | Kaela Villalobos |
| 11. Executive Council Chair Report | Jessica Framson |
| 12. Other | Jessica Framson |
| 13. What's New at your Library | Jessica Framson |
| 14. Adjournment | Jessica Framson |



ACTION ITEMS

Meeting: _____ Santiago Executive Council Meeting _____

Date: _____ August 15, 2023 _____

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



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

Executive Council

May 16, 2023

Meeting Location:

OC Public Libraries

1501 E. Saint Andrew Place, Santa Ana, CA, 92705.

Alternate Meeting Location:

Huntington Beach Public Library

7111 Talbert Ave, Huntington Beach, CA 92648

Minutes draft

Attendance

Booth, Judy – Fullerton
Curtis, Dave – Orange Public
Hansen, Genesis – Mission Viejo
Hartson, Melissa – Newport Beach
Medina, Helen – Buena Park
Quillman, Julie – OC Public
Ronning, Melissa – Huntington Beach
Sternberg, Brian – Santa Ana
Young, Jessica – Yorba Linda

Other

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

Absent

Contreras, Jeanette – Placentia
Lujan, Audrey – Anaheim
Starkey, Brendan – OC Public Law

1. Opening

Meeting called to order at 2:04pm.

Brian Sternberg

2. Public Comment Brian Sternberg
None
3. Consent Calendar Brian Sternberg
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 February 14, 2023 Meeting
MSP (Curtis/Hansen) to approve the Minutes of the February 14, 2023 meeting.
8 yes, 0 no, 1 abstain
15. State Library Report Reed Strege
Reed introduced Kaela Villalobos, who will be the Santiago Library Program Liaison for FY2023/24. The Building Forward grant application window closes on May 18, 2023. eBooks for All and Broadband opportunities are going strong. The Sustainable California Library program applications close on June 15, 2023. The Call Matters partnership includes two upcoming workshops on Wage Theft in California (May 23, 2023) and Race to Zero (June 15, 2023).
4. Brown Act Teleconferencing Requirements: Christine Powers
End of Emergency Order
Powers presented the teleconferencing requirements under the Brown Act, now that the State's emergency order has ended. Her report included meeting options under new legislation, AB2449, which has very specific requirements.
5. Financial Audit FY 2021/22 Andy Beck
MSP (Hartson/Quillman) to accept the Financial Audit for FY2021/22.
8 yes, 0 no, 0 abstain
6. Budget Status Report FY 2022/23 Andy Beck
The Budget Report for fiscal year 2022/23 reflects the reconciled bank statement through March 31, 2023.
7. Santiago Library System Webpage Christine Powers
MSP (Hansen/Curtis) to approve SCLC staff to acquire a domain name for Santiago and manage the website (as a subpage of the SCLC website).
9 yes, 0 no, 0 abstain

8. SCLC Agreement for Administrative and Fiscal Services for FY 2023/24 Christine Powers
MSP (Curtis/Hansen) Authorize the Executive Council Chair to sign the agreement between Santiago Library System and the SCLC, for administrative and fiscal services for FY 2023/24.
9 yes, 0 no, 0 abstain
9. Proposed Budget FY 2023/24 Andy Beck
MSP (Hartson/Quillman) to : Approve the FY 2023/24 proposed budget, pending final approvals of CLSB and Governor's budget.
9 yes, 0 no, 0 abstain
10. CLSA Plan of Service and Budget FY 2023/24 Christine Powers
MSP (Hansen/Curtis) to authorize the Santiago Chair to work with SCLC staff to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library by June 5, 2023
11. Authority for Financial Institutions Christine Powers
MSP (Curtis/Booth) to:
1. Authorize staff to close Santiago Library System's Pacific Premier Bank account, open a new account with Bank of America, and transfer all funds from Pacific Premier Bank to Bank of America, and
2. 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.
9 yes, 0 no, 0 abstain
12. Committee Reports
- a. Technology Committee Genesis Hansen
No report.
 - b. Children's Committee Judy Booth
The Performer's Showcase was a success, and committee plans to continue showcase in future years.
 - c. Teen Services Dave Curtis
Next meeting is May 17, 2023, and will discuss niche services.
 - d. Circulation Helen Medina
Met on May 15, 2023 and discussed homebound services.
 - e. Reference Brian Sternberg
Jessica Young presented the reference guide that was created for Orange County: <https://sites.google.com/view/slsresourcedirectory>. This resource will be maintained by member libraries, and will be added to Santiago's webpage.

13. Election of Vice-Chair/Chair-Elect Brian Sternberg
MSP (Hartson/Hansen) to advance Framson to Chair and elect Medina as Vice Chair.
9 yes, 0 no, 0 abstain
15. Meeting Schedule FY 2023/24 Christine Powers
MSP (Curtis/Sternberg) to approve the following meeting schedule for FY2023/24:
Tuesday, August 15, 2023, 2:00 pm, Placentia
Tuesday, November 14, 2023, 2:00 pm, Newport Beach
Tuesday, February 13, 2024, 2:00 on, Yorba Linda
Tuesday, May 14, 2024, 2:00 pm, Anaheim
9 yes, 0 no, 0 abstain
16. Executive Council Chair Report Brian Sternberg
None.
17. What's New At Your Library
Huntington Beach: a major power outage caused a two week closure; implementing a New Tech logic program.
Santa Ana: library budget has been reduced for the upcoming fiscal year as revenues are flat; the main branch will close for renovations in June 2023.
Buena Park: a delayed air handler is scheduled to ship May 28, and if it ships on time, they will close in August for 3-4 weeks to install; summer reading program starting and will include bilingual storytime (Spanish and Korean); currently have open positions; offering passport services by appointment only.
Newport Beach: will send out for rebids on reconstruction project; return of performers at multiple library locations.
Mission Viejo: submitted a Build Forward application for a new HVAC system; they have been fine free since October and have seen a 250% increase in lost items returned as a result; sent out an RFP for a feasibility study on constructing a performing arts center; adjusting walk-in appointment procedures for passport services.
Orange Public: fully post-COVID with full services and programming; closed some branches for facility upgrades; city budget not doing well, and a budget freeze is anticipated.
OC Public: experiencing issues with safety, with community members getting upset with staff due to the use of the library by homeless individuals; they are using extreme lighting in some areas of the library at night, and began using all doors in their buildings to discourage camping in doorways; they have partnerships with healthcare agencies to help provide services to those experiencing homelessness in their libraries; their summer reading program is underway, as is the lunch program at 7 libraries; their "Comic Orange" event was a great success.
Fullerton: submitted an application for the Building Forward program; the library is on the City Manager's plan for extra resources.

18. Adjournment
MSP (Curtis/Booth) to adjourn meeting at 4:20pm.

Brian Sternberg

DRAFT



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

Agenda Item 05

DATE: August 15, 2023
TO: Santiago Council
FROM: Andy Beck, Controller

SUBJECT: **Budget Status Report FY2022/23 - DISCUSSION**

BACKGROUND: The Budget Status Report for fiscal year 2022/23 is attached for your review and 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.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS: Budget to Actual Report

Santiago Library System
Budget to Actual Report
June 30, 2023

Agenda Item 05a

| REVENUES/EXPENSES | FY 22/23 Budget | Prior Year Actuals | Actuals | Balance | % | Notes |
|--------------------------------------|--------------------|-----------------------|-------------------|-------------------|-------------|--|
| REVENUE | | | | | | |
| Program and General Revenues | | | | | | |
| CLSA Communications & Delivery | \$ 177,003 | \$ 209,029 | \$ 178,141 | \$ (1,138) | 101% | Received in December 2022 |
| CLSA System Administration | 44,251 | 40,847 | 44,251 | - | 100% | Received in December 2022 |
| Grant Project Revenue | - | 26,367 | - | - | 0% | PLSEP granted through SCLC |
| Grant Indirect | - | 2,673 | - | - | 0% | PLSEP granted through SCLC |
| Califa Membership Dues | 4,410 | 4,050 | 4,410 | - | 100% | 100% paid by members |
| Santiago Membership Dues | 2,250 | 2,100 | 2,250 | - | 100% | 100% paid by members |
| Santiago System Administration | - | - | - | - | 0% | N/A |
| Program and General Revenues | 227,914 | 285,066 | 229,052 | (1,138) | 100% | |
| Special Events | | | | | | |
| Performers Showcase Revenues | - | - | 3,007 | (3,007) | 0% | |
| Performers Showcase Expenses | - | - | (352) | 352 | 0% | |
| Special Events, net | - | - | 2,655 | (2,655) | 0% | |
| TOTAL REVENUE | \$ 227,914 | \$ 285,066 | \$ 231,707 | \$ (3,793) | 102% | |
| EXPENDITURES | | | | | | |
| Operating Expenditures | | | | | | |
| System Administration CLSA Funds | \$ 44,251 | \$ 40,847 | \$ 44,251 | \$ - | 100% | 100% billed through June, 2023 |
| System Administration Santiago Funds | - | 8,020 | - | - | 0% | N/A |
| Audit Fees | 6,175 | 3,436 | 6,911 | (736) | 112% | Fedak & Brown \$6,175 22/23; \$686 21/22 |
| eResources | 81,146 | 48,697 | 81,146 | - | 100% | eResources Fund Distribution |
| Memberships | 4,410 | 4,050 | 4,410 | - | 100% | Califa/CLA-Paid in full |
| Professional Services | 150 | - | - | 150 | 0% | Bank Analysis Fees |
| Telecommunications | 89,682 | 156,895 | 90,084 | (402) | 100% | Zoom, Internet, Telco Distributions |
| Meetings and Travel | - | - | 267 | (267) | 0% | Travel for meetings |
| Operating Expenses Subtotal | 225,814 | 261,945 | 227,069 | (1,255) | 101% | |
| Grant Expenditures | | | | | | |
| PLSEP | - | 29,040 | - | - | 0% | |
| Grant Expenses Subtotal | - | 29,040 | - | - | 0% | |
| TOTAL EXPENDITURES | \$ 225,814 | \$ 290,985 | \$ 227,069 | \$ (1,255) | 101% | |
| Surplus (Deficit) | \$ 2,100 | \$ (5,919) | \$ 4,638 | \$ (2,538) | 221% | |
| ACCOUNT BALANCES | | | | | | |
| Balance as of June 30, 2023 | \$ 368,470 | | | | | |

Santiago Library System
Budget to Actual Report
June 30, 2023

CLSA FUNDS

FY2022/23 CLSA Communications & Delivery - Projected (Restricted)

| | FISCAL YEAR 2022-23 | | | |
|--------------------------|----------------------------|------------------------|-------------------------|-------------------------|
| | <u>FY2021-22</u> | <u>Addition</u> | <u>Deletions</u> | <u>FY2022-23</u> |
| E-Resources | \$ - | \$ 81,146 | \$ (81,146) | \$ - |
| Delivery | - | - | - | - |
| Contracted services | - | 6,175 | (6,175) | - |
| Telecommunications | - | 89,682 | (89,682) | - |
| Office supplies | - | - | - | - |
| Capital outlay | - | - | - | - |
| Resource sharing (Link+) | - | - | - | - |
| | <u>\$ -</u> | <u>\$ 177,003</u> | <u>\$ (177,003)</u> | <u>\$ -</u> |

FY2021/22 CLSA Communications & Delivery - Projected (Restricted)

| | FISCAL YEAR 2021-22 | | | |
|---------------------|----------------------------|------------------------|-------------------------|-------------------------|
| | <u>FY2021-22</u> | <u>Addition</u> | <u>Deletions</u> | <u>FY2022-23</u> |
| E-Resources | \$ - | \$ - | \$ - | \$ - |
| Delivery | - | - | - | - |
| Contracted services | 686 | - | (686) | - |
| Telecommunications | - | - | - | - |
| Office supplies | - | - | - | - |
| Capital outlay | - | - | - | - |
| Resource sharing | - | - | - | - |
| | <u>\$ 686</u> | <u>\$ -</u> | <u>\$ (686)</u> | <u>\$ -</u> |



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

Agenda Item 06

DATE: August 15, 2023
TO: Santiago Executive Council
FROM: Christine Powers, Executive Director – SCLC/Santiago

SUBJECT: **CLSA FY 2022/23 System Program Annual Report (ACTION)**

BACKGROUND: Each year, the Santiago Library System receives California Library Services Act (CLSA) funds to promote resource sharing within the system. To receive these funds, Santiago 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 State Library Board (CSLB).

Each September, the California State Library (CSL) requires a System Program Annual Report from systems that receive CLSA funding. This report provides information to the CLSB and to the California State Library (CSL) about how CLSA funds were spent by the system and the resulting benefit to the communities served by the member libraries.

In order to complete Santiago's CLSA FY2022/23 System Program Annual Report, a survey will be distributed to CLSA-eligible members requesting the following information:

- For those members who used their distribution for eBook, the number of titles that were licensed;
- How the funds benefitted their communities, as reflected through examples or stories; and
- What related, non-CLSA activities were provided for Communications and Delivery.

FISCAL IMPACT: None

RECOMMENDATION: 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.

EXHBIT: CLSA FY2022/23 System Annual Report Template

CALIFORNIA LIBRARY SERVICES ACT
2022/23 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 2022/23 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 08, 2023.

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 2022/23 | | | | | |
|---|---|---------------------|---------------------------|------------------------|-------------------------|
| Items sent by: | Items delivered to member public libraries in the two-week sample period: | | | | |
| | August 15 – August 28, 2022 | October 17-30, 2022 | Jan. 23-February 05, 2023 | April 24- May 07, 2023 | Total multiplied by 6.5 |
| a. System member public libraries | | | | | |
| b. Non-public libraries in System area | | | | | |
| Total | | | | | |
| 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. | | | | 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 2022/2023? Please provide the amount and the reason the funds will be rolled over.

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



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

Agenda Item 07

DATE: August 15, 2023
TO: Santiago Executive Council
FROM: Christine Powers, Executive Director – SCLC/Santiago

SUBJECT: **Authority for Financial Institutions (ACTION)**

BACKGROUND: The Southern California Library Cooperative (SCLC) provides administrative and financial services to five library cooperatives. In an effort to streamline business operations, staff sought to centralize banking for all five cooperatives with one bank, while continuing to maintain separate accounts for each cooperative. Given the geographical span of the five cooperatives managed by SCLC, and that two of the existing cooperatives utilized Bank of America, staff had requested authority from the remaining cooperatives to switch to Bank of America, which has multiple locations in each cooperative's jurisdictions to allow members of each cooperative to access their bank.

At its last meeting in May 2023, the Santiago Library System authorized staff to close its Pacific Premier Bank checking account and to open an account for Santiago at Bank of America. As staff began this process, it became apparent that Bank of America did not have the ability to open government accounts for the various cooperatives. After some additional research, staff was able to determine that JP Morgan Chase has the infrastructure and ability to open government accounts. After discussions with their representatives, staff determined that it would like to utilize JP Morgan Chase for all cooperatives that it manages.

Signature Authority for the new account will be maintained as directed at the May 2023 meeting to Executive Director, Christine Powers; Santiago Chair, Santiago Vice Chair; and Project Manager, Nerissa Snodgrass.

FISCAL IMPACT: None

RECOMMENDATION: 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.

EXHBIT: None



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Agenda Item 08

DATE: August 15, 2023
TO: Santiago Executive Council
FROM: Christine Powers, Executive Director – SCLC/Santiago

SUBJECT: **Santiago Library System Webpage Update (DISCUSSION)**

BACKGROUND: 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 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.

The webpage is still under construction as of the drafting of this report, and has not yet been made public. 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.

FISCAL IMPACT: None

RECOMMENDATION: Informational only

EHXHIBIT: None

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated August 9, 2023

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- Current Projects and Services 4
 - California Library Literacy Services - Ongoing..... 4
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 - Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing 5
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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.

The portal for reporting FY22-23 data for the California Public Libraries Survey dataset will open on Tuesday, September 5th. **Data will be due no later than Monday, November 6, 2023.** Reporting forms and definitions will be posted to LibPAS by August 18, 2023, and an information session, which will be recorded, will occur on Thursday, August 31st and 2:00. Data submitters and directors will be notified. Contact LibraryStatistics@library.ca.gov with any questions.

Lunch at the Library Application announcement:

The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!

This year applications to receive funding for *Lunch at your Library* will open in **mid-September and close December 1, 2023.**

Funding for Summer 2024 will begin in February 2024, and end January 2025.

Additionally, funding will be on an annual basis, moving forward.

To view the most current information on this and other grant opportunities, please visit the [Grant Opportunities](#) page. To join the ongoing Lunch at the Library conversation, please subscribe to our listserv by emailing lunch@library.ca.gov with the subject "Listserv".

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at lunch@library.ca.gov.

Open Opportunities

Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates

The [California Library Connect Program](#) is now accepting applications. Libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

For California Library Connect questions, please contact us at admin@californialibraryconnect.com, the California Library Connect Grants Coordinator email grants@californialibraryconnect.com or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

Visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

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 [annual final report](#) for CLLS libraries for 2022/2023 opened in Counting Opinions on August 1 and is due September 28, 2023. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL will be launching a printable schedule in August 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.

[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.

[Digital Navigators / Connected California – July Info Session Recording Now Available](#)

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. English & Spanish Navigators are current or former library staff. No application or reporting.

An information session was held on July 18, 2023 for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities.

[View the recorded session on CALL Academy.](#)

The information session covers:

- What the Digital Navigators service does, including connecting patrons to the internet, getting them devices, and helping them learn to navigate the digital world
- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

For more information, email: DigNavs@library.ca.gov

[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.

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

Lisa Nowlain's last day at CSL was July 25. Cindy Zalog, who is a full-time Parks Pass manager, can be reached for all questions, ideas, and feedback at cindy.zalog@library.ca.gov.

Current Parks Pass Program priorities include:

- Final reports have been collected for Round 1 grantees and are being reviewed.
- Targeted grants are being finalized for additional programming, marketing, and backpacks.

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.

Ready or Not

The "[Ready—Or Not](#)" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to join them for 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. Secure your spot by registering in advance at nedcc.org/CAready. State of CA funded.

- **Getting Started with a Disaster Plan:** August 23rd, 10 am-10:30 am (PDT)
- **Disaster Preparedness for Community Archives:** September 6th, 2:30 pm-3:00 pm (PDT)

- **Disaster Preparedness with Limited Resources:** September 14th, 9:30 am-10 am (PDT)
- **Disaster Planning for Remote and Rural Museums:** September 29th, 10 am-10:30 am (PDT)
- **Disaster Planning for Tribal Cultural Heritage Organizations:** October 12th, 12:30 pm-1 pm (PDT)
- **Getting Your Library Ready for Disaster:** October 23rd, 9:30 am-10 am (PDT)

If you have additional questions, reach out to the team at CAready@nedcc.org

Zip Books Program - Ongoing

2023-24 [Zip Books](#) grant award notification will be sent out August 2023. State of CA funded. For questions, please contact zipbooks@library.ca.gov

Networking and Training

2023 Sustainability Symposium Recording Now Available on CALL Academy

The Symposium featured stories, solutions, partnerships, and promising practices from California libraries, including (but not limited to) the inaugural year of the [Sustainable California Libraries 2022-2023](#) LSTA grant projects. From earthen seed libraries to Earth Day workshops, there's something for everyone!

- [View the 2023 Sustainability Symposium recording](#) and resources on CALL Academy.
- [View the 2023 Sustainability Symposium Agenda](#).
- Listen to Alameda County's [Moonlight Gardening playlist](#).

Questions? Email sustainability@library.ca.gov.

Building Equity-Based Summers Information Session

In preparation for Summer 2024 and beyond, California will be re-imagining summer services and activities through the Building Equity-Based Summers program (BEBS). This program is a commitment to work together with library staff across California to design summer services which focus on the strengths of systemically marginalized communities and engage with community voices throughout the process.

Library staff of all levels are invited to register for an upcoming [BEBS information session on Thursday August 17th at 2pm](#).

Career Pathways Workforce & Upskilling Resources: Upcoming Webinars Open to All Library Staff

Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways Resource: Using Skillshare](#)
Wednesday, August 16, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Northstar for Admins](#)
Wednesday, October 4, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using LinkedIn Learning](#)
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [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 2023

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. All trainings are archived on [our tutoring page](#).

Next Directors Networking Call – August 16, 2023 – Register Now

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. If you have any suggestions for topics for small group discussions, or future meetings, please note that on the registration.

Wednesday, August 16, 2023

3:30 PM – 4:30 PM

[REGISTER IN ADVANCE](#)

Special Guests – California Department of Aging - CDA staff will share updates about the aging population in California, how libraries might partner with their local Area Agency on Aging, and more. (10 minutes)

- **Dr. Nakia Thierry**, Branch Chief, Older Adults Program Branch
- **Brian T. Carter**, Digital Inclusion Project Manager, Home & Community Living Division

Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.



Santiago Meeting Dates FY2023/24

Approved May 16, 2023

Tuesday, August 15, 2023

2:00pm

Placentia

Tuesday, November 14, 2023

2:00pm

Newport Beach

Tuesday, February 13, 2024

2:00pm

Yorba Linda

Tuesday, May 14, 2024

2:00pm

Anaheim