



**Santiago Library System  
Executive Council Agenda**

**May 14, 2024**  
2:00 - 4:00 pm

**Meeting Location:**  
Anaheim Public Library, Haskett Branch  
2650 W. Broadway, Anaheim, CA 92804

Join Zoom Meeting:  
<https://us02web.zoom.us/j/87608814231?pwd=eVZBeFRlazVMZiQ1V3JyUjRaalorZz09>

Meeting ID: 876 0881 4231  
Passcode: 362418

Alternate meeting locations:  
Buena Park Library District, 7150 La Palma Ave., Buena Park, CA 90620  
Newport Beach Central Library, 1000 Avocado Avenue, Newport Beach, CA 92660  
Orange County Public Library, 1501 E. St. Andrew Place, Santa Ana, CA 92705

**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 February 13, 2024, meeting  
(ACTION)

4. Adoption of the Agenda	Jessica Framson
5. Budget Status Report FY 2023/24 (DISCUSSION)	Andy Beck
6. Banking Status Update (DISCUSSION)	Christine Powers
7. Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25 (ACTION) (DISCUSSION)	Christine Powers
8. CLSA Plan of Service and Budget for FY 2024/25 (ACTION)	Andy Beck
9. 2025 Children’s Services Performers Showcase Proposal (ACTION)	Judy Booth
10. Proposed Budget for FY 2024/25 (ACTION)	Andy Beck
11. Discussion of Committees, Committee Representatives and Appointment of Teen Services Representative (ACTION)	Christine Powers
12. Committee Reports	
a. Technology Committee	Genesis Hansen
b. Children’s Services Committee	Judy Booth
c. Teen Services	
d. Circulation Committee	Helen Medina
e. Reference Committee	Brian Sternberg
13. Election of Vice-Chair/Chair-Elect (ACTION)	Jessica Framson
14. Meeting Schedule for FY 2024/25 (ACTION)	Christine Powers
15. State Library Report	Kaela Villalobos
16. Executive Council Chair Report	Jessica Framson
17. Other	Jessica Framson
18. What’s New at your Library	Jessica Framson
19. Adjournment	Jessica Framson



ACTION ITEMS

Meeting: Santiago Executive Council Meeting

Date: May 14, 2024

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

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

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

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

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

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

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

\_\_\_\_ Abstain

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

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

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

\_\_\_\_ Abstain

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

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

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

\_\_\_\_ Abstain

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

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

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

\_\_\_\_ Abstain

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

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

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

\_\_\_\_ Abstain

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

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

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

\_\_\_\_ Abstain

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Name \_\_\_\_\_

Date May 14, 2024

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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

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

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

\_\_\_\_\_ Abstain

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**Executive Council Meeting**

February 13, 2024  
2:00 - 4:00 pm

Meeting Location:  
Yorba Linda Public Library  
4852 Lakeview Ave., Yorba Linda, CA 92886

Alternate meeting locations:  
Anaheim Public Library, 500 W. Broadway, Anaheim, CA 92805  
Newport Beach Public Library, 1000 Avocado Avenue, Newport Beach, CA 92660  
OC Public Libraries, 1501 E. St. Andrew Place, Santa Ana, CA 92705  
Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870

**Minutes draft**

**Attendance**

Baltierra, Yesenia – Placentia  
Edelblute, Thomas - Anaheim  
Framson, Jessica – Huntington Beach  
Hansen, Genesis – Mission Viejo  
Hale, Keithly – Fullerton  
Harpster, Amy – Orange Public  
Hartson, Melissa – Newport Beach  
Lixey, Carrie – Yorba Linda  
Medina, Helen – Buena Park  
Quillman, Julie – OC Public

Sternberg, Brian – Santa Ana

**Other**

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

**Absent**

Starkey, Brendan – OC Public Law

- 1. Opening Jessica Framson  
Meeting called to order at 2:01 pm.
- 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 November 14, 2023, meeting  
MSP (Sternberg/Hansen) to pass the Consent Calendar with amendments made to items 10a and 14 (Huntington Beach).  
6 yes, 5 abstain
4. Adoption of the Agenda Jessica Framson  
The Chair adopted the agenda, as presented, without objection.
5. Budget Status Report FY 2023/24 Andy Beck  
The Budget Status Report for Fiscal Year 2023/24 reflects reconciled bank statements through December 31, 2023. Financial highlights for revenues include CLSA funds, which were received in December, and membership dues, which are 83% collected. Expenses are expected to be at budgeted amounts as there are no unexpected expenses.
6. CLSA FY 2024/25 Planning Christine Powers  
Each year, the Santiago Library System receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. Staff will distribute a survey to each member library to determine how CLSA funds will be spent, which will be reflected in the Plan of Service.
7. Membership Dues FY 2024/25 Andy Beck  
Council requests a discussion at the fall or winter 2024 meeting, to consider increasing membership dues for FY 2025/26.  
MSP (Lixey/Medina) to approve updated membership dues for FY 2024/25.  
11 yes, 0 no, 0 abstain
8. Consideration of Travel Reimbursements Christine Powers/Andy Beck  
MSP (Hansen/Framson) to approve of travel reimbursement to SCLC for expenses incurred by the Executive Director to attend Public Library Association, California Library Association, and American Library Association conferences, as representative of all five Systems. The reimbursement will be calculated pro-rata based on the CLSA appropriation for administration.  
11 yes, 0 no, 0 abstain
9. Santiago Library System Webpage Update Christine Powers  
Currently, staff is working with Streamline to update the SCLC website, which will include an update to Santiago's webpage.
10. Audit Report FY 2022/23 Andy Beck  
  
MSP (Sternberg/Medina) to accept the Financial Audit for FY2022/23.

11 yes, 0 no, 0 abstain

11. Discussion of Committee Representatives and Appointment of Teen Services Representative Christine Powers  
The Teen Services Committee is currently Chaired by Erica from Orange Public. Council discussed the role and purpose of committees (networking, projects, information sharing), differences between Director liaison versus advisor, and liaison rotation, and requested that this be discussed at the next Council meeting.
12. Committee Reports
- a. Technology Committee Genesis Hansen  
None. Next meeting is in April 2024.
  - b. Children’s Services Committee Keithly Hale  
The last meeting was cancelled. March 2024 meeting will discuss the Performers’ Showcase – feedback from the 2024 event, how to spend revenue from 2024 event, and planning for the 2025 event, to be hosted by Mission Viejo.
  - c. Teen Services  
The February meeting will be hosted at Newport Beach.
  - d. Circulation Committee Helen Medina  
At the December meeting, discussed how to handle when patrons return items to the wrong library system; at the upcoming March 2024 meeting, will discuss National Library week, Library Workers week and staff appreciation.
  - e. Reference Committee Brian Sternberg  
Committee has discussed best practices for managing local history items, including housing, presentation, and digitization, plus Roundtable discussion.
13. State Library Report Kaela Villalobos  
The State Library is launching a new newsletter, Library to Library. A Broadband seminar will be held on February 16, 2024. Groundwork grants of over \$1 million will fund cultural heritage emergency preparedness projects. The CSL website contains more information on Community Impact grants, Career Online High School, Literacy Services, as well as the Career Pathways webinar on February 21, 2024.
14. Executive Council Chair Report Jessica Framson  
None
15. Other Jessica Framson  
None
16. What’s New at your Library Jessica Framson  
*Anaheim* – preparing for ANACOM in April 2024.

*Buena Park* – winter reading program is ongoing; hosting monthly Korean/English story times; hosting mini horse programming in March 2024; will be a voting center in March 2024; Women’s History month panel on March 16, 2024; received \$19,150 from Lunch at the Library grant; bookstore closed as the library support group has dissolved; computer center currently down.

*Fullerton* – staff development days are coming up; grand opening of new facility on April 13, 2024; will be a voting center; conference center will be redone; Building Forward grant will update elevators

*Huntington Beach* – art center director retired; received \$30k from LSTA Backpack grant; funding from the Parks to host a Great Backyard Birding project.

*Mission Viejo* – in the middle of major roof repairs; used grant money to publish a community cookbook; NASA inspires grant to fund a second round of eclipse programming.

*Newport Beach* – installing solar panels in the parking lot; received grant to develop Creative Programs for the Developmentally Disabled; a former trustee left the library in their will and that funding will be used to host an annual author talk.

*OC Public* – received grant funding for robust staff training the Summer Reading Program, as well as free speech and book banning; One County One Book program is upcoming; continued negotiations with Irvine to remain or leave system; staffing is improving which allows more focus on customer service.

*Orange Public* – new partnership with a local oceanography group lead to Blue Whales program; partnering with the Assistance League for a Dr. Seuss walk; received funding from Lunch at the Library and Building Forward grants; will be a vote center and ballot drop boxes at all locations; using Aspen Discovery for mobile app.

*Placentia* – upcoming Teen services programs and solar eclipse viewing; issued a community feedback survey.

*Santa Ana* – hosted Chinese Lunar New Year celebration in collaboration with the Parks and Recreation department; partnership with Segerstrom Center for the Arts for author talk and giveaways; main branch will close this summer for renovations – anticipated project will last 16-24 months.

17. Adjournment

Jessica Framson

MSP (Hansen/Framson) to adjourn the meeting at 3:36 pm.





**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

DATE: May 14, 2024  
FROM: Andy Beck, Controller, Santiago/SCLC

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

BACKGROUND: The Budget Status Report for Fiscal Year 2023/24 is attached for your review and reflects reconciled bank statements through March 31, 2024.

Financial highlights for revenues include CLSA funds and membership dues are 100% collected. There are no unexpected expenses.

Through March 31, 2024, the System has a surplus of \$4,985.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget to Actual Report
- b. Bank Statement

Santiago Library System  
Budget Status Report  
March 31, 2024

	<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>
<b>REVENUE</b>							
<b>Program and general revenues</b>							
CLSA Communications & Delivery	\$ 177,074	\$ 178,141	\$ 9,245	\$ 167,829	95%	5%	Received in Dec 2023
CLSA System Administration	44,268	44,251	33,201	11,067	25%	75%	Received in Dec 2023
Membership Dues	6,660	6,660	6,660	-	0%	100%	100% collected
<b>Total program and general revenues</b>	<u>228,002</u>	<u>229,052</u>	<u>49,106</u>	<u>178,896</u>	<u>78%</u>	<u>22%</u>	
<b>Special events</b>							
Performers showcase revenues	2,500	3,007	5,274	(2,774)	-111%	211%	
Performers showcase expenses	(1,000)	(352)	(2,369)	1,369	-137%	237%	
<b>Special events, net</b>	<u>1,500</u>	<u>2,655</u>	<u>2,905</u>	<u>(1,405)</u>	<u>-94%</u>	<u>194%</u>	
<b>Total revenues</b>	<u>\$ 229,502</u>	<u>\$ 231,707</u>	<u>\$ 52,011</u>	<u>\$ 177,491</u>	<u>77%</u>	<u>23%</u>	
<b>EXPENDITURES</b>							
<b>Communications and delivery</b>							
Member distribution (eResource / Tele)	\$ 165,455	\$ 81,146	\$ -	\$ 165,455	100%	0%	Member distribution
Audit Fees	6,875	6,911	5,670	1,205	18%	82%	CJ Brown
Office supplies	1,876	-	1,424	452	24%	76%	Reimburse expenses
Telecommunications	2,868	90,084	2,151	717	25%	75%	Reimburse expenses/Member distrib.
<b>Total communication and delivery</b>	<u>177,074</u>	<u>178,141</u>	<u>9,245</u>	<u>167,829</u>	<u>95%</u>	<u>5%</u>	
<b>Administration</b>							
Administration expense	44,268	44,251	33,201	11,067	25%	75%	SCLC
Memberships	4,410	4,410	4,410	-	0%	100%	Califa
Meetings/conferences/travel	200	267	140	60	30%	70%	
Other	-	-	30	(30)			
<b>Total administration</b>	<u>48,878</u>	<u>48,928</u>	<u>37,781</u>	<u>11,097</u>	<u>23%</u>	<u>77%</u>	
<b>Total expenditures</b>	<u>\$ 225,952</u>	<u>\$ 227,069</u>	<u>\$ 47,026</u>	<u>\$ 178,926</u>	<u>79%</u>	<u>21%</u>	
<b>SURPLUS (DEFICIT)</b>	<u>\$ 3,550</u>	<u>\$ 4,638</u>	<u>\$ 4,985</u>	<u>\$ (1,435)</u>	<u>-40%</u>	<u>140%</u>	

**ACCOUNT BALANCES**

Pacific Premier Bank	\$ 33,864
Chase	324,532
<b>Total</b>	<u>\$ 358,396</u>

**CLSA FUNDS**

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

	<b>FISCAL YEAR 2023-24</b>			
	<b>Beginning</b>	<b>Addition</b>	<b>Deletions</b>	<b>Ending</b>
E-Resources	\$ -	\$ 78,278	\$ -	\$ 78,278
Contracted services	-	6,875	(5,670)	1,205
Telecommunications	-	90,045	(2,151)	87,894
Office supplies	-	1,876	(1,424)	452
	<u>\$ -</u>	<u>\$ 177,074</u>	<u>\$ (9,245)</u>	<u>\$ 167,829</u>



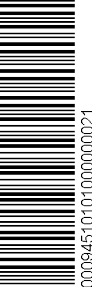
JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

March 01, 2024 through March 29, 2024  
 Account Number: **000000585556213**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
 Service Center: **1-877-425-8100**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**  
 We accept operator relay calls

00009451 DRE 703 142 09424 NNNNNNNNNNN T 1 000000000 D2 0000  
 SANTIAGO LIBRARY SYSTEM  
 OPERATING ACCOUNT  
 222 E HARVARD ST  
 GLENDALE CA 91205-1017



**Good news: We've eliminated the non-Chase ATM fee for inquiries and transfers**

As of December 10, 2023, we no longer charge the \$3 transaction fee for each balance inquiry or balance transfer made at a non-Chase ATM.

We continue to charge a fee for withdrawals made at a non-Chase ATM, unless your account is eligible for a waiver.<sup>1</sup>

Surcharge fees from the ATM owner/network may still apply. We don't charge these fees when you use a Chase ATM.

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

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

<sup>1</sup>We waive this fee for Chase Business Complete Checking<sup>®</sup> accounts with Chase Military Banking Benefits, Chase Platinum Business<sup>SM</sup> Checking, Chase Performance Business Checking<sup>®</sup> and Chase Analysis Business Checking<sup>SM</sup> accounts.

**CHECKING SUMMARY**

Chase Platinum Business Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$0.00</b>
Deposits and Additions	1	324,532.00
<b>Ending Balance</b>	<b>1</b>	<b>\$324,532.00</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
03/21	Deposit 2098816814	\$324,532.00
<b>Total Deposits and Additions</b>		<b>\$324,532.00</b>



**DAILY ENDING BALANCE**

DATE	AMOUNT
03/21	\$324,532.00

**SERVICE CHARGE SUMMARY**

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

**SERVICE CHARGE DETAIL**

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
<b>Monthly Service Fee</b>					
Monthly Service Fee Waived	0			\$95.00	\$0.00
<b>Other Service Charges:</b>					
<b>Credits</b>					
Non-Electronic Transactions	3	500	0	\$0.40	\$0.00
<b>Subtotal Other Service Charges</b>					<b>\$0.00</b>

ACCOUNT 000000585556213

**Other Service Charges:**  
**Credits**

Non-Electronic Transactions	3
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Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDeposit<sup>SM</sup> are based on previous month activity.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

**For personal accounts only:** We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

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

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

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



**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

**DATE:** May 14, 2024  
**FROM:** Christine Powers, Executive Director, Santiago/SCLC  
**SUBJECT:** **Banking Status Update (DISCUSSION)**

**BACKGROUND:** In August 2023, the Executive Council of the Santiago Library System approved a motion 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. The motion also continued authorization of 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.

At the November 2023 meeting, the Executive Council approved a motion to discontinue the practice of granting signature authority to Councilmembers. In an effort to continue to provide financial transparency to members, this motion included the review of bank statements in Council agenda packets once the new account was set up.

The Chase account for the Santiago Library System has been established, and last month, the funds from Pacific Premiere Bank account were transferred to the Chase account, and the Pacific Premiere Bank account was closed.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Informational

**EXHIBITS:** None



**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

**DATE:** May 14, 2024  
**FROM:** Christine Powers, Executive Director, Santiago/SCLC  
**SUBJECT:** **Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25 (ACTION)**

**BACKGROUND:** As members of a library cooperative system, the Santiago Library System receives funding from the California State Library. The Communications and Delivery Program of the California Library Services Act (CLSA) is specifically designed to assist and encourage cooperative efforts among California public libraries.

There are currently nine library cooperative systems in the state charged with administering a variety of programs, services, and distribution of grant funds. In order to receive these funds, a library must be a member of one of these cooperative organizations.

As a member of the Santiago Library System, members receive the following benefits only available to cooperative members:

- Receive funds disbursed under the California Library Services Act (CLSA) for communication and delivery services. For Santiago, this is used for telecommunication and e-resource sharing.
- Advocacy support – This has meant advocating for changes in CLSA regulatory language, to expand the definition of CLSA acceptable use of funds for resource sharing and to identify and support regional priorities related to CLSA and non-CLSA work at the regional and State level.
- Grant oversight and management in collaboration with the State Library, such as the Public Library Staff Education Program and the Digital Navigators Program.
- Filing all required reports, such as the CLSA Plan of Service and Annual Report.

As the entity that provides administrative and fiscal services, the Southern California Library Cooperative (SCLC) manages the following on behalf of Santiago:

- Telecommunication – Provide internet connection to patrons of the member library.
- eResource sharing – Santiago maintains a subscription for eBooks, eAudio, eMagazines, and Zoom. If purchased and managed separately, each contract

would represent a significant allocation of staff time and financial resources per library.

- Webpage management, to comply with agenda posting as required by the Brown Act.

For the past several years, Santiago has entered into annual agreements with SCLC for fiscal and administrative services. The attached one-year agreement, which runs from July 1, 2024, to June 30, 2025, reflects current staffing costs. These amounts were calculated using Santiago's share of the CLSA funding between the five systems managed by SCLC. As done the year prior, staff submitted a line item in the contract for office supplies and telecommunication, which would come from the CLSA Communication and Delivery Budget. In addition, a new line item has been added for meetings as approved by the Executive Council.

**FISCAL IMPACT:** Currently, staff estimates a total contract cost of approximately \$48,590. Of that amount, \$44,155 is the CLSA Preliminary System Budget Allocation for Santiago. It should be noted, however, that the California Library Services Board has not yet approved these figures and may be subject to change.

Additional contract costs, totaling \$4,435, consist of the following estimated charges:

Office supplies:	\$1,300
Telecommunications:	\$2,485
Meetings:	\$650

These amounts were calculated using Santiago's share of the CLSA funding between the five systems managed by SCLC. Santiago's share of the CLSA funding is 12.93%, which was applied to the total anticipated amount for office supplies, telecommunication, and meeting. While it is not expected, should the California Library Services Board change the Preliminary System Budget Allocations, these figures may change accordingly.

**RECOMMENDATION:** Authorize the Executive Council Chair to sign the agreement between Santiago Library System and the SCLC, for administrative and fiscal services for FY 2024/25.

**EXHIBIT:**

- a. Agreement between Santiago Library System and SCLC

**AGREEMENT between  
SANTIAGO LIBRARY SYSTEM and  
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide support to include Administrative and Fiscal Agent services under the California Library Services Act (CLSA) for the SANTIAGO LIBRARY SYSTEM (SLS).

**WHEREAS:**

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual SLS member fees for services to be provided within a fiscal year are detailed in the SLS Budget. The Budget may be amended or replaced by the SLS Executive Council without requiring consideration or re-approval of this agreement.

**1. Dates and Amendments**

- The Agreement is effective July 1, 2024.
- The Agreement will be a one-year contract, renewable annually if approved by the SLS Executive Council and SCLC Administrative Council no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the SLS Executive Council and SCLC Administrative Council.

**2. Administrative Services**

SCLC staff will provide Administrative Services for SLS, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the SLS Executive Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the SLS Executive Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.



- Coordinating SLS Executive Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.
- Sending at least one SCLC staff member to personally attend one regularly scheduled May SLS Executive Council meeting; having at least one SCLC staff member attend other meetings virtually.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with SLS Executive Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of SLS for services specifically authorized by CLSA. The Executive Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SLS. A fee for contracts outside the CLSA guidelines will be negotiated.
- Articulating the mission and purpose of SLS at the state level as needed and/or directed;
- Supporting special projects and additional activities not specifically authorized by CLSA as desired by the SLS Executive Council and if SCLC staff has capacity. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by SLS's own record retention policies.

The SLS Executive Council and its members will provide SCLC with administrative oversight regarding SLS programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any SLS committees that may be established and acting as liaisons to any such committees to ensure continuity and stability if eligible under CLSA Rules and Regulations.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated with both organizations.

- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SLS within CLSA Administrative and Fiscal guidelines.

### **3. Fiscal Agent Services**

SCLC staff will provide Fiscal Agent Services for SLS, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.
- Collecting and depositing member fees and other fees or revenues due to SLS, whether by grant application, invoice, or other means.
- Working with SLS Cooperative Library System's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with SLS's Executive Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of every other fiscal year. (Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline funds when available.)
- Maintaining all appropriate files and records as required by state and federal laws and by SLS's own record retention policies.

The SLS Executive Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed, reviewing and responding to expenditure requests or budget amendments at Executive Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by SLS.

### **4. Dissolution of Agreement**

In the event that this Agreement is terminated, SCLC will return to SLS all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all SLS expenditures and obligations are accounted for will be returned to SLS or to its

designated entity within thirty (30) days following acceptance of the audit paid for equally by the SLS Executive Council and SCLC Administrative Council.

**5. Changes in Legislation**

Should the California Library Services Act be legislatively amended or restructured in the future, the Councils for SLS and SCLC shall amend this Agreement in compliance with any required changes.

**6. Payment to SCLC for its Services**

As payment in full for these services for FY 2024-25 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 10% and negotiated staffing over 10%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by SLS of CLSA funding from the State, within 30 days of receipt of the funding.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by ILS of CLSA funding from the State, within 30 days of receipt of the funding.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

**7. Signatures**

\_\_\_\_\_  
SLS Executive Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCLC Executive Director

\_\_\_\_\_  
Date

## Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

### Hourly Staffing Rates\*

Executive Director	\$102.08
Deputy Director	\$78.40
Controller	\$68.13
Project Manager	\$67.99
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

\*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.



**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

DATE: May 14, 2024  
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **CLSA Plan of Service and Budget for FY 2024/25 (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 must complete and submit a Plan of Service to be approved by the California Library Services Board (CLSB). The Plan outlines how the system intends to expend funds and how those expenditures will benefit the communities served by Santiago Library System libraries.

The CLSB was scheduled to meet in April to consider approving the CLSA's preliminary system budget allocation, but that meeting has been postponed to May 28, 2024. Additionally, the State Library has been in the process of changing the Plan of Service application, and as a result, has pushed the deadline to submit the Plan of Service to August 1 (they are typically due early June).

**FISCAL IMPACT:** The California Library Services Act (CLSA) preliminary system budget allocation for FY 2024/25 is \$176,620 for the Baseline Budget and \$44,155 for the System Administration Budget, for a total of \$220,775. The overall CLSA budget allocation for Santiago decreased by \$567 when compared to last year's funds. While these funds have yet to be approved by the CLSB, State Library staff anticipates that the preliminary allocations will be approved as presented at the May meeting.

**RECOMMENDATION:** Authorize the Santiago Chair and Vice-Chair to work with SCLC staff to complete and sign the FY 2024/25 CLSA Plan of Service and Budget for submission to the State Library.

**EXHIBIT:**

- a. CLSA Preliminary System Budget Allocations – FY 2024/25
- b. CLSA Plan of Service – FY 2024/25

Exhibit A

**CLSA Preliminary System Budget Allocations- FY 2024/25**

**Communications and Delivery Program**

<b>System</b>	<b>Baseline Budget</b>	<b>System Administration</b>	<b>Total</b>	<b>Zipbooks</b>
<b>Black Gold</b>	\$ 111,269	\$ 27,817	<b>\$ 139,086</b>	
<b>49-99</b>	\$ 120,190	\$ 30,048	<b>\$ 150,238</b>	
<b>Inland</b>	\$ 299,108	\$ 74,778	<b>\$ 373,886</b>	
<b>NorthNet</b>	\$ 666,360	\$ 166,590	<b>\$ 832,950</b>	
<b>PLP</b>	\$ 568,138	\$ 142,035	<b>\$ 710,173</b>	
<b>SJVLS</b>	\$ 192,158	\$ 48,040	<b>\$ 240,198</b>	
<b>Santiago</b>	\$ 176,620	\$ 44,155	<b>\$ 220,775</b>	
<b>Serra</b>	\$ 212,485	\$ 53,121	<b>\$ 265,606</b>	
<b>SCLC</b>	\$ 557,672	\$ 139,416	<b>\$ 697,088</b>	
<b>Total funding</b>	<b>\$ 2,904,000</b>	<b>\$ 726,000</b>	<b>\$ 3,630,000</b>	<b>\$ 1,000,000</b>



CALIFORNIA LIBRARY SERVICES ACT  
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library  
Sacramento  
May 1, 2024

Greg Lucas, Chief Executive Officer  
California Library Services Board

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## INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information by **August 1, 2024** to have your funding approved:

1. CLSA Plan of Service Narrative Application
2. CLSA Plan of Service Budget – One worksheet for each fiscal year you hold funds

## PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024

October 14 - October 27, 2024

January 06 - January 19, 2025

April 28 - May 11, 2025

## PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." ([18701](#))

"It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." ([18702](#))

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." ([18745](#))

## GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

## SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

## APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

### BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<b>Applicant Organization Name</b>	The name of the system applying for the funds.
<b>Response:</b>	
<b>Organization Name</b>	(If different from above) The name of the system whose activities the funds will benefit.
<b>Response:</b>	
<b>Application Title</b>	<p>The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year</p> <p>For example: Santiago Library System _CLSA Communication and Delivery Program _2024-2025</p>
<b>Response:</b>	
<p><b>Authorized Representative Information</b></p> <ul style="list-style-type: none"> <li>• Authorized Representative Prefix</li> <li>• Authorized Representative Name</li> <li>• Authorized Representative Title</li> <li>• Authorized Representative Business Phone Number <i>(Please use the format 123-456-7890)</i></li> <li>• Authorized Representative Email Address</li> <li>• Authorized Representative Street Address</li> <li>• Authorized Representative City</li> <li>• Authorized Representative State</li> <li>• Authorized Representative Zip Code</li> <li>• Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i></li> </ul>	<p>The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.</p>
<b>Response:</b>	

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<p><b>Alternate Contact Information</b></p> <ul style="list-style-type: none"> <li>• Alternate Contact Name</li> <li>• Alternate Contact Title</li> <li>• Alternate Contact Email Address</li> <li>• Alternate Contact Business Phone Number <i>(Please use the format 123-456-7890)</i></li> </ul>	<p>The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council.</p> <p>This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.</p>
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<p><b>Response:</b></p>	
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<p><b>Administrative Council Chair Information</b></p> <ul style="list-style-type: none"> <li>• Administrative Council Chair Name</li> <li>• Administrative Council Chair Title</li> <li>• Administrative Council Chair Email Address</li> <li>• Administrative Council Chair Business Phone Number <i>(Please use the format 123-456-7890)</i></li> </ul>	
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<p><b>Response:</b></p>	
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<b>Goal (California State Library Five Year Plan for Grantmaking)</b>	Response Pre-populated by the State Library.
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<p><b>Response:</b> Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.</p>	
--	--

<b>Primary Audience(s) for Project</b>	Response pre-populated by the State Library.
--	--

<p><b>Response:</b> General Population</p>	
--	--

<b>Employer Identification Number (EIN)</b>	Enter your organization's Federal Employer Identification Number.
EIN:	

## PROJECT INFORMATION

<b>INFORMATION REQUESTED</b>	<b>GUIDE TO PROVIDING THE REQUESTED INFORMATION</b>
<p><b>Brief Abstract</b> Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)</p>	<p>Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.</p>
<p><b>Response:</b></p>	
<p><b>Description</b> Describe</p> <ul style="list-style-type: none"> <li>A. What you will do;</li> <li>B. How you will do it;</li> <li>C. What you aim to achieve;</li> <li>D. Why; and,</li> <li>E. For whom.</li> </ul> <p>(Word limit: 300)</p>	<p>Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application.</p> <p>The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system.</p> <p>It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.</p>
<p><b>Response:</b></p>	
<p><b>Agency Information</b> Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)</p>	<p>The response should align with your most recent strategic plan or other guiding documents and describe how your CLSA activities fit with your broader mission.</p>

<b>Response:</b>	
<b>Impact to Date</b> Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)	Ensure that the impact, lessons learned, or successes are evident and well-supported.
<b>Response:</b>	
<b>Community Needs, Aspirations, and Assets Response</b> Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)	<p>Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved.</p> <p>Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.</p>
<b>Response:</b>	
<b>Community Engagement</b> Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)	<p>Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations.</p> <p>The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.</p>

<b>Response:</b>	
<b>Intent</b>	Response pre-populated by the State Library
<b>Response:</b> Information Access: Improve access to information	
<b>Anticipated Outputs</b> List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.	<p>Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.</p> <p>Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.</p> <p>Outputs should include the names of services subscribed to; anticipated circulation numbers for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs.</p> <p>Examples: One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries.</p> <p>[Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times.</p> <p>One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries.</p> <p>[Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service.</p>
<b>Response:</b>	



<b>Evaluation Plans</b> What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)	Describe the metrics you will use and how your system defines positive outcomes.
<b>Response:</b>	
<b>Sustainability</b> How is your cooperative system preparing and planning for the future? (Word limit: 300)	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.
<b>Response:</b>	
<b>Summary of library participation in resources, services, and programs</b>	List below each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.
<b>Response (add sections as needed):</b>  Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:  Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:  Resource/service/program name: Participating libraries: All or Some (if "some", list participating jurisdictions) If applicable, why did some libraries not opt into this resource/service/program:	
<b>Any other comments?</b>	
<b>Response:</b>	

## ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. Further information is available in [Appendix B](#).

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.
- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

Please reach out to the State Library if you have questions.

<p><b>Activity 1: Electronic Materials (Resource Sharing)</b></p> <p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>Include in your description the names of all services you will purchase from or subscribe to, to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note: systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed and, for each service, the number of circulations and the number and names of participating libraries.</p>
<p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none"><li>○ General Population</li><li>○ Targeted Group</li></ul> <p>If targeted group:</p> <ul style="list-style-type: none"><li>• Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban</li><li>• If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused</li><li>• If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White</li><li>• If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs</li><li>• Is the activity directed at groups that fall into a category not already captured? If yes, please describe.</li></ul>	

Categories:  
Activity: Content  
Mode: Acquisition  
Format: Digital

**Activity 2: Learning Platforms (Resource sharing)**

Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.

Please note: systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content  
Mode: Acquisition  
Format: Digital

**Activity 3: Inter Library Loan (Delivery)**

Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.

Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the interlibrary loan delivery system and, for each service, the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population

- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

**Activity 4: Intra System Lending (Delivery)**

Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.

Please note: systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Physical items sent by system member public libraries:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Physical items sent by non-public libraries in system area:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Number of system-owned delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Number of contracted vendor delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Percentage of items to be physically delivered by:

US Mail:

UPS:

System Van:

Contracted Van:

Other:

Other: please describe

**Activity 5: Programming (Resource Sharing)**

Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.

Please note: systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with

disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs

- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Instruction

Mode: Program

Format: In-person, virtual, combined in-person and virtual, other

**Activity 6: Library Management and Operations (Resource Sharing)**

Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).

Please note: systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

**Activity 7: Library Broadband (Communications and Delivery)**

Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.

Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

**Activity 8: System Operations (Resource Sharing, Communications, and Delivery)**

Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

**Other Activity:**

Response:

Title:

Description (90-160 words):

Beneficiaries:

Categories:

## TIMELINE

### List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended

## BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)



## SIGNATURES

<b>System Name:</b>		
<b>Director:</b>	<b>Director Email:</b>	
<b>Address:</b>	<b>City:</b>	<b>Zip:</b>
<b>Phone:</b>		

<b>System Chair for FY 2024-2025:</b>	<b>Fiscal Agent:</b>
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<b>Date approved by Administrative Council:</b>
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<b>Signature of FY 2024-25 Administrative Chair:</b>	
<b>Print Name:</b>	<b>Date:</b>

## APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

### Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: [https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

### Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

### Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer/>)

### Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

### Equity

Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. (Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at <https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/>)

### Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives;

collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

### **E-Resources**

Electronic resources (or e-resources) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

### **Resource Sharing**

Resource sharing refers to the allowed use or application of a resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

## APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
<b>Instruction</b>	Program*	Formal interaction and active user engagement (i.e. a computer class)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person &amp; virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person &amp; virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person &amp; virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
<b>Content</b>	Acquisition**	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies such as publishers and vendors. to obtain	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

		resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])  Combined digital and physical.
	Creation **	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.  Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.  Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])

			Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.  Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]). The medium may be encased in a protective housing made of another material [plastic, metal, etc.])  Combined digital and physical
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party
<b>Planning &amp; Evaluation</b>	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
<b>Procurement</b>	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A

## APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

### Registration Requirements

Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

### Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

### System for Award Management (SAM)

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

# Activity Outcomes

## When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are **required to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

**Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.**

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.



## APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE



**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

DATE: May 14, 2024  
FROM: Judy Booth, Executive Councilmember

SUBJECT: **2025 Children’s Services Performers Showcase Proposal (ACTION)**

BACKGROUND: This report is being provided to the Executive Council for consideration of next year’s Performers Showcase event that is organized annually by Santiago Library System’s Children’s Services Committee.

FISCAL IMPACT: Dependent on the amount of revenues that the event is able to bring in.

RECOMMENDATION: Consideration of approving the 2025 Performers Showcase, as outlined in the attached report.

EXHIBITS:  
a. Proposal Report

## **2025 SLS Children's Services Performers Showcase Proposal**

### **Overview**

The SLS Children's Services Performers Showcase has been a valued program for libraries in Orange County and surrounding library systems for years. This program has provided libraries with the opportunity to meet new and seasoned performers in our area and evaluate performers' ability to enhance library services to local communities. As no comparable program exists in Southern California, we would like to continue to offer the Performers Showcase in 2025.

### **Purpose**

The SLS Children's Services Performers Showcase provides libraries with the opportunity to see a variety of performers in a single day. This convenience is beneficial in planning Summer Reading Programs and other programs throughout the year. This Showcase also allows performers the opportunity to display their acts to a large audience at a minimal expense. The acts not chosen to perform on stage can set up table displays and talk to librarians in an intimate setting. We aim to highlight local talent and provide libraries with an opportunity to make informed decisions before booking an artist.

### **Proposed Venue & Date**

After successfully hosting the Performer's Showcase at Huntington Beach Library earlier this year we are asking to move the Showcase to the Norman P. Murray Community Center in Mission Viejo on Thursday, January 16, 2025. Moving forward, we would like to host the Showcase at each venue for two consecutive years. We believe this will provide committee members, attendees, and performers with consistency, as well as maximize staff efficiency.

### **Fees for SLS Performers Showcase**

Attendees:

SLS members - \$10.00 per person + processing fees

Non SLS members - \$15.00 per person + processing fees

SLS Children's Services Committee -

free Event Volunteers - free

Performer fee: \$75.00 + processing fees

All fees paid are non-refundable. If a librarian cannot attend the day of the showcase, another librarian from their library may attend in their place. We would need to know ahead of time.

**Lunch & Snacks**

The Committee would like to continue to offer a sandwich/chips/drink type of lunch for the 2025 Showcase. Performer and attendee fees would cover the cost of lunch.

**Conclusion**

The SLS Children's Committee would like to move forward with putting together the Performers Showcase as a yearly event. Future proposed venues include Anaheim Public Library & Newport Beach Public Library.



**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

DATE: May 14, 2024  
FROM: Andy Beck, Controller, Santiago/SCLC

SUBJECT: **Proposed Budget for FY 2024/25 (ACTION)**

BACKGROUND: The Proposed Budget for the upcoming FY2024/25 is attached for review.

Revenues

The California State Library has released the preliminary allocations of the CLSA funding. The budget has been calculated based on this information and the previously approved membership dues.

Expenses

Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends.

Points to review:

- CLSA system administration will be paid to SCLC.
- Spending of CLSA funds must be approved by the Council.
- A surplus of \$3,800 is projected.

FISCAL IMPACT: Next step is approval of funds at the next California Library Service Board (CLSB) meeting and final approval of the Governor's budget.

RECOMMENDATION: Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBIT:

- a. Proposed Budget for FY 2024/25

Santiago Library System  
Proposed Budget  
FY 2024/25

	<b>Proposed FY24/25 Budget</b>	<b>Approved FY23/24 Budget</b>	<b>\$ Change</b>	<b>Approved FY22/23 Budget</b>	<b>\$ Change</b>
<b>REVENUE</b>					
<b>Program and general revenues</b>					
CLSA Communications & Delivery	\$ 177,715	\$ 177,074	\$ 641	\$ 177,003	\$ 71
CLSA System Administration	44,155	44,268	(113)	44,251	17
Membership Dues	6,660	6,660	-	6,660	-
<b>Total program and general revenues</b>	<b>228,530</b>	<b>228,002</b>	<b>528</b>	<b>227,914</b>	<b>88</b>
<b>Special events</b>					
Performers showcase revenues	5,000	2,500	2,500	-	2,500
Performers showcase expenses	(2,500)	(1,000)	(1,500)	-	(1,000)
<b>Special events, net</b>	<b>2,500</b>	<b>1,500</b>	<b>1,000</b>	<b>-</b>	<b>1,500</b>
<b>Total revenues</b>	<b>\$ 231,030</b>	<b>\$ 229,502</b>	<b>\$ 1,528</b>	<b>\$ 227,914</b>	<b>\$ 1,588</b>
<b>EXPENDITURES</b>					
<b>Communications and delivery</b>					
Member distribution	\$ 167,120	\$ 165,455	\$ 1,665	\$ 81,146	\$ 84,309
Audit fees	6,625	6,875	(250)	6,175	700
Office supplies	1,300	1,876	(576)	-	1,876
Telecommunications	2,670	2,868	(198)	89,682	(86,814)
<b>Total communication and delivery</b>	<b>177,715</b>	<b>177,074</b>	<b>641</b>	<b>177,003</b>	<b>71</b>
<b>Administration</b>					
Administration expense	44,155	44,268	(113)	44,251	17
Memberships	4,410	4,410	-	4,410	-
Meetings/conferences/travel	850	200	650	-	200
Other	100	-	100	150	(150)
<b>Total administration</b>	<b>49,515</b>	<b>48,878</b>	<b>637</b>	<b>48,811</b>	<b>67</b>
<b>Total expenditures</b>	<b>\$ 227,230</b>	<b>\$ 225,952</b>	<b>\$ 1,278</b>	<b>\$ 225,814</b>	<b>\$ 138</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 3,800</b>	<b>\$ 3,550</b>	<b>\$ 250</b>	<b>\$ 2,100</b>	<b>\$ 1,450</b>



**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

DATE: May 14, 2024  
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **Discussion of Committees, Committee Representatives, and Appointment of Teen Services Representative (ACTION)**

BACKGROUND: This item is a carryover from the February 13, 2024, Santiago Library System meeting. During that meeting, Council discussed the role and purpose of committees (networking, projects, information sharing), differences between Director liaison versus advisor, and liaison rotation, and requested that this be discussed at the next Council meeting.

Santiago Library System Bylaws, Article IV, Section 5 establishes standing staff committees as follows:

*There may be standing staff committees as designed by the Executive Council which elect their own officers annually and report to Council. These are voluntary committees and are not ratified by Council. These committees can study, organize surveys, and report to the Council on specific programs.*

Santiago currently has five standing committees:

- Technology
- Children's Services
- Teen Services
- Circulation
- Reference

Recently, the member who represented the Teen Services Committee retired, and thus, is no longer a member of the Council. As such, a new representative should be appointed to this position. There are no requirements in the Bylaws concerning standing committee representatives, how they are appointed, and how long they serve. Given the vacancy, it is recommended that the Council use this opportunity to determine if any procedures should be implemented, in addition to determining who will represent the Teen Services Committee moving forward.

FISCAL IMPACT: None

RECOMMENDATION: Should the Council wish to implement procedures regarding the appointment and terms of committee representatives, a set of procedures can be adopted. At minimum, a member should be appointed to serve as the Teen Services Committee representative.

EXHIBITS: None





**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

DATE: May 14, 2024  
FROM: Jessica Framson, Chair

SUBJECT: **Election of Vice-Chair/Chair-Elect (ACTION)**

BACKGROUND: Santiago Library System's elected officers of the Executive Council are a Chair and a Vice-Chair/Chair-Elect. Officer terms are one year, concurrent with the fiscal year.

The Bylaws indicate that the Executive Council will elect one of its members to assume the impending Vice-Chair/Chair-Elect vacancy at its May annual meeting. The Vice-Chair/Chair-Elect shall assume the role of Chair on July 1.

FISCAL IMPACT: None

RECOMMENDATION: The Executive Council may accept nominations and elect from among its members a Vice-Chair/Chair-Elect who will take office on July 1, 2024, and serve through the end of the fiscal year until June 30, 2025.



**REPORT TO THE EXECUTIVE COUNCIL  
SANTIAGO LIBRARY SYSTEM**

**DATE:** May 14, 2024  
**FROM:** Christine Powers, Executive Director, Santiago/SCLC  
**SUBJECT:** **Meeting Schedule for FY 2024/25 (ACTION)**

**BACKGROUND:** The Executive Council meets quarterly each fiscal year, with meetings generally held at 2:00 pm on the second Tuesday in the months of: August, November, February, and May. The proposed schedule for FY 2024/25 is included for the Executive Council's consideration.

The meetings can continue to be held in a hybrid manner, allowing members to participate in person or virtually via Zoom from their public library locations. Quorum must be reached to conduct the system's business.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Staff requests that the Executive Council set the times and dates for their four regular meetings for FY 2024/25. It is also recommended that the meeting locations for each of these meetings also be selected at this time.

**EXHIBIT:**  
a. Santiago Meeting Dates FY 2024/25, Proposed



**Santiago Meeting Dates FY 2024/25**  
*Proposed*

**Tuesday, August 13, 2024**

2:00pm

*Location TBD*

**Tuesday, November 12, 2024**

2:00pm

*Location TBD*

**Tuesday, February 11, 2025**

2:00pm

*Location TBD*

**Tuesday, May 13, 2025**

2:00pm

*Location TBD*

DRAFT

California State Library, Library Development Services  
 Cooperative Library System Liaison Report  
*Updated May 1, 2024*

State Library News .....2  
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## State Library News

### LDS Newsletter

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

### Broadband Program News

The California State Library has selected the Imperial County Office of Education as the new Broadband Access Administrator, tasked with connecting public libraries to the California Research and Education Network (CalREN, managed by the CENIC Corporation). For those who were unable to attend our webinar on the transition, you may view the recording and slides by following the links below:

[Click here for the presentation slides.](#)

[Click here for a recording of the webinar.](#) If you are asked for a passcode, it is: ^f\*a9=ef

### LSTA News

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

## Open Opportunities

### First Partner–Book to Action

In partnership with the California State Library and the Office of the First Partner of California, the California Library Association invites California public libraries to apply for up to \$5,000 to support Book to Action programming. Book to Action expands book clubs by encouraging participants to take part in community engagement activities related to a shared book. This year, Book to Action is connected to the [First Partner's Summer Book Club](#).

Visit the [opportunity page](#) for additional details and to apply. Applications are due **Friday, May 24, 2024 at 12:00 noon**. Please email [BEBS@cla-net.org](mailto:BEBS@cla-net.org) with any questions.

### Groundwork Grants

The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over \$1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this [grant opportunity](#) is open on a rolling basis until May 31, 2024.

Grant Highlights:

- **Goals:** To provide funds and resources to California institutions with collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope:** A California-wide initiative to strengthen emergency readiness for institutions with collections of all types.
- **Awards:** Maximum award amount of \$15,000, with options for emergency preparedness support.

#### How to Apply:

Application guidelines are available at <https://www.groundworkgrants.org/>. Applicants are *strongly encouraged* to receive a free [Ready - or Not assessment](#) before applying. For more information about the grant opportunity, check out the [introductory webinar and sample applications](#). For questions, contact Grace Bautista at [grace@myriadconsultants.org](mailto:grace@myriadconsultants.org).

As natural disasters continue to threaten California’s cultural heritage, we hope you’ll join us in safeguarding your collections and communities through this extraordinary opportunity.

#### Career Online High School

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

#### Community-Centered Libraries

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

### Current Projects and Services

#### California Library Literacy Services – Ongoing

The 2024-2025 CLLS funding application (state funded) for currently participating programs opened in April and is due **May 30, 2024**. All CLLS libraries have received their projected award amounts for adult literacy and family literacy. There is a new block grant model that applies **ONLY** for programs offering family literacy; these programs receive a single projected adult and family literacy award amount and programs may allocate these funds between programs within given parameters (a minimum of 51% for adult literacy services and 26% for family literacy

services). ESL award letters have already been sent. For more information, contact [cls@library.ca.gov](mailto:cls@library.ca.gov).

The Literacy Initiatives project (LSTA funded) is offering virtual tutor training on a statewide basis this summer. Any volunteer awaiting training at their local CLLS program may sign up for this 16-hour series, offered twice in June and once in August. Contact [cls@library.ca.gov](mailto:cls@library.ca.gov) for more information. Funding is available for learner and learner-led events, including trainings, meetings, and conferences. Events must be completed by August 30, 2024. There is a short application for programs and learner leaders to complete. Questions? Contact [cls@library.ca.gov](mailto:cls@library.ca.gov). Please visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/>. The next CLLS Coordinator/Staff Networking Call is cancelled for May because of the all-CLLS conference May 21-23 and will return on June 12. For more information, contact [cls@library.ca.gov](mailto:cls@library.ca.gov).

### California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting [www.callacademy.org](http://www.callacademy.org) and the CALL [calendar](#) to explore the options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). CALL has its own newsletter, *CALL Letters*, and users may [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](#). Staff-generated programs that address issues of concern to bilingual, bicultural audiences and staff are of particular interest and will be co-branded with the Seguimos Creando Enlaces project. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA 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.

[See here for Full details on the Statewide tutoring project](#). State of CA funded. For Online Tutoring questions, email [catutoring@library.ca.gov](mailto:catutoring@library.ca.gov).

### Parks Pass Program – Ongoing

Cindy Zalog, the full-time Parks Pass manager, can be reached at [cindy.zalog@library.ca.gov](mailto:cindy.zalog@library.ca.gov) for all questions, ideas, and feedback.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at [checkoutcastateparks.com](http://checkoutcastateparks.com).

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

### Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year! Thank you to all library staff who applied. A pilot mentorship program is being created. For any questions, email [wwalker@socallibraries.org](mailto:wwalker@socallibraries.org) LSTA funded.

### PebbleGo Science: Early Literacy in STEM - Ongoing

The PebbleGo Science resource provides age-appropriate content (for ages preschool through second grade) and interactive activities in STEM subjects (science, math, technology and engineering), and is available in both English and Spanish. The resource also includes a collection of 25 interactive eBooks in both languages as well.

Fill out the [form](#) on the [PebbleGo California site](#) to be sent information on how to connect to your Integrated Library System. The setup form is created for the school library environment, but if you fill it out, it will open a ticket with Capstone and a technician will get in touch with your library to walk you through the authentication process.

### 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](mailto:CAready@nedcc.org). State of CA funded.

### Networking and Training



## Student Success Library Cards for All Listening Sessions: May 2024

The California State Library is convening a series of nine one-hour listening sessions on Zoom to discuss the Student Success Cards for All program. These sessions will bring library leaders together to talk about the Student Success initiative and allow the State Library to gather feedback about local programs. Attendees will be encouraged to ask questions. A library leader with a current successful program will share information at each meeting.

The Student Success initiative comes from new California legislation – [SB 321 \(Ashby\)](#) – that helps get Student Success cards into the hands of every California kid who wants one.

At least one representative from each of the 186 library jurisdictions should attend a session. The results of these listening sessions will inform the resources on the State Library webpage and will help serve as a foundation for program planning in the 2024-2025 school year and beyond.

If you or your designee(s) cannot attend your scheduled meeting time, please contact Alexis Lacroix at Pacific Library Partnership at [lacroix@plporg.info](mailto:lacroix@plporg.info) with one preferred alternate date. Please see the schedule below.

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Cooperative System</b>
Tuesday	5/14/2024	1:00 p.m.	SJVLS
Wednesday	5/15/2024	10:00 a.m.	Serra
Thursday	5/16/2024	10:00 a.m.	Black Gold
Tuesday	5/21/2024	10:00 a.m.	Inland
Wednesday	5/22/2024	10:00 a.m.	Santiago
Thursday	5/23/2024	10:00 a.m.	SCLC
Tuesday	5/28/2024	10:00 a.m.	NorthNet
Wednesday	5/29/2024	10:00 a.m.	PLP
Thursday	5/30/2024	10:00 a.m.	49-99 & Unaffiliated

### Building Equity-Based Summers Learning Series

A monthly Community of Practice is available to all library staff to learn more about creating summer services that are centered in equity and community involvement. Please use this link to [register for the next Community of Practice](#).

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

### Career Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources

The 2024 CAREER Pathways webinar series is now complete for Spring 2024. Learn more about the online resources on the [Career Pathways Staff Resource page](#), where you can find platform details, administration, marketing materials and more. Library staff can also [view the archived](#)

[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](#).

The January budget does not include funds to continue Career Pathways in the fiscal year that begins July 1, 2024. The January budget is a proposed budget, and the spending plan proposed in January isn't the budget that will be signed by the Legislature, or the one signed by the governor, six months from now. However, at this time, this program is not included for funding in the state budget and is scheduled to conclude September 2024.

If you have any questions, please contact: [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov) or see the [Career Pathways Staff Resources page](#).

### Online Tutoring Training 2024

#### **Summer Service and Keeping Students Going Wednesday, May 15, 2024, 3:30–4:30 pm**

The school year is coming to a close, but HelpNow is still available to support student learning. Join us to learn about HelpNow resources that can help students continue learning and beat the summer slide.

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 Summer Service webinar](#)

#### 2024 Sustainability Summit: May 21, 9:00 AM – 12:00 Noon – Registration Open Now!

Join libraries across California and their community partners to share best practices from the current #SustainableCALibraries projects and beyond. Open to anyone who works in California libraries and anyone who partners with California libraries. Join us for a morning of shared solutions and inspiration for climate action!

- [View the 2024 Sustainability Summit Program](#)
  - Welcome, 9:00–9:10 am
  - **Anythink Nature Library**, Maria Mayo-Peaseley, 9:10–9:30 am
  - U-Tool-izing the Library, Benicia Public Library, Jennifer Baker, 9:30–9:45 am
  - Revisiting Azusa's Past, Azusa City Library, Leila Hassen and Nathan Nunez, 9:45–10:00 am
  - **Sustainable Living with BPL**, Burlingame Public Library, Jodi Jirsa, 10:10–10:25 am
  - **Sustainably Santa Barbara**, Santa Barbara Public Library, Kim Crail, 10:25–10:40 am
  - Have you Heard the News? Earbud Recycling! County of San Luis Obispo Public Libraries, Dorothy Gruett and Melanie Bales, 10:40–10:55 am
  - Sowing South Pasadena, South Pasadena Public Library, Alexis Mendoza and Olivia Radbill, 11:05–11:20 am

- Update on Climate and Sustainability Action Guide for California Libraries, Alliance for Library Impact, Cindy Fesemyer, 11:20–11:40 am
- [Register for the 2024 Sustainability Summit](#)

### Community-Centered Libraries

A yearlong initiative brought to you by the California State Library and Pacific Library Partnership, the statewide initiative offers tools and training to help libraries center their communities as the plan and evaluate library programs and services. All recordings of the two webinar series, Equitable Data Practices and Culturally-Relevant Evaluation, are available on the [Community-Centered Libraries webinar page](#). LSTA funded.

### Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for **Wednesday, May 15, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. California public library directors will receive an invitation to the Zoom meeting via email in early May.

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