



## Executive Council Agenda

November 14, 2023  
2:00 - 4:00 pm

Meeting Location:  
Newport Beach Central Library  
1000 Avocado Ave., Newport Beach, CA 92660

Alternate meeting location:  
Anaheim Public Library 500 W. Broadway Anaheim, CA 92805

### Minutes

*Approved February 13, 2024*

#### **Attendance**

Booth, Judy – Fullerton  
Contreras, Jeanette – Placentia  
Curtis, Dave – Orange Public  
Duarte, Ann – Buena Park  
Framson, Jessica – Huntington Beach  
Hansen, Genesis – Mission Viejo  
Lightfoot, Rebecca – Newport Beach  
Lixey, Carrie – Yorba Linda  
Lujan, Audry – Anaheim

Sternberg, Brian – Santa Ana  
Starkey, Brian – OC Public Law  
Toth, Sherry – OC Public

#### **Other**

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

1. Opening Jessica Framson  
Meeting called to order at 2:05 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 August 15, 2023, meeting  
MSP (Hansen/Booth) to pass the Consent Calendar, without changes.

8 yes, 0 no, 3 abstain

4. Adoption of the Agenda Jessica Framson  
Chair adopts the agenda, as presented, without objection.
  
5. Budget Status Report FY2023/24 Andy Beck  
The Budget Status Report for FY 2023/24 reflects reconciled bank statements through September 30, 2023. Financial highlights for revenues include the receipt of 83% membership dues. There are no unexpected expenses.
  
6. CLSA FY2023/24 Plan of Service Update Christine Powers  
Each year, the Santiago Library System receives California Library Services Act (CLSA) funds from the state. To receive these funds, Santiago submits a Plan of Service to be approved by the California Library Services Board (CLSB). The CLSB approved Santiago's Plan of Service on October 19, 2023. Staff has filed the required paperwork with the State Library to claim the CLSA funding for the Santiago. Staff anticipates that the CLSA funds will be distributed to member library systems by the end of the calendar year.
  
7. Banking Status and Reconsideration of Financial Authority Christine Powers  
In August 2023, Santiago authorized staff to close Santiago's Pacific Premier Bank account, open a new account with JP Morgan Chase, and transfer all funds from Pacific Premier to Chase. The Executive Council granted financial authority to two members of SCLC staff, as well as the System's Chair and Vice Chair. Santiago's JPA and Bylaws do not require Council Members to be authorized signers on any financial accounts, nor mention financial authority as duty of Chair or Vice Chair.  
MSP (Contreras/Starkey) to discontinue the practice of granting Signature Authority to Council members, effective immediately, and going forward, staff will provide financial statements in Council Agenda Packets.  
12 yes, 0 no, 0 abstain
  
8. Santiago Library System Webpage Update Christine Powers  
Santiago Library System had voted to discard the use of the System's Google Drive and allow SCLC staff to manage Santiago's website as a subpage of SCLC's website. Staff provided an update of the website, and relayed future plans for the site, anticipated in early 2024.
  
9. 2024 Performers Showcase Christine Powers  
The Santiago's Children's Services Committee has presented the Performers Showcase for many years, to familiarize attendees with performers available for library programming.  
MSP (Curtis/Lujan) to approve execution of the 2024 Performer's Showcase by Santiago Children's Committee, as presented in the report.  
12 yes, 0 no, 0 abstain

## 10. Committee Reports

- a. Technology Committee Genesis Hansen  
Committee discussed scheduling software, Wonderbooks, VOX Books, laptop waivers, and staff borrowing equipment for in home use.
- b. Children's Services Committee Judy Booth  
Committee discussed the Performer's Showcase.
- c. Teen Services Dave Curtis  
Committee discussed summer programming at last meeting, and will discuss fall and winter programming at the November meeting.
- d. Circulation Committee Ann Duarte  
Committee would like to bring back homebound services, which were discontinued under COVID. Also discussed promoting the Parks Pass program, and will discuss the book return process at the next meeting.
- e. Reference Committee Brian Sternberg  
Committee discussed how to store and manage local history artifacts.

## 11. State Library Report

Kaela Villalobos

Surveys: California Public Libraries Survey closed on November 7, 2023, and responses due for on November 14, 2023, for Technology Needs for California Libraries.

Broadband aggregator applications are open.

Inspiration grants opportunity closes on November 30, 2023.

Lunch at the Library applications close on November 29, 2023. Funding has increased to \$5.4 million.

California Connect applications are being accepted.

Career Online High School no longer requires jurisdictions to provide a cash match.

Building Forward round two announcement is forthcoming.

Writer to Writer Challenge for adult learner entries are due February 15, 2024.

California Libraries Learn (CALL) calendar continues to offer many options for professional development.

The Parks Pass program will be adding a backpack component.

Ready or Not Cultural Heritage Disaster Preparedness and Zip Books Programs are ongoing.

## 12. Executive Council Chair Report

Jessica Framson

None.

## 13. Other

Jessica Framson

None.

## 14. What's New at your Library

Jessica Framson

*Buena Park:* wrapping up the HVAC project; implementing new city non-smoking policy; bilingual story times are successful (Spanish and Korean); passport program has resumed.

*Fullerton:* Working to make facilities ADA compliant; city granted raises across the board.

*Huntington Beach:* Issued an RFP for a Master Plan; in October, held an all staff meeting on safety issues; migrating to iCloud library; with new branch manager, now fully staffed in FT positions; city council imposed new policies for materials deemed to contain sexual content, including evaluating existing materials, shelving, access, and acquisition of new content.

*Mission Viejo:* Mentorship program was successful, and several participants were subsequently hired; applying for an Inspiration grant.

*Newport Beach:* Soliciting bids to construct a lecture hall; collection development policies are changing.

*OC Public:* closing three branches for remodeling; in negotiations with Irvine.

*OC Public Law:* in person usage is up as researching services and programming are bringing more people into the building.

*Orange Public:* encountering challenges endemic with rotating city staff; Foundation hosted Legacy Award program and raised \$16k; Curtis is retiring in December.

*Santa Ana:* Building Forward funding received to continue updating and refreshing facilities; innovations lab and other projects are funded from multiple sources; book challenges have subsided.

*Yorba Linda:* Solar panels installed; received a \$600k donation and will use to host annual author talks.

15. Adjournment

Jessica Framson

Meeting adjourned at 3:45 pm.

*Respectfully submitted by Lori Graver on February 16, 2024*