



Executive Council Agenda

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

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

Join Zoom Meeting:
<https://us02web.zoom.us/j/83723175293?pwd=RTZISDV2Zmp4SkxnT3R1WIRMYUR5Zz09>
Meeting ID: 837 2317 5293

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

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 August 15, 2023, meeting

4. Adoption of the Agenda Jessica Framson

5. Budget Status Report FY2023/24 Andy Beck
(DISCUSSION)

- | | |
|---|------------------|
| 6. CLSA FY2023/24 Plan of Service Update
(DISCUSSION) | Christine Powers |
| 7. Banking Status and Reconsideration of Financial
Authority
(ACTION) | Christine Powers |
| 8. Santiago Library System Webpage Update
(DISCUSSION) | Christine Powers |
| 9. 2024 Performers Showcase
(ACTION) | Christine Powers |
| 10. Committee Reports | |
| a. Technology Committee | Genesis Hansen |
| b. Children's Services Committee | Judy Booth |
| c. Teen Services | Dave Curtis |
| d. Circulation Committee | Helen Medina |
| e. Reference Committee | Brian Sternberg |
| 11. State Library Report | Kaela Villalobos |
| 12. Executive Council Chair Report | Jessica Framson |
| 13. Other | Jessica Framson |
| 14. What's New at your Library | Jessica Framson |
| 15. Adjournment | Jessica Framson |



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

Executive Council Agenda

August 15, 2023

2:00-4:00pm

Meeting Location:

Placentia Library District

411 East Chapman Ave., Placentia, CA 92870

Minutes draft

Attendance

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

Other

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

Absent

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

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

Jessica Framson

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

3. Consent Calendar Jessica Framson
 All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the May 16, 2023 meeting
 MSP (Contreras/Hansen) to pass the Consent Calendar, as presented.
 10 yes, 0 no, 0 abstain

4. Adoption of the Agenda Jessica Framson
 Chair adopted the Agenda, as presented, without objection.

5. Budget Status Report FY2022/23 Andy Beck
 The Budget Status Report for fiscal year 2022/23 reflects reconciled bank statements through June 30, 2023. All expenses have been received and recorded. Financial highlights include a surplus of \$4,638 compared to a surplus of \$2,100, as budgeted.

6. CLSA FY2022/23 System Program Annual Report Christine Powers
 MSP (Contreras/Sternberg) to authorize the Executive Director to work with the Chair to complete the CLSA FY2022/23 Annual Report for submission to the State Library by the September deadline.
 9 yes, 0 no, 1 abstain

7. Authority for Financial Institutions Christine Powers
 MSP (Starkey/Quillman) to authorize staff to close Santiago Library System's Pacific Premier Bank account, open a new account with JP Morgan Chase, and transfer all funds from Pacific Premier Bank to JP Morgan Chase. Continue to authorize signature authority for Santiago Library System's bank account for the following individuals: Executive Director, Christine Powers; Santiago Chair, Santiago Vice Chair; and Project Manager, Nerissa Snodgrass.
 10 yes, 0 no, 0 abstain

8. Santiago Library System Webpage Update Christine Powers
 At the last system meeting, members of the Santiago Library System voted to discontinue use of the system's Google Drive, and directed staff to build a subpage for Santiago under the Southern California Library Cooperative's main website. This webpage includes Santiago's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will update this site regularly to post agendas in compliance with the Brown Act and member library contact information, as needed. The webpage is still under construction. A majority of the site is complete, pending one technical issue

before going public. Once the site is complete, staff will share a link to the website with all members via email.

9. Committee Reports

- a. Technology Committee Genesis Hansen
The last meeting was on April 25, 2023, and discussed O365 and sharing desks with part-time staff. The next meeting is July 27, 2023, at which the committee will discuss scheduling software and Wonderbooks. The newly elected Chair is Martin Lebria (Buena Park).
- b. Children’s Services Committee Judy Booth
At the last meeting, the committee discussed the Performer’s Showcase and brainstormed other programs that would benefit the Santiago community, especially trainings to onboard newer children’s library staff.
- c. Teen Services Dave Curtis
A report is not available at this time, but a copy of the minutes of the last meeting will be emailed to the group as soon as possible.
- d. Circulation Committee Helen Medina
None.
- e. Reference Committee Brian Sternberg
Last met on May 9, 2023, and discussed developing new community partnerships.

10. State Library Report

Kaela Villalobos

California Public Libraries Survey will open on September 5, 2023, and close on November 6, 2023. Reporting forms will be posted on LibPAS by August 18, 2023, and an info session will be held on August 31, 2023. The 2024 Lunch at the Library program is state funded on an annual, sustained basis, and open to all California public libraries. Applications open in mid-September 2023, and close December 1, 2023. Additional grant programs available include Broadband/California Connect, Career Online high School, CALIFORNIA Library Literacy Services, California Libraries Learn (CALL), Digital Navigators, Parks Pass, Ready or Not Cultural Heritage Disaster Preparedness Program and Zip Books.

11. Executive Council Chair Report

Jessica Framson

None.

12. Other

Jessica Framson

None.

13. What’s New at your Library

Jessica Framson

OC Public Law – partnering with Legal Aid and Public Law Center to bring workshops to the library, including guardianship and consumer debt; attendance is up 18%.

Santa Ana – four capital projects ongoing, plus designing a new and larger bookmobile; restructuring staffing to move towards more fulltime staff; hosted a resources fair which included a partnership with the American Heart Association and highlight blood pressure monitoring kits added to Library of Things.

OC Public - Summer Reading Program just finished, and included excellent performers selected from the Performer's Showcase; hosting Back to School events, National Library Card, Teenfest, senior programming in partnership with the Office on Aging, author events and grocery store partnerships.

Huntington Beach – navigating political climate around collection development; Summer Reading Program was a great success; teen internship program funded by LSTA grant; job listing pending for Librarian II/branch manager.

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

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

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

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

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

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

14. Adjournment

Jessica Framson

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



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

DATE: November 14, 2023
FROM: Andy Beck, Controller – SCLC/Santiago

SUBJECT: **Budget Status Report FY2023/24 (DISCUSSION)**

BACKGROUND: The Budget Status Report for FY 2023/24 is attached for review and reflects reconciled bank statements through September 30, 2023.

Financial highlights for revenues include the receipt of 83% membership dues. There are no unexpected expenses.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget to Actual Report FY 2023/24

	<u>FY23/24</u> <u>Budget</u>	<u>Prior Year</u> <u>Actuals</u>	<u>FY23/24</u> <u>Actuals</u>	<u>Balance</u>	<u>%</u> <u>Unrealized</u>	<u>%</u> <u>Realized</u>	<u>Notes</u>
REVENUE							
Program and general revenues							
CLSA Communications & Delivery	\$ 177,074	\$ 178,141	\$ 1,186	\$ 175,888	99%	1%	Expected to be received in Dec 2023
CLSA System Administration	44,268	44,251	11,067	33,201	75%	25%	Expected to be received in Dec 2023
Membership Dues	6,660	6,660	6,660	-	0%	100%	
Total program and general revenues	<u>228,002</u>	<u>229,052</u>	<u>18,913</u>	<u>209,089</u>	<u>92%</u>	<u>8%</u>	
Special events							
Performers showcase revenues	2,500	3,007	-	2,500	100%	0%	
Performers showcase expenses	(1,000)	(352)	-	(1,000)	100%	0%	
Special events, net	<u>1,500</u>	<u>2,655</u>	<u>-</u>	<u>1,500</u>	<u>100%</u>	<u>0%</u>	
Total revenues	<u>\$ 229,502</u>	<u>\$ 231,707</u>	<u>\$ 18,913</u>	<u>\$ 210,589</u>	<u>92%</u>	<u>8%</u>	
EXPENDITURES							
Communications and delivery							
Member distribution (eResource / Tele)	\$ 165,455	\$ 81,146	\$ -	\$ 165,455	100%	0%	Member distribution
Audit Fees	6,875	6,911	-	6,875	100%	0%	CJ Brown
Office supplies	1,876	-	469	1,407	75%	25%	Reimburse expenses
Telecommunications	2,868	90,084	717	2,151	75%	25%	Reimburse expenses
Total communication and delivery	<u>177,074</u>	<u>178,141</u>	<u>1,186</u>	<u>175,888</u>	<u>99%</u>	<u>1%</u>	
Administration							
Administration expense	44,268	44,251	11,067	33,201	75%	25%	SCLC
Memberships	4,410	4,410	4,410	-	0%	100%	Califa
Meetings/conferences/travel	200	267	-	200	100%	0%	
Other	-	-	30	(30)			
Total administration	<u>48,878</u>	<u>48,928</u>	<u>15,507</u>	<u>33,371</u>	<u>68%</u>	<u>32%</u>	
Total expenditures	<u>\$ 225,952</u>	<u>\$ 227,069</u>	<u>\$ 16,693</u>	<u>\$ 209,259</u>	<u>93%</u>	<u>7%</u>	
SURPLUS (DEFICIT)	<u>\$ 3,550</u>	<u>\$ 4,638</u>	<u>\$ 2,220</u>	<u>\$ 1,330</u>	<u>37%</u>	<u>63%</u>	

ACCOUNT BALANCES

Pacific Premier Bank \$ 182,889

CLSA FUNDS

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

	FISCAL YEAR 2023-24			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
E-Resources	\$ -	\$ 78,278	\$ -	\$ 78,278
Delivery	-	-	-	-
Contracted services	-	6,875	-	6,875
Telecommunications	-	90,045	(717)	89,328
Office supplies	-	1,876	(469)	1,407
Capital outlay	-	-	-	-
Resource sharing (Link+)	-	-	-	-
	<u>\$ -</u>	<u>\$ 177,074</u>	<u>\$ (1,186)</u>	<u>\$ 175,888</u>



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

DATE: November 14, 2023
FROM: Christine Powers, Executive Director – SCLC/Santiago

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

BACKGROUND: Each year, the Santiago Library System receives California Library Services Act (CLSA) funds from the state 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, which was submitted in June, outlines how the system intends to expend funds and how those expenditures will benefit the communities served by Santiago member libraries.

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

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

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

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

CLSA Final System Budget Allocations- FY 2023/24

Communications and Delivery Program

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

Santiago Library System: 10 Members

Total CLSA Budget: \$221,342

Previous year(s) CLSA funds being used: \$ 0.**CLSA Baseline Funding Budget: \$177,074**

- **E-Resources: (\$78,278)**

OverDrive: (\$40,523)

Six member libraries have allocated funds to purchase eBooks and E-Audiobooks for their collections based upon feedback from the previous year and circulation statistics.

Bibliotheca Cloudlibrary: (\$34,986)

Three libraries have opted to allocate funds to enhance their Cloud Library collections.

Kanopy: (\$2,769)

One member will be allocating funds to support their Kanopy subscription.

Telecommunications: (\$90,045)Internet (\$87,281)

One member library is allocating funds to offset service fees and ensure access to high-speed connections. Both remain a critical lifeline in this System area where, although mostly urban and suburban, there remains a considerable population of individuals and families underserved by internet service providers. Funding for staff internet costs provided by the System's administrative/fiscal agent proportionate to the System's size.

ZOOM (\$163)

The continued ability to facilitate hybrid meetings will remain essential during the next year. Access to Zoom, a stable, easy to use platform, will ensure the System remains flexible to meet, regardless of whatever conditions may be present.

Support (\$1,035)

Funding for IT support for the System's administrative/ fiscal agent are being requested proportionate to the System's size.

Phone/Fax (\$1,566)

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

Office Supplies (\$1,876)

Shared expenses for general office supplies.

Other: Audit (\$6,875)

The System participates in an annual audit of its financial records and practices to ensure compliance with accepted accounting standards.

Estimated average cost to move an item in the regions \$0.29 and \$0.88 including salaries, employee benefits, vehicle maintenance, and fuel.

CLSA System Administrative Funding Budget: \$44,268

Salary and benefits for:

- Executive Director: \$8,636 (FTE .043/1)
- Deputy Director: \$2,454 (FTE .015/1)
- Controller: \$19,180 (FTE .146/1)
- Project Manager: \$1,590 (FTE .012/1)
- Administrative Assistant: \$12,408 (FTE .118/1)

Program Support using non-CLSA funding:

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

Meeting the Goals of the community:

Santiago System members continually monitor the usage patterns of patrons including checkouts, holds, requests, and internet traffic. Each member evaluates this information periodically, and, with an eye toward their individual budgets, makes recommendations for how the System should prioritize its goals.

Access to eResources and stable, secure internet connectivity remains a high priority across the System, which is why both are featured prominently in this allocation. Additionally, System staff survey the Board to assist in the creation of this document to ensure the voices of all members are heard and featured in the discussion.



REPORT TO THE EXECUTIVE COMMITTEE
SANTIAGO LIBRARY SYSTEM

DATE: November 14, 2023
FROM: Christine Powers, Executive Director – SCLC/Santiago

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

BACKGROUND: At the last meeting of the Santiago Library System in August, members 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.

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

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

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

While having members of the Administrative Council on Santiago’s bank accounts is likely an effort to increase transparency, it also poses some drawbacks. First, it puts pressure on Council Members to disclose financial information that they may not be

comfortable sharing, especially as they are probably not required to provide this information in the course of their work in their respective library systems. Secondly, while the process will be much easier with Chase, it does create additional work to switch members on and off the account: for the Executive Council to vote on, for staff to draft the appropriate communications/reports and to coordinate the changes with the bank, and for the bank itself to make these changes on an annual basis. Finally, having additional members on the account who are not under Santiago's authority does pose a liability.

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

FISCAL IMPACT: None

RECOMMENDATION: Should the Executive Council wish to reconsider having Council Members as authorized signers on Santiago's bank account, a recommendation can be made to discontinue the practice of having Council Members on the accounts, effective either at the end of this calendar or fiscal year.

EXHIBITS: None



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

DATE: November 14, 2023
FROM: Christine Powers, Executive Director – SCLC/Santiago

SUBJECT: Santiago Library System Webpage Update (DISCUSSION)

BACKGROUND: Earlier this year, members of the Santiago Library System 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.

This webpage includes Santiago’s name, logo, a brief description of the organization, a list of member libraries, and a link to meeting minutes and agendas. Staff will manage the website regularly to post agendas in compliance with the Brown Act and make any updates regarding member library contact information, as needed.

The webpage is done but has not yet been made public. After reviewing the website during the system meeting, staff will make the site public and share a link to the website with all members via email.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT: None



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

DATE: November 14, 2023
FROM: Christine Powers, Executive Director – SCLC/Santiago
Andrea Roque, Librarian III, Orange Public Library – On behalf of
Children’s Services Committee

SUBJECT: **2024 Performers Showcase Proposal (ACTION)**

BACKGROUND: The Santiago Library System’s (SLS) Children’s Services Committee, along with volunteers from their library staff, have presented the Performers Showcase for many years to familiarize themselves and their guests with performers to use for library programming. This was especially valuable in the past before other electronic means (websites, YouTube, etc.) to see performers were available to librarians. Although this event was interrupted by the COVID pandemic, it resumed last year on January 19, 2023, at the Yorba Linda Community Center.

The following information has been provided by the Children’s Services Committee, for consideration by the Executive Council.

Overview

The SLS Children’s Services Performers Showcase has been a valued program to the 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 the area and evaluate performers’ ability to enhance library services to local communities. As no comparable program exists in Southern California, the Children’s Services Committee would like to continue to offer the Performers Showcase on a yearly basis.

Purpose

The Showcase provides libraries with the opportunity to see a variety of performers in a single day. This is a convenience that 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 cost while minimizing cost. Acts not chosen to perform on stage have the opportunity to set up table displays and talk to librarians in an intimate setting. The event’s purpose is to highlight local talent and to provide an opportunity for libraries to make informed decisions before booking an artist.

Proposed Venue & Date

After many years hosting the Performer’s Showcase at the Yorba Linda Community Center, the 2024 Showcase will move to the Huntington Beach Library Theater on Thursday, January 18, 2024.

Lunch & Snacks

Prior to COVID, the Committee provided a lunch option as part of the Showcase. In 2022, participants and performers were encouraged to bring their own lunch. Unfortunately, many librarians and performers decided to leave the premises during the breaks. This frustrated both attendees and performers, as it affected the ability to book on site, and also caused parking issues. The return of a lunch option was suggested by many of our post-Showcase survey respondents. The Committee would like to offer a sandwich/chips/drink type of lunch for the 2024 Showcase. Fees would cover the cost of lunch.

Future proposed venues include Mission Viejo (2025), Newport Beach (2026), and Anaheim Public Library (2027).

FISCAL IMPACT: The proposed fees for the Performers Showcase are as follows:

Attendees

- SLS members - \$10.00 per person
- Non SLS members - \$15.00 per person
- SLS Children’s Services Committee - free
- Event Volunteers - free

Performers

- Performer fee - \$75.00

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, but event coordinators would need to know ahead of time.

RECOMMENDATION: The SLS Children’s Committee would like to move forward with putting together the Performers Showcase as an annual event and request the Executive Council’s consideration for approval for 2024.

EXHIBITS: None

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated November 7, 2023

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State Library News

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

[FY22-23 California Public Libraries Survey](#)

The portal for reporting FY22-23 data for the California Public Libraries Survey dataset opened on Tuesday, September 5th. **Data were due on Tuesday, November 7, 2023.** Contact LibraryStatistics@library.ca.gov if you have not submitted your statistics. Resources necessary to complete reporting are available on the [State Library's Statistics page](#).

[Survey: Technology Needs for California Libraries](#)

The California State Library is seeking your input on anticipated need for technology infrastructure funding at your library. This survey is designed to gauge the cost of needed upgrades, replacements and expansions to library networks and broadband connections over the next few years. **Responses due by 11/14/2023.** You may submit your responses here: <https://forms.office.com/g/zzbkJLDKgV>

Open Opportunities

[Partner Opportunity: State Broadband Aggregator for Libraries](#)

The California State Library's agreement with CTC to provide Broadband grant administration and act as Aggregator for public libraries connected to the CENIC/CalREN network is expiring on December 31, 2023. A Request For Application (RFA) has been issued for the Aggregator portion of this work. Links to the application portal and to PDF copies of the relevant documents are provided below.

Applications due November 22, 2023

[Apply to be the State Broadband Aggregator](#)

[Download the application documents, including necessary attachments.](#)

A separate RFA for grant administration shall be issued soon.

[LSTA Inspiration Grants](#)

The FY23-24 Inspiration Grants opportunity is now open. The opportunity closes **November 30, 2023 at 12:00 noon**, or once all available funds have been awarded. Inspiration Grants provide Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Inspiration Grants provide funding for projects that may not fit within the bounds of the other grants offered by the State Library and/or for ideas that are generated outside of other funding opportunity application timeframes. For full information, including timeline, guidelines and a link to the online application, visit the [LSTA Inspiration Grants](#) website.

[Lunch at the Library](#)

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

This year's applications to receive funding for *Lunch at your Library* **opened September 13th and will close November 29th, 2023.**

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

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

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

[Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates](#)

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

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

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

Career Online High School

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

Current Projects and Services

Building Forward Library Facilities Improvement Program

The out-of-state advisory panel has completed their reviews of the Building Forward Round 2 applications. Funding announcements are forthcoming shortly. We received funding requests totaling approximately \$500 million, and there is approximately \$175 million to award.

California Library Literacy Services - Ongoing

The Writer to Writer Challenge for adult learners will be held on a statewide basis for the 40th anniversary of CLLS in 2023-2024, with entries due no later than Feb. 15, 2024. More information is available in the [October CLLS networking call](#) and additional webinars. We have also added networking calls for small/rural CLLS libraries and anticipate additional communities of practice to be announced later this year. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#).

We anticipate that the Year 4/5 application for currently participating ESL libraries will open in November. Please note that no new libraries will be added to the ESL funding cohort. LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Based on the strong interest in Catalyst, the new statewide library leadership program, staff may subscribe to the [Leadership for All monthly mailings](#). CALL has its

own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

[Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing](#)

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

For more information on getting involved in the State Digital Equity Plan visit:

<https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>

State of CA funded.

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

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

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

[Tutoring Project – Ongoing](#)

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

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

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

Parks Pass Program – Ongoing

Cindy Zalog, who is the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback.

Current Parks Pass Program priorities include:

- Round 2 Mid-year Reports have been submitted and reviewed.
- The next Community of Practice is scheduled for 10/17/23. It will focus on outdoor education resources, with guest speakers from the Parks PORTS program and PBS.
- SCLC is has begun work on the Backpack Project. Information on how to apply to receive packs will go out to libraries later this month.

A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#).

For any questions, email parkspass@library.ca.gov. State of CA funded.

Ready or Not

The "[Ready—Or Not](#)" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to 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. State of CA funded.

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

Zip Books Program - Ongoing

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

Networking and Training

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

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

[CAreer Pathways Workforce & Upskilling Resources: Webinars Open to All Library Staff](#)
Register for upcoming webinars by clicking the links below or visiting the [CAreer Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel.](#)

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

[Online Tutoring Training 2023](#)

HelpNow New Year Reminders for Your Students
Tuesday, January 9, 2024, 3:30–4:30 pm

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

This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing.

[Register in advance for the New Year Reminders webinar](#)

[Next Directors Networking Call](#)

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups.

The next Public Library Directors Networking Call is scheduled for Wednesday November 15, 2023, from 3:30 to 4:30 p.m. This meeting will include a guest speaker from CalMatters, who will provide an update about [CalMatters for Learning](#), a free learning hub for library staff and

educators. Please use this [Zoom link](#) to register for the call and to submit possible discussion topics.

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

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Santiago Meeting Dates FY 2023/24

Approved May 16, 2023

Tuesday, August 15, 2023

2:00pm

Placentia

Tuesday, November 14, 2023

2:00pm

Newport Beach

Tuesday, February 13, 2024

2:00pm

Yorba Linda

Tuesday, May 14, 2024

2:00pm

Anaheim