



**Santiago Library System
Executive Council Regular Meeting Agenda**

Tuesday, August 13, 2024
1:00 - 3:00 pm

Meeting Location:
Buena Park Library
7150 La Palma Ave, Buena Park, CA 90620

Join Zoom Meeting:
<https://us02web.zoom.us/j/83592834910?pwd=JbyAM0z9dSOildOSmqGDC8NFnDWnKH.1>
Meeting ID: 835 9283 4910
Passcode: 934816

AGENDA

All items may be considered for action.

1. Opening Helen Medina
 - a. Chairperson’s Welcome
Chairperson introduces any guests or new members.
 - b. Roll Call

2. Public Comment Helen Medina

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 Helen Medina

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 14, 2024, regular meeting
 - b. Minutes of the July 15, 2024, special meeting
(ACTION)

4. Adoption of the Agenda Helen Medina

- | | |
|--|--------------------------------|
| 5. Budget Status Report for FY 2023/24
(DISCUSSION) | Andy Beck |
| 6. CLSA FY2023/24 System Annual Program Report
(ACTION) | Christine Powers |
| 7. Consideration of Future Membership Dues
(ACTION) | Christine Powers/
Andy Beck |
| 8. Discussion of Committees and Committee
Representatives
(ACTION) | Christine Powers |
| 9. 2025 Children’s Services Performers Showcase
(ACTION) | Judy Booth |
| 10. Committee Reports | |
| a. Technology Committee | Genesis Hansen |
| b. Children’s Services Committee | Judy Booth |
| c. Teen Services | Amy Harpster |
| d. Circulation Committee | Helen Medina |
| e. Reference Committee | Brian Sternberg |
| 11. State Library Report | Helen Medina |
| 12. Executive Council Chair Report | Helen Medina |
| 13. Other | Helen Medina |
| <i>“...that is, matters initiated in the present meeting.” Robert’s Rules of Order,
Revised, III, p.21. Limited by Brown Act to discussion only.</i> | |
| 14. What’s New at your Library | Helen Medina |
| <i>Opportunity for members to share important updates regarding their libraries that
are of interest to the public.</i> | |
| 15. Adjournment | Helen Medina |



ACTION ITEMS

Meeting: Santiago Executive Council Meeting

Date: August 13, 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

Page 2

Name _____

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

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

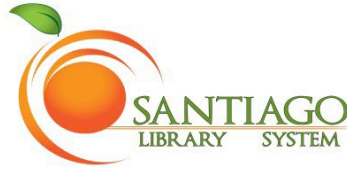
_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



**Santiago Library System
Executive Council**

Meeting Agenda

May 14, 2024

Meeting Location:

Anaheim Public Library, Haskett Branch
2650 W. Broadway, Anaheim, CA 92804

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

Minutes Draft

Attendance

Booth, Judy – Fullerton
Contreras, Jeanette – Placentia
Framson, Jessica – Huntington Beach
Hansen, Genesis – Mission Viejo
Harpster, Amy – Orange Public
Hartson, Melissa – Newport Beach
Lixey, Carrie – Yorba Linda
Lujan, Audrey – Anaheim
Thompson, Ann (Proxy) – Buena Park
Quillman, Julie – Orange County Public
Sternberg, Brian – Santa Ana

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Snodgrass, Nerissa – SCLC
Villalobos, Kalea – CSL
Walker, Wayne – SCLC

Absent

Starkey, Brendan – OC Public Law

1. Opening Jessica Framson
Meeting called to order at 2:07 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 February 13, 2024, meeting
(ACTION)
MSP (Contreras/Framson) to pass the Consent Calendar with amendments made to item 16.
10 yes, 0 no, 1 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
(DISCUSSION)
Andy Beck provided an update on the status of Santiago's FY 2023/24 budget through March 31, 2024. Bank statements were provided through March 2024.

6. Banking Status Update Christine Powers
(DISCUSSION)
Christine Powers provided an update on the status of Santiago's banking. Santiago's JP Morgan Chase Bank account was established, funds from its Pacific Premiere Bank account were transferred to the Chase account, and the Pacific Premiere Bank account was closed.

7. Agreement with SCLC for Administrative and Christine Powers
Fiscal Services for FY 2024/25
(ACTION)
MSP (Lujan/Hansen) to 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.
11 yes, 0 no, 0 abstain

8. CLSA Plan of Service and Budget for FY 2024/25 Andy Beck
(ACTION)
MSP (Lujan/Contreras) to 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.
11 yes, 0 no, 0 abstain

9. 2025 Children's Services Performers Showcase Proposal Judy Booth
(ACTION)

MSP (Contreras/Lixey) to approve the 2025 Performers Showcase to be held on Thursday, January 16, 2025, in Mission Viejo.

11 yes, 0 no, 0 abstain

Item to return at the next regular meeting for additional discussion.

10. Proposed Budget for FY 2024/25

Andy Beck

(ACTION)

MSP (Hansen/Harpster) to approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

11 yes, 0 no, 0 abstain

11. Discussion of Committees, Committee Representatives and Appointment of Teen Services Representative

Christine Powers

(ACTION)

MSP (Lixey/Contreras) to appoint Amy Harpster as the Teen Services Representative in the interim.

11 yes, 0 no, 0 abstain

Item to return at the next regular meeting for additional discussion.

12. Committee Reports

a. Technology Committee

Genesis Hansen

The committee met on April 23 and discussed various topics, including: online library cards, cybersecurity training, and what apps libraries are currently using.

b. Children's Services Committee

Judy Booth

The committee has been working on the upcoming Performers Showcase, which was discussed earlier.

c. Teen Services

No update, as the committee did not have a liaison prior to this meeting.

d. Circulation Committee

Helen Medina

The committee met in March and discussed National Library Week.

e. Reference Committee

Brian Sternberg

The committee discussed summer reading programs, as well as collections and popular materials. Bruce is the new chair.

13. Election of Vice-Chair/Chair-Elect

Jessica Framson

(ACTION)

MSP (Hansen/Contreras) Helen Medina elected as Chair and Melissa Hartson elected as Vice-Chair

11 yes, 0 no, 0 abstain

14. Meeting Schedule for FY 2024/25

Christine Powers

(ACTION)

MSP (Hartson/Lujan) to approve the following times, dates, and locations for FY 2024/25 meetings:

- Tuesday, August 13, 2024, 1pm - 3pm – Buena Park Library
- Tuesday, November 12, 2024, 1pm - 3pm – Fullerton Public Library

- Tuesday, February 11, 2025, 1pm - 3pm – Huntington Beach Public Library
 - Tuesday, May 13, 2025, 1pm - 3pm – Mission Viejo Library
- 11 yes, 0 no, 0 abstain

- | | |
|---|------------------|
| 15. State Library Report
Kaela Villalobos provided a summary of the State Library report to members. | Kaela Villalobos |
| 16. Executive Council Chair Report
None | Jessica Framson |
| 17. Other
None | Jessica Framson |
| 18. What's New at your Library
Item skipped due to time. | Jessica Framson |
| 19. Adjournment
MSP (Contreras/Hansen) to adjourn the meeting at 4:00 pm. | |

DRAFT



**Santiago Library System
Executive Council Agenda
SPECIAL MEETING**

July 15, 2024
10:00 – 11:00 am

Minutes draft

Attendance

Contreras, Jeanette – Placentia
Framson, Jessica – Huntington Beach
Hansen, Genesis – Mission Viejo
Harpster, Amy – Orange Public
Hartson, Melissa – Newport Beach
Lujan, Audrey – Anaheim
Medina, Helen – Buena Park
Quillman, Julie – Orange County Public
Sternberg, Brian – Santa Ana
Starkey, Brendan – OC Public Law

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Snodgrass, Nerissa – SCLC
Villalobos, Kaela - CSL
Walker, Wayne – SCLC

Absent

Booth, Judy – Fullerton
Lixey, Carrie – Yorba Linda

All items may be considered for action.

- | | |
|--|--------------|
| 1. Opening
Meeting called to order at 10:02 am. | Helen Medina |
| 2. Public Comment
None | Helen Medina |
| 3. Adoption of the Agenda
Agenda adopted without objection. The Council did ask to hear presentations from all action items prior to voting for each one. | Helen Medina |

Brenden Starkey joined at 10:16 am.

- | | |
|--|------------------|
| 4. Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25
(ACTION)
MSP (Lujan/Hansen) to 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.
8 yes, 1 no, 0 abstain | Christine Powers |
|--|------------------|

5. CLSA Plan of Service and Budget for FY 2024/25 (ACTION) Christine Powers
MSP (Lujan/Contreras) to 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
9 yes, 0 no, 0 abstain
6. Proposed Budget Amendment for FY 2024/25 (ACTION) Andy Beck
MSP (Lujan/Quillman) to approve the Proposed Budget Amendment.
9 yes, 0 no, 0 abstain
7. Other Helen Medina
None
8. Adjournment Helen Medina
MS (Contreras/Hansen) to adjourn the meeting at 11:00 am.

DRAFT



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

DATE: August 13, 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 review and reflects reconciled bank statements through June 30, 2024.

Financial highlights include a surplus of \$4,961 for the fiscal year ended June 30, 2024.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget to Actual Report
- b. Bank Statements: April – June 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>
REVENUE							
Program and general revenues							
CLSA Communications & Delivery	\$ 177,074	\$ 178,141	\$ 176,033	\$ 1,041	1%	99%	Received in Dec 2023
CLSA System Administration	44,268	44,251	44,268	-	0%	100%	Received in Dec 2023
Membership Dues	6,660	6,660	6,660	-	0%	100%	100% collected
Total program and general revenues	<u>228,002</u>	<u>229,052</u>	<u>226,961</u>	<u>1,041</u>	<u>0%</u>	<u>100%</u>	
Special events							
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%	
Special events, net	<u>1,500</u>	<u>2,655</u>	<u>2,905</u>	<u>(1,405)</u>	<u>-94%</u>	<u>194%</u>	
Total revenues	<u>\$ 229,502</u>	<u>\$ 231,707</u>	<u>\$ 229,866</u>	<u>\$ (364)</u>	<u>0%</u>	<u>100%</u>	
EXPENDITURES							
Communications and delivery							
Member distribution (eResource / Tele)	\$ 165,455	\$ 81,146	\$ 165,455	\$ -	0%	100%	Member distribution
Audit Fees	6,875	6,911	6,300	575	8%	92%	CJ Brown
Office supplies	1,876	-	1,237	639	34%	66%	Reimburse expenses
Telecommunications	2,868	90,084	3,041	(173)	-6%	106%	Reimburse expenses/Member distrib.
Total communication and delivery	<u>177,074</u>	<u>178,141</u>	<u>176,033</u>	<u>1,041</u>	<u>1%</u>	<u>99%</u>	
Administration							
Administration expense	44,268	44,251	44,268	-	0%	100%	SCLC
Memberships	4,410	4,410	4,410	-	0%	100%	Califa
Meetings/conferences/travel	200	267	159	41	21%	80%	
Other	-	-	35	(35)			
Total administration	<u>48,878</u>	<u>48,928</u>	<u>48,872</u>	<u>6</u>	<u>0%</u>	<u>100%</u>	
Total expenditures	<u>\$ 225,952</u>	<u>\$ 227,069</u>	<u>\$ 224,905</u>	<u>\$ 1,047</u>	<u>0%</u>	<u>100%</u>	
SURPLUS (DEFICIT)	<u>\$ 3,550</u>	<u>\$ 4,638</u>	<u>\$ 4,961</u>	<u>\$ (1,411)</u>	<u>-40%</u>	<u>140%</u>	

ACCOUNT BALANCES

Chase \$ 358,639

CLSA FUNDS

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

	<u>FISCAL YEAR 2023-24</u>			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
E-Resources	\$ -	\$ 78,278	\$ (78,278)	\$ -
Contracted services	-	6,875	(6,300)	575
Telecommunications	-	90,045	(90,218)	(173)
Office supplies	-	1,876	(1,237)	639
	<u>\$ -</u>	<u>\$ 177,074</u>	<u>\$ (176,033)</u>	<u>\$ 1,041</u>



PACIFIC PREMIER BANK®

P.O. Box 25171
Santa Ana, CA 92799-9810

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
www.ppbi.com

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
www.ppbi.com

00000726-0001451-0001-0001-TIMR8006410430240651

SANTIAGO LIBRARY SYSTEM
254 N LAKE AVE # 874
PASADENA CA 91101-1829

Page 1 of 1
Branch 157
Account Number: 10962629
Date 04/30/2024

EM

EXECUTIVE 100 CHECKING

Acct 10962629

Summary of Activity Since Your Last Statement

Table with 3 columns: Description, Date, Amount. Rows include Beginning Balance, Deposits / Misc Credits, Withdrawals / Misc Debits, Ending Balance, Service Charge, and Average Collected Balance.

Withdrawals and Debits

Table with 4 columns: Date, Deposits, Withdrawals, Activity Description. Row for 4/24 CLOSING DEBIT.

Checks in Check Number Order

Table with 9 columns: Date, Check No, Amount, Date, Check No, Amount, Date, Check No, Amount. Row for 4/04 check 3221.

* indicates a break in check number sequence

Daily Balance Summary

Table with 7 columns: Date, Balance, Date, Balance, Date, Balance. Rows for 4/04 and 4/05.

00000726-0001451-0001-0001-TIMR8006410430240651(00000726)-000001453





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

May 01, 2024 through May 31, 2024
 Account Number: **00000585556213**

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

00001087 DRE 703 252 15724 NNNNNNNNNN T 1 000000000 Z9 0000
 SANTIAGO LIBRARY SYSTEM
 OPERATING ACCOUNT
 222 E HARVARD ST
 GLENDALE CA 91205-1017



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$324,514.95
Deposits and Additions	1	34,124.45
Ending Balance	1	\$358,639.40

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
05/02	Deposit 2093495014	\$34,124.45
Total Deposits and Additions		\$34,124.45

DAILY ENDING BALANCE

DATE	AMOUNT
05/02	\$358,639.40

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.



May 01, 2024 through May 31, 2024
Account Number: 000000585556213

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Credits					
Non-Electronic Transactions	2	500	0	\$0.40	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					<u>\$0.00</u>

ACCOUNT 000000585556213

Other Service Charges:

Credits					
Non-Electronic Transactions	2				
Cash Management Services					
Debit Block Maintenance	1				

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM 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



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

June 01, 2024 through June 28, 2024
 Account Number: **00000585556213**

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

00076063 DRE 703 210 18524 NNNNNNNNNN 1 000000000 Z9 0000

SANTIAGO LIBRARY SYSTEM
 OPERATING ACCOUNT
 222 E HARVARD ST
 GLENDALE CA 91205-1017



Good news – we reduced Non-Chase ATM Fees in more U.S. territories

As of February 20, 2024, we lowered the transaction fee from \$5 to \$3 for cash withdrawals made at non-Chase ATMs in American Samoa, Guam and the Northern Mariana Islands. We don't charge these fees when you use a Chase ATM.

We will continue to waive this fee for Chase Business Complete CheckingSM accounts with Chase Military Banking benefits, Chase Platinum Business CheckingSM and Chase Performance Business Checking[®] accounts.

Surcharge fees from the ATM owner/network may still apply. A Foreign Exchange Rate Adjustment Fee from Chase will apply for ATM withdrawals in the currency other than U.S. dollars.

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

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

CHECKING SUMMARY		Chase Platinum Business Checking	
	INSTANCES	AMOUNT	
Beginning Balance		\$358,639.40	
Ending Balance	0	\$358,639.40	

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.

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.



June 01, 2024 through June 28, 2024
Account Number: 000000585556213

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					<u>\$0.00</u>

ACCOUNT 000000585556213

Other Service Charges:
Cash Management Services
 Debit Block Maintenance

1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM 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: August 13, 2024
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **CLSA FY 2023/24 System Annual Program Report (ACTION)**

BACKGROUND: Each year, the Santiago Library System receives California Library Services Act (CLSA) funds to promote resource sharing within the system. To receive these funds, Santiago submits a Plan of Service outlining how it will spend funds for the upcoming fiscal year, which is reviewed and approved by the California State Library Board (CSLB).

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

In order to complete Santiago's CLSA FY2023/24 System Annual Program Report, a survey will be distributed to CLSA-eligible members requesting the following information:

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

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Executive Director to work with the Chair to complete the CLSA FY2023/24 System Annual Program Report for submission to the State Library by the September deadline.

EXHBIT: CLSA FY2023/24 System Annual Program Report Form

CALIFORNIA LIBRARY SERVICES ACT
2023/24 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

System Name

System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: _____ Phone: _____

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

Signature of agent of fiscal authority responsible
for accuracy of fiscal accounting and reporting

Date

Introduction

This packet contains the reporting documents to file the FY 2023/24 CLSA System Program Annual Report. The key areas to complete are:

1. Communications and Delivery program workload and plan of service objective evaluation
2. Detailed reporting of all System expenditures, including one-time funding allocations (see separate attachment for all expenditures)

Once you have completed the process, please email a copy with an electronic signature to monica.rivas@library.ca.gov .

All annual report documents are due by September 09, 2024.

Please contact Monica.Rivas@library.ca.gov with any questions.

CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

INSTRUCTIONS

The Expenditure Report is expected from all systems. This does not mean that all systems received equal funding, or that they have the same income sources, system services, or expenditure programs. What was expended should be presented in the same way, through use of the System Expenditure Report.

This Expenditure Report is used to document all the actual expenditures made at the system level and should not be confused with the System Detailed Budget. For the purposes of this report, all legal encumbrances should be considered as expenditures. Funds put into equipment revolving funds are considered to be encumbered and should be shown as expenditure. All amounts entered on this form represent expenditures from a specific income source and for a particular program category. If there is more than one income source for expenditures against a single category, it should be shown that way and then totaled in the "Expended/Encumbered" column. It should be noted here that the sources of funds for expenditures are the same as those used in the System Detailed Budget, shown as income sources, but now the system is spending against these income sources.

We realize that it may not be possible to have all the final accounting data available in time to comply with the September 3 deadline for this report. If this is the case, please make all attempts to provide the latest data available. When the final data is made available, please resubmit a revised document with that data.

This expenditure form is a matrix with the income sources supporting expenditures as one dimension and system program expenditure categories as the other. Note that only major categories of expenditure are required -- this is not a line-item expenditure report. However, all programs and services offered through the system should be included (i.e., LSTA programs, local programs, etc.) whether they are funded by CLSA or not. Likewise, all sources of expenditure should be included. The System Expenditure Report should offer as complete a picture of the system's services and sources of support for those services as possible. Note that all income received is considered to be either expended/encumbered or unexpended/unencumbered.

Expenditure Source Definitions

- a. "Total Funds Budgeted." This column is for final budget figures, i.e., the final spending authority for the reported fiscal year. This final budget figure is used instead of the preliminary budget figures from the System Detailed Budget to reflect as accurately as possible what actually occurred during the reported year. One of the values in having similar forms for these reports is to permit the System Detailed Budget figures to be compared to the actual expenditure in the System Expenditure Report. This comparison, along with other planning documents, will aid Systems in determining how well their budget estimation and planning process is working.
- b. "CLSA." Enter the amount expended for each expenditure category for the CLSA C&D Program. Include only the C&D program baseline amounts for Program 2. PC&E should be shown in Column b (CLSA) for Program 1 (System Administration).
- c. "LSTA" includes expenditures for System Administration grant awards and any other LSTA awards that the System has received for the fiscal year. See Program Definition below.
- d. "Local funds/fees" means those expenditures against the total of all member contributions, charges, or other

income generated by the System itself. Include expenditures for System reference here, and income from sales of publications.

- e. "Interest" means expenditure against interest earned on System funds from whatever source.
- f. "Other" is used for expenditures against sources of income not otherwise covered, e.g., local project grants or government programs other than LSTA. Include transfers from System reserves.
- g. "Expended" funds already used or paid out. (b through f).
- h. "Encumbered" funds are placed aside for a specific future expense (b through f).
- i. "Unexpended Balance" is the difference between the total budgeted (a) and the total expended/encumbered (g & h).

Encumbered Funds from Prior Year and Rollover

State (CLSA), Federal and Local funds encumbered from prior year and not yet expended. Funds rolled over from within the three years allocated to spend CLSA funding. You will be asked in the narrative to state the fiscal year, the amount of rollover funding still unspent or encumbered, the intended purpose of those funds from the Board approved Plans of Service, and the reason why funds are still in rollover status.

Program Definition

A program includes any program, service, or project, administered, and funded through the System. This includes not only the CLSA System C&D Program and (System Administration/Baseline) but also LSTA demonstration projects, System reference, and the like. It does not include programs, projects, and services which are administered and funded separately from the System.

Other Definitions

"Indirect" means any administrative charge made by a jurisdiction against System operations. Unless documented elsewhere in the Plan of Service, attach a description of the services received.

"Grand Total Expenditures." Use this line for total actual expenditures for all System programs.

In summary:

- 1) This is an expenditure document, not a budgeting document.
- 2) This is an accounting document and should be as accurate as possible.
- 3) Legal encumbrances should be considered the same as expenditures.
- 4) If there are expenditures from more than one income source for a specific program category, this should be indicated and then totaled in the "Expended/Encumbered" column.

A **NOTE** section was provided in the System Expenditure Report as a section if further explanation is needed (example: funds from multiple years).

We welcome comments on your experience in using this form and would appreciate any suggestions for its improvement.

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	
b. Internet (including electronic mail)	
c. Other (specify) (example postage)	
Total	

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiple the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 07 –20, 2023	October 09-22, 2023	Jan. 15-28, 2024	April 22- May 05, 2024	Total multiplied by 6.5
a. System member public libraries					
b. Non-public libraries in System area					
Total					
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					
d. Number of miles traveled by all System vehicles					
e. Percentage of items delivered by:					
U.S. Mail _____% UPS _____% System Van _____% Contracted Van _____% Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					

4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

5. Is your System planning to roll over any funds from FY 2023/2024? Please provide the amount and the reason the funds will be rolled over.

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



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

DATE: August 13, 2024
 FROM: Christine Powers, Executive Director, Santiago/SCLC
 Andy Beck, Controller, Santiago/SCLC

SUBJECT: Consideration of Future Membership Dues (ACTION)

BACKGROUND: Currently, and for the past several years, members of the Santiago Library System have been paying a flat membership dues rate of \$200 per member. In an effort to build the System’s fund balance for unexpected expenditures, two options and two different rates per option are presented for consideration to restructure the System’s membership dues.

Option 1: Flat Rate Dues Structure

A membership dues structure at an increased flat rate A of \$725 or flat rate B of \$925 will generate total membership dues of \$7,975 and \$10,175, respectively, as follows:

Member	Flat Rate A	Flat Rate B
Anaheim	\$ 725	\$ 925
Buena Park	725	925
Fullerton	725	925
Huntington Beach	725	925
Mission Viejo	725	925
Newport Beach	725	925
Orange County	725	925
Orange Public	725	925
Placentia	725	925
Santa Ana	725	925
Yorba Linda	725	925
Total	<u>\$ 7,975</u>	<u>\$ 10,175</u>

Option 2: Population Based Dues Rate Structure

A membership dues structure at a rate of 0.25% and 0.32% of population will generate total membership dues of \$7,906 and \$10,119, respectively, as follows:

Member	Population	Dues Rate A	Dues A	Dues Rate B	Dues B
Anaheim	341,245	0.25%	\$ 853.11	0.32%	\$ 1,091.98
Buena Park	83,430	0.25%	208.58	0.32%	266.98
Fullerton	142,732	0.25%	356.83	0.32%	456.74
Huntington Beach	196,100	0.25%	490.25	0.32%	627.52
Mission Viejo	92,515	0.25%	231.29	0.32%	296.05
Newport Beach	83,727	0.25%	209.32	0.32%	267.93
Orange County	1,657,924	0.25%	4,144.81	0.32%	5,305.36
Orange Public	137,676	0.25%	344.19	0.32%	440.56
Placentia	51,204	0.25%	128.01	0.32%	163.85
Santa Ana	308,459	0.25%	771.15	0.32%	987.07
Yorba Linda	<u>67,233</u>	0.25%	<u>168.08</u>	0.32%	<u>215.15</u>
Total	<u><u>3,162,245</u></u>		<u><u>\$ 7,905.61</u></u>		<u><u>\$ 10,119.18</u></u>

Summary of Proposed Options

Below are the both options of membership dues for comparison:

Member	Flat Rate A	Flat Rate B	Dues Rate A	Dues Rate B
Anaheim	\$ 725.00	\$ 925.00	\$ 853.11	\$ 1,091.98
Buena Park	725.00	925.00	208.58	266.98
Fullerton	725.00	925.00	356.83	456.74
Huntington Beach	725.00	925.00	490.25	627.52
Mission Viejo	725.00	925.00	231.29	296.05
Newport Beach	725.00	925.00	209.32	267.93
Orange County	725.00	925.00	4,144.81	5,305.36
Orange Public	725.00	925.00	344.19	440.56
Placentia	725.00	925.00	128.01	163.85
Santa Ana	725.00	925.00	771.15	987.07
Yorba Linda	<u>725.00</u>	<u>925.00</u>	<u>168.08</u>	<u>215.15</u>
Total	<u><u>\$ 7,975.00</u></u>	<u><u>\$ 10,175.00</u></u>	<u><u>\$ 7,905.61</u></u>	<u><u>\$ 10,119.18</u></u>

FISCAL IMPACT: Given the cuts in CLSA funding, many cooperatives are utilizing their reserves to continue operating. In an attempt to continue operations and build reserves, four options are presented for members' consideration.

Based on the options presented, to accumulate \$21,500 in fund balance will take:

- Options 1A or 1B (approx. \$8,000/yr) → 2.7 years
- Options 2A or 2B (approx. \$10,000/yr) → 2.0 years

These figures assume that the Governor will successfully implement 50% CLSA cuts for FY 2025/26, which he has promised to do.

RECOMMENDATION: Consideration of an increase in membership dues, based on the four options provided.

EXHIBITS: None



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

DATE: August 13, 2024
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **Discussion of Committees and Committee Representatives
(ACTION)**

BACKGROUND: This item is a carryover from the February 13, and May 14, 2024, Santiago Library System meetings. During those meetings, the Council discussed the role and purpose of committees (networking, projects, information sharing), differences between Director liaison versus advisor, and liaison rotation. At the May meeting, Executive Council Member Amy Harpster (Orange) was appointed as the Teen Committee representative to fill the vacancy until the liaison role discussion is finalized.

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

There are no requirements in the Bylaws concerning standing committee representatives, how they are appointed, and how long they serve. Similarly, there are no requirements or guidelines for the members of committees, and the terms of committee chairs.

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. Additionally, if there are any parameters that the Council wishes to place on committee structures or activities, those procedures may also be discussed and adopted.

EXHIBITS: None



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

DATE: August 13, 2024
FROM: Judy Booth, Executive Councilmember

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

BACKGROUND: At the last regular meeting of the Santiago Library System, the Executive Council approved holding the 2025 Performers Showcase on Thursday, January 16, 2025, at the Norman P. Murray Community Center in Mission Viejo, and requested that the item return at the next regular meeting to discuss the remaining logistics.

The attached report, which was also presented at the last regular meeting, is being provided to the Executive Council regarding the 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 brings in.

RECOMMENDATION: Consideration and direction regarding event logistics.

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 the Showcase will move to the Norman P. Murray Community Center in Mission Viejo, and will be held 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.

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated August 5, 2024

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State Library News

Parks Pass Program Update

Cindy Zalog, Parks Pass Manager, left the California State Library effective June 11, 2024. For any Parks Pass questions, please email parkspass@library.ca.gov or reed.strege@library.ca.gov.

LDS Newsletter

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

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](https://sam.gov) | [Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

2024-2025 LSTA Inspiration Grants

Application period opened on Wednesday July 10, 2024. Please see the [website](#) for more information! Inspiration Grants opportunity provides 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. Do you have a fully developed plan for an innovative library program that meets an immediate community need, is ready to start, and can be completed in nine months? If so, the State Library welcomes your Inspiration Grant application!

Application Deadline: August 21, 2024, at 12:00 noon

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- [Ready Reports page available to the public](#)
- [Log in to LibPAS to access additional Ready Reports available to libraries](#)
- [LibPAS Video Tutorials Page](#)

Contact Meg DePriest at LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- [Population Certification Memo from the State Librarian \(pdf\)](#)
- [Persons Served by California Public Libraries \(Excel\)](#)
- [Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024](#)

Open Opportunities

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

Current Projects and Services

Alexander Street Now available for Public Libraries

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

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, with one remaining in August. 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 Wed., Aug. 21, at 2 p.m. For more information on any of these programs, contact cls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

The 18-month [Catalyst library leadership program](#) is accepting applications until Wed., August 7. We encourage applications from potential leaders at any level.

CALL is offering an in-person workshop on Safe, Compassionate Libraries with master trainer Rick Jenkins this summer. Choose from:

[Hayward Public Library, Wed., August 21, 10:00 am to 1:00 pm](#) (workshop) followed by consulting sessions (sign up for a slot in your application)

Support professional development for your staff by visiting www.callacademy.org and the CALL [calendar](#) to explore 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](#). Anyone may [subscribe](#) to the CALL Letters newsletter 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 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.

[Tutoring Project – Sunsets August 25, 2024](#)

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.

The tutoring program is scheduled to sunset on August 25th of 2024.

[First Partner's Summer Book Club](#)

[The First Partner's Summer Book Club](#) is an initiative to reduce summer learning loss, and where children and teens are encouraged to participate in library summer programs and to read all summer long. Book Club titles are divided into five groups ranging from preschool to twelfth grade and expose readers to important social and emotional concepts and highlight values such as equity, diversity, and inclusion. Copies of the Book Club books will be available for check out at most public libraries around the state.

[See here for a complete list of the 2024 Summer Book Club titles.](#)

[Parks Pass Program – Ongoing](#)

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks through the 2024/25 Fiscal Year.

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

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.

[Public Library Staff Education Program](#)

The [California Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library staff with tuition reimbursement for courses required for a master's degree in library and information science. The 2024/25 PLSEP student application is anticipated to open

September 2024. For more information, contact wwalker@socallibraries.org or plsep@library.ca.gov LSTA funded.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with NEDCC and Myriad, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California’s underserved and underrepresented communities. To see some of the diverse places the Ready – Or Not team has assessed for disaster preparedness, browse the [Ready – Or Not Participant Showcase](#).

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at "[Ready – Or Not: Cultural Heritage Disaster Preparedness Project – NEDCC](#)". The webpage also provides 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. If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

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.

Networking and Training

Building Equity-Based Summers Learning Series

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

CAREer Pathways Workforce & Upskilling Resources: Ending Fall 2024

The CAREer Pathways program will wrap up in the fall 2024 as scheduled and access to the following resources will be ending in September 2024:

- Coursera – access ends September 14, 2024, last day to sign-up for access was July 15, 2024

- Job & Career Accelerator (EBSCO) – September 30, 2024
- LearningExpress Library Complete (EBSCO) – September 30, 2024
- LinkedIn Learning – September 30, 2024
- Northstar – September 30, 2024
- VetNow (Brainfuse) – September 30, 2024

Note that access to the following two resources has already ended:

- GetSetUp – April 30, 2024
- Skillshare – Last day to register for 12-month membership was September 30, 2023

Depending on the resources your library has opted-in for, you will be receiving a separate email with sunseting instructions for each resource to help prepare you for access ending. **We will also be hosting a wrap-up seminar on Wednesday, August 14 from 11:00 AM – 12 PM Pacific Time** where you will have the opportunity to ask questions and share any feedback about the resources. You can register by following the link below:

[Sunsetting CAREer Pathways Resources](#)

Wednesday, August 14, 2024, 11:00 am – 12:00 pm

Should your library be interested in continuing any of these resources, we encourage you to reach out to the vendors directly. If you have any questions or contact updates, please email CAPathways@library.ca.gov. We thank you for your help in making our program a success these last two years!

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

[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, August 21, 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.

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

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



**Santiago Meeting Dates
FY 2024/25**

Tuesday, August 13, 2024

1:00 pm

Buena Park Library District

Tuesday, November 12, 2024

1:00 pm

Fullerton Public Library

Tuesday, February 11, 2025

1:00 pm

Huntington Beach Public Library

Tuesday, May 13, 2025

1:00 pm

Mission Viejo Library