



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

Tuesday, November 12, 2024
1:00 - 3:00 pm

Meeting Location:
Fullerton Public Library, Hunt Branch,
201 S. Basque Ave., Fullerton, CA 92833

Alternate Meeting Location: Anaheim Public Library, 500 W. Broadway, Anaheim, CA 92805

Join Zoom Meeting:
<https://us02web.zoom.us/j/87444634243?pwd=9v7EgW2smLOgR7Oh0bcFHajP5zkb3Y.1>

Meeting ID: 874 4463 4243
Passcode: 101923

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 August 13, 2024, Regular Meeting
(ACTION)

4. Adoption of the Agenda Helen Medina

- | | |
|--|--------------------------------|
| 5. Budget Status Report for FY 2024/25
(DISCUSSION) | Andy Beck |
| 6. CLSA FY 2024/25 Plan of Service Update
(DISCUSSION) | Christine Powers |
| 7. Consideration of Future Membership Dues
(ACTION) | Christine Powers/
Andy Beck |
| 8. Consideration of New System Member: Irvine
Library System (ACTION) | Christine Powers |
| 9. Discussion of Committees and Committee
Representatives (ACTION) | Christine Powers |
| 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 | Kaela Villalobos |
| 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: November 12, 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

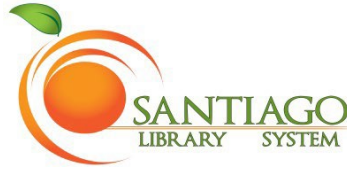
Agenda Item: _____

____ Aye _____ Motion

____ Nay _____ Second

____ Abstain

Please submit completed forms to: slcadmin@socallibraries.org



**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

Minutes Draft

Attendance

Booth, Judy – Fullerton
Contreras, Jeanette – Placentia
Framson, Jessica – Huntington Beach
Hansen, Genesis – Mission Viejo
Harpster, Amy – Orange Public
Medina, Helen – Buena Park
Matthew, Patsel – OC Public
Scott, Fretwell – Anaheim
Sternberg, Brian – Santa Ana
Starkey, Brendan E. – OC Public Law

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne – SCLC

Absent

Hartson, Melissa – Newport Beach
Lixey, Carrie – Yorba Linda
Villalobos, Kaela – CSL

1. Opening Helen Medina
Meeting called to order at 1:05 pm.
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.
None.
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)
 MSP (Contreras/Sternberg) to pass the Consent Calendar, as presented.
9 yes, 0 no, 0 abstain
4. Adoption of the Agenda Helen Medina
Chair adopted the Agenda, as presented, without objection.

5. Budget Status Report for FY 2023/24 (DISCUSSION) Andy Beck
 Controller, Andy Beck, presented the Budget Status Report for FY2023/24, reflecting reconciled bank statements through June 30, 2024.
6. CLSA FY2023/24 System Annual Program Report (ACTION) Christine Powers
 MSP (Contreras/Framson) to 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.
 9 yes, 0 no, 0 abstain
7. Consideration of Future Membership Dues (ACTION) Christine Powers/
Andy Beck
 The Executive Council decided to table this item for the next meeting. Staff will bring back a Funding per Capita formula at the next meeting.
8. Discussion of Committees and Committee Representatives (ACTION) Christine Powers
 MSP (Contreras/Harpster) Once a committee chair is appointed, the library director corresponding to that chair will be the liaison for that specific committee. The chairs and vice-chairs will serve a two-year term starting FY24/25 into FY25/26. Jeannette Contreras will work with Christine Powers to create a rotation schedule. Member libraries will work with their staff to see who wants to participate.
 10 yes, 0 no, 0 abstain
Genesis Hansen joined the meeting at 1:54 pm.
9. 2025 Children's Services Performers Showcase (ACTION) Judy Booth
 MSP (Hansen/Contreras) To accept the Children's Committee proposal report as presented and charge the Children's Committee to come back with a proposal for the allocation of profits.
10. Committee Reports
- a. Technology Committee Genesis Hansen
None
 - b. Children's Services Committee Judy Booth
 The committee plans to meet on September 9, 2024.
 - c. Teen Services Amy Harpster
 The committee selected a new chair from Yorba Linda and plans to meet next week.
 - d. Circulation Committee Helen Medina
 The committee met at the Huntington Beach Library on July 18, 2024. They discussed automated sorting machines and the libraries shared their different experiences and patron response. Their next meeting will be on September 9, 2024 at the Placentia Library.

- e. Reference Committee Brian Sternberg
The committee last met in May 2024. Bruce Dunphy from Mission Viejo was appointed as Chair.

11. State Library Report Helen Medina
CSL staff member, Kaela Villalobos, was absent from the meeting. Her report was included in the agenda packet.

12. Executive Council Chair Report Helen Medina
None.

13. Other Helen Medina
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None.

14. What's New at your Library Helen Medina
Opportunity for members to share important updates regarding their libraries that are of interest to the public.

Bueno Park

- The board approved a contract with LPA for their renovation project. The board also approved a contract for payroll personnel and finance consulting. Medina attended a Security workshop sponsored by the CALL Academy at the Santa Monica Library. Rick Jenkins led the workshop.

Placentia

- The library secured a contract with ANSER for its outdoor space project and received a privacy booth through a CSL grant.

Mission Viejo

- The City Manager and Assistant City Manager are both retiring. The library was awarded "Teen Succeed" grant and they're recruiting interns for the grant. They're doing a Civil Liberties grant and creating an exhibit with the Japanese American History Museum. The library finished its "Mission Viejo – Our Stories, Our Food Cookbook" grant.

Fullerton

- Received a new automated sorter. They're getting great engagement for Summer Reading.

Anaheim

- Council approved going "Fine Free" on July 1st. Successful Summer Reading Program.

Orange Public

- Experiencing a budget crisis (\$20 million deficit). Sales tax increase on upcoming ballot. Bi-annual Comic Convention 9/14. The library is moving forward with its "Building Forward" grant and new HVAC system.

Huntington Beach

- Looking to fill the spots of three full-time positions. The Main Street branch

library is getting electrical upgrades and a new HVAC system. Planning the Central library's 50th anniversary.

Santa Ana

- Main library is undergoing major renovation along with major tree removal. Creating a new outdoor library. Renovating New Hope Library.

OC Law

- Offering a lot more online databases that are accessible remotely.

OC Public

- Receiving "CA Sustainable Library" grant. Successful Summer Reading and continuing "Lunch at the Library".

15. Adjournment

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

Helen Medina

DRAFT



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

DATE: November 12, 2024
FROM: Andy Beck, Controller, Santiago/SCLC

SUBJECT: Budget Status Report for FY 2024/25 (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2024/25 is attached for review and reflects reconciled bank statements through September 30, 2024.

For revenues, membership dues of \$6,660 were recorded as financial resources available for use. Other revenues include communication and delivery of \$946 and system administration of \$11,039, which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$946, and administrative expenses of \$11,202. These expenses do not reflect what was paid but amounts that were incurred.

As of September 30, 2024, the System has a surplus of \$2,087 and cash balance of \$202,566.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget to Actual Report
- b. Bank Statement July – September 2024

	Prior Year <u>Actuals</u>	FY24/25 <u>Budget</u>	FY24/25 <u>Actuals</u>	<u>Balance</u>	<u>% Unrealized</u>	<u>% Realized</u>	<u>Notes</u>
REVENUE							
Program and general revenues							
CLSA Communications & Delivery	\$ 176,033	\$ 92,567	\$ 946	\$ 91,621	99%	1%	Expected to be received in Dec 2024
CLSA System Administration	44,268	22,867	11,039	11,828	52%	48%	Expected to be received in Dec 2024
Membership Dues	6,660	6,660	6,660	-	0%	100%	
Total program and general revenues	<u>226,961</u>	<u>122,094</u>	<u>18,645</u>	<u>103,449</u>	<u>85%</u>	<u>15%</u>	
Special events							
Performers showcase revenues	5,274	5,000	-	5,000	100%	0%	
Performers showcase expenses	(2,369)	(2,500)	-	(2,500)	100%	0%	
Special events, net	<u>2,905</u>	<u>2,500</u>	<u>-</u>	<u>2,500</u>	<u>100%</u>	<u>0%</u>	
Total revenues	<u>\$ 229,866</u>	<u>\$ 124,594</u>	<u>\$ 18,645</u>	<u>\$ 105,949</u>	<u>85%</u>	<u>15%</u>	
EXPENDITURES							
Communications and delivery							
Member distribution (eResource / Tele)	\$ 165,455	\$ 81,972	\$ -	\$ 81,972	100%	0%	Member distribution
Audit Fees	6,300	6,625	-	6,625	100%	0%	CJ Brown
Office supplies	1,237	1,300	325	975	75%	25%	Reimburse expenses
Telecommunications	3,041	2,670	621	2,049	77%	23%	Reimburse expenses
Total communication and delivery	<u>176,033</u>	<u>92,567</u>	<u>946</u>	<u>91,621</u>	<u>99%</u>	<u>1%</u>	
Administration							
Administration expense	44,268	44,155	11,039	33,116	75%	25%	SCLC
Memberships	4,410	4,410	4,410	-	0%	100%	Califa
Meetings/conferences/travel	159	850	163	687	81%	19%	
Other	35	100	-	100	100%	0%	
Total administration	<u>48,872</u>	<u>49,515</u>	<u>15,612</u>	<u>33,903</u>	<u>68%</u>	<u>32%</u>	
Total expenditures	<u>\$ 224,905</u>	<u>\$ 142,082</u>	<u>\$ 16,558</u>	<u>\$ 125,524</u>	<u>88%</u>	<u>12%</u>	
SURPLUS (DEFICIT)	<u>\$ 4,961</u>	<u>\$ (17,488)</u>	<u>\$ 2,087</u>	<u>\$ (19,575)</u>	<u>112%</u>	<u>-12%</u>	

ACCOUNT BALANCES

Chase \$ 202,566

CLSA FUNDS

CLSA Communications & Delivery - Projected (Restricted)

	FISCAL YEAR 2024-25			
	Beginning	Addition	Deletions	Ending
Member Distribution				
eResources	\$ -	\$ 38,923	\$ -	\$ 38,923
Telecommunication	-	42,995	-	42,995
Office supplies	-	834	-	834
Contracted services	-	6,050	-	6,050
Telecommunications	-	2,670	(621)	2,049
	<u>\$ -</u>	<u>\$ 91,472</u>	<u>\$ (621)</u>	<u>\$ 90,851</u>

	FISCAL YEAR 2023-24			
	Beginning	Addition	Deletions	Ending
Office supplies	\$ 466	\$ -	\$ (325)	\$ 141
Contracted services	575	-	-	575
	<u>\$ 1,041</u>	<u>\$ -</u>	<u>\$ (325)</u>	<u>\$ 716</u>



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

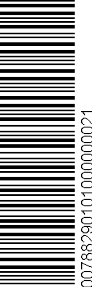
June 29, 2024 through July 31, 2024
 Account Number: **000000585556213**

CUSTOMER SERVICE INFORMATION

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

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



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$358,639.40
Electronic Withdrawals	12	-166,085.00
Ending Balance	12	\$192,554.40

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.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/09	07/09 Online Payment 21353843360 To Cj Brown & Company, Cpas	\$630.00
07/30	07/30 Online Payment 21551486994 To Huntington Beach Public Library	10,322.02
07/30	07/30 Online Payment 21551487008 To Santa Ana Public Library	15,802.58
07/30	07/30 Online Payment 21551486992 To Fullerton Public Library	7,535.17
07/30	07/30 Online Payment 21551486990 To Buena Park Library District	4,404.71
07/30	07/30 Online Payment 21551487013 To Yorba Linda Public Library	3,537.19
07/30	07/30 Online Payment 21551487000 To Newport Beach Public Library	4,399.12
07/30	07/30 Online Payment 21551486996 To Mission Viejo Library	4,843.99
07/30	07/30 Online Payment 21551486988 To Anaheim Public Library	17,329.41
07/30	07/30 Online Payment 21551487006 To Placentia Library District	2,769.24
07/30	07/30 Online Payment 21551487003 To Orange Public Library	7,334.23
07/31	07/31 Online Payment 21551487001 To Orange County Public Libraries	87,177.34
Total Electronic Withdrawals		\$166,085.00

DAILY ENDING BALANCE

DATE	AMOUNT
07/09	\$358,009.40
07/30	279,731.74
07/31	192,554.40



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.

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					\$0.00

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



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

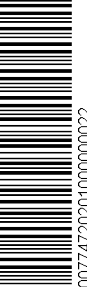
August 01, 2024 through August 30, 2024
Account Number: **000000585556213**

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Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679
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SANTIAGO LIBRARY SYSTEM
OPERATING ACCOUNT
222 E HARVARD ST
GLENDALE CA 91205-1017



0077472020100000002

We're updating our Deposit Account Agreement, including the Arbitration section

On November 17, 2024, we're updating section *X. Arbitration; Resolving Disputes* in the Deposit Account Agreement. We've included excerpts of the more significant updates at the end of this statement. The Arbitration section explains how potential disputes and claims are handled between us. **You can opt out of arbitration any time before January 16, 2025, by calling us at 1-800-242-7338.**

You can view the full updated section in the Deposit Account Agreement which will be available on November 17 at chase.com/business/disclosures or by visiting a branch. The new agreement will include these changes as well as any additional updates occurring at this time.

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

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$192,554.40
Electronic Withdrawals	1	-310.72
Ending Balance	1	\$192,243.68

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.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
08/07	08/06 Online Payment 21644446798 To Southern California Library Cooperative	\$310.72
Total Electronic Withdrawals		\$310.72

DAILY ENDING BALANCE

DATE	AMOUNT
08/07	\$192,243.68



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.

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					\$0.00

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.

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JPMorgan Chase Bank, N.A. Member FDIC

The following are excerpts of the more significant updates to *Section X. Arbitration; Resolving Disputes* to be published November 17, 2024:

- **What claims or disputes subject to arbitration?:**
 Claims or disputed factual or legal issues that arise out of or in any way relate in any way to any aspect of our relationship or interactions with each other, including but not limited to your deposit account, transactions involving your deposit account, whether actual, potential, canceled, or other transactions, any related product, service, or agreement with, or interactions of any kind with Chase employees are subject to arbitration.
- **Can I (customer) cancel or opt out of this agreement to arbitrate?:**
 You have the right to opt out of this agreement to arbitration if you tell us within sixty (60) days of opening your account, or by January 16, 2025, whichever is later. The exclusive way to opt out is by calling us at 1-800-242-7338. Any other method, form, or means of opting out will be treated as invalid or ineffective. Requests to opt out made more than sixty (60) days after opening your account or by January 16, 2025, whichever is later will be invalid.
- **Does arbitration apply to Claims involving third parties?:**
 For purposes of arbitration, “you” includes any person who is listed on your account or claims a right or interest in your account, and “we” and “us” includes JPMorgan Chase Bank, N.A., all its affiliates, third-party beneficiaries of this agreement and all third parties who are regarded as agents or representatives of ours in connection with a Claim.
- **How does arbitration work?:**
 Arbitration between us shall be administered by the American Arbitration Association (“AAA”), which will apply its Consumer Arbitration Rules in effect at the time the arbitration is commenced and the Mass Arbitration Supplementary Rules to mass arbitration matters. A single arbitrator shall conduct proceedings under the Consumer Arbitration Rules, and a Process Arbitrator and single Merits Arbitrator shall conduct each mass arbitration case. The Parties agree that, upon motion by either of us, the arbitrator or Merits Arbitrator shall have the power to decide dispositive issues of law prior to hearing, consistent with Federal Rules of Civil Procedure 12 and 56. All pleadings, information and documents exchanged, and the arbitrator’s ruling shall be treated as confidential and have no precedential value. However, if either Party seeks to confirm the arbitrator’s decision in court, the Parties agree that the documents necessary for such confirmation need not be filed under seal.

Who will pay for costs?:

Each Party will be responsible for the arbitration costs as allocated by the applicable AAA rules (www.adr.org). However, except for claims filed as part of a mass arbitration, if the arbitrator ultimately rules in your favor, you will be entitled to reimbursement by Chase for all fees you paid to the AAA.

NEW SECTION: What about mass arbitration matters?:

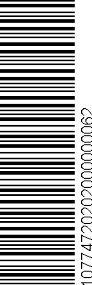
You agree that these additional requirements (“Mass Arbitration Procedures”) shall apply to your Claim if it is filed as part of a “mass arbitration,” which means twenty-five (25) or more arbitration claims involving the same or similar subject matter and/or issues of law or fact, and where representation of all claimants is the same or coordinated across the cases. You agree to these procedures even though they may delay the arbitration of your individual claim. If at any point you are unsatisfied with the speed by which your matter is proceeding, you are free to withdraw your arbitration demand and proceed in small claims court if the Claim is in that court’s jurisdiction and proceeds on an individual basis.

1. Mass Arbitration Filing Requirements:

In addition to the requirements set forth in the AAA Mass Arbitration Supplementary Rules, you agree that upon commencing a case with the AAA, you will provide your name, full Chase account number, mailing address, telephone number, email address, a factual description of every disputed transaction for which you seek compensation (date, amount, and transaction type) and/or event (date, location, and individuals involved), explanation of the basis of your Claim, an itemized calculation of all alleged damages, and, if represented by counsel, a signed statement authorizing us to share information regarding your account and the Claim with them. You agree and understand that failure to provide this information may result in dismissal of your Claim, though you have the right to refile once you provide the information described in the previous sentence.

2. Process Arbitrator Appointment:

You and Chase agree that before an arbitrator is assigned to determine the merit of your claim, a “Process Arbitrator” will be appointed. The Process Arbitrator will have the authority to ensure these Mass Arbitration Procedures and the AAA rules are followed. The Parties agree that the Process Arbitrator will be selected by the process set forth in AAA Mass Arbitration Supplementary Rule MA-7(a). In short, each Party will receive a list of proposed Process Arbitrators provided by the AAA and will meet and confer to identify a mutually-agreeable candidate. If the Parties cannot agree, they will submit their preferences to the AAA, and the AAA will select a Process Arbitrator.



3. Matters To Be Decided by a Process Arbitrator:

In addition to the authority outlined in AAA Mass Arbitration Supplementary Rules, the parties agree that the Process Arbitrator shall be empowered to resolve any dispute regarding whether your Claim should be dismissed because, for example, you failed to comply with the Mass Arbitration Filing Requirements, any other requirements outlined in this agreement, or any other reason. You agree that if the Process Arbitrator finds you failed to comply with any requirement, your claim will be dismissed, without prejudice to refile once the deficiencies are remedied. The Process Arbitrator will also have the power to decide whether, based on the information submitted in the Mass Arbitration Filing Requirements, other threshold eligibility issues for your case to proceed, including but not limited to whether you had an account at Chase, experienced the transaction, fee, or event at issue, or otherwise cannot pursue the claim due to a clear legal or factual deficiency, and to dismiss your claim as appropriate. The Process Arbitrator shall have the power to determine whether or not a given dispute regarding these Mass Arbitration Filing Requirements and/or Procedures are within their jurisdiction. The Process Arbitrator shall be authorized to afford any relief or impose any sanctions available under Federal Rule of Civil Procedure 11, 28 U.S.C. § 1927, or any applicable state law.

4. Mass Arbitration Procedures:

Following the resolution of any disputes within the jurisdiction of the Process Arbitrator, if any, counsel for the claimants and counsel for Chase shall each select fifteen (15) cases (per side) to proceed first in individual arbitration proceedings on the merits of each claim. Unless the Parties otherwise agree, in no event shall any individual Merits Arbitrator be assigned more than three (3) cases. No AAA per case fee shall be assessed in connection with any case until they are selected to proceed to individual arbitration proceedings as part of the process identified in this section. The Parties agree that each side shall have the right to have fifteen (15) cases of their choosing proceed to final hearing before the process described in this section moves forward. After the first thirty (30) cases are resolved, counsel will meet and confer regarding ways to improve the efficiency of the proceedings, including whether to mediate or change the number of cases filed in each stage. If the Parties are unable to resolve the remaining cases after the conclusion of the initial thirty (30) proceedings and conferring in good faith, each side shall select another fifteen (15) cases (per side) to proceed to individual arbitration proceedings. Each of these thirty (30) cases shall be assigned to a different Merits Arbitrator, though if the Parties otherwise agree, a single Merits Arbitrator may be assigned up to three (3) cases. No AAA per case fee shall be assessed in connection with the remaining cases until they are selected to proceed to individual arbitration proceedings as part of the process identified in this section. After this second set of thirty (30) cases are resolved, counsel will again meet and confer regarding ways to improve the efficiency of the proceedings, including whether to mediate or change the number of cases filed in each stage. If the Parties do not reach a global resolution after the second set of cases are resolved, on either Party's motion, the Process Arbitrator can decide to expedite the proceedings by forgoing more rounds of case selection and instead assigning Merits Arbitrators to all of the remaining cases at once. If no motion is made, this Mass Arbitration Procedure shall continue with thirty (30) cases in each set of proceedings, consistent with the parameters identified above. You and Chase agree to engage in these Mass Arbitration Procedures in good faith, which includes an agreement to pay the Parties' respective case fee if your case is selected. Any dispute regarding any aspect of the specific Mass Arbitration Procedures outlined in this section shall be resolved by the Process Arbitrator.

5. Interpretation and Enforcement of Mass Arbitration Provision:

Any dispute regarding the interpretation or enforcement of these mass arbitration procedures shall be decided by the Process Arbitrator or, in cases that have been released to merits proceedings, the Merits Arbitrator. Their decisions regarding the mass arbitrations process and procedures shall be considered interlocutory in nature and not subject to immediate judicial review. If any terms of these Mass Arbitration Procedures are found to be legally unenforceable for any reason, then the proceedings shall otherwise continue in arbitration in accordance with AAA's Mass Arbitration Supplementary rules.



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

August 31, 2024 through September 30, 2024

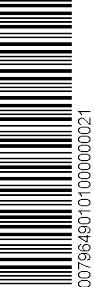
Account Number: **00000058556213**

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

00079649 DRE 703 210 27724 NNNNNNNNNN 1 000000000 Z9 0000

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



00796490101000000021

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$192,243.68
Deposits and Additions	1	10,322.02
Ending Balance	1	\$202,565.70

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
09/20	Credit Return: Online Payment 21551486994 To Huntington Beach Public Library	\$10,322.02
Total Deposits and Additions		\$10,322.02

DAILY ENDING BALANCE

DATE	AMOUNT
09/20	\$202,565.70

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.



August 31, 2024 through September 30, 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	<u>\$0.00</u>
Subtotal Other Service Charges					\$0.00

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: November 12, 2024
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: CLSA FY 2024/25 Plan of Service Update (DISCUSSION)

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). The Plan outlines how the system intends on expending funds and how those expenditures will benefit the communities served by Santiago libraries.

On October 2, 2024, the CSLB held its fall meeting, during which it approved Santiago's Plan of Service, as submitted.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT: None



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

DATE: November 12, 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 were presented at the last regular Santiago meeting for consideration to restructure the System's membership dues. At the last meeting, there was a request to consider a dues rate structure based on library income per capita (LIPC), which has been presented as Option 3 in this report.

Additionally, since the last meeting, the Irvine City Council approved the transition of library services from the County of Orange to the City of Irvine, and Irvine has requested to join Santiago Library System, pending approval from the Irvine City Council. Given this information, estimated dues have been provided for Irvine Library System, and population-based dues have been adjusted for Orange County Library System.

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>

If the Irvine Library System joins the Santiago Library System, **each library system's** flat rate would reduce to \$665 for flat rate A and \$848 for flat rate B.

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>

If the Irvine Library System joins the Santiago Library System, the Irvine Library System's dues are estimated to be \$786.38 for dues rate A and \$1,006.56 for dues rate B; and Orange County Public Libraries' dues are estimated to be \$3,358.44 for dues rate A and \$4,298.80 for dues rate B.

Option 3: Library Income Per Capita (LIPC) Based Rate Structure

A membership dues structure at a rate of \$13.80 and \$17.25 per dollar of LIPC will generate total membership dues of \$8,000 and \$10,000, respectively, as follows:

Member	LIPC	Dues Rate A	Dues A	Dues Rate B	Dues B
Anaheim	\$ 41.61	\$ 13.80	\$ 574.22	\$ 17.25	\$ 717.77
Buena Park	27.24	13.80	375.91	17.25	469.89
Fullerton	28.27	13.80	390.13	17.25	487.66
Huntington Beach	25.62	13.80	353.56	17.25	441.95
Mission Viejo	38.00	13.80	524.40	17.25	655.50
Newport Beach	121.54	13.80	1,677.25	17.25	2,096.57
Orange County	43.92	13.80	606.10	17.25	757.62
Orange Public	49.08	13.80	677.30	17.25	846.63
Placentia	61.75	13.80	852.15	17.25	1,065.19
Santa Ana	25.36	13.80	349.97	17.25	437.46
Yorba Linda	117.33	13.80	1,619.15	17.25	2,023.94
Total	<u>\$ 579.72</u>		<u>\$ 8,000.14</u>		<u>\$ 10,000.17</u>

Dues rates based on the LIPC cannot be determined for the Irvine Library System because no relevant information is available; however, once determined, each members' dues would decrease, as appropriate.

Summary of Proposed Options

Below are all options of membership dues if the Irvine Library System joins the Santiago Library System:

Member	Flat Rate A	Flat Rate B	Dues Rate A	Dues Rate B	LIPC Rate A	LIPC Rate B
Anaheim	\$ 665.00	\$ 848.00	\$ 853.11	\$ 1,091.98	\$ 574.22	\$ 717.77
Buena Park	665.00	848.00	208.58	266.98	375.91	469.89
Fullerton	665.00	848.00	356.83	456.74	390.13	487.66
Huntington Beach	665.00	848.00	490.25	627.52	353.56	441.95
Irvine	665.00	848.00	786.38	1,006.56	TBD	TBD
Mission Viejo	665.00	848.00	231.29	296.05	524.40	655.50
Newport Beach	665.00	848.00	209.32	267.93	1,677.25	2,096.57
Orange County	665.00	848.00	3,358.44	4,298.80	606.10	757.62
Orange Public	665.00	848.00	344.19	440.56	677.30	846.63
Placentia	665.00	848.00	128.01	163.85	852.15	1,065.19
Santa Ana	665.00	848.00	771.15	987.07	349.97	437.46
Yorba Linda	665.00	848.00	168.08	215.15	1,619.15	2,023.94
Total	<u>\$ 7,980.00</u>	<u>\$ 10,176.00</u>	<u>\$ 7,905.62</u>	<u>\$ 10,119.19</u>	<u>\$ 8,000.14</u>	<u>\$ 10,000.17</u>

Below are all options of membership dues for comparison, without Irvine as a member:

Member	Flat Rate A	Flat Rate B	Dues Rate A	Dues Rate B	LIPC Rate A	LIPC Rate B
Anaheim	\$ 725.00	\$ 925.00	\$ 853.11	\$ 1,091.98	\$ 574.22	\$ 717.77
Buena Park	725.00	925.00	208.58	266.98	375.91	469.89
Fullerton	725.00	925.00	356.83	456.74	390.13	487.66
Huntington Beach	725.00	925.00	490.25	627.52	353.56	441.95
Mission Viejo	725.00	925.00	231.29	296.05	524.40	655.50
Newport Beach	725.00	925.00	209.32	267.93	1,677.25	2,096.57
Orange County	725.00	925.00	4,144.81	5,305.36	606.10	757.62
Orange Public	725.00	925.00	344.19	440.56	677.30	846.63
Placentia	725.00	925.00	128.01	163.85	852.15	1,065.19
Santa Ana	725.00	925.00	771.15	987.07	349.97	437.46
Yorba Linda	725.00	925.00	168.08	215.15	1,619.15	2,023.94
Total	\$ 7,975.00	\$ 10,175.00	\$ 7,905.61	\$ 10,119.18	\$ 8,000.14	\$ 10,000.17

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, three options, each with two different rates, are presented for members' consideration.

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

- Options 1A, 2A, or 3A (approx. \$8,000/yr) → 2.7 years
- Options 1B, 2B, or 3B (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 six options provided.

EXHIBITS: None



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

DATE: November 12, 2024
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **Consideration of New System Member: Irvine Library System
(ACTION)**

BACKGROUND: The Santiago Library System (Santiago) was established as a Joint Powers Authority (JPA) in November 1989. Previously, it was known as the Orange County Cooperative Library System. Santiago currently has 11 members and one associate member.

On July 23, 2024, the Irvine City Council approved the transition of library services from the County of Orange to the City of Irvine. The City Council also directed City staff to reopen negotiations with the County to expedite the lease expiration of University Park Library and begin the design process and funding option exploration for a new library building in Irvine.

The agreement was presented at the Orange County Board of Supervisors meeting on August 13, 2024, and was unanimously approved. The City of Irvine is currently engaged in a series of implementation steps to effectuate a transition of Irvine library operations to the City of Irvine as of July 1, 2025.

Santiago's JPA allows new members to be added and existing members to withdraw without the need for an amendment. Section 9 of the JPA indicates:

Any public agency which has the power to provide library services may join the System upon the application of their governing bodies and upon the consent of the Council; provided that such agency has agreed to abide by all the terms of this Agreement. The Council shall prescribe the amount of money, if any, that shall be paid by any public agency as a prerequisite to its becoming a member.

According to Santiago's Bylaws:

Any jurisdiction in Orange County as defined in paragraph 18710(j) California Library Services Act, "Jurisdiction means a county, city and county, city, or any district which is authorized by law to provide public library services and which

operates a public library,” may be a member of the System. (Article 111, Section 1a)

Santiago’s Bylaws establish the Executive Council as the governing board of the System. Furthermore, the Bylaws indicate:

Each library jurisdiction which is a member of the System shall be entitled to one representative on the Council. That representation shall consist of the Library Director, or an appointed alternate, of each jurisdiction. The representative of an associate member may vote on all matters except CLSA funding. The representative of an associate member may be an officer of the System.

The City of Irvine is nearing completion of the process to hire a City Librarian to lead transition planning and implementation. This individual would serve as an Executive Council member of Santiago Library System should Irvine be added as a member.

The Irvine City Council will be considering approval of Irvine Public Library becoming a member of Santiago at its regular meeting taking place the evening of November 12, the same day as the Santiago meeting. As such, members can consider approving Irvine as a member, contingent on the approval of the Irvine City Council later that evening.

FISCAL IMPACT: The addition of Irvine as a new member of the Santiago Library System would not have a significant financial impact on the System’s finances. Dues collected from Irvine would be offset by the reduction in membership dues from Orange County, or from all members overall, depending on the dues structure that members ultimately choose.

RECOMMENDATION: Pending approval from the Irvine City Council, approve the addition of Irvine as a new member of the Santiago Library System, effective July 1, 2025.

EXHIBITS: None



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

DATE: November 12, 2024
FROM: Christine Powers, Executive Director, Santiago/SCLC

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

BACKGROUND: This item was introduced at the February 2024 meeting and was carried over to both the May and August 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.

At the August meeting, the Executive Council decided that once a committee chair is appointed, the library director corresponding to that chair will be the liaison for that specific committee. The chairs and vice-chairs will serve a two-year term starting FY 2024/25 into FY 2025/26. Member libraries will work with their staff to see who wants to participate. During this meeting, it was also decided that a rotation schedule would be established. This item is before the Council to set that rotation schedule.

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: Set a rotation schedule for members to serve as chairs for their respective committees, as approved by the Executive Council at the last regular meeting of the Santiago Library System.

EXHIBITS: None

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated November 4, 2024

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State Library News

LDS Newsletter

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

New Rural and Tribal Library Programs Consultant

Lisa Lindsay is the newest Library Programs Consultant with the California State Library. She has over fifteen years of experience working in public libraries, including six years as a principal librarian for Fresno County, and most recently, she worked as the grants monitor for the State Library's Lunch at the Library project. In her new role she will be focused on providing support specifically for tribal and rural libraries. In the new year, watch for a monthly Community of Practice specific for staff working in rural libraries. Please also help spread the word about the IMLS [Native American Library Services: Basic Grant](#), which is now open.

LSTA News

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

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024. The deadline for submission was October 31, 2024. **If you have not locked your survey, contact LibraryStatistics@library.ca.gov as soon as possible to discuss next steps.**

- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

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 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](#)

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

We look forward to your suggestions and feedback as we continue to develop more materials for your use in the weeks and months ahead.

California Revealed

California Revealed strives to engage in memory work that is reparative and reflexive, acting as a bridge between heritage organizations and the communities they serve. The project seeks to expand the historical narrative of California by collaborating with regional organizations, including public libraries, archives, museums, historical societies, and community groups, to digitize, preserve, and provide online access to their archival materials. The project aims to lower the barriers to digitization by providing equitable access to free services and training. *LSTA-funded.*

California Revealed, in partnership with the [California History-Social Science Project](#) (CHSSP), created an Educator Fellowship program. This is a special opportunity for California's K-12 educators to research and create curricular materials in history and the social sciences using CA-R's digital collections, of which sound and moving images are especially vast. Classroom source sets developed by the Educator Fellows

are freely available for libraries, teachers, and the public to use at [Educator Fellowship | California History-Social Science Project](#). For questions, contact CARevealed@library.ca.gov or team@californiarevealed.org.

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

Lunch at the Library Annual Funding Opportunity

The [Lunch at the Library](#) grant application period is now open. The deadline to apply is Wednesday, November 20, 2024, at noon (12:00 PST). For more information on how to apply, please visit the [Application Instructions - California State Library](#).

Libraries that apply to take part in Lunch at the Library will receive Lunch at the Library Core Program funds to support the following core summer meals activities:

- **Library Meal Sites:** jurisdictions serving USDA summer meals and providing enrichment programming at their library sites including Farm to Summer activities and offering teens workforce readiness skills as they assist with the library meal site.
- **Pop-Up Libraries at Community Meal Sites:** jurisdictions taking pop-up library programming to other community meal sites including Farm to Summer activities and offering teens workforce readiness skills as they assist at community meal sites.
- **Books provided to build home libraries:** Funds can be used to provide books to USDA meal site attendees to build home libraries which include literature connecting families to summer reading.
- **Farm to Summer programming:** Funds can be used to create Farm to Summer programming focused on connecting children, teens, and families with locally sourced, sustainable food.

A final Office Hours for applicants will be taking place soon.

- **Lunch at the Library Opportunity Office Hours:**
 - Tuesday, November 19, 2024, from 8:00am-10:00am. [Register here](#).

For questions email Lunch@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

For information on ongoing training, visit the CLLS training and meeting [calendar](#). Training on World Education's SkillBlox platform and monthly networking calls for general CLLS topics, family literacy, and ESL are scheduled for November. 2025 dates for the Adult Learner Leadership Institute have been announced. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/> For more information on any of these programs, contact cls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) – NEW Local CALL opportunity and ongoing CALL

NEW Local CALL - Do you have a training topic to bring to your region? Would you like to network and learn with library colleagues near you? CALL has been listening and we know you want more in-person events, but it's hard to take time away from your library. [Local CALL](#) provides a chance for your library, or library cooperative, to host a learning event and invite your colleagues. California Libraries Learn will provide financial support up to \$5,000. For more details and guidelines see the [CALL Blog](#) and the [Local CALL Interest Form](#). Now you can learn, network, stay local and support your staff and colleagues with Local CALL!

Ongoing CALL - Access professional development for *all* members of your staff by visiting www.callacademy.org and the CALL [calendar](#). [Subscribe to the CALL Letters newsletter](#) for weekly updates. Have a good training idea? Anyone can complete the [CALL for Presentations](#). Encourage all levels of your staff to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, focuses on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

Upcoming webinars and recordings of previous sessions are available on the [Community-Centered Libraries webpage](#) and in [CALL Academy](#).

eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

Online Tutoring Project – Sunsetting August 25, 2024

Since September 2022, the California State Library has provided free online tutoring for California K-12 students, available through public libraries.

To confirm previous messages from the State Library, this service is scheduled to conclude on Sunday, August 25, 2024.

Should your library be interested in continuing local access after August 25, reach out to info@brainfuse.com. Reach out to our general email, catutoring@library.ca.gov, if you have any additional questions.

[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 until December 31, 2025.

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.

[PolicyMap Statewide Subscription for all public library workers](#)

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.

[Public Library Staff Education Program \(PLSEP\) 2024-2025 Applications Under Review](#)

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is closed, as of October 31, 2024. In December 2024, all applicants will be notified about the status of their requests, whether funded, not funded, or placed on a waiting list. PLSEP is a partnership of the California State Library and the Southern California Library Cooperative. View the [PLSEP timeline](#). Contact the PLSEP team at wwalker@socalibraries.org with any questions.

[Ready – Or Not: Cultural Heritage Disaster Preparedness Project](#)

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, 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](#). State of CA funded.

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. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

Networking and Training

[Upcoming training - "How to Manage Your Award in AmpliFund" Tues 10/8 at 10:00](#)

Please join, or please send appropriate designees from your organization, to a one hour Zoom presentation called "How to Manage Your Award in AmpliFund." Our representative from our new Grants Management System AmpliFund will provide information and answer questions from grantees.

Please note the title of this presentation has recently changed to reflect a broader range of topics to discuss about AmpliFund.

This presentation will take place from **Tuesday, October 8 from 10:00 a.m. to 11:00 a.m.**

The presentation will be a useful overview of how to submit your reports in AmpliFund over the course of the grant year. The presentation will be recorded, sent out on this listserv, and posted on our website.

No need to register, please just join us using the details below.

Join Zoom Meeting <https://amplifund.zoom.us/j/86886961063>

Meeting ID: 868 8696 1063

[Career Pathways Workforce & Upskilling Resources: Sunsetting in September 2024](#)

Access to the Career Pathways resources has ended! View the [August 2024 Sunsetting Career Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years!

[Next Directors Networking Call](#)

The next Public Library Directors Networking Call is scheduled for Wednesday, **November 20, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests and sharing

State Library news. 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