Santiago Library System
Executive Council Regular Meeting Agenda

Tuesday, November 17, 2026
1:00 - 3:00 pm

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

Join Zoom Meeting:
https://us02web.zoom.us/j/84807497010?pwd=NqqdVxxq8X8j9ljp0CcTlWRNy4lobb.1

Meeting ID: 848 0749 7010
Passcode: 205025

Alternate Meeting Locations:
Anaheim Public Library, 500 W. Broadway, Anaheim, CA 92805
Orange County Public Law Library, 515 N. Flower St., Santa Ana, CA 92703

All items may be considered for action.

1. Opening — Melissa Hartson
   a. Chairperson's Welcome
      Chairperson introduces any guests or new members.
   b. Roll Call

2. Public Comment — Melissa Hartson
   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 — Melissa Hartson
   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 11, Regular Meeting (ACTION)

4. Adoption of the Agenda — Melissa Hartson

5. Budget Status Report for FY 2026/27 (DISCUSSION) — Andy Beck

6. Biennial Audit Inquiry (DISCUSSION) — Andy Beck

7. CLSA FY 2026/27 Plan of Service Update (DISCUSSION) — Christine Powers

8. Consideration of Training and/or Professional Development Opportunities Through Local CALL (ACTION) — Christine Powers

9. Role and Function of System Committees (ACTION) — Christine Powers

10. Committee Reports
    a. Technology Committee — Marisa Rodriquez
    b. Children's Services Committee — Jeanette Contreras
    c. Teen Services Committee — Carrie Lixey
    d. Circulation Committee — Melissa Hartson
    e. Reference Committee — Genesis Hansen

11. State Library Report — Kaela Villalobos

12. Executive Council Chair Report — Melissa Hartson

13. Other — Melissa Hartson
    "...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.

14. What's New at Your Library — Melissa Hartson
    Opportunity for members to share important updates regarding their libraries that are of interest to the public.

15. Adjournment — Melissa Hartson

Santiago Library System
Executive Council Regular Meeting Minutes

Tuesday, August 11, 2026, 1:00 - 3:00 pm

Meeting Location:
Huntington Beach Central Library, B Room
7111 Talbert Avenue, Huntington Beach CA 92648

Alternate Meeting Locations:
Anaheim Public Library, 500 W. Broadway, Anaheim, CA 92805
Orange County Public Law Library, 515 N. Flower St., Santa Ana, CA 92703
University Park Library, 4512 Sandburg Way, Irvine, CA 92612

Attendance
Torres, Anita - Fullerton Public Library
Rodriguez, Marisa - Huntington Beach Public Library
Hansen, Genesis - Mission Viejo Library
Harpster, Amy - Orange Public Library
Hartson, Melissa - Newport Beach Public Library
Martinez, Zoraida (proxy) - Yorba Linda Public Library
Lujan, Audrey - Anaheim Public Library
Lopez, David (proxy) - OC Public Libraries
Sternberg, Brian - Santa Ana Public Library
Zeoli, Julie - Irvine Public Library
Starkey, Brendan E.- OC Public Law Library

Absent
Contreras, Jeanette - Placentia Library District
Medina, Helen - Buena Park Library District

Other
Beck, Andy - SCLC
Powers, Christine - SCLC
Snodgrass, Nerissa - SCLC
Villalobos, Kaela - CSL

1. Opening — Melissa Hartson
   Meeting called to order at 1:04 pm.
   a. Chairperson's Welcome
      Chairperson introduces any guests or new members.

DRAFT

b. Roll Call

2. Public Comment — Melissa Hartson
   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 — Melissa Hartson
   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 12, 2026, Regular Meeting
      (ACTION)
      MSP (Rodriguez/Harpster) to approve the Consent Calendar without changes.
      9 yes, 0 no, 0 abstain

4. Adoption of the Agenda — Melissa Hartson
   The agenda was adopted without objection.

5. Budget Status Report for FY 2025/26 — Andy Beck
   (DISCUSSION)
   Controller Andy Beck presented the Budget Status Report for FY 2025/26, reviewing revenues, expenditures, and the System's financial position through June 30, 2026.

6. Revised CLSA Plan of Service for FY 2026/27 — Christine Powers
   (ACTION)
   MSP (Lujan/Torres) to approve the Revised CLSA Plan of Service for FY 2026/27.
   8 yes, 0 no, 0 abstain

7. Proposed Budget Amendment for FY 2026/27 — Andy Beck
   (ACTION)
   MSP (Lujan/Hartson) to approve the Proposed Budget Amendment for FY 2026/27.
   9 yes, 0 no, 0 abstain

8. CLSA FY 2025/26 System Annual Report — Christine Powers
   (ACTION)
   MSP (Lujan/Harpster) to authorize the Executive Director to complete the CLSA FY 2025/26 System Annual Report and the Chair to review and sign the report for submission to the California State Library.
   9 yes, 0 no, 0 abstain

DRAFT

9. Committee Reports
   a. Technology Committee — Marisa Rodriquez
      The committee met in July and discussed implementation of WCAG 2.1 Level AA accessibility standards, including approaches to website and digital content compliance. Additional topics included artificial intelligence, RFID, Beanstack, and library software updates.
   b. Children's Services Committee — Jeanette Contreras
      None
   c. Teen Services Committee — Carrie Lixey
      The committee met in May but did not have a quorum. The next meeting was scheduled for August 18.
   d. Circulation Committee — Melissa Hartson
      The committee met on May 21 and discussed the use of QR codes in libraries. The next meeting was scheduled for August 20, with automatic renewals as a discussion topic.
   e. Reference Committee — Genesis Hansen
      None

10. State Library Report — Kaela Villalobos
    Kaela Villalobos, California State Library representative, provided updates on grants and programs from the California State Library.

11. Executive Council Chair Report — Melissa Hartson
    None

12. Other — Melissa Hartson
    "...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
    Executive Director Christine Powers reminded members of the California Library Association's legislative priorities survey and upcoming annual conference, including the Public Library Directors Networking Forum. She also reported that the Governor had made several appointments to the California Library Services Board.

13. What's New at Your Library — Melissa Hartson
    Opportunity for members to share important updates regarding their libraries that are of interest to the public.

    Anaheim

    Anaheim Public Library reported a significant increase in summer reading participation, with more than 8,000 participants. The library highlighted its Literacy Over Littering initiative, supported by Anaheim Public Works, and the City Council's approval of citywide library development impact fees. Anaheim also announced that it will host the Orange County Performers Showcase in January 2027 through the Anaheim Public Library Foundation.

    Irvine

DRAFT

Irvine Public Library celebrated its first year of operations at two of its three branches and launched its first full summer reading program. The library has begun an 18-month library master planning process and is exploring participation in LINK+ to expand resource sharing.

Orange County Public Law Library

The library reported continued success with its legal aid workshops, including a weekly Consumer Debt Workshop that served more than 350 individuals during the previous fiscal year. The library also offers probate workshops to assist qualifying participants with preparing wills and trusts. Recruitment efforts are ongoing.

Huntington Beach

The library reported more than 4,600 summer reading participants, surpassing its pre-pandemic record. The International Surfing Museum opened at the Main Street Library on July 24, and the library received another Parenting OC Best Storytime award. Staff also highlighted the importance of emergency response training following an incident in which trained library employees assisted an injured individual.

Fullerton

The library reported budget reductions resulting from the City's financial challenges, with library support organizations stepping in to offset the impact on services and collections. Summer reading participation increased, and the library hosted a successful second annual K-pop event at the Hunt Library with approximately 500 attendees.

OC Public Libraries

OC Public Libraries reported more than 21,000 summer reading participants and shared updates on its leadership transition, including Samantha Smith serving as the new County Librarian.

Yorba Linda

The library reported approximately 3,900 summer reading participants and more than 2,500 attendees at its summer reading kickoff event. Upcoming programs include an author event featuring Shelby Van Pelt in September and a popular sourdough-making workshop.

Orange

Orange Public Library is continuing its integration with Community Services, including relocating staff into the Main Library. The library is replacing public computers and implementing online library card registration and renewal services.

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A new local history exhibit highlighting the El Modena community recently opened at the El Modena Branch Library.

Santa Ana

The library celebrated the reopening of the renovated Newhope Library in July, including a new innovation lab. Renovations continue at the Main Library, with reopening targeted for October. Additional projects include a partnership to provide youth programming at a historic fire station and expanded services at community centers.

Newport Beach

The library celebrated the grand opening of its new lecture hall with a weekend of community events, performances, and author programming. The summer reading program exceeded its community-wide goal of one million reading minutes. The library also announced plans to celebrate the 40th anniversary of its adult literacy program in September.

14. Adjournment — Melissa Hartson

MS (Lujan/Rodriguez) to adjourn the meeting at approximately 2:01 2 p.m.

DRAFT

REPORT TO THE EXECUTIVE COUNCIL
SANTIAGO LIBRARY SYSTEM

DATE: November 17, 2026
FROM: Andy Beck, Controller, Santiago/SCLC

SUBJECT: **Budget Status Report for FY 2026/27 (DISCUSSION)**

BACKGROUND: The Budget Status Report for Fiscal Year 2026/27 is attached for review and reflects reconciled bank statements through September 30, 2026.

For revenues, membership dues of $15,031 were recorded as financial resources available for use. Other revenues include communication and delivery of $956, and system administration of $9,124.

Expenses include communications and delivery of $956 and administrative expenses of $12,740. These expenses do not reflect what was paid but amounts that were incurred.

As of June 30, 2026, the System has a deficit of $11,415 and cash balance of $182,353.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:
a. Budget to Actual Report
b. Bank Statement July – September 2026

Santiago Library System
Budget to Actual
September 30, 2026

	Actual FY 2025/26	Approved Budget FY 2026/27	Actual FY 2026/27	Difference	% Realized
Program and general revenues					
CLSA Communications & Delivery	$ 92,747	$ 147,187	$ 956	$ 146,231	0.65%
CLSA System Administration	23,228	36,496	9,124	27,372	25.00%
Membership Dues	14,503	15,032	15,031	1	99.99%
Total program and general revenues	$ 130,478	$ 198,715	$ 25,111	$ 173,604	12.64%
Special events					
Performers showcase revenues	$ 5,192	$ -	$ -	$ -	
Performers showcase expenses	(3,706)	-	-	-	
Special events, net	$ 1,486	$ -	$ -	$ -	
Communications and delivery					
Member distribution	$ 82,831	$ 135,502	$ -	$ 135,502	0.00%
Audit Fees	6,910	6,875	-	$ 6,875	0.00%
Office supplies	769	960	158	1,118	16.46%
Telecommunications	2,237	3,850	798	4,648	20.73%
Total communication and delivery	$ 92,747	$ 147,187	$ 956	$ 148,143	0.65%
Other program services					
Children's services	$ 6,311	$ -	$ -	$ -	#DIV/0!
Total communication and delivery	$ 6,311	$ -	$ -	$ -	#DIV/0!
Administration					
Administration expense	$ 44,850	$ 46,001	$ 11,500	$ 34,501	25.00%
Legal	-	800	-	800	0.00%
Memberships	4,410	4,770	1,193	5,963	25.01%
Meetings/conferences/travel	872	1,630	47	1,583	2.88%
Other	-	100	-	100	0.00%
Total administration	$ 50,132	$ 53,301	$ 12,740	$ 42,947	23.90%
Summary					
Revenues	$ 131,964	$ 198,715	$ 25,111	$ 173,604	12.64%
Expenses	149,190	200,488	13,696	191,090	6.83%
Surplus (Deficit)	$ (17,226)	$ (1,773)	$ 11,415	$ (17,486)	-643.81%

CHASE

JPMorgan Chase Bank, N.A.
P O Box 44959
Indianapolis, IN 46244 - 4959

July 01, 2026 through July 31, 2026
Account Number: [redacted]

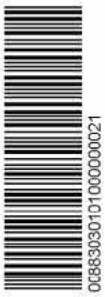
CUSTOMER SERVICE INFORMATION

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		**$203,430.04**
Ending Balance	**0**	**$203,430.04**

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 review the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures or visit a Chase branch.

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 [redacted]

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 QuickDeposit℠ 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 provide provisional credit to 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, our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

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CHASE

JPMorgan Chase Bank, N.A.
P O Box 44959
Indianapolis, IN 46244 - 4959

August 01, 2026 through August 31, 2026
Account Number: [redacted]

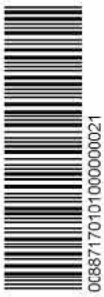
CUSTOMER SERVICE INFORMATION

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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		**$203,430.04**
Electronic Withdrawals	1	-4,770.00
Ending Balance	**1**	**$198,660.04**

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ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
08/19	08/19 Online Payment 30463153933 To Califa Group	$4,770.00
Total Electronic Withdrawals		**$4,770.00**

DAILY ENDING BALANCE

DATE	AMOUNT
08/19	$198,660.04

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.

CHASE

August 01, 2026 through August 31, 2026
Account Number: [redacted]

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 [redacted]

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 QuickDeposit℠ are based on previous month activity.

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CHASE

JPMorgan Chase Bank, N.A.
P O Box 44959
Indianapolis, IN 46244 - 4959

September 01, 2026 through September 30, 2026
Account Number: [redacted]

CUSTOMER SERVICE INFORMATION

Web site:	**www.Chase.com**
Service Center:	**1-877-425-8100**
Para Espanol:	1-888-622-4273
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SANTIAGO LIBRARY SYSTEM
OPERATING ACCOUNT
222 E HARVARD ST
GLENDALE CA 91205-1017

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CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		**$198,660.04**
Deposits and Additions	9	7,114.98
Electronic Withdrawals	3	-26,574.03
Ending Balance	**12**	**$179,200.99**

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

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DEPOSITS AND ADDITIONS

DATE	DESCRIPTION		AMOUNT
09/01	Orig CO Name:City of Irvine Orig ID:2952759391 Desc Date:260901 CO Entry Descr:Payment Sec:PPD Trace#:111000022573115 Eed:260901 Ind ID:260901Sup102112 Ind Name:Santiago Library Syste 00000000000000000050 Trn: 2442573115Tc		$1,379.61
09/09	Remote Online Deposit	2	812.70
09/09	Remote Online Deposit	2	626.27
09/09	Remote Online Deposit	2	532.74
09/24	Remote Online Deposit	2	1,453.67
09/24	Remote Online Deposit	2	653.45
09/24	Remote Online Deposit	2	624.49
09/24	Remote Online Deposit	2	572.05
09/24	Remote Online Deposit	2	460.00
Total Deposits and Additions			**$7,114.98**

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
09/01	09/01 Online Payment 30641579098 To Southern California Library Cooperative	$22,000.00
09/08	09/08 Online Payment 30736084137 To Buena Park Library District	2,173.78
09/08	09/08 Online Payment 30736084144 To Mission Viejo Library	2,400.25
Total Electronic Withdrawals		**$26,574.03**

DAILY ENDING BALANCE

DATE	AMOUNT
09/01	$178,039.65
09/08	173,465.62
09/09	175,437.33
09/24	179,200.99

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:					
Electronic Credits					
Electronic Items Deposited	8	Unlimited	0	$0.40	$0.00
Electronic Credits	1	Unlimited	0	$0.40	$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	$0.00	$0.00
Subtotal Other Service Charges					**$0.00**

ACCOUNT [redacted]

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	8
Electronic Credits	1
Cash Management Services	
Debit Block Maintenance	1

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REPORT TO THE EXECUTIVE COUNCIL
SANTIAGO LIBRARY SYSTEM

DATE: November 17, 2026
FROM: Andy Beck, Controller, Santiago/SCLC

SUBJECT: **Biennial Audit Inquiry (DISCUSSION)**

BACKGROUND: At a previous Executive Council meeting, a Council member asked whether changing from annual audits to biennial audits could reduce expenditures for the Santiago Library System. The estimated savings over a two-year period are approximately $3,500, averaging $1,750 per year.

The requirements for the System to change to a biennial audit are as follows:

1. Unanimous Executive Council Request: The Executive Council of the System must pass a formal vote requesting the biennial audit by a unanimous vote.

2. Unanimous County Approval: The Orange County Board of Supervisors must grant unanimous approval for the alternative audit cycle.

3. County Auditor Consultation: The Orange County Auditor-Controller oversees compliance and must determine that the biennial format is performed in accordance with professional audit standards.

The Orange County Auditor-Controller will review the System's financial practices and determine that substituting the annual audit will not create an unacceptable risk of fraud or mismanagement. While there are no risk of fraud or mismanagement, the System is in a deficit, which precludes the organization from qualifying. Once the System shows a positive fund balance and couple years of budget surplus, the System will be in a better position for consideration of a biennial audit.

FISCAL IMPACT: None

RECOMMENDATION: Given that the System does not currently qualify for consideration of biennial audits, staff respectfully recommends that Council wait until the System can meet qualifications before making this consideration.

EXHIBITS: None

REPORT TO THE EXECUTIVE COUNCIL
SANTIAGO LIBRARY SYSTEM

DATE: November 17, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **CLSA FY 2026/27 Plan of Service Update (DISCUSSION)**

BACKGROUND: The California State Library appropriates funding for communication and delivery "to facilitate greater equality of access to library services and resources," as mandated by the California Library Services Act (CLSA). Each year, the Santiago Library System receives CLSA funds from the state to promote resource sharing within the system. To receive these funds, the System must complete and submit a Plan of Service to be approved by the California Library Services Board (CLSB). The Plan outlines how the system intends to expend funds and how those expenditures will benefit the communities served by the System's libraries.

The Governor's final budget, signed on June 29, 2026, included language allocating $182,483 in CLSA funds ($145,987 in Baseline Communications & Delivery; $36,496 in System Administration) to Santiago for FY 2026/27, a 53% increase over the original preliminary system budget allocation originally proposed for the fiscal year. On August 11, 2026, the Council approved allocation of the additional CLSA funds toward resource sharing and system administration. Based on this approval, a revised Plan of Service was submitted to the California Library Services Board (CLSB) for their review. The CLSB met on October 6, 2026, and approved all system Plans of Service, as presented.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBIT: None

REPORT TO THE EXECUTIVE COUNCIL
SANTIAGO LIBRARY SYSTEM

DATE: November 17, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **Consideration of Training and/or Professional Development Opportunities Through Local CALL (ACTION)**

BACKGROUND: The Executive Council has expressed interest in training and professional development opportunities for the Santiago Library System, including training on the Brown Act. A Local California Libraries Learn (CALL) opportunity may be able to help fund this training, or another type of training the Council prefers. Local CALL provides up to $5,000 to support customized training at the regional level between libraries with similar training needs. Because training topics are not limited, the Council may wish to consider whether Brown Act training or another topic would be the best use of this opportunity. Staff can apply at the direction of the Council.

The sections below summarize the Local CALL program, its goals and guidelines, and the questions staff would answer on the interest form, should the Council direct staff to apply for this opportunity.

Local CALL Program Overview
This program provides a chance for libraries to host a learning event and invite colleagues. California Libraries Learn will provide financial support.

Goals
Local CALL is intended to:

- Provide support for customized training at the regional level.
- Encourage networking and connections between libraries with similar training needs.
- Provide more on-ground training.
- Minimize staff time away from the library for training.
- Maximize the impact of training investments.
- Provide more in-person opportunities for rural and remote areas.
- Use more California trainers/presenters.

Guidelines

- Local CALL events must be hosted by a California public library, library cooperative, or tribal library. California school and academic libraries may also apply for funding if they partner with at least one local public or tribal library. Staff from other library types may be invited to participate.
- Local CALL interest forms will be accepted starting October 6, 2026, and reviewed on a rolling basis until May 31, 2027. All Local CALL events must be completed by August 2, 2027.
- One person from the host library must attend a 30-minute onboarding meeting with CALL prior to acceptance of the application.
- Libraries may apply for financial support up to $5,000. Allowable expenses are presenter/trainer fees and facility fees if the facility is outside of the host library. Food, refreshments, and giveaways are not allowable.
- The host library must invite other library staff within its region or cooperative library system. Local CALL cannot support training for a single library jurisdiction, such as a staff training day.
- The host library will be responsible for all logistics, including registration, scheduling and promotion of the event, trainer/presenter communications, as well as distribution of a required LSTA survey after the event.
- Topics for the training are not limited, but special consideration will be given to topics identified in the CALL Needs Assessment (Exhibit “a”) and the California State Library LSTA 5-Year Plan (Exhibit “b” linked).
- CALL can also assist with identifying a presenter or trainer if requested.

Interest Form

Should the Council wish to apply for this opportunity, staff will complete and submit the Local CALL Interest Form. The application questions are provided below:

1. Host Library Name
2. Contact Person (First and Last name)
3. Contact Email
4. Re-type Email Address
5. Library Jurisdiction
    a. Choose from a dropdown menu of public libraries in California, or select “Other”
    b. If you selected "Other" please type your library's name below:
6. What is the training or presentation you would like to host? Please include as much detail as you can.
7. What is your preferred or target date for delivery of this training? List all dates in order of preference.
8. Why is this topic important to your host library staff and to other libraries in the area? (Please include any information related to how you identified this topic and how you are aware of its importance)

9. How do you anticipate using the funding support for this training? Please include as many details as possible and remember that funding is only available up to $5,000. (Allowable expenses are presenter/trainer fees and facility fees if the facility is outside of the host library)
10. What support will the host library provide? (Staff time, copies, promotional materials, facility)
11. Based on the most recent CALL Needs Assessment, the following topics are important to California library workers. Please choose any that are related to the training you hope to host.
    - Adult literacy
    - Accessibility in programs and buildings
    - Artificial intelligence
    - Bilingual storytime
    - Book mending
    - Culturally-informed programming
    - Customer service
    - De-escalation techniques for library workers
    - Designing programs and services with your community (co-design, participatory design)
    - Onboarding new staff
    - Partnerships– creating and sustaining relationships
    - Safety for library workers
    - Stress relief and mental wellness for library workers
    - Telling your library story
    - Other:
12. How do you plan to publicize this event to other libraries in the area? (Please note: all publicity needs to include the CALL funding statement*).
    - Email (List-serves, targeted)
    - Blog post
    - Newsletter
    - Other:
13. I estimate that ____ staff from my library system will attend.
    - 10-25
    - 26-50
    - 51-75
    - Over 75
14. I will reserve ____ seats for library staff from outside of my library system.
    - 10-25
    - 26-50
    - 51-75
    - Over 75
15. Are you willing to update CALL staff on your training plans and debrief on how the learning event went?
    - Yes
    - No
    - Comments/Questions:

FISCAL IMPACT: Up to $5,000 in funds to cover eligible training costs. Other non-eligible costs that may be incurred may be covered by the System or member libraries willing to provide in-kind support.

RECOMMENDATION: Provide direction on whether an application should be submitted on behalf of the Santiago Library System. If so, provide direction authorizing staff to apply for the CALL opportunity for training funds, and provide enough direction during the meeting to allow staff to complete the form, or designate an ad hoc committee to work with the Chair and staff to plan and provide the information needed for the application form.

EXHIBITS:

a. CALL Needs Assessment
b. California Library Services and Technology Act Five-Year Plan

Executive Summary

This needs assessment was conducted to inform CALL leadership decision-making about how to best support professional learning and development for California library workers. It identifies key workplace conditions shaping library work, along with priority learning needs, gaps in preparedness, and opportunities to better support staff working across roles, library types, and communities. Findings draw on a mixed-methods study representing 137 library jurisdictions and more than 350 staff voices.

Workplace Context

Library work in California is a field in motion. Staff are actively working to understand, adapt, and respond to community needs while navigating evolving expectations around technology, data, and public service. At the same time, the conditions of work, including limited time, staffing turnover and shortages, and aging infrastructure, shape how learning happens and what is possible day to day. The most significant common barrier to professional growth is a lack of time (85%), followed by emotional fatigue and burnout (38%).

Learning Needs and Preferences

Staff learning needs reflect both immediate demands and longer term development, clustering into three interconnected areas:

Responding to urgency | **How to navigate complex, real-time situations.** Staff are making decisions about safety, conflict, and community support. They are expected to act in complex circumstances but may not always feel they have clear permission or institutional backing to do so. When high-stakes disruptions occur—such as the arrival of enforcement agents—this can create uncertainty about how to respond or who should lead. There is a strong demand for practical guidance and real-world examples to support making judgement calls without clear policy, setting boundaries and understanding role limits, and responding to community needs, library incidents, and external systems.

Strengthening practice | **How to build skill and confidence in core roles.** Staff continue to seek support in areas such as supervision and staff management, communication and messaging, project and program management, navigating policies and governance, building community partnerships, and foundational systems such as cataloging, reporting tools, and digital resource management.

Preparing for the future | **How to engage with emerging expectations and orient around purpose.** Staff are preparing for shifts in library work, including AI and emerging technologies, data use for decision-making, and changing expectations for community engagement and public service. Many are looking for guidance not only in using new tools but in understanding how these changes connect to the broader purpose and direction of their work. Staff are also seeking to understand how libraries operate within city and civic systems so they can move from reacting or waiting for leadership to making informed decisions and championing community needs inside institutional constraints.

Across these domains, several patterns shape how staff want to learn. In short, there's a mismatch between what's feasible and what is most meaningful for staff learning and development.

- Learning must be **flexible and responsive** to time and workload constraints
- **Peer insight, shared experience, and reflection** are central to meaningful learning
- Staff value learning that **clearly connects to their roles, responsibilities, and purpose**

While these patterns are consistent statewide, how they show up varies by role, library type, and community context, highlighting the importance of flexible, context-aware approaches to professional learning

Future Directions

Findings point to several priorities for professional learning that can support immediate needs while strengthening practice and building future capacity.

Reinforce professional foundations and shared purpose

Staff need support not only in building skills, but in developing shared language, confidence, and clarity about their role—connecting daily work to the broader value and future of libraries. Exploring the why of service and libraries can be integrated in learning.

Make learning more visible, organized, and easier to act on

Staff often experience learning as fragmented or difficult to navigate or feel uncertain if opportunities pertain to them and their context. A more clearly structured and communicated learning portfolio, where opportunities are easy to find, labeled by topic and audience, and connected to real work and roles, can increase engagement and use. Clearly positioning CALL within a statewide learning ecosystem (including how content is selected and how resources connect) can strengthen coherence and trust.

Elevate staff expertise as a core learning resource

Staff are already developing knowledge through practice. Making staff experience visible through stories, examples, and shared practice, can strengthen learning while positioning staff as knowledgeable, agentic contributors. This includes reframing specialized sectors (e.g., Correctional, Tribal, Rural) not as outliers, but as critical sources of insight, particularly in navigating trust, constraints, and complex community relationships.

Strengthen the role of directors and systems in enabling learning

Access to meaningful learning is shaped by organizational conditions. Directors and supervisors play a critical role not only in encouraging participation, but in organizing learning locally, using resources like CALL to support team-based reflection, discussion, and application. Effective approaches will combine flexible entry points with structured opportunities for deeper engagement.

"We need inspiration to keep moving forward."

"I'd really like help in making meaningful progress towards UN Climate Sustainability goals and balancing this with digital innovation/AI and the environmental demands that these require."

"I'm a big fan of communities of practice… it feels motivating and encouraging to hear what others are doing."

"Thank you for continuing to support CALL! It has been extremely valuable to my career growth."

REPORT TO THE EXECUTIVE COUNCIL
SANTIAGO LIBRARY SYSTEM

DATE: November 17, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **Role and Function of System Committees (ACTION)**

BACKGROUND: This report is being presented by request from a member of the Santiago Library System's Executive Council to review the System's current use of Brown Act committees to ensure their purpose, structure, and operations align with the System's goals and compliance obligations.

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.

<u>Previous Discussions Regarding Committees</u>
During fiscal year 2023-24, discussions took place during the February and May regular meetings of the Santiago Library System regarding the System's committees. Specifically, Council discussed the role and purpose of committees (networking, projects, information sharing), differences between Director liaison versus advisor, and liaison rotation.

At the August 2024 regular meeting, Council passed the following motion regarding committee liaisons and committee leadership:

> *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, after which a rotation schedule will be implemented. Member libraries will work with their staff to see who wants to participate.*

Analysis and Considerations

Several committees meet regularly; however, their specific scope, objectives, and connection to Santiago Library System business are not clearly defined. At Executive Council meetings, committee liaisons have, at times, indicated they were not aware of committee discussions and had no updates or recommendations to report. It is understood that many committee meetings function primarily as opportunities for staff networking, peer discussion, and sharing of operational experiences across agencies. While this exchange can be valuable, it may not always relate directly to official Santiago Library System business or advisory functions.

Committees have operated with limited Council oversight, which may contribute to gaps in training, lack of clarity of purpose, and inconsistent compliance practices. Recent examples reported at Council meetings include a Teen Committee discussion of ICE-related content and a Circulation Committee plan to discuss employee morale. These topics were selected by the committees rather than directed by the Council and do not appear to align directly with defined advisory responsibilities related to Santiago Library System business. While peer dialogue has value, the Council may wish to consider whether Brown Act public meetings under the Santiago Library System are the appropriate venue for these staff discussions.

The number of committees also has a practical impact on smaller member agencies. For a small district with limited full-time staff, in-person participation across multiple committees requires mileage reimbursement, insurance coverage for offsite work, scheduling adjustments, and shifts in operational priorities. Transportation constraints further complicate attendance for some staff. Given these demands, participation may be difficult to justify where alternative methods for networking and information sharing exist.

If the Council determines that committees should continue, the following considerations are offered:

- Clearly define each committee's purpose, scope, and expected outputs directly tied to Santiago Library System business.
- Assign agency representatives based on defined advisory needs rather than maintaining committees organized solely by job duties.
- Provide enhanced Brown Act training, written committee guidelines, and consistent oversight to ensure compliance.
- Explore remote participation options authorized under SB 707 for committees, subject to required Council approval, to promote efficiency and inclusivity while reducing operational disruption to members.

Alternatively, the Council may consider disbanding formal Brown Act committees in favor of voluntary peer networking or interest groups that operate outside the System's public meeting structure. This approach could preserve the benefits of collaboration while reducing compliance obligations and risk exposure.

FISCAL IMPACT: None

RECOMMENDATION: Discuss the role and function of System committees and provide direction on whether to establish written committee guidelines or to disband the committees in favor of voluntary peer networking or interest groups. Staff welcomes further discussion on how best to align committee operations with the System's shared responsibilities.

EXHIBITS: None

Santiago Library System
Executive Council Meeting Dates
FY 2026/27

Tuesday, August 11, 2026
1:00 pm
Huntington Beach Public Library

Tuesday, November 17, 2026
1:00 pm
Newport Beach Public Library

Tuesday, February 9, 2027
1:00 pm
Placentia Library District

Tuesday, May 11, 2027
1:00 pm
Santa Ana Public Library