



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

Tuesday, May 12, 2026
1:00 - 3:00 pm

Meeting Location:
Placentia Library District
411 E. Chapman Ave., Placentia, CA 92870

Join Zoom Meeting:
<https://us02web.zoom.us/j/81258920089?pwd=95WDOVAySBwHasnKBUUfVbKJe7ou7U.1>

Meeting ID: 839 0697 9032
Passcode: 996016

Alternate Meeting Locations:
Anaheim Central Library, 500 W. Broadway, Anaheim, CA 92805
Katie Wheeler Library, 13109 Old Myford Rd., Irvine, CA 92602
Orange City Parks & Recreation, Community Services Dept.,
230 E. Chapman Ave., Orange, CA 92866

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 February 10, 2026, Regular Meeting
(ACTION)

- | | |
|--|--------------------|
| 4. Adoption of the Agenda | Melissa Hartson |
| 5. Budget Status Report for FY 2025/26
(DISCUSSION) | Andy Beck |
| 6. Agreement with SCLC for Administrative & Fiscal
Services for FY 2026/27
(ACTION) | Christine Powers |
| 7. CLSA Plan of Service and Budget for FY 2026/27
(ACTION) | Christine Powers |
| 8. 2027 Children’s Services Performers Showcase Proposal
(ACTION) | Christine Powers |
| 9. Proposed Budget for FY 2026/27
(ACTION) | Andy Beck |
| 10. Election of Chair and Vice-Chair/Chair-Elect
(ACTION) | Christine Powers |
| 11. Proposed Meeting Schedule for FY 2026/27
(ACTION) | Melissa Hartson |
| 12. Committee Reports | |
| a. Technology Committee | |
| b. Children’s Services Committee | Jeanette Contreras |
| c. Teen Services Committee | Carrie Lixey |
| d. Circulation Committee | Melissa Hartson |
| e. Reference Committee | Genesis Hansen |
| 13. State Library Report | Rachel Tucker |
| 14. Executive Council Chair Report | Melissa Hartson |
| 15. Other | Melissa Hartson |
| <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> | |
| 16. What’s New at Your Library | Melissa Hartson |
| <i>Opportunity for members to share important updates regarding their libraries that
are of interest to the public.</i> | |
| 17. Adjournment | Melissa Hartson |



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

Tuesday, February 10, 2026
1:00 - 3:00 pm

Meeting Location:

Orange County Public Law Library, 515 N. Flower St., Santa Ana, CA 92703-2354

Alternate Meeting Locations:

Civic Center West, 17101 Armstrong Ave., Irvine, CA 92614
Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832
Orange City Parks & Recreation, Community Services Dept.,
230 E. Chapman Ave., Orange, CA 92866

Attendance

Contreras, Jeanette - Placentia Library District
Hansen, Genesis - Mission Viejo Library
Hardy, Leslie - Orange Public Library
Hartson, Melissa - Newport Beach Public Library
Martinez, Zoraida - Yorba Linda Public Library
Edelblute, Thomas - Anaheim Public Library
Medina, Helen - Buena Park Library District
Rodriguez, Marisa - Huntington Beach Public Library
Sarmiento, Beatriz - Fullerton Public Library
Sternberg, Brian - Santa Ana Public Library
Zeoli, Julie - Irvine Public Library
Starkey, Brendan E. - OC Public Law Library

Absent

Quillman, Julie - OC Public Libraries

Other

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

1. Opening

The meeting was called to order at 1:03 pm.

a. Chairperson's Welcome

Chairperson introduces any guests or new members.

Melissa Hartson

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 December 15, 2025, Special Meeting
(ACTION)
MSP (Starkey/Contreras) to pass the Consent Calendar, without changes.
13 yes, 0 no, 0 abstain
4. Adoption of the Agenda Melissa Hartson
The Chair adopted the agenda without objection.
5. Budget Status Report for FY 2025/26 & Preliminary Budget for FY 2026/27 (DISCUSSION) Andy Beck
Controller, Andy Beck, presented the Budget Status Report for FY 2025/26, as well as the Preliminary Budget for FY 2026/27.
6. Budget Amendment for FY 2025/26 (ACTION) Andy Beck
MSP (Medina/ Rodriguez) to approve the Budget Amendment for FY 2025/26.
13 yes, 0 no, 0 abstain
7. Audit Report FY 2024/25 (ACTION) Andy Beck
MSP (Hansen/ Hartson) Recommend acceptance of the Financial Audit.
13 yes, 0 no, 0 abstain
- Beatriz Sarmiento left the meeting at 2:28 pm.*
8. FY 2026/27 Membership Dues (ACTION) Andy Beck
MSP (Hansen/ Medina) to approve the membership dues as presented. The Council agrees to revisit the item to discuss at the beginning of FY 26/27.
12 yes, 0 no, 0 abstain
9. CLSA FY 2026/27 Planning (DISCUSSION) Christine Powers
Executive Director, Christine Powers, presented the CLSA FY 2026/27 Planning discussion.

10. Vice-Chair/Chair-Elect Vacancy
(ACTION)
Christine Powers
No action taken. Vacancies will be filled at the May meeting.
11. Presentation of Vision for California's Public Libraries
(DISCUSSION)
Jennifer Baker
Jennifer Baker presented the Vision for California's Public Libraries.
12. Committee Reports
- a. Technology Committee
The committee last met on January 13. The meeting focused on rebuilding momentum. The group is currently working to clarify its goals and define the scope of its work and would benefit from a more formalized process moving forward. Another meeting is scheduled for April 21, signaling that the committee is actively getting back on track.
- b. Children's Services Committee
Jeanette Contreras
The committee hosted a performer showcase that sold 135 tickets, drew participation beyond their system, and generated modest net income, with generally positive feedback from attendees. The committee raised follow-up questions about leadership term structures and requested guidance on handling event expenses, particularly catering—more efficiently without relying on reimbursement.
- c. Teen Services Committee
Carrie Lixey
The Teen Services Committee met in November at the Yorba Linda Public Library, where they discussed seasonal programming, AI literacy initiatives, staff requirements like food handler certification, volunteer programs, and a decline in attendance. They also agreed to align meeting times with library hours to ensure Brown Act compliance. The next meeting is scheduled for February 18 at Anaheim Central Library and will focus on upcoming programming, officer selection, and roundtable discussions.
- d. Circulation Committee
Melissa Hartson
The Circulation Committee is scheduled to meet on February 19 at the Placentia Library. The primary focus of the meeting will be on staff motivation and engagement strategies
- e. Reference Committee
Genesis Hansen
None
13. State Library Report
Kaela Villalobos
California State Library representative, Kaela Villalobos, presented the State Library Report.
14. Executive Council Chair Report
Melissa Hartson
None

15. 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.

A member requested that an item be added to the next meeting agenda to discuss guidelines for remote committee meetings, including requirements and allowances under the Brown Act.

16. 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.

Yorba Linda

The library’s solar project is now complete, and the library has fully reopened its previous parking lot. Patrons and staff are happy to have full access restored.

Orange County Public Law Library

The library will be offering weekend probate workshops to help individuals draft wills, trusts, and related documents, in response to a rise in unnecessary probate cases. In partnership with the Elder Law and Disability Rights Center, attorneys will prepare draft documents in advance so participants can finalize them during the workshop. The sessions will be held at the law library with parking validation provided to reduce barriers to participation.

Buena Park

There is a current vacancy on their Board of Trustees, with recruitment information available on their website. The library is preparing for a temporary relocation to a Centralia Elementary School District facility during an upcoming renovation, which will involve moving out of their entire 45,000-square-foot building in the coming months.

Huntington Beach

The library is continuing work on its Library Facilities Master Plan, with architect recommendations now expected to be presented in March before moving to City Council. The library is also addressing staffing shortages, with nearly a quarter of full-time positions currently vacant and recruitment underway. Additional updates include ongoing fountain repairs with a plan to resolve waterproofing issues by the end of February, and the development of an RFP for a new coffee vendor, with interest in partnering with a local business.

Anaheim

The library reported a highly successful K-pop event in January that exceeded attendance expectations and drew strong community participation. They also shared that their Mystery Authors Luncheon is scheduled for April 19.

Santa Ana

Construction of the new Main Library is expected to be completed by July 1, with an estimated grand opening in mid-October to early November after move-in. The New Hope Branch is nearing completion with a projected opening in May. They also launched a larger bookmobile pilot using a flexible, “ice cream truck–style” service model to reach neighborhoods more dynamically and reported that the library is now fully staffed while keeping an eye on the future sunset of Measure X funding.

Newport Beach

Construction on the lecture hall is nearing completion after ongoing delays, with a revised timeline targeting the end of May and a potential grand opening in mid-July to coincide with the Central Library’s 32nd anniversary. Additionally, bids for the Balboa Branch Library renovation came in favorably, and the branch is expected to close at the end of the month to begin construction on the city’s oldest facility.

Mission Viejo

All currently funded FTE positions have been filled. Their shift to organizing staff by function rather than age group has been successful, and they plan to present this model at an upcoming conference. While a few positions remain unfunded, they are hopeful to add at least one or two roles in the next budget cycle.

17. Adjournment

MS (Starkey/ Hansen) to adjourn the meeting at 3:23 pm.

Melissa Hartson



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

DATE: May 12, 2026
FROM: Andy Beck, Controller, Santiago/SCLC

SUBJECT: Budget Status Report for FY 2025/26 (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2025/26 is attached for review and reflects reconciled bank statements through March 31, 2026.

For revenues, membership dues of \$14,503 were recorded as financial resources available for use. Other revenues include communication and delivery of \$91,149, system administration of \$23,228, and net revenues from performers showcase of \$1,500.

Expenses include communications and delivery of \$91,149, other program services of \$6,311, and administrative expenses of \$38,165. These expenses do not reflect what was paid but amounts that were incurred.

As of March 31, 2026, the System has a deficit of \$5,259 and cash balance of \$201,313.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget to Actual Report
- b. Bank Statement January – March 2026

	Actual FY 2024/25	Approved Budget FY 2025/26	Actual FY 2025/26	\$ Unrealized	% Realized
Program and general revenues					
CLSA Communications & Delivery	\$ 91,665	\$ 93,510	\$ 91,149	\$ 2,361	97.48%
CLSA System Administration	22,867	23,228	23,228	-	100.00%
Membership Dues	6,660	14,593	14,503	90	99.38%
Total program and general revenues	\$ 121,192	\$ 131,331	\$ 128,880	\$ 2,451	98.13%
Special events					
Performers showcase revenues	\$ 5,820	\$ 5,000	\$ 5,192	\$ (192)	103.84%
Performers showcase expenses	(2,527)	(2,500)	(3,706)	1,206	148.24%
Special events, net	\$ 3,293	\$ 2,500	\$ 1,486	\$ 1,014	59.44%
Communications and delivery					
Member distribution	\$ 81,918	\$ 82,831	\$ 82,831	\$ -	100.00%
Audit Fees	6,465	6,750	6,550	200	97.04%
Office supplies	624	910	327	583	35.93%
Telecommunications	2,658	3,019	1,441	1,578	47.73%
Total communication and delivery	\$ 91,665	\$ 93,510	\$ 91,149	\$ 2,361	97.48%
Other program services					
Youth services	\$ -	\$ 8,000	\$ 6,311	\$ 1,689	78.89%
Total other program services	\$ -	\$ 8,000	\$ 6,311	\$ 1,689	78.89%
Administration					
Administration expense	\$ 44,155	\$ 44,850	\$ 33,638	\$ 11,212	75.00%
Memberships	4,410	4,410	4,410	-	100.00%
Meetings/conferences/travel	224	917	117	800	12.76%
Other	-	100	-	100	0.00%
Total administration	\$ 48,789	\$ 50,277	\$ 38,165	\$ 12,112	75.91%
Summary					
Revenues	\$ 124,485	\$ 133,831	\$ 130,366	\$ 3,465	97.41%
Expenses	140,454	151,787	135,625	16,162	89.35%
Surplus (Deficit)	\$ (15,969)	\$ (17,956)	\$ (5,259)	\$ (12,697)	29.29%



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

January 01, 2026 through January 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**
 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		\$286,538.75
Deposits and Additions	3	7,352.49
Electronic Withdrawals	4	-16,005.57
Ending Balance	7	\$277,885.67

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
01/21	Orig CO Name:Eventbrite.Com Orig ID:4270465600 Desc Date: CO Entry Descr:140628635 Sec:CCD Trace#:111000025796374 Eed:260121 Ind ID:St-Q8V6H8L7S6PO Ind Name:Serra Cooperative LIBR Tm: 0215796374Tc	\$2,160.00
01/27	Remote Online Deposit 2	3,600.00
01/27	Remote Online Deposit 2	1,592.49
Total Deposits and Additions		\$7,352.49

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
01/13	01/13 Online Payment 27683519048 To Cj Brown & Company, Cpas	\$6,550.00
01/13	01/13 Online Payment 27683515930 To Jim Gill, Inc.	5,750.00
01/27	01/27 Online Payment 27841858470 To Ruth Cho	495.44
01/27	01/27 Online Payment 27841858476 To Margaret Hatanaka	3,210.13
Total Electronic Withdrawals		\$16,005.57



January 01, 2026 through January 30, 2026

Account Number: [REDACTED]

DAILY ENDING BALANCE

DATE	AMOUNT
01/13	\$274,238.75
01/21	276,398.75
01/27	277,885.67

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	<u>\$0.00</u>
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	2	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	<u>\$0.00</u>
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	2
Electronic Credits	1
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.



January 01, 2026 through January 30, 2026

Account Number: [REDACTED]

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.

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.

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

January 31, 2026 through February 27, 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



0086394020100000022

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$277,885.67
Deposits and Additions	2	6,819.12
Electronic Withdrawals	12	-82,831.00
Ending Balance	14	\$201,873.79

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
02/18	Credit Return: Online Payment 27936612022 To Buena Park Library District	\$2,173.78
02/26	Remote Online Deposit 2	4,645.34
Total Deposits and Additions		\$6,819.12

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
02/03	02/03 Online Payment 27936623000 To Irvine Public Library	\$8,269.08
02/03	02/03 Online Payment 27936612031 To Newport Beach Public Library	2,166.68
02/03	02/03 Online Payment 27936612039 To Orange Public Library	3,644.15
02/03	02/03 Online Payment 27936604248 To Anaheim Public Library	8,942.33
02/03	02/03 Online Payment 27936612048 To Yorba Linda Public Library	1,737.33
02/03	02/03 Online Payment 27936604225 To Mission Viejo Library	2,400.25
02/03	02/03 Online Payment 27936604266 To Huntington Beach Public Library	5,060.63
02/03	02/03 Online Payment 27936612035 To Orange County Public Libraries	35,204.83
02/03	02/03 Online Payment 27936604263 To Fullerton Public Library	3,688.58



January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
02/03	02/03 Online Payment 27936612022 To Buena Park Library District	2,173.78
02/03	02/03 Online Payment 27936612040 To Placentia Library District	1,372.95
02/03	02/03 Online Payment 27936612043 To Santa Ana Public Library	8,170.41
Total Electronic Withdrawals		\$82,831.00

DAILY ENDING BALANCE

DATE	AMOUNT
02/03	\$195,054.67
02/18	197,228.45
02/26	201,873.79

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	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	1
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.



January 31, 2026 through February 27, 2026

Account Number: [REDACTED]

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

February 28, 2026 through March 31, 2026

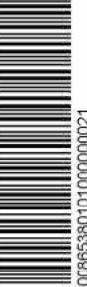
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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



0086538010100000021

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$201,873.79
Electronic Withdrawals	2	-560.73
Ending Balance	2	\$201,313.06

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ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
03/03	03/03 Online Payment 28290390477 To Lucy Salvado	\$76.73
03/03	03/03 Online Payment 28290390467 To Margaret Hatanaka	484.00
Total Electronic Withdrawals		\$560.73

DAILY ENDING BALANCE

DATE	AMOUNT
03/03	\$201,313.06

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.



February 28, 2026 through March 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	<u>\$0.00</u>
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 QuickDepositSM are based on previous month activity.

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- 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.

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: May 12, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **Agreement with SCLC for Administrative and Fiscal Services for
FY 2026/27 (ACTION)**

BACKGROUND: As a library cooperative system, the Santiago Library System (Santiago) receives funding from the California State Library. The Communications and Delivery Program of the California Library Services Act (CLSA) is specifically designed to assist and encourage cooperative efforts among California public libraries.

There are currently nine library cooperative systems in the state charged with administering a variety of programs, services, and distribution of grant funds. In order to receive these funds, a library must be a member of one of these cooperative organizations.

As a member of the Santiago Library System, public libraries receive the following benefits only available to cooperative members:

- Receive funds disbursed under the CLSA for communication and delivery services. For Santiago, this is used for telecommunication and e-resource sharing.
- Advocacy support – This has meant advocating for changes in CLSA regulatory language, to expand the definition of CLSA acceptable use of funds for resource sharing and to identify and support regional priorities related to CLSA and non-CLSA work at the regional and State level.
- Filing all required reports, such as the CLSA Plan of Service and Annual Report.
- Access to grants from the State Library.

As the entity that provides administrative and fiscal services, the Southern California Library Cooperative (SCLC) manages the following on behalf of Santiago:

- Telecommunication – Coordinates distribution of CLSA funds for broadband internet connection to patrons of the member library.
- eResource sharing – Coordinates distribution of CLSA funds for eResources.

- Other administrative management, such as maintaining a Zoom account for the System, as well as webpage management, to comply with agenda posting as required by the Brown Act.

For the past several years, Santiago has entered into annual agreements with SCLC for fiscal and administrative services. These services are primarily paid for using the System Administration funds received by Santiago Library System through annual CLSA funds. Prior to executing the agreement, the Administrative Council of SCLC also reviews the agreement and takes action to authorize the Executive Director to enter into the agreement.

The services provided by SCLC staff have historically been paid primarily with the System Administration funds received by Santiago through annual CLSA funds. These System Administration funds represent 20% of the overall funds received by Santiago. For the past several years, the State has allocated an overall \$3.6 million to CLSA, and the System Administrative costs for Santiago have been approximately \$45,000 annually.

In FY 2024/25, the Governor announced that he would be reducing CLSA funding to cooperatives by 50% across the board for two fiscal years in order to address the State's budget deficit. Unfortunately, that reduced budget has been carried over for the proposed FY 2026/27 budget. Given that the services provided by SCLC will not be reduced and given the fixed staffing and overhead costs that SCLC maintains, SCLC and Santiago have maintained an agreement with the original level of funding as provided under System Administration in the original Preliminary System Budget Allocation provided prior to the 50% reductions. The same payment schedule is proposed for this upcoming fiscal year.

The attached one-year agreement, which runs from July 1, 2026, to June 30, 2027, reflects current staffing costs. These amounts were calculated using Santiago's share of the CLSA funding between the five systems managed by SCLC. As in prior years, staff have submitted a line item in the contract for office supplies and telecommunication, which would come from the CLSA Communication and Delivery Budget. Finally, as previously approved by the Council, a line item is included for meetings (conference travel for the Executive Director).

FISCAL IMPACT: Staff estimates an amount not to exceed \$51,267 for fiscal and administrative services. Currently, the CLSA System Administration funds allotted to Santiago are \$23,824 for FY 2026/27. SCLC proposes a contract fee of \$46,001, which is approximately double the current System Administration allocation and maintains contract fees consistent with last year.

Additional contract costs, such as office supplies, telecommunications, and travel have been calculated using Santiago's share of the CLSA funding between the five systems managed by SCLC. Santiago's share of the CLSA funding is approximately 13.46%, which has been applied to the total anticipated amount for these expenditures.

Office supplies:	\$942
Telecommunications:	\$3,651
Meetings:	\$673

To cover the cost of SCLC's services, Santiago will continue to remain on a payment plan based on its unrestricted fund balance to cover the difference between this amount and what is provided through the System Administration allocation. Any outstanding balance will be collected in the subsequent fiscal year(s).

RECOMMENDATION: Authorize Santiago's Executive Council Chair to sign the agreement between Santiago Library System and SCLC for administrative and fiscal services for FY 2026/27.

EXHIBIT:

- a. Agreement between Santiago Library System and SCLC

**AGREEMENT between
SANTIAGO LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide Administrative and Fiscal Agent services for SANTIAGO LIBRARY SYSTEM (SLS).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual SLS member fees for services to be provided within a fiscal year are detailed in the SLS Budget. The Budget may be amended or replaced by the SLS Executive Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2026.
- The Agreement will be a one-year contract, renewable annually if approved by SLS and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the SLS and SCLC Administrative Councils.

2. Administrative Services

SCLC staff will provide Administrative Services for SLS, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the SLS Executive Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the SLS Executive Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods, as appropriate.
- Coordinating SLS Executive Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend the regularly scheduled May SLS Executive Council meeting; having at least one SCLC staff member attend other meetings virtually.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with SLS Executive Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of SLS for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SLS. A fee for contracts outside of the CLSA guidelines will be negotiated.
- Articulating the mission and purpose of SLS at the state level as needed and/or directed.
- Supporting special projects and additional activities not specifically authorized and/or fully funded by CLSA as desired by the SLS Executive Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by SLS's own record retention policies.

The SLS Executive Council and its members will provide SCLC with administrative oversight regarding SLS programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any SLS committees that may be established and acting as liaisons to any such committees to ensure continuity and stability.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects as approved and negotiated by both parties.
- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to SLS within CLSA administrative and fiscal guidelines.

3. Fiscal Agent Services

SCLC staff will provide Fiscal Agent Services for SLS, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.
- Collecting and depositing member fees and other fees or revenues due to SLS, whether by grant application, invoice, or other means.
- Working with SLS's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with SLS's Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement and is charged against CLSA Baseline/Communication and Delivery funds.)*
- Maintaining all appropriate files and records as required by state and federal laws and by SLS's own record retention policies.

The SLS Executive Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed and reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by SLS.

4. Dissolution of Agreement

In the event that this Agreement is terminated, SCLC will return to SLS all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all SLS expenditures and obligations are accounted for will be returned to SLS or to its designated entity within thirty (30) days following acceptance of the audit paid for equally by the SLS and SCLC Administrative Councils.

5. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Councils for SLS and SCLC shall amend this Agreement in compliance with any required changes.

6. Payment to SCLC for its Services

As payment in full for these services for FY 2026-27 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 15%, when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by SLS of CLSA funding from the State, within 30 days of receipt of the funding. Should CLSA System Administrative funds remain at 50% levels as they did last year, SLS will provide SCLC with the other 50% of funds, for a total of \$46,001.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by SLS of CLSA funding from the State, within 30 days of receipt of the funding.
- Travel reimbursements for Executive Director to conferences in which she represents SLS.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

SLS Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.83
Controller	\$75.10
Project Manager	\$68.71
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 15% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.



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

DATE: May 12, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: CLSA Plan of Service and Budget for FY 2026/27 (ACTION)

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, Santiago must complete and submit a Plan of Service (Exhibit “c”) 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 Santiago libraries. The CLSB has not yet met to consider approving the CLSA preliminary system budget allocation, nor have the cooperatives been provided with a date for an upcoming meeting.

FISCAL IMPACT: The California Library Services Act (CLSA) preliminary system budget allocation (Exhibit “a”) for Santiago Library System for FY 2025/26 is \$95,297 for the Baseline Budget and \$23,824 for the System Administration Budget, for a total of \$119,121, an increase of \$2,983 from the current fiscal year. The CLSA budget continues to be funded at 50% by the Governor. The CLSB has not yet met to consider approving the CLSA preliminary system budget allocation, nor have the cooperatives been provided with a date for an upcoming meeting.

Estimated member distributions for FY 2026/27 are included with this report (Exhibit “b”). These distributions include rollover of approximately \$1,200 from last year’s funds. It should be noted that these figures are estimates, as member populations will need to be updated, and the allocations will not be finalized until the CLSB approves the preliminary CLSA allocations and the Governor signs the budget.

RECOMMENDATION: Authorize the Santiago Chair to work with SCLC staff to complete and sign the FY 2026/27 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:

- a. CLSA Preliminary System Budget Allocations – FY 2026/27
- b. Estimated FY 2026/27 Member Distributions
- c. CLSA Plan of Service – FY 2026/27

CLSA Preliminary System Budget Allocations \$1,880,000- FY 2026/27

Communications and Delivery Program

System	Baseline Budget	System Administration	Total	Zipbooks
Black Gold	\$ 57,559	\$ 14,390	\$ 71,949	
49-99	\$ 62,273	\$ 15,568	\$ 77,841	
Inland	\$ 152,039	\$ 38,010	\$ 190,049	
NorthNet	\$ 344,691	\$ 86,173	\$ 430,864	
PLP	\$ 294,047	\$ 73,512	\$ 367,559	
SJVLS	\$ 99,648	\$ 24,912	\$ 124,560	
Santiago	\$ 95,297	\$ 23,824	\$ 119,121	
Serra	\$ 110,114	\$ 27,529	\$ 137,643	
SCLC	\$ 288,332	\$ 72,082	\$ 360,414	
Total funding	\$ 1,504,000	\$ 376,000	\$ 1,880,000	\$ 1,000,000

Santiago Library System
 FY 2026/27 Member Distributions - Estimate

Library	Population	Allocation
Anaheim	341,773	\$ 9,129.00
Buena Park	83,209	2,222.00
Fullerton	141,469	3,779.00
Huntington Beach	193,134	5,158.00
Irvine	318,629	8,510.00
Mission Viejo	91,704	2,449.00
Newport Beach	82,654	2,208.00
Orange County	1,347,521	35,991.00
Orange Public	139,724	3,732.00
Placentia	53,982	1,442.00
Santa Ana	315,325	8,422.00
Yorba Linda	66,267	1,770.00
Total	3,175,391	\$ 84,812.00



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2026-2027 Plan of Service

Application Instructions and Guidelines

California State Library
Sacramento
April 13, 2026

Greg Lucas, Chief Executive Officer
California Library Services Board

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INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Library's California Library Services Act, Communications, Delivery and Resource Sharing program Plan of Service application, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information no later than **June 3, 2026 (extensions available)** to have your funding approved:

1. Award Contact Information
2. Applicant Information
3. Project Details
4. Plan of Service- CLSA Specific Information
5. Project Activities
6. Project Timeline
7. Additional Information/Uploads
8. CLSA Specific Information

You will also be required to provide detailed projected budget expenditures for each year in which you hold CLSA funding.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Application document.
- Guidance to help applicants provide the requested information.

APPLICANT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Organization - Question 1 and 1b</p>	<p>For question 1, ("Is your organization and public Library?") select "No" and enter your legal organization name in question 1b when requested.</p>
<p>Location – Question 1c and 1d</p>	<p>Although your project will be implemented in a California Public Library please enter "No" for question 1c ("Will the project proposed be implemented in a California Public Library?"). In question 1d ("Name of location(s) where project will be implemented.") please enter "[your Cooperative system name] jurisdiction".</p>
<p>Questions 2-8: Authorized Representative Information</p> <ul style="list-style-type: none"> • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number <i>(Please use the format 123-456-7890)</i> • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code <p>Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i></p>	<p>The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.</p>
<p>Questions 9-12: Recipient Grant Manager Contact Information</p> <ul style="list-style-type: none"> • Grant Manager Name • Grant Manager Title • Grant Manager Email Address • Grant Manager Business Phone Number <i>(Please use the format 123-456-7890)</i> 	<p>The recipient Grant Manager is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff.</p>

Question 13: Eligibility	This is a required question for grant programs. Please select yes.
Question 14. Federal Employer Identification Number (FEIN)	Enter your organization's Federal Employer Identification Number.

PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Question 1: Primary Project Audience	Identify the audience(s) for this project. Please select all that apply.
Question 2: Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	Ensure that your statement clearly and concisely represents your plan for the project. This statement may be used for publicity purposes.
Question 3: Description Describe <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. (Word limit: 300)	Provide a description that enables the reader to understand the overall project if they were to read only this response and no other portion of the application. The text should be a summary of the needs and aspirations your project responds to, your planned activities, and how the activities you propose will achieve your desired outcomes and goal. Organize your text in a readable format. Use subheadings as needed.
Question 4: Agency Information Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 300)	The response should align with agencies most recent strategic plan or other guiding documents and describe how your activities fit with your broader mission.
Question 5 and 5b: Will this be a brand-new project? (Y/N)	Please select "no" for question 5. You will be asked to describe the project's current status, any results, lessons learned, and impact to date in question 5b.
Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?	If you select yes, you will be asked to describe your plans for future years and how the activities proposed in this project contribute to your organization's plans as a whole.
Question 7: Focus Population Who is the focus population for this project? (Word limit: 25)	Please identify what population this project will focus on. Some examples could include families, minority populations, children under 5, etc.

<p>Question 8: Addressing Barriers and Unmet Needs: How does this proposed project address barriers and needs experienced by the focus population and align with the population's needs and aspirations? (Word limit: 150)</p>	<p>Describe how what you plan to do will help address the barriers and unmet needs, and align with the aspirations of the focus population.</p>
<p>Question 9: Connecting with the Focus Population: How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)</p>	<p>Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.</p>
<p>Question 10: Collaborating with the Focus Population: If applicable, how is your project being created, planned, and implemented in collaboration with the focus population? (Word limit: 300)</p>	<p>Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it. If you do not do this, put "not applicable".</p>
<p>Question 11: Project Outputs List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.</p>	<p>Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.</p> <p>Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.</p>
<p>Question 12: Evaluation Plans Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)</p>	<p>If you have evaluation plans, describe the metrics you will use and how your organization defines positive outcomes.</p>
<p>Question 13: Future Plans Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned? (Word limit: 150)</p>	
<p>Question 14: Project Partners Project Partners are cooperating institutions, designated through a formal, signed agreement (contract, MOU, etc.), which contributes resources (materials/funds/staff) to one or more project activity or activities.</p>	<p>Should you have project partners, you will be asked to provide the following information for each partner: the organization name, a description of what the partner will provide/contribute to the project, the type of organization the project partner is, as well a copy of the agreement.</p>

	<p>Project partners are invited but not required. If you do not have any project partners, please select "No".</p> <p><i>Organizations or individuals acting as contractors under the project are not considered to be "partners".</i></p>
<p>Question 15: Community Connections Community Connections are those unaffiliated organizations that will support your project but with which you do not have a formal signed agreement.</p>	<p>Should you have community connections you will be asked to provide the following information for each connection: connection name, description of the resources the connection will contribute and how that will help achieve the project goals, as well as any letters of support.</p> <p>Community connections are invited but not required. If you do not have any community connections, please select "No".</p>

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

This section contains questions specific to the California Library Services Act Plan of Service.

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Resources/Services/Programs Summary of library participation in resources, services, and programs</p>	<p>In this sections list each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.</p> <p>Please enter one resource, service, or program in question 1. If you have additional resources, services, or programs you provide please select "yes" in question 1b and another box will populate. You can enter up to five (5) resources, services, or programs. If you have more than five (5) please group the remainder under question 1i "Fifth resource, service or program provided to your member libraries using CLSA funds."</p> <p>Example: Resource/service/program name: Delivery/Courier Service Participating libraries: All If applicable, why did some libraries not opt into this resource/service/program: N/A</p>

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Demographics of System Service Area	<p>Please provide the population number for the below listed underserved populations in your system. Appendix D lists the definitions and sources that you should use to determine the population numbers below.</p> <ul style="list-style-type: none"> • Total population of System service area • Economically Disadvantaged (below poverty level) population • Institutionalized population • Population aged 65+ • Children and youth population <ul style="list-style-type: none"> • Under 5 years of age • 5 to 9 • 10 to 14 • 15 to 19 • Persons with disabilities • Speakers of limited English or English as a Second language population • Non-English speaking population • Ethnicity <ul style="list-style-type: none"> • Black • Hispanic • Asian • Native American • Other • Geographically isolated population (Rural) • Functionally illiterate population • Homebound population

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. [Appendix B](#) has additional information on all the Activity categories.

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If you have activities to report that are not covered by the activities described on this document, please include them at the end of the activities section. Refer to the categories and information on the table below for guidance.

Please reach out to the State Library if you have questions.

Activity 1: Electronic Materials (Resource Sharing)	Include in your description the names of all services you will purchase from or subscribe to,
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<p>If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed, and, for each service, the number of circulations and the number and names of participating libraries.</p>
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<p>Activity 2: Learning Platforms (Resource sharing) If funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.</p>	<p>Please note systems will be asked to report in the system annual report on the learning platform(s) purchased and, for each platform, the number and names of participating libraries.</p>
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<p>Activity 3: Inter Library Loan (Delivery) If funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical</p>	<p>Please note systems will be asked to report in the system annual report on the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries.</p>
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<p>Activity 4: Intra System Lending (Delivery) If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:</p> <p>Categories: Activity: Content</p>	<p>Please note systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.</p> <p>Please include in your description of this activity:</p> <ul style="list-style-type: none"> • Number of system-owned delivery vehicles that physically move items:
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<p>Mode: Lending Format: Digital or physical or combined digital and physical</p>	<ul style="list-style-type: none"> • Frequency/schedule of physical delivery service: • Number of contracted vendor delivery vehicles that physically move items: • Frequency/schedule of physical delivery service:
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<p>Activity 5: Programming (Resource Sharing) If funds will be used to support programming provided by libraries, for example, DigiLabs, the activity categories should be:</p> <p>Categories: Activity: Instruction Mode: Program Format: In-person, virtual, combined in-person and virtual, other</p>	<p>Please note systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).</p>
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<p>Activity 6: Library Management and Operations (Resource Sharing) If funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS), the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.</p>
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<p>Activity 7: Library Broadband (Communications and Delivery) If funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment, the activity categories should be:</p> <p>Categories: Activity: Procurement</p>	<p>Please note systems will be asked to report in the system annual report the number and names of participating libraries.</p>
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<p>Activity 8: System Operations (Resource Sharing, Communications and Delivery) If funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc., the activity categories should be:</p>	
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<p>Beneficiaries: Library Workforce</p> <p>Categories: Activity: Procurement</p>	
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TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major actions and when they begin and end. It must include all activities listed in the application (for example, when books will be purchased, programs will be rolled out) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

ADDITIONAL INFORMATION/UPLOADS

Applicant Organization Assessment

Complete the organization assessment portion of the online application. This brief organizational assessment will help us determine the type of support awardees need from the State Library

BUDGET INFORMATION

Please complete the accompanying Grant Award Template (Excel).

Each budget category in your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2025-2026 you will still need to complete the bottom portion of the sheet. (2024-2025, 2025-2026, and 2026-2027)

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: [https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer>)

Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives; collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

E-Resources

Electronic resources (or e-resources) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing

Resource sharing refers to the allowed use or application of a resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program	Formal interaction and active user engagement (i.e. a computer class)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
Content	Acquisition	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols,</p>

		and negotiating with outside agencies such as publishers and vendors. to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	<p>systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical.</p>
	Creation	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored</p>

			<p>[for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Lending	<p>Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.</p>	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Preservation	<p>Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.</p>	<p>In-house Third party</p>
Planning & Evaluation	Retrospective	<p>Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group</p>	<p>In-house Third party</p>
	Prospective	<p>Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.</p>	<p>In-house Third party</p>

Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A
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APPENDIX C: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

APPENDIX D: DEMOGRAPHICS OF SYSTEM SERVICE AREAS

In an effort to standardize the demographics being provided by the cooperative library systems, below is a list the demographics required, and related definitions and sources.

Demographic	Resource
Total population of the system area.	City, Counties and State population and housing estimates with Annual percentage changes – January 1, 2024-2025
Economically Disadvantaged	U.S. Census Bureau, 2017-2021 American Community Survey 5-year Estimates (S1701)
Institutionalized	U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)
Aged (65+)	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Children and Youth	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Persons with Disabilities	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)
Speakers or limited English or English as a Second Language	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02); People That Speak English Less Than "Very Well" in the United States ;
Non-English Speaking	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1601); People That Speak English Less Than "Very Well" in the United States
Ethnicity	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)
Geographically Isolated (Rural)	Definition: For the purposes of the CLSA Plan of Service the California State Library defines rural as all geographic areas not classified as urban by the 2020 US Census. Refer to Column V in the following Excel file: County-level 2020 Census Urban and Rural Information for the U.S., Puerto Rico, and Island Areas sorted by state and county FIPS codes
Functionally Illiterate	Definition: For the purposes of the CLSA Plan of Service the California State Library defines functionally illiterate as those individuals at Level 1 or below. https://nces.ed.gov/surveys/piaac/skillsmap/
Homebound	U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)



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

DATE: May 12, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: **2027 Children’s Services Performers Showcase Proposal (ACTION)**

BACKGROUND: The Children’s Services Committee of the Santiago Library System (Santiago) annually submits a proposal to the Executive Council for consideration of a Performers Showcase event they organize. This item is a placeholder for any such request to be brought forward for consideration prior to approving the budget for the upcoming fiscal year. The event is typically held in January, and based on previous discussions, the Newport Public Library has offered to host the event in 2027.

Earlier this fiscal year, there was a discussion about the Performers Showcase and its impact on staff time for member libraries. Council Member Jeanette Contreras, who is the liaison for the Children’s Services Committee, submitted the a summary of the number of hours dedicated to the 2026 Performers Showcase, which is included as Exhibit “a” of this report.

FISCAL IMPACT: Dependent on the amount of revenues that the event is able to bring in, as well as a determination by Council as to how any revenues from this event will be allocated.

RECOMMENDATION: Consideration of approving the 2027 Performers Showcase, should the Children’s Services Committee wish to hold this event in 2027.

EXHIBITS:

- a. Santiago Showcase 2026 Staff Time

SANTIAGO SHOWCASE 2026 STAFF TIME		
POSITION	HOURS	TASKS
Senior Librarian	6	Showcase staffing
Senior Librarian	10	Showcase staffing; prepping beforehand
Principal Librarian	10.5	Pre-showcase 3 hours reviewing/correcting the performer's application information for the guide Day of Showcase 7 hours worked 8am-3:40pm Post showcase 0.5 hour, responding/reviewing emails
Children's Services Supervisor	4.5	Showcase After Action Report; lunch payment and processing; responding to emails regarding directory
Senior Librarian	13	4 hours making flyer, posting to CLAtalk, emailing past attendees, shopping for food 9 hours at showcase on showcase day
Librarian II	9	Showcase staffing; nametags
Children's Services Manager	11	Showcase staffing; prepping beforehand
Library Branch Supervisor	10.5	Eventbrite setup, registration, maintenance, and reports: 2 hours Prepping the emcee script: 30 minutes
Senior Librarian	8	Showcase schedule; emailing performers; Showcase staffing
Senior Youth Services Supervisor	8	Showcase staffing
TOTAL HOURS	85	



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

DATE: May 12, 2026
FROM: Andy Beck, Controller, Santiago/SCLC

SUBJECT: Proposed Budget for FY 2026/27 (ACTION)

BACKGROUND: The Proposed Budget for the upcoming FY2026/27 is attached for review.

The California State Library has released the preliminary allocations of the California Library Services Act (CLSA) funding, which includes \$95,297 in Baseline Budget funds and \$23,824 in System Administration funds. These numbers are approximately 50% of what has typically been allocated to the System. The System's FY 2026/27 budget has been calculated based on this information and previously approved membership dues.

Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

As noted in the report regarding Santiago's agreement with the Southern California Library Cooperative (SCLC) for administrative and fiscal services, CLSA System Administration will be paid to SCLC, along with other fees, as agreed upon. Spending of CLSA funds must be approved by the Council, and if the Council decides on projects outside of CLSA funding, the cost will be negotiated.

The next step is approval of CLSA funds by the California Library Service Board (CLSB), and final approval of the Governor's budget. A final approved budget is due by June 30. Should there be any changes to CLSA funding amounts, a revised budget will be presented to the Council as soon as possible for approval.

FISCAL IMPACT: Given current revenues and expenditures, a deficit of \$11,945 is projected.

RECOMMENDATION: Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBITS:

- a. Proposed Budget FY 2026/27

Santiago Library System
 Proposed Budget
 FY 2026/27

	Approved Budget FY 2025/26		Preliminary Budget FY 2026/27		Change
Program and general revenues					
CLSA Communications & Delivery	\$	93,510	\$	96,497	\$ 2,987
CLSA System Administration		23,228		23,824	596
Membership Dues		14,593		15,032	439
Total program and general revenues	\$	131,331	\$	135,353	\$ 4,022
Special events					
Performers showcase revenues	\$	5,000	\$	5,000	-
Performers showcase expenses		(2,500)		(2,500)	-
Special events, net	\$	2,500	\$	2,500	\$ -
Communications and delivery					
Member distribution	\$	82,831	\$	84,812	\$ 1,981
Audit Fees		6,750		6,875	125
Office supplies		910		960	50
Telecommunications		3,019		3,850	831
Total communication and delivery	\$	93,510	\$	96,497	\$ 2,987
Other program services					
Children's services	\$	8,000	\$	-	\$ (8,000)
Total communication and delivery	\$	8,000	\$	-	\$ (8,000)
Administration					
Administration expense	\$	44,850	\$	46,001	\$ 1,151
Legal		-		800	800
Memberships		4,410		4,770	360
Meetings/conferences/travel		917		1,630	713
Other		100		100	-
Total administration	\$	50,277	\$	53,301	\$ 3,024
Summary					
Revenues	\$	133,831	\$	137,853	\$ 4,022
Expenses		151,787		149,798	(1,989)
Surplus (Deficit)	\$	(17,956)	\$	(11,945)	\$ 6,011



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

DATE: May 12, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: Election of Chair and Vice-Chair/Chair-Elect (ACTION)

BACKGROUND: Santiago Library System's elected officers of the Executive Council are a Chair and a Vice-Chair/Chair-Elect. Officer terms are one year, concurrent with the fiscal year.

The Bylaws indicate that the Executive Council will elect one of its members to assume the impending Vice-Chair/Chair-Elect vacancy at its May annual meeting. The Vice-Chair/Chair-Elect shall assume the role of Chair on July 1. Currently, the Vice-Chair/Chair-Elect position is vacant, with the departure of Amy Harpster from the system. The Council decided at the last regular meeting to leave that position vacant and elect a Chair and a Vice-Chair/Chair-Elect to assume office July 1, 2026, through June 30, 2027.

FISCAL IMPACT: None

RECOMMENDATION: The Executive Council may accept nominations and elect from among its members a Chair and a Vice-Chair/Chair-Elect who will take office on July 1, 2026, and serve through the end of the fiscal year until June 30, 2027.

EXHIBITS: None



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

DATE: May 12, 2026
FROM: Christine Powers, Executive Director, Santiago/SCLC

SUBJECT: Proposed Meeting Schedule for FY 2026/27 (ACTION)

BACKGROUND: The Executive Council meets quarterly each fiscal year, with meetings held at 1:00 pm on the second Tuesday in the months of: August, November, February, and May. The proposed schedule for FY 2026/27 is included for the Executive Council's consideration. The November meeting is the day before the Veterans Day holiday.

The meetings can continue to be held in a hybrid manner, allowing members to participate in person or virtually via Zoom from their public library locations. Quorum must be reached to conduct the system's business.

FISCAL IMPACT: None

RECOMMENDATION: Staff requests that the Executive Council set the times and dates for their four regular meetings for FY 2026/27. It is recommended that the meeting locations for each of these meetings also be selected at this time.

EXHIBIT:

- a. Santiago Meeting Dates FY 2026/27 - Proposed



Santiago Meeting Dates FY 2026/27 - Proposed

Tuesday, August 11, 2026

1:00 pm

Location TBD

Tuesday, November 10, 2026*

1:00 pm

Location TBD

Tuesday, February 9, 2027

1:00 pm

Location TBD

Tuesday, May 11, 2027

1:00 pm

Location TBD

** Meeting is day before the Veterans' Day holiday.*

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated May 5, 2026

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State Library News

Zip Books

Good news: **Zip Books is open for libraries to apply!** If you're looking for a simple way to say "yes" to more patron requests, especially for titles you don't already own, this is your moment.

Bonus: Zip Books now comes with an [extra eBooks option, run by Califa](#). Patrons can request **eBooks**, and when selected, those titles are **added to the statewide collection!** These books are then available to the whole state, via the Palace app.

Ready to jump in? [Program details + application info are live on the web.](#)

Key dates:

- Application Opens: April 22, 2026
- [Information Session: May 7, 2026 at 1:00 pm](#)
- Deadline to Apply: May 20, 2026 at 12:00 noon
- Application Review Period: May–June, 2026
- Award Notification: July 2026
- Grant Program Period: July 1, 2026 – August 31, 2027

State Digital Equity Resource Finder

The California State Library and the Department of Technology collaborated to develop a statewide [Digital Equity Resource Finder](#) as part of the state's Broadband for All initiative. The finder helps residents and organizations locate digital inclusion programs including broadband access, devices, digital skills training, and technical assistance. The tool allows users to search for virtual and placed based services, includes a mapping feature that allows users to find resources nearest to them, and is accessible in over 100 different languages. Thus far, over 200 state and local organizations contributed information on over 800 locations around the state. Given the role that libraries play in the digital inclusion space, over half of locations featured are local branch libraries.

We invite libraries to utilize and promote the finder to your patrons. If your library system is not yet included, please take a few minutes to complete the [Digital Equity Resource Survey](#), or contact DEResourceFinder@state.ca.gov for bulk upload instructions if you have more than five locations.

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.

[LDS Newsletter](#)

Please be sure to sign up for the LDS Newsletter [LibrarytoLibrary](#). For those who receive this monthly email, please consider forwarding it to your staff and/or printing a copy for your break rooms.

Opportunities

[Digital Literacy and Access](#)

The [Digital Literacy and Access](#) opportunity provides funds to help California public libraries improve access to high-speed broadband and improve digital literacy in their communities, through digital navigation services for library users, digital literacy training opportunities for the public, and AI and/or internet safety classes. The opportunity opened on April 22 and closes at 12 Noon on June 3. An information session will be held on Wednesday, April 29 at 10:00 AM. [Register here](#). *State of CA and LSTA-funded.*

[Career Online High School](#)

[Career Online High School](#) (COHS) program is open to all public libraries in the state and **there is no required local match to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#). New libraries will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short end-of-year report. COHS questions can be sent to cohs@library.ca.gov. *State of CA and LSTA-funded.*

Networking and Training

[Public Library Directors Networking Call](#)

The next call is scheduled for Wednesday May 20 at 3:30 p.m. The call will feature updates from the State Library, further work on the statewide visioning project, and collaborative group discussions.

[Communities of Practice](#)

The California State Library now consolidates all scheduled Community of Practice events on a single calendar. On our website, under Services to Libraries, select [Communities of Practice](#) (under the Resources for Public Libraries section). Remember, you can help your staff build valuable connections across the state by sharing the Community of Practice opportunities with them.

[Successful Summers Networking Calls](#)

[Successful Summers](#) is a series of networking calls and resources for library workers who design and deliver community-based summer programs. Participants will co-create strategies to implement summer services that support and reflect the communities they serve.

Successful Summers supports the California State Library's goal of strengthening the abilities of California libraries to design community-based programs and services. For more information, please see the [California State Library's 5-Year Plan](#).

Successful Summers networking calls provide library workers the opportunity to build a group of peers working together to include their communities in summer services. All library staff are encouraged to attend.

Successful Summers networking calls will take place on the third Wednesday of each month at 9:00 a.m. To register for an upcoming call, email Summers@library.ca.gov.

Current Projects and Services

[Libraries with Heart Campaign from Rural Health Connections](#)

Since November, public and tribal rural libraries across the state have participated in Califa's Rural Health Connections project. In partnership with the American Heart Association, 58 locations are preparing to launch the Libraries with Heart campaign. Through this initiative, participating locations will offer blood pressure monitors (for checkout or for in-library use) alongside programming that supports heart health.

LSTA-funded.

[California Library Literacy Services: ESL funds ends June 30, Adult Literacy & Family Literacy Ongoing](#)

Dedicated one-time English as a Second Language (ESL) funding ends June 30, 2026. All ESL funds must be spent by this date. Adult Literacy Services and Family Literacy Services continue to be supported by ongoing funding provided by the State of California.

Thank you to the new coordinators and directors with CLLS programs who are joining us at the CLLS Orientation this May. We appreciate you taking time out of your schedules to participate. For general information on the CLLS program, see the [CLLS web pages](#) and visit the [Manage Your Grant](#) page for information on CLLS data collection. Reach out to clls@library.ca.gov for more information. *State of CA-funded.*

[California Libraries Learn \(CALL\) – professional development for all levels of library staff](#)

- Access live and recorded professional development for all members of your team at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Encourage all levels of your staff to get started with [CALL Academy](#).
- Local CALL can help your library bring high-demand in-person trainings to your region. [Learn more and submit an interest form](#).

LSTA-funded.

COMPASS Project: Resources and Information for Public Libraries

At a time when many library systems are facing decreased budgets and may be forced to cut digital subscriptions, a reminder that California offers — at no cost to public schools, districts, local libraries, or students — online educational content and tools with [COMPASS: the California Online Media Program for Access and Student Success](#) (formerly the K-12 Online Resources Program). The purpose of COMPASS, from the California State Library, is to provide equitable access to online library resources for all K-12 public school students and their families, both in the classroom and after school. *State of CA-funded.*

COMPASS provides tools ranging from early literacy support (PebbleGo Science, TeachingBooks for Libraries) to science and climate change resources (Gale Interactive Science, Nat Geo Kids, Environmental Studies) to a suite of performing-arts and history/social studies content (20+ Alexander Street collections).

Timely COMPASS Resources and Information for Public Libraries

- [Slides from recent COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [General program sign up form](#)
- Does your library currently offer Capstone’s PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)
- Questions about the [Alexander Street content](#) or set up information? Watch this [recording of a July 2024 training](#) and accompanying [slide deck](#). Remember, the Alexander Street collections include [library performing rights too](#) (with the exception of the National Theatre collection) – a great addition for programming for all ages!
- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact compass@library.ca.gov with any questions.

State of CA-funded.

Parks Pass Program

The Parks Pass program supports all Californians in exploring the outdoors and gaining the benefits of our parks by providing free vehicle day-use entry passes for checkout at local libraries.

The Parks Pass quarterly report due dates are:

- July 23, 2026 (for reporting period Apr-June 2026)
- October 22, 2026 (for reporting period July-Sept 2026)
- January 28, 2027 (for reporting period Oct-Dec 2026)

Quarterly reports should be submitted via the [California State Library Statistics Portal](#). For any questions, email parkspass@library.ca.gov.

Save the Dates for California State Parks Week: June 10–14, 2026! The weeklong celebration will be **June 10–14, 2026**, and your library is invited to participate. The tagline is “This is where you live.” There are many ways to celebrate California State Parks Week. Visit <https://castateparksweek.org/> for more information and to view the event schedule. This event celebrates California’s 280 state parks and the people who visit and help protect these iconic places.

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 a participating public library jurisdiction need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). To report lost passes, please enter each lost pass [using this webform](#) (an individual submission for each lost pass). Parks Passes are valid through December 31, 2026. *State of CA-funded.*

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

California’s [Cultural Heritage Disaster Preparedness Project](#) connects communities holding at-risk collections with the resources needed to protect those collections from destruction and make them available to all Californians. In partnership with the Northeast Document Conservation Center, [Ready – Or Not](#) preservation consultants provide consultation and conduct free site visits for California organizations stewarding cultural resources and then deliver an assessment report with their observations.

California cultural heritage collections interested in a free consultation can [sign up for a free assessment](#). Remote consultations for disaster plan creation or updates are also available. For more information, contact CAready@nedcc.org *State of CA-funded.*

Additional training on Disaster Planning Basics can be found through California Libraries Learn: **Four-week self-paced course | June 8 - July 6, 2026**

Libraries, archives, and museums must be prepared to protect staff, users, collections, and facilities in the event of emergencies ranging from minor crises to community-wide disasters. This course helps participants prepare for and limit various types of damage through risk assessment, disaster planning, and recovery procedures.

Learn more and sign up at [Disaster Planning Basics | CALL Academy](#). *LSTA-funded.*

[Student Success Cards for All](#)

California legislation signed by the Governor in October 2023 — SB 321 (Ashby) — makes it easier for libraries to put Student Success cards into the hands of every California child who wants one.

Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts. The Student Success Cards for All initiative aims to ensure that all California students have the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

- Offer resources to assist public libraries and schools in finding strategies that work best for their communities.
- Coordinate with public libraries to determine the most effective means to ensure each student is provided the opportunity to obtain a Student Success card by third grade.
- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

See recent CLA Talk messages around Student Success for registration links to the regularly occurring networking calls.

For more information, visit the [Student Success Cards for All webpage](#) or email studentsuccess@library.ca.gov.

[Summer Community Impact Report 2026](#)

The [2026 Summer Community Impact Report Questions](#) are available online. Data collected from this report will show the impact of public library summer programs across California.

We are looking to confirm your library's contact person for submission. Use the link below to input the contact information for the person(s) in your library that will submit your summer program data.

The person(s) listed will be responsible for submitting the **2026 Summer Community Impact Report** through **Microsoft Forms**. Although we ask for multiple contacts, only one person should submit the data for your library jurisdiction.

[Submit your library contact information using this form](#) by **July 10th at 5pm**.

An excel form with the questions will also be sent to the person listed as your primary contact once your information is submitted. Use the excel form or copy the questions from the [2026 Summer Community Impact Report Questions](#) webpage to collect required statistics and programming information for your library's 2026 summer programs.

The Summer Community Impact Report relates to all your library's summer 2026 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

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