



49-99 COOPERATIVE LIBRARY SYSTEM
ADMINISTRATIVE COUNCIL MEETING
Thursday, September 7, 2023
10:30 am - 12:00pm

Hybrid Meeting
San Andreas branch, Calaveras County Library
1299 Gold Hunter Road San Andreas, CA 95249

Join Zoom Meeting
<https://us06web.zoom.us/j/86747236568?pwd=cEtDOVRrdTFvMFkzWGZqam1WWENPQT09>

Meeting ID: 867 4723 6568
Passcode: 530830

Alternate Meeting Location
Cesar Chavez Public Library 605 N El Dorado St, Stockton, CA 95202
Lodi Public Library 201 W. Locust St. Lodi, CA 95204

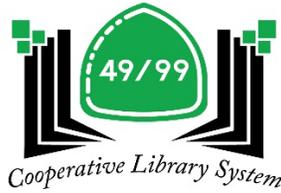
Agenda

All items may be considered for action.

1. Opening
 - a. Chairperson's Welcome Sarah Dentan
Chair introduces any guests or new members.
 - b. Roll Call
2. Public Forum Sarah Dentan
Opportunity for any guest or member of the public to address the Council on any item of 49-99 business that is not on the current agenda.
3. Consent Calendar Sarah Dentan
All items on the consent calendar may be approved with a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the May 4, 2023 meeting
4. Adoption of the Agenda Sarah Dentan

- | | |
|---|---------------|
| 5. Budget Status Report FY 2022/23 | Andy Beck |
| 6. Budget Status Report FY 2023/24 | Andy Beck |
| 7. Authority for Financial Institutions | Andy Beck |
| 8. CLSA FY2022/23 Annual Report | Wayne Walker |
| 9. LINK+/Delivery Update | Wayne Walker |
| 10. PLSEP Update | Wayne Walker |
| 11. 49-99 Webpage Update | Wayne Walker |
| 12. Other | |
| 13. Chair Report | Sarah Dentan |
| 14. State Library Report | Rachel Tucker |
| 15. Roundtable | |
| 16. Adjournment | |

Next meeting: December 7, 2023



ACTION ITEMS

Meeting: _____ 49-99 Administrative Council Meeting _____

Date: _____ September 7, 2023 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



49-99 COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL MEETING

Thursday, May 4, 2023

10:30 am - 12:00pm

Meeting Location:

Cesar Chavez Public Library
605 N El Dorado St, Stockton, CA 95202

Join Zoom Meeting:

<https://us06web.zoom.us/j/88090768139>

Meeting ID: 880 9076 8139

Minutes draft

Attendance

Aitken, Eric – Tuolumne
Dentan, Sarah – Stanislaus
Giddens, Nancy – Calaveras
Manuel, Akiliah – Lodi
Luna, Amanda– Stockton-San Joaquin (Proxy)
Olson, Kathryn – Amador

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Snodgrass, Nerissa – SCLC
Tucker, Rachel – CSL
Walker, Wayne – SCLC

1. Opening

Meeting called to order at 10:36am.

2. Public Forum

Opportunity for any guest or member of the public to address the Council on any item of 49-99 business that is not on the current agenda.

None.

Nancy Giddens

3. Consent Calendar

Nancy Giddens

All items on the consent calendar may be approved with 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 March 2, 2023 meeting

MSP (Dentan/Aitken) to pass the Consent Calendar, as presented.

6 yes, 0 no, 0 abstain

4. Adoption of the Agenda

Nancy Giddens

Chair adopted the Agenda, without objection.

5. Financial Audit FY 2021/22

Andy Beck

Staff presented the draft financial audit for fiscal year 2021/22. Interim testing was conducted in December 2022. Final testing was completed in April 2023. For the fiscal year ended June 30, 2022, there were no material weaknesses or significant deficiencies.

MSP (Olson/Manuel) to accept the financial audit for FY 2021/22.

6 yes, 0 no, 0 abstain

6. Budget Status Report FY2022/23

Andy Beck

The Budget Report for fiscal year 2022/23 reflects all reconciled bank statements through March 31, 2023.

7. SCLC Agreement for Administrative and Fiscal Services for FY 2023/24

Christine Powers

The cost of the agreement between SCLC and 49-99 will be paid for by 49-99 with 100% of CLSA System Administration funds, along with some funding from CLSA Communication and Delivery funds for office supplies and telecommunication, which has been calculated using 49-99's share of the CLSA funding between the five systems managed by SCLC (8.78%).

MSP (Dentan/Aitken) authorizing the Chair to sign the agreement between SCLC and 49-99 for administrative and fiscal services for fiscal year 2023/24.

6 yes, 0 no, 0 abstain

- 8. Webpage for 49-99 Cooperative Library System** **Christine Powers**
 SCLC will build a subpage for 49-99 under its website, which will include 49- 99's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will take care of updating this site regularly to post agendas in compliance with the Brown Act and will also make any updates regarding member library contact information, as needed. This will relieve Tuolumne County's Library Department from having to post the agendas and would instead place that responsibility on SCLC staff. Staff will pursue obtaining an appropriate domain name for 49-99, which will then be redirected to the SCLC subpage.
 MSP (Aitken/Olson) to approve the management of 49-99's webpage by SCLC.
 6 yes, 0 no, 0 abstain
- 9. Proposed Budget FY 2023/24** **Andy Beck**
 Staff presented the proposed budget for the upcoming FY 2023/24. The budget has been calculated based the preliminary allocations of CLSA funding released by the California State Library (CLSB), and previously-approved membership dues. Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. The funds have yet to be approved by the California Library Services Board, and receive final approval from the Governor.
 MSP (Olson/Manuel) to approve the proposed budget, pending final approvals of CLSB and Governor's budget.
 6 yes, 0 no, 0 abstain
- 10. LINK+/Delivery Update** **Wayne Walker**
 Overall monthly Unity Delivery charges have remained lower on average as of late compared to the previous Fiscal Years. No issues to report on overall courier delivery service. 49-99 is in year 3 of 5 of the agreement, which will end in May 2026.
- 11. CLSA Plan of Service and Budget FY 2023/24** **Wayne Walker**
 The California Library Services Act (CLSA) preliminary system budget allocation for FY 2023/24 includes available fund amounts of \$120,101 for the Baseline Budget and \$30,025 for the System Administration Budget, for a total of \$150,126. 49-99 has no remaining CLSA funds from its July 2020 allocation that would otherwise require expenditure by June 30, 2023.
 MSP (Dentan/Luna) Authorize the Executive Director to work with the Chair to complete and sign the 23/24 Plan of Service for submission to the State Library by the extended deadline of Friday, June 16, 2023.
 6 yes, 0 no, 0 abstain.

12. Officers for FY 2023/24

Wayne Walker

Members rotate officer positions alphabetically by last name. Positions are held for two fiscal years.

MSP (Aitken /Luna) to appoint Sarah Dentan (Stanislaus County) as the Chair Jenni Fontanilla (Stockton – San Joaquin County Public Library) as the Vice Chair for FY 2023/24 and 2024/25.

6 yes, 0 no, 0 abstain

13. Authority for Financial Institutions

Andy Beck

In an effort to streamline business operations, staff seek to centralize banking for all five cooperatives with one bank, while continuing to maintain separate accounts for each cooperative. Given the geographical span of the five cooperatives managed by SCLC, staff propose to utilize Bank of America. Bank of America is the bank for two other existing cooperatives and has multiple locations to allow members of each cooperative to access a Bank of America location within their jurisdictions.

MSP (Manuel/Olson) authorizing staff to close 49-99 Cooperative Library System’s US Bank account, open a new account with Bank of America, and transfer all funds from US Bank to Bank of America.

6 yes, 0 no, 0 abstain

MSP (Olson/Luna) authorizing signature authority for 49-99 Cooperative Library System’s bank account for the following individuals: Executive Director, Christine Powers; Chair, Sarah Dentan; Vice Chair, Jenni Fontanilla; and Project Manager Nerissa Snodgrass.

6 yes, 0 no, 0 abstain

14. Other

None

15. Chair Report

Nancy Giddens

Nancy Giddens mentioned the email regarding teleconferencing/meeting requirements under the Brown Act given the end of the COVID-19 emergency order.

16. State Library Report

Rachel Tucker

Tucker read through the California State Library Liaison Report, which is included in the agenda. She provided information on State Library news, current open opportunities, current projects and services, and networking and training opportunities, as described in the report.

17. Meeting Schedule FY 2023/24

Nancy Giddens

MSP (Olson/Dentan) to approve the proposed meeting schedule for 49-99, which will meet at 10:30 am on the following dates/locations:

- Thursday, September 7, 2023 – San Andreas/Calaveras
- Thursday, December 7, 2023 – Virtual
- Thursday, March 7, 2024 – Virtual
- Thursday, May 2, 2024 – Stanislaus

6 yes, 0 no, 0 abstain

18. Roundtable

Amador – The library is currently completing the process for the FY23/24 budget which will contain cuts to the budget the library hopes will be reinstated within 3 years. Olson has recently completed 6 months as the new Director.

Calaveras – Calaveras had their bookmobile delivered recently and are finally able to use it. Their Grab & Go Lunch program was approved, and they will be able to do Lunch at the Library, and are adding 2 sites for a total of 6 sites participating in the program. They also received a Parks Pass grant.

Lodi – Currently experiencing budget cuts of \$100k. Their EDI Committee is in place and their first meeting will be held in May; they will be conducting a full audit of the library as their first task. They currently have a Human Library program.

Stanislaus – The library is continuing to experience staffing issues. The Library Advisory Board is seated fully for the first time in a while.

Stockton-San Joaquin – They have hired their third library manager and are fully staffed now. They have 4 renovation projects in the pipeline, which includes a \$15 million project scheduled for the Cesar Chavez Library.

Tuolumne – They are dealing with issues in several facilities due to the recent storms, which includes standing water in several facilities that are still closed to the public. They are raising funds for a new bookmobile, and are looking to sell their old bookmobile outside of California. They have a new, big STEM program in all their libraries.

19. Adjournment

MSP (Aitken /Luna) to adjourn meeting at 12:11 pm.

Next meeting: September 7, 2023



Agenda Item 05

DATE: September 7, 2023
TO: 49-99 Administrative Council
FROM: Andy Beck, Controller, 49-99/SCLC

SUBJECT: Budget Status Report FY 2022/23 – DISCUSSION

BACKGROUND: The Budget Report for fiscal year 2022/23 reflects the reconciled bank statement through June 30, 2023.

All revenues and expenses have been recorded. The System has a surplus of \$29,228 compared to a deficit of \$762 as budgeted.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT: FY 2022/23 Budget Status Report

49-99 Cooperative Library System
 FY 2022/23 Budget Status Report
 June 30, 2023

REVENUES/EXPENDITURES	FY22/23 Budget	Prior Year Actuals	Actuals	Balance	%	Notes
REVENUE						
CLSA Communications & Delivery	\$ 120,157	\$ 121,727	\$ 128,035	\$ (7,878)	107%	100% received
CLSA System Administration	\$ 30,039	\$ 30,432	\$ 30,039	\$ -	100%	100% received
Grant Project Revenue	\$ -	\$ 9,230	\$ -	\$ -	0%	FY22/23 awarded; pass-through SCLC
Grant Indirect	\$ -	\$ 923	\$ -	\$ -	0%	FY22/23 awarded; pass-through SCLC
Membership Dues	\$ 38,220	\$ 31,850	\$ 38,220	\$ -	100%	100% of Membership Fees collected.
TOTAL REVENUE	\$ 188,416	\$ 194,162	\$ 196,294	\$ (7,878)	104%	
EXPENDITURES						
Operating Expenditures						
System Administration CLSA Funds	\$ 30,039	\$ 30,432	\$ 30,039	\$ -	100%	100% paid to SCLC
System Administration 49-99 Funds	\$ -	\$ -	\$ -	\$ -	0%	N/A
Delivery	\$ 73,000	\$ 38,586	\$ 56,466	\$ 16,534	77%	Unity
Innovative	\$ 77,554	\$ 77,554	\$ 71,091	\$ 6,463	92%	Link+
Audit Fees	\$ 6,300	\$ 5,586	\$ 6,911	\$ (611)	110%	Fedak & Brown Audit Fees
Memberships	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	100%	Califa/CLA-100% paid in full.
Other	\$ 485	\$ 60	\$ 759	\$ (274)	0%	Bank fees/Travel
Total Operating Expenditure	\$ 189,178	\$ 154,018	\$ 167,066	\$ 22,112	88%	
Grant Expenses						
PLSEP	\$ -	\$ 10,153	\$ -	\$ -	0%	FY22/23 awarded; pass-through SCLC
Total Grant Expenditure	\$ -	\$ 10,153	\$ -	\$ -	0%	
TOTAL EXPENDITURES	\$ 189,178	\$ 164,171	\$ 167,066	\$ 22,112	88%	
Surplus (Deficit)	\$ (762)	\$ 29,991	\$ 29,228			
49-99 ACCOUNT BALANCES						
Balance as of June 30, 2022	\$ 319,801		\$ 308,713	Balance as of June 30, 2023		



Agenda Item 06

DATE: September 7, 2023
TO: 49-99 Administrative Council
FROM: Andy Beck, Controller, 49-99/SCLC

SUBJECT: **Budget Status Report FY 2023/24 - DISCUSSION**

BACKGROUND: The Budget Report for fiscal year 2023/24 reflects the reconciled bank statement through July 31, 2023.

All revenues and expenses have been recorded. There are no unexpected expenses.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT: FY 2023/24 Budget Status Report

	<u>FY23/24</u> <u>Budget</u>	<u>Prior Year</u> <u>Actuals</u>	<u>FY23/24</u> <u>Actuals</u>	<u>Balance</u>	<u>%</u> <u>Unrealized</u>	<u>%</u> <u>Realized</u>	<u>Notes</u>
REVENUE							
CLSA Communications & Delivery	\$ 120,101	\$ 128,035	\$ 10,862	\$ 109,239	91%	9%	Expected to be received in Dec 2023
CLSA System Administration	30,025	30,039	2,502	27,523	92%	8%	Expected to be received in Dec 2023
Membership Dues	38,220	38,220	38,220	-	0%	100%	
Total revenues	\$ 188,346	\$ 196,294	\$ 51,584	\$ 136,762	73%	27%	
EXPENDITURES							
Communications and delivery							
Delivery	\$ 55,000	\$ 56,466	\$ 4,173	\$ 50,827	92%	8%	Unity
Resource sharing	80,503	71,091	6,689	73,814	92%	8%	Innovative
Audit Fees	6,875	6,911	-	6,875	100%	0%	CJ Brown
Office supplies	1,272	-	-	1,272	100%	0%	
Telecommunications	1,997	519	-	1,997	100%	0%	
Total communication and delivery	145,647	134,987	10,862	134,785	93%	7%	
Administration							
Administration expense	30,025	30,039	2,502	27,523	92%	8%	SCLC
Memberships	1,800	1,800	1,800	-	0%	100%	Califa
Meetings/conferences/travel	700	180	-	700	100%	0%	
Other	174	60	5	169	100%	0%	Bank fees
Total administration	32,699	32,079	4,307	28,392	87%	13%	
Total expenditures	\$ 178,346	\$ 167,066	\$ 15,169	\$ 163,177	91%	9%	
SURPLUS (DEFICIT)	\$ 10,000	\$ 29,228	\$ 36,415	\$ (26,415)	-264%	364%	
Banks Balance							
Bank Balance as of July 31, 2023	\$ 294,829						



Agenda Item 07

DATE: September 7, 2023
TO: 49-99 Administrative Council
FROM: Andy Beck, Controller, 49-99/SCLC

SUBJECT: Authority for Financial Institutions – ACTION

The Southern California Library Cooperative (SCLC) provides administrative and financial services to five library cooperatives. In an effort to streamline business operations, staff sought to centralize banking for all five cooperatives with one bank, while continuing to maintain separate accounts for each cooperative. Given the geographical span of the five cooperatives managed by SCLC, and that two of the existing cooperatives utilized Bank of America, staff had requested authority from the remaining cooperatives to switch to Bank of America, which has multiple locations in each cooperative's jurisdictions to allow members of each cooperative to access their bank.

At its last meeting in May 2023, the 49-99 Cooperative Library System authorized staff to close its U.S. Bank checking account and to open an account for 49-99 at Bank of America. As staff began this process, it became apparent that Bank of America did not have the ability to open government accounts for the various cooperatives. After some additional research, staff were able to determine that JP Morgan Chase has the infrastructure and ability to open government accounts. After discussions with their representatives, staff determined that they would like to utilize JP Morgan Chase for all cooperatives that it manages.

Signature Authority for the new account will be maintained as directed at the May 2023 meeting to Executive Director, Christine Powers; 49-99 Chair, 49-99 Vice Chair; and Project Manager, Nerissa Snodgrass.

FISCAL IMPACT: None

RECOMMENDATION: Authorize staff to close 49-99 Cooperative Library System's U.S. Bank account, open a new account with JP Morgan Chase, and transfer all funds from U.S. Bank to JP Morgan Chase.

Continue to authorize signature authority for 49-99 Cooperative Library System's bank account for the following individuals: Executive Director, Christine Powers; 49-99 Chair, 49-99 Vice Chair; and Project Manager, Nerissa Snodgrass.

EXHBIT: None



Agenda 08

DATE: September 7, 2023
TO: 49-99 Administrative Council
FROM: Wayne Walker, Deputy Director, 49-99 / SCLC

SUBJECT: **CLSA 22/23 Annual Report**

BACKGROUND: Each year the California State Library (CSL) requires an Annual Report from each system. The Annual Report is an opportunity to report to the California Library Services Board (CLSB) and CSL how California Library Services Act (CLSA) funds were spent by the System for communication and delivery.

FISCAL IMPACT: None

RECOMMENDATION: Authorize the Deputy Director to work with the Chair to complete the CLSA 2022/23 Annual Report for submission to the State Library by the deadline of September 8, 2023.

EXHIBIT: CLSA 22/23 Annual Report

CALIFORNIA LIBRARY SERVICES ACT
2022/23 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

49-99 Cooperative Library System
System Name

Southern California Library Cooperative
System Fiscal Agent Jurisdiction

Report submitted by: _____
Signature of System Chair

Contact person: Wayne Walker Phone: 626-427-3353

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

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

Date

Introduction

This packet contains the reporting documents to file the FY 2022/23 CLSA System Program Annual Report. The key areas to complete are:

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

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

All annual report documents are due by September 08, 2023.

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

CALIFORNIA LIBRARY SERVICES ACT SYSTEM EXPENDITURE REPORT

INSTRUCTIONS

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

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

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

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

Expenditure Source Definitions

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

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

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

Encumbered Funds from Prior Year and Rollover

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

Program Definition

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

Other Definitions

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

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

In summary:

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

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

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

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	\$1,149
b. Internet (including electronic mail)	\$1,146
c. Other (specify) (example postage)	\$258 – Postage \$162 – Zoom
Total	\$2,716

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2022/23					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 15 – August 28, 2022	October 17-30, 2022	Jan. 23-February 05, 2023	April 24- May 07, 2023	Total multiplied by 6.5
a. System member public libraries	N/A	N/A	N/A	N/A	N/A
b. Non-public libraries in System area	0	0	0	0	0
Total				LINK+ system generated stats.	62,533
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles				0	5
d. Number of miles traveled by all System vehicles				0	40,000
e. Percentage of items delivered by:					
U.S. Mail 0% UPS _ 0% System Van _ 0% Contracted Van __100% Other __0%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					0

Section 2

Plan of Service Objective Evaluation

1. Were the System goals for the Communications and Delivery Program met through the ongoing CLSA funding? Please, explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service; if not, why? Please, provide the number of libraries that benefited from the services you provided from CLSA funds.

The goals of the Communication and Delivery Program were successfully met through on-going CLSA funding, along with all funding objectives as outlined in the Plan of Service completed. LINK+ continues to be a major boost to the collections for the six participating libraries. 49-99 member libraries borrowed over 62,000 items in FY 22/23. The service continues to be a benefit to the community for access to materials that some of the 49-99 libraries may not have in their collections. It also provides a quicker loaning period, so community members are not waiting on hold lists for materials. An important note is the libraries collectively loaned nearly 30,000 items out to the LINK+ member libraries. The 49-99 libraries have demonstrated they continue to be a great partner in the LINK+ program by contributing just as much as they have benefited. LINK+ continues to require a daily weekday delivery amongst member libraries.

Library Testimonials:

“Today our patron Miss Gloria, told me how much she loves the LINK+ program and that she is super thankful for us having it. She said she was able to get a book written in 1940 from the LINK+ system all the way from Loma Linda. Miss Gloria had read a book here in our system about giraffes and it mentioned the first female director of the San Diego Zoo and that she had a book. Miss Gloria decided to look for this older book and was able to find it in LINK+. She was so tickled to be able to not only find it, but get it, and read it. She really enjoyed it. She was so happy she wanted to share it with the staff.”

“Link+ continues to be a benefit as it allows our customers access to materials which are not available in our own local collections. Given the state of our book budget, this is critical, particularly for materials outside of bestsellers and other items that are predictably in high demand.”

“Adult students, similar to homeschoolers, are able to obtain copies of texts utilized in higher-level classes and don't have to purchase them. We had one woman obtain her degree in Interior Design utilizing materials available from some of our academic LINK+ libraries.”

“Variety! With over 11 million titles available, almost anything can be requested and in a preferred format (Large Print, CD audiobooks, CD music). In the past, our patrons were limited to only what was available in-county unless they were willing to pay postage for items via OCLC WorldCat. (Our library was not able to fund postage.)”

“This year alone they've made over one thousand requests, which include materials needed for college study, plus entertaining fiction and video material we didn't have available in our collection here. “It's like we're one GREAT library!”

2. How much has been spent of the System's funding for the FY 2022/23? If not all the funds have been spent, are you on track to expend funds by June 2025; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

FY 2022/23 CLSA funds were fully expended.

3. If you are using CLSA funding from previous fiscal years (rollover) please list below which fiscal year the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason the funds were not spent in the FY approved by the Board?

No CLSA funding from previous years was used.

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

All funds from previous years were spent in their respective year, there were no previous year funds rolled over.

5. Is your System planning to roll over any funds from FY 2022/2023? Please provide the amount and the reason the funds will be rolled over.

All funds from FY 2022/2023 were spent in-full, there will be no funds left to roll over.

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

Stockton continues to be the hub for LINK+ at no cost to the member libraries. They provide training and support; Stockton sorts all the 49-99 materials and Unity picks up from Stockton which is a substantial savings for the member libraries.

Book Club in a Box is a service provided by 49-99 to its member libraries and their patrons. This program continues to enable not only our library's book clubs to offer many different reading options but local book clubs as well. Participants have shared that they greatly appreciate reading books they would not normally choose, they enjoy the discussions that give them new ideas and viewpoints and they enjoy the social activity of meeting with pleasant people and making friends. A branch that operates Book Club in a Box has recently signed up a book club at the Community Resources Unit at the California Health Care Facility which is a prison in Stockton that is starting their first book club.

Member libraries continue to offer each other various support as needed such as grant writing assistance, E-Rate application help, and assistance with general questions individual libraries may have. One example being the sharing of knowledge and experiences in upgrading to new bookmobiles which meet new State emissions guidelines.



Agenda Item 09

DATE: September 7, 2023
TO: 49-99 Administrative Council
FROM: Wayne Walker, Deputy Director, SCLC/49-99

SUBJECT: Link+/Delivery Update

BACKGROUND: Overall monthly Unity Delivery charges have remained lower on average as of late compared to the previous Fiscal Years. No issues to report on overall courier delivery service.

CLSA funds from FY 2022/23 for LINK+ expenses were fully expended.

FISCAL IMPACT: None

RECOMMENDATION: None

EXHIBIT: None



Agenda Item 10

DATE: September 7, 2023
TO: 49-99 Administrative Council
FROM: Wayne Walker, Deputy Director, 49-99 / SCLC

SUBJECT: **PLSEP Grant – Update**

BACKGROUND: The FY22/23 Public Library Staff Education Program (PLSEP) has closed with 3 awarded students from 49-99 libraries claiming their fulling tuition reimbursement amounts. SCLC has completed the end of grant year reports and submitted them to the California State Library.

The PLSEP 23/24 statewide grant awarded to SCLC is still in development. SCLC will be taking part in all activities of the grant moving forward. The PLSEP program for the next 5 years will have a DEI focus to align with the new CA State Library 5-year plan starting this year. The new student application is being developed and will be announced as soon as possible.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Informational.

EXHIBIT: None



Agenda Item 11

DATE: September 7, 2023
TO: 49-99 Administrative Council
FROM: Christine Powers, Executive Director, SCLC/49-99

SUBJECT: 49-99 Cooperative Library System Webpage Update – DISCUSSION

BACKGROUND: At the last system meeting, members of the 49-99 Cooperative Library System voted to allow SCLC staff to create and manage a webpage for 49-99 as a subpage of SCLC's website. 49-99 does not currently have a website.

This webpage includes 49-99's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will take care of updating this site regularly to post agendas in compliance with the Brown Act and make any updates regarding member library contact information, as needed.

The webpage is still under construction as of the drafting of this report and has not yet been made public. A majority of the site is complete, pending one technical issue before going public. Once the site is complete, staff will share a link to the website with all members via email.

FISCAL IMPACT: None

RECOMMENDATION: Informational only

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated August 28, 2023

State Library News 3
 LSTA News:..... 3
 FY22-23 California Public Libraries Survey:..... 3
 Lunch at the Library Application announcement: 3
 LSTA Inspiration Grants 2023-2024 4
Open Opportunities 4
 Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates..... 4
 Career Online High School 4
Current Projects and Services 5
 Building Forward Library Facilities Improvement Program 5
 California Library Literacy Services - Ongoing..... 5
 California Libraries Learn (CALL) - Ongoing..... 5
 Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing 5
 Digital Navigators / Connected California – July Info Session Recording Now Available 6
 Tutoring Project – Ongoing..... 6
 Parks Pass Program – Ongoing..... 6
 Ready or Not 7
 Zip Books Program - Ongoing..... 7
Networking and Training 7
 CAreer Pathways Workforce & Upskilling Resources: Webinars Open to All Library Staff 8
 Online Tutoring Training 2023 8
 Next Directors Networking Call – September 20, 2023 – Save the Date..... 8

State Library News

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

FY22-23 California Public Libraries Survey:

The portal for reporting FY22-23 data for the California Public Libraries Survey dataset will open on Tuesday, September 5th. **Data will be due no later than Monday, November 6, 2023.** Reporting forms and definitions will be posted to LibPAS by August 18, 2023, and an information session, which will be recorded, will occur on Thursday, August 31st and 2:00. Data submitters and directors will be notified. Contact LibraryStatistics@library.ca.gov with any questions.

Lunch at the Library Application announcement:

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

This year applications to receive funding for *Lunch at your Library* will open in **mid-September and close November 29th, 2023.**

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

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

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

LSTA Inspiration Grants 2023-2024

The opportunity opens in early September 2023 and closes November 30, 2023, or once all available funds have been awarded. Two rounds of reviews will be conducted. Applications received by October 31 will be reviewed and decisions will be made in November. Pending funding availability, applications received by November 30 will be reviewed and decisions will be made in December.

Open Opportunities

Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates

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

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

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

Career Online High School

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

Current Projects and Services

Building Forward Library Facilities Improvement Program

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

California Library Literacy Services - Ongoing

The [annual final report](#) for CLLS libraries for 2022/2023 opened in Counting Opinions on August 1 and is due September 28, 2023. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL will be launching a printable schedule in August for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

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

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

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

State of CA funded.

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

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

An information session was held on July 18, 2023 for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities. [View the recorded session on CALL Academy](#).

The information session covers:

- What the Digital Navigators service does, including connecting patrons to the internet, getting them devices, and helping them learn to navigate the digital world
- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

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

[Tutoring Project – Ongoing](#)

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

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

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

[Parks Pass Program – Ongoing](#)

Lisa Nowlain's last day at CSL was July 25. Cindy Zalog, who is a full-time Parks Pass manager, can be reached for all questions, ideas, and feedback at cindy.zalog@library.ca.gov.

Current Parks Pass Program priorities include:

- Final reports have been collected for Round 1 grantees and are being reviewed.
- Targeted grants are being finalized for additional programming, marketing, and backpacks.

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

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

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

Ready or Not

The "[Ready—Or Not](#)" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to join them for information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Secure your spot by registering in advance at nedcc.org/CAready. State of CA funded.

- **Disaster Preparedness for Community Archives:** September 6th, 2:30 pm-3:00 pm (PDT)
- **Disaster Preparedness with Limited Resources:** September 14th, 9:30 am-10 am (PDT)
- **Disaster Planning for Remote and Rural Museums:** September 29th, 10 am-10:30 am (PDT)
- **Disaster Planning for Tribal Cultural Heritage Organizations:** October 12th, 12:30 pm-1 pm (PDT)
- **Getting Your Library Ready for Disaster:** October 23rd, 9:30 am-10 am (PDT)

If you have additional questions, reach out to the team at CAready@nedcc.org

Zip Books Program - Ongoing

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

Networking and Training

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

- [CAreer Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Northstar for Admins](#)
Wednesday, October 4, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Using LinkedIn Learning](#)
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resources: Using VetNow and GetSetUp](#)
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy CAreer Pathways channel.](#)

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

Online Tutoring Training 2023

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. All trainings are archived on [our tutoring page](#).

Next Directors Networking Call – September 20, 2023 – Save the Date

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. If you have any suggestions for topics for small group discussions, or future meetings, please note that on the registration. Registration coming soon!

Wednesday, September 20, 2023

3:30 PM – 4:30 PM

Special Guests – HeatReadyCA - Lori Hanley, Strategist, Public Education, Office of Community Partnerships and Strategic Communications

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

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



49-99 Meeting Calendar

FY 2023/24

Approved May 4, 2023

Thursday, September 7, 2023
10:30am
Calaveras, San Andreas branch

Thursday, December 7, 2023
10:30am
Virtual

Thursday, March 7, 2024
10:30am
Virtual

Thursday, May 2, 2024
10:30am
Stanislaus