



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

Minutes

Approved September 7, 2023

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 (CSLB), 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.

Respectfully submitted by Wayne Walker on September 13, 2023.