

Administrative Council Meeting
June 15, 2018– 9:30 a.m. - 2:30 p.m.

Solano County Library, Fairfield Cordelia Branch
5050 Business Center Drive, Fairfield, CA 94534

- | | | |
|---|---|----------------------|
| 1. Welcome and Introductions | Deck, Vice Chair | |
| 2. Public Invited to Address the Council | Deck | |
| 3. Approval of the Agenda (Action Item) | Deck | |
| 4. Approve Minutes of Administrative Council Meeting, January 19, 2018 (Action Item) | Brinkley | Attachment 1, pg. 2 |
| 5. Old Business | | |
| A. LINK+ Study Update and Costs | Frost | Attachment 2, pg. 6 |
| 6. New Business | | |
| A. Election of Chair, Vice Chair and Executive Committee Members (Action Item) | Deck | Attachment 3, pg. 9 |
| B. Approve FY 2018/19 CLSA Plan of Service & Budget (Action Item) | Brinkley | Attachment 4, pg. 10 |
| C. Approve FY 2018/19 NLS/PLP Administrative Contract (Action Item) | Frost | Attachment 5, pg. 21 |
| D. Approve FY 2018/19 NorthNet Library System Budget | Yon | |
| I. Membership Dues & Fees (to be distributed separately) (Action Item) | | |
| II. NLS Budget (Action Item) | | Attachment 6, pg. 23 |
| 7. New Business | | |
| A. NLS Bylaws Revisions and Recommend Adoption (Action Item) | Hunt | Attachment 7, pg. 29 |
| B. LSTA PAI Regional Grant: Career Visioning for New Adults in Rural CA | Deck/Brinkley | Attachment 8, pg. 43 |
| C. Update on CLSA Systems' Conversation with the State Librarian and System Administration Update | Deck | |
| D. State Library Report | Hanks | |
| 8. Presentations | | |
| A. CalPERS update for NorthNet Legacy Systems | Isabel Safie, Partner, Best, Best and Krieger LLC | |
| B. Aspen Leadership Institute:
Bringing the Resources of the Aspen Institute and Your Community Together | James Ochsner, Sutter County | |
| 9. Adjournment | | |
| Working lunch to be provided | | |



NorthNet
Library System
Connecting Northern California Libraries

2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

DRAFT MINUTES
NLS Administrative Council – Mid Year Meeting –
January 19, 2018 – Sacramento Public Library, North Natomas Library

Name	Library
David Dodd	Benicia Public Library
Mel Lightbody	Butte County Library
Patrick Newell	California State University Chico
Stacey Costello	Colusa County Library
Shane Pipinos-Gausepohl	Del Norte County Library District
Steve Arozena	Dixon Public Library
Jeanne Amos	El Dorado County Library
Lori Easterwood	Folsom Public Library
Ronda Whittenbeg	Humboldt County Library
Kathryn Hunt	Lincoln Public Library
Cheryl Baker	Modoc County Library
Ana Danielson	Mono County Library
Anthony Halstead	Napa County Library
Yolande Wilburn	Nevada County Library
Jody Meza	Orland Public Library/Willows Public Library
Mary George	Placer County Library
Rivkah Sass	Sacramento Public Library
Sarah Houghton	San Rafael Public Library
Michael Perry	Siskiyou County Library
Suzanne Olawski	Solano County Library
Tracy Gray	Sonoma County Library
Chris Kreiden	St. Helena Public Library
Todd Deck	Tehama County
Greta Galindo	Woodland Public Library
Mark Fink	Yolo County Library
Janet Coles	California State Library
Tom Jacobson	Third Chapter Partners
Andrew Yon	Pacific Library Partnership
Cheryl Gould	Engaged Libraries
Jacqueie Brinkley	NorthNet/Pacific Library Partnership

Meeting called to order by Chair, Lightbody, at 10:02 a.m.



DRAFT MINUTES
NLS Administrative Council – Mid Year Meeting –
January 19, 2018 – Sacramento Public Library, North Natomas Library

Lightbody welcomed attendees and asked for Introductions.

No public address to the Council.

Lightbody reported that an RFP for NLS Administrative Contract Services was issued and proposals are expected. Also, a CLSA System Chair and Vice Chair meeting will be held in Stockton on February 2, 2018, with all nine cooperative library systems represented.

Motion to Approve Agenda. Meza moved; Houghton seconded. Motion approved.

Motion to approve Minutes of Administrative Council meeting of June 16, 2017.

Wilburn moved; Hunt seconded. Motion approved.

LINK+ Consultant, Tom Jacobson, presented the NLS ILL study results and recommendations for moving forward with expanding LINK+ resources in NorthNet Library System. Olawski from Solano County Library and Halstead from Napa County Library shared their experience with implementation of LINK+ at their libraries. Other LINK+ libraries also shared how these resources are working at their libraries. Janet Coles, CA State Library, commented that the cost comparison of Zip Books to LINK+ was inaccurate, as all costs to support the Zip Books project would not have been captured in this report. Available study used to determine Zip Books costs did include that scope of research. Coles also commented that Zip Books had become a means of collection development, although that has been an unintended result of the Zip Books project. Lightbody reported that the FY 2018/19 State budget currently includes funds for public library resource sharing and NLS has submitted a letter to the State Librarian requesting that, if these funds remain in the approved Budget, he use this state funding for up-front costs to bring LINK+ to all NLS members who want it. Further discussion was limited to due to time constraints. Lightbody thanked Tom Jacobson for attending to present his report and findings. NLS members will review report recommendations and the Executive Committee will discuss next steps.

NLS Bylaws Revision – Motion to accept recommendation as approved by NLS Executive Committee of revision to Bylaws to change term of service for Chair and Vice Chair to 2-year terms.

George moved; Perry seconded. Approved.

NLS Member Hunt reported as co-chair of Bylaws Review Committee that the Committee was reviewing Bylaws at this time of all cooperative library systems. The Committee is looking for language similar to NLS re: membership eligibility and path to joining NLS, if not a legacy system member. Consideration is also being made as to safeguarding the membership status of existing members and so that individual member reauthorization would not be required to continue membership and without interruption.



DRAFT MINUTES

NLS Administrative Council – Mid Year Meeting – January 19, 2018 – Sacramento Public Library, North Natomas Library

Hunt invited comments. Lightbody indicated that she favored creating a direct access for libraries to NLS membership. Lightbody also expressed concern with a need to return to her County Board to request reauthorization to update or change membership status to NLS.

Perry asked how individual libraries would re-join once legacy system disbanded. Hunt replied that there were additional and larger issues in reviewing the NLS Bylaws and that these would be included as needing to be addressed when the Committee makes their recommendations for revising Bylaws language regarding membership .

Hunt will report back with update at the next Executive Committee meeting, February 6, 2018.

Lightbody announced that **NLS Member Dues**, now tied to the annual December Consumer Price Index, will increase by 2.1% for FY 2018/19. This dues increase was approved by Administrative Council at the annual meeting of June 16, 2017. Hunt will include the member dues policy now tied to CPI in the Bylaws review.

Brinkley and Yon presented the **Operating Reserves Fund Policy**, approved for recommendation by the NLS Executive Committee on August 18, 2017.

Lightbody asked for **Motion to approve establishing 3 months operating reserve per Operating Reservice Fund Policy** as recommended by EC.

Sass moved; Dodd seconded. Approved.

Lightbody announced that a **Nominating Committee** was needed to create slate of candidates for FY 2018/19 Executive Committee. Easterwood volunteered to participate on the Nominating Committee with two Exec Committee members to be named at next EC meeting on, Feb 6, 2018.

Memo from Attorney Safie re: **CalPERS** was distributed to members. Brinkley reviewed text of the memo. Lightbody asked that all questions be directed to the Legacy System Chairs (Bankhead, North Bay; Perry, North State; and Galindo, Mountain Valley). Chairs should relay questions to NLS Exec Committee for review and consideration to request additional legal research. Funds remain from original budget on this project and would allow for additional research, if needed.

Questions proposed at this meeting included:

- Concern about obligation of former system members and their obligation
- Can CLSA funds be used to pay CalPERS?
- How were system's staff paid? Were CLSA funds used to pay staff when they were employed in system consortiums? If so, why couldn't CLSA be used to pay their retirement?



NorthNet
Library System
Connecting Northern California Libraries

2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

DRAFT MINUTES

**NLS Administrative Council – Mid Year Meeting –
January 19, 2018 – Sacramento Public Library, North Natomas Library**

- Can I pay “my” portion and be done? (We have received response from attorney that no one library can pay off “their share” as it is a group liability.)

Professional Development Workshop presented by Cheryl Gould.

Meeting adjourned at 2:00 p.m.



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

To: NLS Administrative Council
From: Carol Frost
Subject: Link+ Delivery Study Update and Costs
Date: June 15, 2018

Background

NLS completed a study in December 2017 to implement Link+ for all its member libraries (both public and academic). When the results were presented at the January 2018 meeting, the cost for the Inn-Reach Link+ software was given as a consortium and no delivery pricing had been provided. Since the January meeting, pricing has been provided by Tricor (the current contracted courier for Link+).

The NLS Executive Committee allocated additional funds for a consultant (The Galecia Group) to continue studying the delivery piece of Link+ and to determine an equitable solution in sharing the Link+ Inn-Reach software and Tricor delivery costs.

The purpose of this memo is to present preliminary findings of that report, with the outcome of the NLS libraries identifying which ones are interested in moving forward so that additional negotiation may be done regarding cost.

Tricor Delivery Quote

The cost for Tricor is listed below. There are some things of note from the Tricor pricing:

- It is expected that the libraries currently on Link+ would continue to pay their existing Tricor pricing until their current contract ends.
- When the current contract expires to existing customers, the prices will increase. The pricing provided reflects the new model. Any new Link+ library will pay these new prices.
- Tricor is able to service some of the NSCLS libraries which currently have no delivery.
- For those NSCLS libraries where Tricor is unable to offer service, if they are still interested in Link+, it is hoped that UPS delivery between a nearby member may be deemed an acceptable Link+ option.
- Tricor pricing is include for some locations where it may be possible to use an existing provider for less cost (e.g. Tricor or AmTran) but Tricor pricing is included at this time.

The Galecia Group reached out to several couriers including AmTran, Sprint and Ex-Pak for competitive quotes. AmTran and Sprint currently provide delivery service for libraries within MVLS and NBCLS. None of the three couriers could provide pricing to supplement or replace Tricor (at this time). However, these discussions are still underway (both with the consultant and with Innovative directly).

Developing a Model to Share the Link+ InnReach Software and Tricor Courier Costs

Several models have been considered in determining a distribution of costs for Link+. NLS was quoted the following for 54 libraries (public and academic):

- \$349,450 for one-time installation for libraries without Link+
- \$311,000 annual fees (with yearly annual increases of 3% up to \$350,033 in Year 5)
- In addition, each library should expect to spend \$1,000 per year for supplies

In determining how to distribute the Link+ costs to the libraries, the Innovative quoted price was pro-rated for the 41 public libraries (all non-public libraries excluded) for an estimated first year subscription cost of \$236,132. NLS typically distributes costs through its formula, using population and budget. In applying the straight formula to the Link+ costs, it was quickly determined that this was not equitable and that some libraries would be paying significantly more than others.

The most equitable proposed distribution model developed thus far includes:

- using a distribution by percentage of the budget
- ensuring that existing shared systems (MARINet, SPLASH) and other customers (Sacramento, Yolo) do not exceed current costs

In examining costs for delivery, several approaches were considered in distributing the costs in a shared model or allocating the Tricor costs directly to the libraries. It was determined that this latter approach was the most equitable.

Attached is a spreadsheet which outlines the costs.

Funding

The California State budget is expected to be approved with the inclusion of \$1.5M in one-time funds for resource-sharing, with \$1M earmarked for the Zip Books program and \$500,000 for 'a program to digitally connect library catalogues,' which refers to the NLS Link+ initiative. It is not known how the State Library will distribute these funds, but it could be anticipated that these one-time funds could be applied to the one-time installation costs for NLS libraries joining Link+.

NLS has also set aside \$328,093 of CLSA funds for the implementation of Link+. Of those funds, \$128,093 must be spend by June 30, 2019 or reallocated to another project. Should libraries wish to join Link+, they should consider identifying ongoing funds. This could include examining their OCLC ILL costs, CLSA distributions and local funding.

Recommendation

It is recommended that the NLS libraries examine the attached spreadsheet and notify Jacquie Brinkley by June 29 whether they would like to be included in this project. Once this is done, staff will renegotiate the Link+ InnReach costs for a lower price and continue to explore opportunities for reducing delivery costs.

FIRST YEAR COST ESTIMATE FOR INNOVATIVE SUBSCRIPTION PLUS TRICOR DELIVERY
 (based on new Innovative contract and new Tricor contract)

Library	Innovative Fee	Tricor Quoted Delivery Fee (new contract)	ESTIMATED TOTAL ANNUAL COST
Alpine	\$404	0	\$404*
Bel-Tib	see MARNET	see MARINet	See MARINet
Benicia	see MARNET	see MARINet	See MARINet
Butte	\$4,015	\$12,012	\$16,027
Colusa	\$1,517	\$14,388	\$15,905
Del Norte	\$366	\$0	\$366*
Dixon	see SPLASH	See SPLASH	See SPLASH
El Dorado	\$5,184	\$12,012	\$17,196
Folsom	\$2,238	\$12,012	\$14,250
Humboldt	\$5,376	\$18,480	\$23,856
Lake County	\$1,501	\$18,480	\$19,981
Larkspur	see MARNET	see MARINet	See MARINet
Lassen	\$188	\$0	\$188*
Lincoln	\$818	\$12,012	\$12,830
Marin	see MARNET	see MARINet	See MARINet
Mendocino	\$4,089	\$18,480	\$22,569
Mill Valley	see MARNET	see MARINet	See MARINet
Modoc	\$464	\$0	\$464*
Mono	\$1,836	\$0	\$1,836*
Napa County	\$13,598	\$12,012	\$25,610
Nevada	\$4,457	\$18,480	\$22,937
Orland	\$464	\$14,388	\$14,852
Placer	\$9,371	\$12,012	\$21,383
Plumas	\$636	0	\$636*
Roseville	\$5,479	\$12,012	\$17,491
Sacramento	\$25,355	\$12,012	\$37,367
St. Helena	see SPLASH	See SPLASH	See SPLASH
San Anselmo	see MARNET	see MARINet	See MARINet
San Rafael	see MARNET	see MARINet	See MARINet
Sausalito	see MARNET	see MARINet	See MARINet
Shasta	\$3,566	\$14,388	\$17,954
Siskiyou	\$1,046	\$0	\$1,046 *
Solano	see SPLASH	See SPLASH	See SPLASH
Sonoma	\$25,593	\$12,012	\$37,605
Sutter	\$2,005	\$12,012	\$14,017
Tehama	\$858	\$12,012	\$12,870
Trinity	\$495	\$18,480	\$18,975
Willows	\$427	\$12,012	\$12,439
Woodland	\$2,952	\$12,012	\$14,964
Yolo	\$2,275	\$12,012	\$14,287
Yuba	\$550	\$12,012	\$12,562
Subtotal	\$127,123	\$315,744	\$442,867
	Innovative Fee	Tricor Quoted Price	Total
MARINet	\$71,504	\$22,176	\$93,680
SPLASH	\$64,700	\$12,672	\$77,372
TOTAL	\$263,327	\$350,592	\$613,919

* For those NSCLS libraries where Tricor is unable to offer service, if they are still interested in Link+, it is hoped that UPS delivery between a nearby member may be deemed an acceptable Link+ option.



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

To: NLS Administrative Council
From: Ad hoc Nominating Committee (Lori Easterwood, David Dodd, James Ochsner)
Subject: Nominations for FY 2018/19 NLS Executive Committee & Officers
Date: June 15, 2018

We nominate the following as officers for 2-year term ending 6/30/2020:

Chair: Todd Deck, Tehama County Library

Chair Elect/Vice-Chair: Suzanne Olawski, Solano County Library

Past Chair: Mel Lightbody, Butte County Library

Executive Committee members for 2-year term ending 6/30/2020:

Mark Fink, Yolo County Library

Jody Meza, Willows/Orland Public Library

Yolande Wilburn, Nevada County Library

Continuing to serve on the Executive Committee with terms ending 6/30/2019 are:

David Dodd, Benicia Public Library

Kathryn Hunt, Lincoln Public Library

James Ochsner, Sutter County Library

System Information

FY 2018/19

System Name: NorthNet Library System			
Director: Carol Frost		Email: frost@plpinfo.org	
Address: 2471 Flores Street		City: San Mateo	State: CA Zip: 94403
Phone: 650-349-5538		Fax: 650-349-5089	

System Chair for FY 2018/19 (if known): Todd Deck	Fiscal Agent: Pacific Library Partnership
--	--

Date approved by Administrative Council:
--

x	
Signature of System Administrative Chair for FY 2018-19	Date
Print Name: Todd Deck	

Demographics of System Service Area
System Population Profile, FY 2018/19

Total Population of System Service Area: 4,703,096

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	720,165	15.31%
Institutionalized	64,469	1.37%
Aged (65+)	745,484	15.85%
Children & Youth:	284,637	6.05%
• Under 5		
• 5 to 9	304,454	6.47%
• 10 to 14	304,693	6.48%
• 15 to 19	311,448	6.62%
Handicapped	628,207	13.36%
Speakers of limited English or English as a Second Language	455,317	9.68%
Non-English Speaking	1,125,386	23.93%
Ethnicity	255,128	5.42%
• Black		
• Hispanic	1,017,395	21.63%
• Asian	442,611	9.41%
• Native American	56,640	1.20%
• Other (specify)	26,119	0.56%
Geographically Isolated	694,227	14.76%
Functionally Illiterate	391,178	8.32%
Shut-In	240,322	5.11%

List source(s) of this data:

United States Census Bureau, American Fact Finder/2012-2016 American Community Survey, Demographic and Housing Estimates (DP05)

2012-2016 American Community Survey 5-Year Estimates S1701 used in 2018

United States Census Bureau, American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)

United States Census Bureau/2012-2016 American Community Survey, Disability Characteristics (S1810)

United States Census Bureau, American Fact Finder/2012-2016 American Community Survey, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02)

2012-2016 American Community Survey 5-Year Estimates

2010-2014 American Community Survey 5-Year Estimates

United States Census Bureau, American Fact Finder/2010 Census Summary File 1, Urban and Rural (P2). NOTE:
Use 'Rural' not 'Frontier'

U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy State and County
Estimates of Low Literacy 2013, Released 2009

United States Census Bureau, American Fact Finder/ 2012-2016 American Community Survey, Disability
Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty")
(S1810)

Describe briefly how this data will be used to plan CLSA-funded services:

This data is use for planning activities of our various committees and to serve all segments of the underserved.

**SERVICE PROGRAM BASELINE BUDGET REQUEST - FY 2018/19
SYSTEM COMMUNICATION & DELIVERY (Section 18745)**

SYSTEM NAME: NorthNet Library System

(a) Personnel (Attach job descriptions)					(b) Operations	
Classification	FTE/No. of Positions	Salary	Benefits	Total		
See Attached List	/	\$ _____	\$ _____	\$ _____	1. Office Supplies	\$ <u>1,200</u>
	/	\$ _____	\$ _____	\$ _____	2. Duplication/Photocopy	\$ _____
	/	\$ _____	\$ _____	\$ _____	3. Travel	\$ _____
	/	\$ _____	\$ _____	\$ _____	4. Training	\$ _____
Total (a):	/	\$ _____	\$ _____	\$ <u>137,855</u>	5. e-Resources	\$ <u>501,468</u>
(b) Operations (continued)					(c) Capital Outlay	
6. Contract Services (specify)			\$ <u>172,072</u>	Equipment (specify)		
Delivery Services (\$146,548); Contracted Services to PLP for fiscal and administrative services (Sys Admin - audit, fiscal reporting, reports, monitoring, etc. \$25,524)				_____		
7. Telecommunications (specify)			\$ <u>2,500</u>	_____		
List-servs, conference calls, website hosting				Equipment Replacement Revolving Fund		
8. Indirect Costs/Fiscal Agent Fee (provide description of services received)			\$ _____	Total (c): \$ _____		
Do Not Include System Indirect (pc&e)				_____		
9. Other: (specify)			\$ <u>1,800</u>	(d) Anticipated Current (2018/19) Year-end Balance in the Equipment Revolving Fund		
Postage, UPS				\$ _____		
				Total of (a), (b), (c):		
			\$ <u>\$679,040</u>	\$ <u>\$816,895</u>		

2018/19 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	\$653,516
Equipment	
Service Program Sub-total	
System Administration (PC&E) ¹	\$163,379
TOTAL	\$816,895

¹Must not exceed System Administrative (PC&E) total

Funding for Communications and Delivery – FY 2018/19

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:			
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL	
a. System member public library	1,100,000	79,000	1,179,000	
b. Non-public libraries in System area	85,000	1,000	86,000	
TOTAL	1,185,000	80,000	1,265,000	
		System Owned	Contracted Vendor	
c. Number of delivery vehicles that physically move items			4	
d. Frequency/schedule of physical delivery service			3	
e. Percentage of items to be physically delivered by:				
U.S. Mail	UPS	System Van	Contracted Van	Other
19.5%	1%	0%	79.5%	0%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be used (circulated/downloaded/streamed, etc.) by residents of System member libraries	297,000 (Overdrive and Zinio)
g. Percentage of CLSA funds to be spent on e-resources?	77%
h. Estimated number of training events to be presented using C&D Operations funds	0
i. Estimated number of training events to be presented using System Administration funds	0

j. Percentage of CLSA funds to be used for Broadband technology improvements	0%
k. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list) We do not plan to spend any FY 18/19 C&D funds on broadband improvements.	

Section 2

1. Describe the goals for the Communication and Delivery funding. How will they support the needs of your community? How did you determine these needs? Will you be using any of the communications funding to address broadband connectivity issues?

Delivery – CLSA funds will continue to support the physical movement of resources from one library to another and that enables resource sharing among System members which is a high priority for most NorthNet libraries.

Shared e-resources also remain a priority for all NorthNet members, especially those in smaller, more geographically remote areas. With this priority in mind, NLS will continue to commit C&D funds to research the feasibility of implementing a LINK+ or similar model of alternative interlibrary lending of materials within the NorthNet System. Upon results and recommendations of an Interlibrary Loan & Delivery Study to be completed for NLS in Spring 2018, this alternative lending approach is intended to allow participating libraries to dramatically increase the amount of materials they offer, reduce fulfillment time, decrease costs, and raise their profile and visibility in their user communities.

Zinio – Twenty-three NLS member libraries use a blend of CLSA C&D funds as well as local resources to continue supporting the Zinio consortium. The consortium purchase allows members to receive significant discounted subscription rates on electronic periodicals. Zinio subscriptions have proven to be very popular with patrons in individual NLS libraries and became affordable for many more as a consortium pricing package.

OverDrive, NLS also committed one-time CLSA funding to expand the very popular Overdrive subscription and membership. This investment has proven to be very successful and OverDrive usage has increased across the system. According to the Library to Go Committee Chair, Since March 2017, libraries have reduced the holds wait time from about 45 days to 35 days, added more users, and increased circulation. In addition, the NLS OverDrive consortia has seen a 20% increase in circulation over the last three years.

In addition, enki subscriptions continue to be popular with NLS System patrons and member libraries invest C&D and local resources to provide these valued resources to their communities. The enki Library is a shared open source eBook Network that allows California libraries to own and store eBooks for access by library patrons; to share access to more content than any individual library can purchase on its own; to add features and functionality lacking in current third-party vendor models; and to share access to unique local digitized content with other libraries within the Network.

Knowledge Sharing/Document Repository - NLS, in cooperation with the other eight CA cooperative library systems, continues to support the on-going development of CLSA-INFO, a knowledge-sharing database for systems and libraries statewide. This document sharing tool was created as a direct result of one strategic priority (knowledge-sharing) identified by five of the eight systems.

Broadband is of great interest too, and several NLS libraries continue to benefit from the California Public Library's Broadband Project. This grant funding allowed several NLS member libraries to leverage local funding in order to apply for State funds and to significantly increase their broadband capabilities. The geographic span of NLS and the large number of members (41), however, means that broadband connectivity will not come to all members at the same time or in the same way. There are currently no plans to use FY 2018/19 C&D funding for broadband connectivity.

2. How will your Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? How much of your CLSA funds are spent on each program or service? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

CLSA funds are distributed by formula to NLS libraries. CLSA distribution formula is based on service population and library budget. 80% of NLS CLSA funds are distributed to member libraries. Member libraries contribute additional local resources to support communications and delivery on local level.

All NLS member libraries participate in some level of shared resources.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

Local funding is dedicated to supplement CLSA to enable effective resource sharing. In FY 2017/18, \$104,861 in local funding (over and above the NLS CLSA allocation) was used to cover primarily delivery costs, but also included funding of shared e-resources. NLS libraries are committed to continue supporting e-resources with local funding, as well as the physical delivery of items within the system, even as delivery costs are expected to increase by 3% in FY 2018/19.

4. If you are providing e-resources, what exactly are you providing? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

NLS member libraries subscribe to OverDrive and Zinio and receive consortia pricing discounts for these resources. In FY 2017/18, 26 of the 41 NLS public libraries participated in the OverDrive/Library to Go consortia, while 23 NLS public libraries subscribed to Zinio. OverDrive continues to be very popular and well used with NLS patrons. There was an estimated 297,000 Zinio and OverDrive items checked out in FY 2017/18. As noted above, since March 2017 and with CLSA one-time funding dedicated to adding e-content to these resources, NLS libraries have reduced the holds wait time from about 45 days to 35 days, added more users, and increased circulation and, over the last three years, have seen a 20% increase in circulation.

5. Describe your current delivery model. How has it changed from last year? Will you be making any changes in the upcoming year?

Due to the geographic size of our region, NLS libraries use a combination of several delivery models including US Postal Service and private delivery services for remote locations with low volume as well as contracted services by delivery companies for moving high volume loads between member libraries using a shared ILS in more populated areas.

NLS member libraries continue to seek out more economical and efficient methods to move materials. A feasibility Study was commissioned by NLS to review current delivery methods throughout the system and to develop a cost/benefit analysis of implementing an alternative resource sharing and delivery model. The Study is to be completed Spring 2018, and based on recommendations, NLS may consider planning for implementation of new model of delivery system-wide, or regionally.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please give description of how you utilized your administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

Because of the variations in delivery demand and method, the costs differ from one region to another. For contracted services, costs are based on volume, number of stops and distance. Cost of shipping items through package delivery is determined based on weight and other variables. Approximately 17 of the 41 NLS member libraries utilize a contract courier service to move items, in addition to their local branch-to-branch delivery.

Administrative funding is allocated to .325 FTE of the Coordinator's salary, .3 FTE support staff, .2 FTE of the office manager, .1 FTE of the Controller, and .075 FTE of the CEO salary. The allocated time supports attending 10-12 Council and Committee meetings annually to support the three legacy systems of NLS as well as the NLS Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; work with accounting staff to ensure all CLSA budgets and reports are submitted and ensure compliance; liaison with California Library Staff, attend California Library Service Board meetings. The funding is allocated across all programs, including applying for and administering local, regional and statewide grants.

7. How will you evaluate that the goals have been met and the funding has met the needs of the community?

ILL statistics will continue to be tracked and reported as they have in the past. Use of shared e-resources will be measured and compared to the most recent fiscal year to demonstrate that aspect of the C&D program for FY 2018/19. We continually monitor effectiveness of services through feedback from member libraries.

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will you be funded? What services are priorities? And lastly, how will your system evolve?

In FY 2017/18, NLS established a reserve policy which will ensure safeguards for the organization. The target minimum Operating Reserves Fund is equal to three months of the operating budget costs. The amount of the Operating Reserves Fund target minimum will be calculated each year after approval of the annual budget, reported to the Executive Committee, and included in the regular financial reports.

NLS will continue to use the Strategic Directions established in FY 2016/17 to identify service priorities, including member asset mapping, staff training and development, content development and support of the knowledge sharing platform (CLSAInfo.org), and Zip Books.

Zip Books is the statewide initiative that serves as an alternative to ILL with a “buy v borrow” procurement model. This program began as an LSTA project and continues to receive both Federal and State funds through the California State Library with a number of rural libraries from around the state participating. The California Library Services Board approved a \$1 million statewide expansion of Zip Books for FY 2017-2019 with NLS as the lead system on development and implementation of this project. An Advisory Group met and will continue to provide guidance as the details and logistics of expansion are developed. NLS staff works closely with Califa (Zip Books operations lead) and the State Library to implement expansion of the Zip Books project. To date, 29 new libraries have been added to the Zip Books project and funded under the CLSA grant, with an expected 6 more to join in the next 6 months.

Other Grants

NLS, in collaboration with Pacific Library Partnership and the Black Gold Cooperative Library System, has applied for an LSTA Pitch an Idea Regional Grant to fund the “Career Visioning for New Adults in Rural California,” supporting workforce development for new adults in very rural communities within these systems. Workshops will be conducted that include job skill and employment resources to help new adults create and plan for their future long-term career path, sustainable employment and self-sufficiency.

System Audits

Please also provide your systems Annual audits with their annual reports/expenditures.

NorthNet Indirect - Personnel

Classification	FTE	Salary
PLP CEO	.05/1	\$17,706
Coordinator	.33/1	\$50,700
Controller	.10/1	\$19,032
Office Manager	.2/1	\$25,168
Secretary	.04/1	\$4,095
Management Analyst	0.09/1	\$10,481
Account Clerk	0.08/1	\$6,981
Administrative Assistant	.10/1	\$3,692
TOTAL		\$137,855



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

To: NLS Administrative Council
From: Carol Frost, CEO, Pacific Library Partnership
Subject: Approval of FY 2018/19 NLS/PLP Contract for Administrative Services
Date: June 15, 2018

Background

At the February 26, 2018 NLS Executive Committee meeting, the RFP for fiscal and administrative services from the Pacific Library Partnership was approved. The scope of work detailed in the RFP is for the baseline services. As noted in the RFP, it would be expected that staff discuss with the Executive Committee the work which NLS foresees in FY 2018/19 which is beyond the baseline and negotiate additional costs for that work. On May 24, 2018, the NLS Executive Committee approved the amended contract (Exhibit A) to cover costs associated with additional projects anticipated for FY 2018/19.

In previous contracts, the annual contract has included funds to support activities above and beyond the baseline services. Those activities included the work regarding the CalPERS obligations for the legacy systems; conducting the work of the NLS Link+ study; and activities related to the Loomis library leaving the Placer County Library and Loomis' establishment as a city library, which has resulted in the review of the NLS Bylaws. Because of those additional activities, System Coordinator's time had been increased from 8 hours per week to 14 hours per week in the current FY 2017/18 contract (along with slight increases in other staff support).

Recommendation

It is anticipated that in FY 2018/19, NLS will continue to have activities which are beyond the baseline services described in the Scope of Work. Those activities will include:

- continuing the work of the NLS Link+ study, including negotiating costs with Innovative, working with individual libraries regarding their interest, and developing an implementation plan
- further work related to Loomis library (including coordination with the California State Library and California Library Services Board) and other activities related to the change in the NLS Bylaws (such as libraries requesting to join NLS rather than the legacy system)
- work related to the LSTA regional grant "Career Visioning for New Adults in Rural California," where NLS is the lead, partnering with the Pacific Library Partnership and the Black Gold Cooperative Library System, including 200 hours or 3.8 hour per week of the System Coordinator's time (167 hours funded by the grant, and 33 hours of in-kind)
- completing the Zip Books statewide grant

it is anticipated that NLS will receive \$163,379 of CLSA funds in FY 2018/19 for System Administration, which will cover the costs of this contract, as has been the practice from previous years. The proposed PLP/NLS contract for same period is \$152,075, as compared to FY 2017/18 contract of \$171,183.



Pacific Library Partnership

Amended PLP / NorthNet Contract FY 2018/19

<u>Staff</u>	<u>FTE</u>		<u>Total original Contract</u>	<u>Additional Hours/wk</u>	<u>Cost</u>
<u>Administration</u>					
CEO	0.05	2 hours/week at \$113.50/hour	\$11,804	1	\$5,902
Office Manager	0.20	8 hours/week @ 60.50/hour <i>manage website, listservs and rosters. Point of contact for System Delivery and PLSEP grant. Prepare and distribute agenda packets and minutes, manage UPS accounts, set up conference calls for committees.</i>	\$25,168		
Secretary	0.04	1.50 hours/week @52.50/hour <i>prepare system contracts, open mails, mail ILL materials coordinate Form 700s, annual summer reading program</i>	\$4,095		
Database Manager	0.05	2 hours/week @60.50/hour <i>prepare CalPERS reports, prepare document for liability insurance</i>	\$6,292		
Subtotal - Administration	<u>0.34</u>		<u>\$47,359</u>		
<u>Fiscal Accounting</u>					
Controller	0.10	4 hours/week @ \$91.50 <i>prepare/monitor budget, authorize and approve payments prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database renewal, review delivery contracts/services</i>	\$19,032		
Account Clerk	0.08	3 hours/week at \$44.75 <i>Process payables weekly, prepare invoices, prepare deposits,</i>	\$6,981		
Accountant	0.04	1.5 hours/week at \$ 53.70 <i>Prepare invoices and deposits, reconcile bank statements</i>	\$4,189		
Administrative Assistant	0.10	4 hours/week at \$17.75/hour <i>Filing, prepare Holiday Schedule, mail Summer reading materials, mail checks and invoices</i>	\$3,692		
Subtotal - Fiscal Acctg	<u>0.31</u>		<u>\$33,894</u>		
Total Administration/Fiscal Accounting			<u>\$81,253</u>		
Coordinator	0.20	8 hours/week at \$75/hour <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agenda together with Executive Council committee, take Council and Executive minutes, work with CalPERS related issues Prepare plan of service and annual reports</i>	\$31,200	5	\$19,500
			<u>\$112,453</u>		<u>\$25,402</u>
			Mileage		
			\$396		
			3 round trips @242 mile@ 54.5 cents per mile		
			Total		
			\$112,848		
			10% Overhead		\$2,540
			\$11,285		
Total FTE	<u>0.85</u>		TOTAL		<u>\$27,942</u>
			\$124,133		
TOTAL WITH ADDITIONAL WORK			<u>\$152,075</u>		



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

To: NLS Executive Committee
From: Andrew Yon, Controller
Subject: Approval of FY 2018/19 NLS Budget
Date: June 15, 2018

Background

The purpose of this memo is to provide the NLS Administrative Council with the NLS FY 2018/19 Budget for consideration and approval. The overall NLS budget is \$1,604,180.

Revenues:

The membership fees of \$110,270 represent a 3% CPI increase adjustment. NLS will receive \$816,895 of CLSA funds. \$45,796 of additional revenue will go to the Fund Balance.

Expenditures:

Contractual Services reflects the NLS/PLP baseline contract and additional services of \$152,075. The Membership Fees and Dues line item reflects \$12,060 for Califa membership fee, which the NLS Executive Committee has approved for renewal for FY 2018/19.

CLSA funds:

The \$468,843 in Fund Balance - CLSA account reflects the roll-over of additional FY 2016/17 and FY 2017/18 CLSA funds for Zinio and Overdrive approved by NLS Executive Committee on at the February 26, 2018 meeting, as well as the funds for Link+.

For FY 2018/19, \$536,468 of CLSA Communication and Delivery funds will be distributed back to NLS public libraries per the formula. This includes \$35,000 of unspent FY 2016/17 CLSA funds which had been allocated to Zinio. All CLSA FY 2016/17 money must be spent by June 30, 2019.

Grants

The CLSA Zip Book grant will be ending in June 2019. NorthNet will be the lead partner for the Career Visioning for New Adults LSTA grant, and will receive \$7,675 of indirect costs for managing the grant. In addition, NLS anticipate receiving \$1,000 for the NLS PLSEP indirect.

FUND BALANCE and OPERATING RESERVE

The 6/30/18 NLS Fund Balance is estimated to be \$868,147. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operative Reserve is \$71,730.

Additional Notes

The outgoing Library-to-Go Chair notes that the Overdrive allocation has not increased in several years. She has recommended that this be reviewed and an increase be considered, whether by CPI or by a fixed dollar amount.

NorthNet Library System

FY 2018-19 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$17,000			\$17,000
3661	Membership Fees	110,270			110,270
3667	State Library CLSA	177,968	653,516		831,484
3668	LSTA-Indirect	8,675			8,675
3674	Reimbursable from Members		84,799	128,905	213,704
3000	Fund Balance	(45,796)	468,843		423,047
Total Revenue		\$268,117	\$1,207,158	\$128,905	\$1,604,180

<u>Expenditure</u>					
4212	Communication		1,500		1,500
4219	Professional Services				-
4220	Contractual Services	246,507	232,347		478,854
4230	Office Expense		1,200		1,200
4233	Postage		1,800		1,800
4235	Special Departmental		970,311		970,311
4301	Insurance	2,500			2,500
4302	Membership Fees/Dues	12,060			12,060
4303	Travel & Meeting	7,000			7,000
4373	Service Fees	50			50
4445	Reimbursable from Members			128,905	128,905
TOTAL EXPENDITURE		\$268,117	\$1,207,158	\$128,905	\$1,604,180

Fund Balance and Reserve	Ending 6/30/2017	Ending 6/30/2018	
Fund Balance	\$ 539,877	\$ 868,147	
Operating Reserves	-	71,730	
Total	\$ 539,877	\$ 939,877	Estimated

NORTHNET LIBRARY SYSTEM
FY 2018-19 PROPOSED BUDGET

ADMINISTRATION (918)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 17/18	Proposed FY 18/19	Note
3510	Interest Earned	\$3,000	\$17,000	State Treasurer's LAIF Investment
3661	Membership Fees	103,607	110,270	NorthNet Members (3% CPI Adjusted)
3667	CLSA-State Library	163,946	163,379	CLSA System Admin Funds
		12,000	14,589	CLSA indirect for Zip Books grant
3668	LSTA-Indirect	4,368	1,000	FY 18/19 PLSEP Grant
3668	LSTA-Indirect		7,675	FY 18/19 Career Visioning for New Adult Grant
3000	Budgeted Fund Balance		(45,796)	Credit to Fund Balance
	TOTAL REVENUE	<u>\$286,921</u>	<u>\$268,117</u>	-6.55%
	<u>Expenditure</u>			
4219	Professional Services	11,000	-	FY17/18 Annual Audit
4220	Contractual Services	254,311	246,507	PLP & NLS Contract: \$124,133 + Amendment \$27,942 (\$152,075) Annual Audit \$11,304, and Other \$83,128 (\$1,000 Staff Training to Libraries up to \$50,000)
4301	Insurance	2,500	2,500	Professional Liability Insurance
4302	Membership Fees & Dues	12,060	12,060	Califa Membership Fees for Members
4303	Travel & Meeting	7,000	7,000	Annual Meeting
4373	Service Fees	50	50	Bank Fees
	TOTAL EXPENDITURE	<u>\$286,921</u>	<u>\$268,117</u>	-6.55%

NORTHNET LIBRARY SYSTEM
FY 2018-19 PROPOSED BUDGET

COMMUNICATION & DELIVERY (916)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 17/18	Proposed FY 18/19	Note
3667	CLSA State Library	\$655,785	\$653,516	CLSA C & D Funds
3674	Reimbursable Costs	150,000	84,799	NBCLS & MVLS Deliveries (\$231,347 less \$146,548 CLSA Funds)
3000	Fund Balance - CSLA		468,843	FY16/17 and FY17/18 Rolled-Over CLSA Funds
	TOTAL REVENUE	\$805,785	\$1,207,158	49.81%
	<u>Expenditure</u>			
4212	Communication	1,500	1,500	Conferencing Services
4220	Contractual Services	801,285	232,347	MVLS (\$62.4K) and NBCLS (\$168.9K) Delivery Services, Website Hosting \$1,000
4230	Office Supplies	1,200	1,200	
4233	Postage	1,800	1,800	USPS, UPS, FedEx, USPS
4235	Special Departmental		\$970,311	CLSA allocation for members \$536,468 (incl. \$35K-Siskiyou Co Library memo) & Other C & D Projects
				<u>Additional Earmarked CLSA Funds</u>
				<i>Total Earmarked : \$433,843</i>
				<i>FY16/17 Rolled-Over Zinio for FY18/19 Add'l CLSA Allocation \$10,000</i>
				<i>FY16/17 Add'l Overdrive Allocation \$55,000</i>
				<i>FY16/17 CLSA Add'l Overdrive Allocation \$40,750</i>
				<i>FY16/17 Unspent Link+ \$128,093 ; FY17/18 Unspent Link+ \$200,000</i>
	TOTAL EXPENDITURE	\$805,785	\$1,207,158	49.81%

NORTHNET LIBRARY SYSTEM
FY 2018-19 PROPOSED BUDGET

LOCAL (915)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 17/18	Proposed FY 18/19	Note
3674	Reimbursable Costs	\$175,000	\$128,905	OverDrive Collection \$55,000 ; Zinio \$71,403 less FY17/18 Sonoma CO; Zinio Payment \$16,513
				Gale Databases-Chilton Library and Access Fee Consortia \$4,515; ProQuest \$14,500
	TOTAL REVENUE	\$175,000	\$128,905	-26.34%

Expenditure

4445	Reimbursable-Library Expenses	175,000	128,905	OverDrive Collection \$55,000; Zinio \$71,403 less FY17/18 Sonoma CO Payment Credit
				Gale Databases-Chilton Library and Access Fee Consortia \$4,515; ProQuest \$14,500
	TOTAL EXPENDITURE	\$175,000	\$128,905	-26.34%

Grants

ZIP BOOKS Statewide Expansion Project
CLSA Grant 1/1/17-6/30/19

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 17/18	Proposed FY 18/19	Note
3667	CLSA State Library	\$388,000	\$388,000	
	TOTAL REVENUE	\$388,000	\$388,000	0.00%

Expenditure

4220	Contractual Service	\$28,000	\$28,000	Califa Group - Zip Books Grant Management Fee
4238	Library Materials	355,000	355,000	Library Materials Year 3 (7/1/18 - 6/30/19)
4303	Travel & Meeting	5,000	5,000	
	TOTAL EXPENDITURE	\$388,000	\$388,000	0.00%

NORTHNET LIBRARY SYSTEM
FY 2018-19 PROPOSED BUDGET

Career Visioning for New Adults
in Rural California

		Adopted FY 17/18	Proposed FY 18/19	Note
GL Acct	Revenue			
3668	Federal Grants		\$76,750	
	TOTAL REVENUE	\$0	\$76,750	100.00%

Expenditure

4219	Professional Services		\$57,500	Consultant/Trainer
4250	Misc Supplies and Other		19,250	Workshop and Promotional Materials
	TOTAL EXPENDITURE	\$0	\$76,750	100.00%

Public Library Staff Education
Program (PLSEP)

		Adopted FY 17/18	Proposed FY 18/19	Note
GL Acct	Revenue			
3668	Federal Grants		\$10,000	
	TOTAL REVENUE	\$0	\$10,000	100.00%

Expenditure

4220	Contractual Service		\$10,000	
	TOTAL EXPENDITURE	\$0	\$10,000	100.00%



To: NLS Administrative Council
From: Ad hoc NLS Bylaws Review Committee (Kathryn Hunt, David Dodd, Greta Galindo)
Subject: Approval of the Revised NLS Bylaws
Date: June 15, 2018

At the direction of the NLS Executive Committee and at the request of NLS members, the ad hoc Bylaws Review Committee reviewed the existing NLS Bylaws with regard to how individual libraries have access to NLS membership, as well as provision for leaving the system, and voting eligibility for non-CLSA libraries (i.e. academic member libraries).

As part of the review process, the ad hoc committee requested and received copies of System Bylaws from each of the California Cooperative Library Systems and used these to compare language and intent with regards to system membership and voting eligibility.

The ad hoc Bylaws Review Committee is recommending to the NLS Administrative Council the approval of the revisions as noted in attached REDLINE version of NLS Bylaws.

BYLAWS OF THE NORTHNET LIBRARY SYSTEM

Article I. Name

The Joint Powers Agreement of the NorthNet Library System dated May 8, 2009 (“Agreement”), establishes a Joint Powers Authority to be known as the NorthNet Library System (NLS).

Article II. Objectives

NLS is a Regional Library Network as defined in Education Code Section 18810(s). The objectives of NLS shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member organizations consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Power), formed under the terms of the California Library Services Act (California Education Code, Section 18700 *et seq.*) and continuing under successor acts, and to otherwise accomplish the purpose and goals of the Agreement.

Article III. Membership

Section 1. Qualifications

- a. A member of NorthNet Library System is any cooperative library system that has the power to provide library services and is organized as a joint powers authority or a joint resolution agency (hereinafter, “System”), or any public library eligible to join Cooperative Library Systems as specified in the California Library Services Act [KH1] (hereinafter, “Public Library”). A System or Public Library may join NLS upon the application of its governing body and upon the consent a majority vote [KH2] of the NLS Administrative Council, provided that such agency has agreed to abide by all the terms of the Joint Powers Agreement and these Bylaws; and upon doing so shall be a member of NLS (“Member”). The individual libraries that comprise the cooperative library systems in NLS shall hereafter be referred to as “constituent libraries.” While these constituent libraries shall have voting authority as described in these Bylaws, they shall not individually be considered Members of NLS. Public libraries that have applied individually to NLS shall be considered Members, and shall hereafter be referred to as “member libraries”. A library may not be both a constituent library and a member library at the same time, but a former constituent library may apply to be a member library if its affiliated System has withdrawn from NorthNet Library System. [KH3]
- b. Non-public libraries may be admitted as “associate members” by following the same process as prospective member libraries or systems. [KH4]

Section 2. Fees, Dues and Assessments

- a. The NLS fiscal year is defined as July 1 to June 30, and membership fees payable to NLS by the constituent or member libraries -of Members- shall be in such amount as determined annually by action of the Administrative Council and in light of the Consumer Price Index (CPI [KH5]). In addition, the Council may adopt additional fees for specific services to Members or constituent all libraries. ;- The Administrative Council may set separate dues for associate members. [KH6]
- b. Constituent-All libraries are billed at the beginning of the fiscal year for the entire year. If after 90 days no payment has been received, the constituent-library will be sent a letter informing the library that it needs to pay or submit a formal request for a waiver or reduction to be considered by the Executive Committee. Within 90 days of receiving the letter, the Executive Committee will notify the library if a reduction or waiver has been approved. If no payment or waiver request has been submitted by January 1, services to the constituent-library will be terminated.
- c. The waiver or reduction of membership fees may be requested by a constituent-library

when it has experienced a significant reduction in operating funds through the reduction of budget allocation from the local funding authority, the automatic termination of a local special tax or benefit assessment, or catastrophic loss such as flood, earthquake damage or fire.

~~e.~~

Section 3. Withdrawal

A Member may withdraw by submitting a written notice of termination to the Chair of NLS,

provided that such notice is received between July 1 and September 1 of any year. In the event that a timely notice of termination is received, the termination shall take place effective July 1 of the succeeding year. Constituent libraries wishing to withdraw from any NLS Member System shall do so in accordance with the Bylaws of that individual System.

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called "Council," shall ~~be comprised of~~^[KH7] the head librarian or duly authorized alternate of each constituent library, member library, and associate member library.

Section 2. Administrative Council Duties

Pursuant to Section 18747(a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Council to: oversee and administer the business of NLS; formulate policy and goals; adopt an annual plan of service; adopt an annual budget, and elect a Chair-Elect who shall be Vice-Chair and members of the Executive Committee. Any officer may resign or may be removed with or without cause by the Council at any time. The Council shall also perform additional duties imposed by law or defined in these Bylaws.

Section 3. Council Officers

a. Chair

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's second year of service as Vice-Chair. The Chair shall hold office for ~~one-~~year^[KH8] ~~two~~ years or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. It shall be the duty of the Chair to preside at meetings of the Council; to prepare the agendas for meetings of the Council in consultation with the System Administrator; to execute contracts and other instruments on behalf of NLS as authorized by the Council or Executive Committee; to appoint committees as authorized by the Council; and to represent NLS as occasion demands. If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she shall hold office as Vice-Chair for ~~one-year~~^[KH9] ~~two~~ years or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the ~~following-~~year^[KH9] ~~year~~ following his or her second year of service. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Executive Committee shall appoint a Chair-Elect who shall serve until the next regular meeting, when the appointment shall be confirmed by the Council. If the appointee is not confirmed, a Chair-Elect shall then be elected by the Council.

Section 4. System Administration

The Council shall provide for System Administration either by contracting with an agency or company or by employing personnel to conduct the business of NLS and serve as the System

Administrator. The System Administrator shall be responsible for administration of all NLS services and activities that have not been assigned to Members or constituent libraries.

- a. The System Administrator shall be responsible for the preparation of documents, grant applications and reports, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required.
- b. It shall also be the duty of the System Administrator to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council and Executive Committee meetings; to certify official documents of the Council; and to maintain such official records as are required.
- c. The System Administrator shall maintain an office that will be the principal office for the transaction of the NLS business.
- d. If neither a contract is in force nor personnel are employed, the Chair or designee shall assume the duties usually assigned to the System Administrator.

Section 5. Standing Committees

5.1 Meetings of all standing committees shall be conducted in accordance with Article V, Sections 1-4 of these Bylaws.

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.
- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms, not to include terms as Vice-Chair and/or Chair^[KH10]. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent, ~~-member, or associate member~~ libraries that are not members of Council.

a. Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee. The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS. A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

Section 7. Communities of Interest

a. Communities of Interest may be established by the Executive Committee as needed. Their purposes are

- To encourage networking and information exchange among library staff;
- To serve as a forum for discussion and ideas related to their particular needs;
- To provide leadership development opportunities to member library staff.

b. Communities of Interest will be responsible for

- Electing their own chairs;
- Scheduling and running their own meetings;
- Choosing their information exchange topics and tools.

c. The System Administrator will assist the Communities of Interest as appropriate.

Article V. Meetings

Section 1. Generalities

The Council shall hold regular meetings at least annually, in order to evaluate the progress and goals of NLS, to adopt an annual budget and plan of service and to conduct elections for Chair-Elect and Executive Committee. The meeting at which elections are conducted shall be designated as the Annual Meeting.

Meetings of the Council, Executive Committee and Finance Committee may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator.

Section 2. Changes in Time and Place and Cancellation of Meetings

A meeting may be changed as to time or location or canceled upon approval of Chair of the Council at least 24 hours prior to the regular time of meeting, provided that written notice of such change of time or location is given to all Council members at least 24 hours prior to meeting time.

Section 3. Special Meetings

Special meetings may be called by the Chair of the Council. Notification of such special meetings shall be made to each Council member at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Special meetings shall also be announced to the public under the terms of the Brown Act.

Section 4. Adjournment

The Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the System Administrator or Chair may declare the meeting adjourned to a stated time and place. Written notification of such adjournment shall be made in accordance with law.

Section 5. Rules of Order

The rules contained in Roberts Rules of Order, latest revised edition, shall govern all meetings of the Council, except in instances of conflict between said Rules of Order and these Bylaws or the Agreement or provisions of law, in which case Rules of Order shall to that extent not control.

Section 6. Minutes

- a. A complete set of minutes as approved by the Council shall remain on file at the principal office of NLS, and shall be open to inspection by any person at all reasonable times during office hours.
- b. The approved minutes of every Council meeting and Executive Committee meeting shall be made available by posting on the NLS website for a period of at least three years.

Section 7. Voting

The Council shall be composed of the head librarian or duly authorized alternate of each constituent library which is that of any Member System, as well as of each member library. Each constituent and member library shall have one vote to be cast by its representative, except as specified herein.

Only public library Council members shall vote on the disposition of funds restricted to public library purposes under the California Library Services Act (CLSA) or other laws or agreements. Associate members shall not vote upon the disposition of funds which are restricted by law or the terms of their grant to public libraries purposes. [KH11] All Council members shall vote on issues that do not relate to CLSA. Decisions shall be made by a majority vote of the members present at Council meetings, except as provided herein.

25% of the total number of Council members shall constitute a quorum for the transaction of business.

Votes shall be taken by voice subject to the requirements of the Brown Act, except that a vote shall be repeated by tally at the request of the Chair or any Council member.

Article VI. Resolutions

An official copy of every resolution passed by the Council shall be attested by the System

Administrator and shall remain on file at the principal office of NLS and shall be open to inspection by any person at all reasonable times during office hours. All resolutions shall bear the date of passage and shall be numbered consecutively. Copies of any resolution shall be provided to any Council member upon request.

Article VII. Execution of Documents

The Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of NLS, and such authority may be general or confined to specific instruments; and unless so authorized by the Administrative Council, no officer, agent, or other person shall have any power or authority to bind NLS by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Article VIII. Adoption of Bylaws

New Bylaws may be adopted or these Bylaws may be amended or repealed by majority vote at any meeting of the Council at which a simple majority of Council members eligible to vote is represented. These Bylaws, and any Bylaws which may be adopted, shall be distributed within seven working days of their adoption to each Council member and to the System Administrator, and to such other persons, firms or agencies as may request them. The System shall keep in its principal office the original or a copy of these Bylaws as amended or otherwise altered to date, certified by the System Administrator, which shall be open to inspection by any person at all reasonable times during office hours.

Article IX. Termination of Agreement

The Agreement shall remain in effect until rescinded by all of the remaining parties, or until the withdrawal of all except one party; the occurrence of either event shall result in dissolution of NLS. In the event of acts constituting dissolution, the members of the Council remaining at that date shall continue as the governing board of the agency for the purpose of settling its affairs (“winding down”), and during the course of such winding down, shall exercise all powers granted by these Bylaws, as may be necessary or convenient in the accomplishment of its duties. When all agency affairs have been finally settled, the Council shall by resolution so declare, at which point the Agreement shall be of no further force or effect. In such winding down all assets of NLS will be converted to cash, or to forms of property converted for division and distribution, and following the payment of all just claims against the System, shall be distributed as follows:

- a. To the Federal and State governments if any applicable law requires the distribution of assets to these governments.
- b. Any remaining balance will be used to pay each member which has ever belonged to the System the amount of the dues and contributions of its constituent libraries, and if the balance is not sufficient, such payments shall be made on a pro rata basis.
- c. Any balance yet remaining shall be distributed among the parties which have belonged to the System on a pro rata basis of one point to each member for each full year of membership.

Adopted by NorthNet Council 03/07/13

BYLAWS OF THE NORTHNET LIBRARY SYSTEM

Article I. Name

The Joint Powers Agreement of the NorthNet Library System dated May 8, 2009 (“Agreement”), establishes a Joint Powers Authority to be known as the NorthNet Library System (NLS).

Article II. Objectives

NLS is a Regional Library Network as defined in Education Code Section 18810(s). The objectives of NLS shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member organizations consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Power), formed under the terms of the California Library Services Act (California Education Code, Section 18700 *et seq.*) and continuing under successor acts, and to otherwise accomplish the purpose and goals of the Agreement.

Article III. Membership

Section 1. Qualifications

A member of NorthNet Library System is any cooperative library system that has the power to provide library services and is organized as a joint powers authority or a joint resolution agency (hereinafter, “System”), or any public library eligible to join Cooperative Library Systems as specified in the California Library Services Act (hereinafter, “Public Library”). A System or Public Library may join NLS upon the application of its governing body and upon a majority vote of the NLS Administrative Council, provided that such agency has agreed to abide by all the terms of the Joint Powers Agreement and these Bylaws; and upon doing so shall be a member of NLS (“Member”). The individual libraries that comprise the cooperative library systems in NLS shall hereafter be referred to as “constituent libraries.” While these constituent libraries shall have voting authority as described in these Bylaws, they shall not individually be considered Members of NLS. Public libraries that have applied individually to NLS shall be considered Members, and shall hereafter be referred to as “member libraries”. A library may not be both a constituent library and a member library at the same time, but a former constituent library may apply to be a member library if its affiliated System has withdrawn from NorthNet Library System.

Section 2. Fees, Dues and Assessments

- a. The NLS fiscal year is defined as July 1 to June 30, and membership fees payable to NLS by the constituent or member libraries shall be in such amount as determined annually by action of the Administrative Council and in light of the Consumer Price Index (CPI). In addition, the Council may adopt additional fees for specific services to Members or constituent libraries.
- b. Constituent and member libraries are billed at the beginning of the fiscal year for the entire year. If after 90 days no payment has been received, the constituent or member library will be sent a letter informing the library that it needs to pay or submit a formal request for a waiver or reduction to be considered by the Executive Committee. Within 90 days of receiving the letter, the Executive Committee will notify the library if a reduction or waiver has been approved. If no payment or waiver request has been submitted by January 1, services to the constituent or member library will be terminated.
- c. The waiver or reduction of membership fees may be requested by a constituent or member library when it has experienced a significant reduction in operating funds through the reduction of budget allocation from the local funding authority, the

automatic termination of a local special tax or benefit assessment, or catastrophic loss such as flood, earthquake damage or fire.

Section 3. Withdrawal

A Member may withdraw by submitting a written notice of termination to the Chair of NLS, provided that such notice is received between July 1 and September 1 of any year. In the event that a timely notice of termination is received, the termination shall take place effective July 1 of the succeeding year. Constituent libraries wishing to withdraw from any NLS Member System shall do so in accordance with the Bylaws of that individual System.

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called "Council," shall comprise the head librarian or duly authorized alternate of each constituent library and member library.

Section 2. Administrative Council Duties

Pursuant to Section 18747(a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Council to: oversee and administer the business of NLS; formulate policy and goals; adopt an annual plan of service; adopt an annual budget, and elect a Chair-Elect who shall be Vice-Chair and members of the Executive Committee. Any officer may resign or may be removed with or without cause by the Council at any time. The Council shall also perform additional duties imposed by law or defined in these Bylaws.

Section 3. Council Officers

a. Chair

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's second year of service as Vice-Chair. The Chair shall hold office for two years or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. It shall be the duty of the Chair to preside at meetings of the Council; to prepare the agendas for meetings of the Council in consultation with the System Administrator; to execute contracts and other instruments on behalf of NLS as authorized by the Council or Executive Committee; to appoint committees as authorized by the Council; and to represent NLS as occasion demands. If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she shall hold office as Vice-Chair for two years or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the year following his or her second year of service. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Executive Committee shall appoint a Chair-Elect who shall serve until the next regular meeting, when the appointment shall be confirmed by the Council. If the appointee is not confirmed, a Chair-Elect shall then be elected by the Council.

Section 4. System Administration

The Council shall provide for System Administration either by contracting with an agency or company or by employing personnel to conduct the business of NLS and serve as the System Administrator. The System Administrator shall be responsible for administration of all NLS services and activities that have not been assigned to Members or constituent libraries.

- a. The System Administrator shall be responsible for the preparation of documents, grant applications and reports, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required.
- b. It shall also be the duty of the System Administrator to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council and Executive Committee meetings; to certify official documents of the Council; and to maintain such official records as are required.
- c. The System Administrator shall maintain an office that will be the principal office for the transaction of the NLS business.
- d. If neither a contract is in force nor personnel are employed, the Chair or designee shall assume the duties usually assigned to the System Administrator.

Section 5. Standing Committees

5.1 Meetings of all standing committees shall be conducted in accordance with Article V, Sections 1-4 of these Bylaws.

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.
- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms, not to include ~~pts~~ ~~39~~ as Vice-Chair and/or Chair. Terms shall be

staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent or member libraries that are not members of Council.

a. Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee. The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS. A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

Section 7. Communities of Interest

a. Communities of Interest may be established by the Executive Committee as needed.

Their purposes are

- To encourage networking and information exchange among library staff;
- To serve as a forum for discussion and ideas related to their particular needs;
- To provide leadership development opportunities to member library staff.

b. Communities of Interest will be responsible for

- Electing their own chairs;
- Scheduling and running their own meetings;
- Choosing their information exchange topics and tools.

c. The System Administrator will assist the Communities of Interest as appropriate.

Article V. Meetings

Section 1. Generalities

The Council shall hold regular meetings at least annually, in order to evaluate the progress and goals of NLS, to adopt an annual budget and plan of service and to conduct elections for Chair-Elect and Executive Committee. The meeting at which elections are conducted shall be designated as the Annual Meeting.

Meetings of the Council, Executive Committee and Finance Committee may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator. **P 40**

Section 2. Changes in Time and Place and Cancellation of Meetings

A meeting may be changed as to time or location or canceled upon approval of Chair of the Council at least 24 hours prior to the regular time of meeting, provided that written notice of such change of time or location is given to all Council members at least 24 hours prior to meeting time.

Section 3. Special Meetings

Special meetings may be called by the Chair of the Council. Notification of such special meetings shall be made to each Council member at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Special meetings shall also be announced to the public under the terms of the Brown Act.

Section 4. Adjournment

The Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the System Administrator or Chair may declare the meeting adjourned to a stated time and place. Written notification of such adjournment shall be made in accordance with law.

Section 5. Rules of Order

The rules contained in Roberts Rules of Order, latest revised edition, shall govern all meetings of the Council, except in instances of conflict between said Rules of Order and these Bylaws or the Agreement or provisions of law, in which case Rules of Order shall to that extent not control.

Section 6. Minutes

- a. A complete set of minutes as approved by the Council shall remain on file at the principal office of NLS, and shall be open to inspection by any person at all reasonable times during office hours.
- b. The approved minutes of every Council meeting and Executive Committee meeting shall be made available by posting on the NLS website for a period of at least three years.

Section 7. Voting

The Council shall be composed of the head librarian or duly authorized alternate of each constituent library which is that of any Member System, as well as of each member library. Each constituent and member library shall have one vote to be cast by its representative, except as specified herein.

Only public library Council members shall vote on the disposition of funds restricted to public library purposes under the California Library Services Act (CLSA) or other laws or agreements. All Council members shall vote on issues that do not relate to CLSA. Decisions shall be made by a majority vote of the members present at Council meetings, except as provided herein.

25% of the total number of Council members shall constitute a quorum for the transaction of business.

Votes shall be taken by voice subject to the requirements of the Brown Act, except that a vote shall be repeated by tally at the request of the Chair or any Council member.

Article VI. Resolutions

An official copy of every resolution passed by the Council shall be attested by the System

Administrator and shall remain on file at the principal office of NLS and shall be open to inspection by any person at all reasonable times during office hours. All resolutions shall bear the date of passage and shall be numbered consecutively. Copies of any resolution shall be provided to any Council member upon request.

Article VII. Execution of Documents

The Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of NLS, and such authority may be general or confined to specific instruments; and unless so authorized by the Administrative Council, no officer, agent, or other person shall have any power or authority to bind NLS by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Article VIII. Adoption of Bylaws

New Bylaws may be adopted or these Bylaws may be amended or repealed by majority vote at any meeting of the Council at which a simple majority of Council members eligible to vote is represented. These Bylaws, and any Bylaws which may be adopted, shall be distributed within seven working days of their adoption to each Council member and to the System Administrator, and to such other persons, firms or agencies as may request them. The System shall keep in its principal office the original or a copy of these Bylaws as amended or otherwise altered to date, certified by the System Administrator, which shall be open to inspection by any person at all reasonable times during office hours.

Article IX. Termination of Agreement

The Agreement shall remain in effect until rescinded by all of the remaining parties, or until the withdrawal of all except one party; the occurrence of either event shall result in dissolution of NLS. In the event of acts constituting dissolution, the members of the Council remaining at that date shall continue as the governing board of the agency for the purpose of settling its affairs (“winding down”), and during the course of such winding down, shall exercise all powers granted by these Bylaws, as may be necessary or convenient in the accomplishment of its duties. When all agency affairs have been finally settled, the Council shall by resolution so declare, at which point the Agreement shall be of no further force or effect. In such winding down all assets of NLS will be converted to cash, or to forms of property converted for division and distribution, and following the payment of all just claims against the System, shall be distributed as follows:

- a. To the Federal and State governments if any applicable law requires the distribution of assets to these governments.
- b. Any remaining balance will be used to pay each member which has ever belonged to the System the amount of the dues and contributions of its constituent libraries, and if the balance is not sufficient, such payments shall be made on a pro rata basis.
- c. Any balance yet remaining shall be distributed among the parties which have belonged to the System on a pro rata basis of one point to each member for each full year of membership.

Adopted by NorthNet Council

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FISCAL YEAR 2018/2019
PITCH-AN-IDEA REGIONAL/STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

- | | | | |
|---|--|--------------------|---------------------|
| 1. Library/Organization
NorthNet Library System | 2. Library's DUNS Number
830-898-677 | | |
| 3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i>
NorthNet Library System | | | |
| 4. Project Coordinator Name
Jacquie Brinkley | 5. Project Coordinator Title
System Coordinator, NLS | | |
| 6. Email Address
brinkley@plpinfo.org | 7. Business Phone Number
650-349-5538 | | |
| 8. Mailing Address
2471 Flores Street | City
San Mateo | State
CA | Zip
94403 |

Project Information

- 9. Project Title** Career Visioning for New Adults in Rural California
- 10. LSTA Funds Requested** \$110,000
- 11. Cash Match & In-Kind** \$27,100
- 12. Total Project Cost** \$137,100
- 13. California's LSTA Goals [from FY 2018-2022 Five Year Plan]** *(Check one goal from the first five goals of the five-year plan that best describes the project)*
- | | |
|--|---|
| <input type="checkbox"/> Goal 1 [equitable access, trusted community space] | <input type="checkbox"/> Goal 4 [technology to deliver information and services] |
| <input type="checkbox"/> Goal 2 [literacy services and learning opportunities] | <input checked="" type="checkbox"/> Goal 5 [economic development and workforce innovation] |
| <input type="checkbox"/> Goal 3 [innovation, creativity, connections and collaboration] | |

Please briefly list other FY 2018-2022 Five Year Plan goals to which your project relates, if applicable.

Goal 2: learning opportunities, and
 Goal 3: connections and collaboration

14. Primary Audience(s) for project *(Select all that apply.)*

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Adults | <input checked="" type="checkbox"/> Low Income | <input type="checkbox"/> School Age Children |
| <input type="checkbox"/> Families | <input type="checkbox"/> Non/Limited English Speaking | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Intergenerational Groups
(Excluding Families) | <input type="checkbox"/> People with Limited Functional
Literacy | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Library Staff, Volunteers and/or
Trustees | <input type="checkbox"/> Pre-School Children | <input checked="" type="checkbox"/> Unemployed |
| | <input checked="" type="checkbox"/> Rural Populations | <input type="checkbox"/> Urban Populations |
| | | <input checked="" type="checkbox"/> Young Adults and Teens |

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need (include supporting data and statistical information), how it relates to your library's strategic plan or other local planning documents, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Your summary should relate to activities in the timeline (Element 4).

According to the California State Library's Five-Year Investment Plan, 80% of California is considered rural. Rural communities in the CLSA Systems of NorthNet Library System, Pacific Library Partnership, and Black Gold Cooperative Library System, which comprise 74,732 square miles, continue to experience higher than state and national average unemployment rates. Several communities within each of these systems are lagging far behind the economic recovery and job development seen in larger urban cities.

Workforce resources in rural communities are limited. While Job Centers and Employment Development Department One-Stops are available in the county seats, communities in the very rural and geographically isolated areas are sorely lacking in employment resources and job training. Calls made to these community One-Stops verify that resources are often limited to what is available via their website, or that services are offered only within their central locations. According to the Robert Wood Johnson Foundation Program's 2018 County Health Rankings Report (countyhealthrankings.org), five of the lowest ranking CA counties in the Health Outcomes report are located in rural Northern CA. Access to employment and education, resources lacking in many rural regions, are two of the social and economic factors that influence the overall health of a community.

New adults in rural areas, ages 16-24, are particularly hard hit with lack of jobs and resources - the national unemployment rate for teens hovers near 14%, compared to 4.1% for all Americans. Young people in rural communities often lack transportation to access available job training resources and may need to rely on parent or public transportation, if available. In addition, quite often the only adult role models in rural areas are teachers and parents, and their access to, or knowledge of career opportunities and how best to prepare for the developing workforce may be limited. Library directors in rural areas who are engaged with their community youth programs report that new adults, particularly those aging out of foster care or who are part of the probation department, are at highest risk of not learning of or being encouraged to explore career opportunities.

Career Visioning for New Adults in Rural CA will target new adults in the most rural communities of the three identified CLSA Systems and provide workshops and job skill resources customized to their communities and meeting with youth where they gather and where most accessible. Trainer, Jaime Beck, will develop each of these sessions. New adults, as well as other underserved patrons will learn of resources and strategies for creating a plan for their future long term career path, sustainable employment, and self sufficiency. The resources will be tailored to their geographic region. Incorporating practices of the Harwood Model, Career Visioning will identify community employment resources available and include them in workshop planning and presentation. New adults and other workshop participants will know their local resources, as well as the library's programs and collections that can assist them in career exploration and job search.

In July, the Project Team (project coordinator & trainer) will reach out to select libraries to identify the employment development needs of new adults in their regions. Libraries will be encouraged to utilize the Harwood Model in engaging their community and looking outward. The Team will secure workshop dates & locations, customize program fliers, connect with local library staff and coach them on their role in the project. In August, the coordinator and presenter will begin to work with the libraries to identify community partners and to advertise the workshops. Our presenter will research, revise and customize the presentation materials and resources for each community. A PowerPoint presentation with local resources and book list recommendations will be created for each library. After each workshop, a survey will be given to participants to gauge their increase in knowledge and increase in confidence in visioning a career and they will be surveyed on print material needs. Libraries will receive funds to purchase print materials based on patron and presenter request after attending the workshops. Libraries will also follow up with the community partners established as a result of the grant and continue to design ways to work with them to support their patrons and future collaborative projects.

ELEMENT 3: PARTNERSHIPS

Please list all formal partners for your project here. Please attach (under Element 7) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute. Attach a separate sheet if necessary.

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)
California Workforce Association	Other - Non-Profit Member Association	Non Profit	Participation & promotion of workshops to clients & colleagues	Staff & access to contact information for CWA regional association members

Please list informal partners here - organizations that support your project but with whom you have no formal project agreement in place. Describe how their contributions will help achieve the project’s outputs and outcomes. Attach letters of support under Element 7.

Local workforce development and America's Job Center/One-Stop staff will assist in the promotion of workshops to their clients and will participate in the workshops when conducted in their communities.

Based on the Harwood Model, many of our partnerships will emerge as we go through our process in each community and to assume our partners now and uniformly in each community would defeat the model. Career Vision is going to create the “space” for partnerships to emerge that could potentially transform the community as we help facilitate libraries in turning outward. In our initial meeting with libraries who want to participate and host a Career Vision program, we will help them identify their community assets which can help us leverage potential partners as we plan the trainings.

As we work with libraries, our goal is to partner with a variety of local agencies and organizations in each area where we will be hosting a workshop. Library directors and System Directors will connect Project Team to established partners in each community including foster youth organizations and county probation departments. In addition, other potential partners may include Tribal TANF, CalWorks, Workforce Development, Offices of Education, Community Colleges, Local Churches, and Service Clubs. Since several rural counties may have workforce development centers, but may not be targeting new adults, we will work with the local libraries to identify the best potential community partners.

ELEMENT 4: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit responses to four pages.

A. Project Intent (Check *only one* that best describes the project)

Lifelong Learning: Improve users' knowledge or abilities beyond basic access to information

- Improve users' formal education
- Improve users' general knowledge and skills

Information Access: Improve access to information

- Improve users' ability to discover information resources
- Improve users' ability to obtain and/or use information resources

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness

- Improve the library workforce
- Improve the library's physical and technology infrastructure
- Improve library operations

Employment & Economic Development: Improve users' ability to apply information that furthers the status of their jobs and/or businesses

- Improve users' ability to use resources and apply information for employment support
- Improve users' ability to use and apply business resources

Human Services: Improve users' ability to apply information that furthers their personal, family or household circumstances

- Improve users' ability to apply information that furthers their personal, family, or household finances
- Improve users' ability to apply information that furthers their personal or family health & wellness
- Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement

- Improve users' ability to participate in their community
- Improve users' ability to participate in community conversations around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

Career Visioning for New Adults in Rural Communities seeks to engage new adults and other underserved members of communities, and connect community service providers, job seekers, and librarians together to identify the local barriers to meaningful employment and provide solutions to them through Career Vision programming. Participants will learn new resources and strategies tailored to their unique geographic region for creating a plan for their future long-term career path, sustainable employment, and self sufficiency.

C. Anticipated Project Outputs – Quantitative measures of services and/or products to be created/provided.

Host 30 Career Visioning Workshops at library or community sites in rural NLS, PLP and Black Gold regions

300 New Adults (ages 16-24) will attend a Career Vision Workshop

300 Adults will attend a Career Vision Workshop

Create 750 Workshop Handbooks with valuable career development resources

Create 30 customized Local Resource Guides (local resources identified for each host library) for clients to use to overcome barriers to employment. Each library to receive 25 copies (750 total produced)

Purchase approximately 300 Career preparation & Vocational books for libraries' collections (est 10 per site)

Create online site for archiving of all Career Vision resources

Create 30 Promotional materials

Create 30 Newspaper and social media ads

D. Outcomes. Please select one or more of the outcomes provided by the State Library (see Instructions) that relate to the primary Five Year Plan goal that you selected in Element 1

Goal 5/Outcome 5: Californians engage in economic development and workforce innovation at the library.

Career Visioning participants will learn of resources and strategies tailored to their unique geographic region for creating a plan for their future long term career path, sustainable employment, and self sufficiency. In addition, participants will know of and utilize library resources for on-going career development and utilize community connections made at the workshops for their future job search and employment support. A post-workshop survey will be emailed to all participants to evaluate impact as a result of attending the CV workshop and will include questions such as: did they secure employment, have they used library resources, did they meet with local workforce providers, etc. Providers attending CV workshops will also participate in outcome surveys and post-workshop interviews to discuss future work with library partners.

While beyond the scope of this 12 month project, long-term outcomes for new and other adults would ideally include for each participant: increased employment options, increased earnings, increased sustainable employment & retention, and ultimately, increased self-sufficiency. This project is designed with both short term and long-term goals in mind.

E. Briefly describe how this project will be financially supported in the future, should it prove successful.

The connections which library staff and the trainer have in their communities, with outside agencies and with workforce development providers will be leveraged and future collaborations will be discussed throughout the project. Other grant & funding opportunities with CWA partners & libraries will be identified. In addition, the USDA (U.S. Dept of Agriculture) currently offers a business loan for regional rural collaboratives that operate as non-profits. CWA providers and libraries together may be eligible to apply for targeted technical assistance as well as training and other activities leading to the development or expansion of small and emerging private businesses in rural areas. Additional research for these collaborative community models will be conducted by Project Team and library partners

F. Activities. What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Element 4A) of a project is accomplished and which account for at least 10% of the total amount of resources committed to the project. IMLS has identified 4 types of Activities and associated Modes (methods by which the Activity is carried out) Select all that apply to your project and provide descriptions for each.

1. **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
 - Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - Presentation - Formal interaction and passive user engagement (e.g., an author's talk),
 - Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
 - Other

Description: All Instruction will be provided in-person.

Program - Thirty 4-6 hour workshop sessions that will teach new adults and other community members about workforce resources available in their region - at the library and within their community. Participants will engage in discussion with consultant and have opportunities to practice skills learned in these workshops.

Presentation -Thirty interactive presentations that will allow time for patrons to discover what employment is going to look like for them specifically in their local rural area and a chance for local service providers to hear about the types of work patrons want to perform and what support they need to achieve these results.

Consultation-Ms. Beck will develop and host thirty workshops based specifically on each geographic region,including their local workforce assets and barriers. In addition, a local resource guide will be developed and distributed to all participants to assist patrons with their basic needs as well as employment related needs. Consultant will also meet with each library in advance to help them implement the Harwood Model of looking outward in planning the Career Vision workshops and will be available to support libraries after, as well in, connecting with community partners that emerge from this project.

2. **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*
- Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, 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.
 - Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
 - Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
 - Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, 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.
 - Preservation - Effort that extends the life or use 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.
 - Other

Description: Acquisition -Libraries, in consultation with workforce providers and project Consultant, will purchase career preparation and workforce development materials for their collection. Materials may be print and/or digital.

Creation - Consultant will create printed workshop participant handbooks and local resource guides that will include employment and workforce resources customized to each workshop location. Both resources will also be available to libraries in digital format.

3. **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be in-house or third-party)*
- Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
 - Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

4. **Procurement** – **May only be used for projects with an Institutional Capacity Intent (see Element 4A).** Includes acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Contact libraries in 3 CLSA partner regions to invite for hosting CV workshops	x	x										
Contact Workforce Programs/One-Stops to invite to CV workshops	x	x	x									
Create 2018/19 CV Workshop calendar with confirmed dates/locations		x	x									
Research local area resources & create customized handbook for each location			x	x	x	x	x					
Hold a librarian training call for how to participate & get the most from CV		x										
Create promotional flyers, social media ads, press releases, etc		x	x									
Create a Powerpoint for libraries to archive			x	x								
Advertise workshops			x	x	x	x	x	x	x	x		
Hold workshops at pilot libraries				x	x	x						
Review evals of pilot workshops/review format/adjust if needed				x	x	x	x					
Monthly Best Practice librarian check-in calls				x	x	x	x	x	x	x	x	
Hold workshops at all remaining libraries or community sites							x	x	x	x	x	
Program evaluation & administer post-workshop online surveys								x	x	x	x	
LSTA reporting per schedule - Financial, Mid-Project and Final				x			x			x		x
Post & host Career Visioning for New Adults training resources on NLS website						x	x		x	x		x
Consult with CWA members to identify underserved areas & report back	x	x				x	x	x		x	x	x

ELEMENT6: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category	LSTA	Cash Match & In-Kind	Total
Salaries/Wages/Benefits			
1) Project Manager (.02FTE) approx 40 hrs	\$0	\$4,000	\$4,000
2) Project Coordinator (.10FTE) approx 210 hrs	\$14,500	\$2,500	\$17,000
3) PLP CEO(.01FTE) approx 25 hrs	\$0	\$2,800	\$2,800
4) Black Gold System Director (.01FTE) approx 25 hrs	\$0	\$2,800	\$2,800
5) Backfill for Library Staff	\$22,000	\$0	\$22,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$36,500	\$12,100	\$48,600

Description: 1) NLS System Chair -.02FTE @ \$100/hr=\$4,000. Will provide project oversight & assist with coordination of libraries across NLS

2) NLS System Coordinator- approx 195 hrs @ \$75/hr= \$14,500 (LSTA). 15 hrs @ \$75/hr=\$2,500 (NLS In-Kind). Will serve as project contact for libraries, manage workshop logistics, support promotion & implementation, and project and outcomes reporting.

3) PLP CEO - Will provide assistance with project coordination across PLP System

4) Black Gold System Director - Will provide assistance with project coordination across Black Gold System

5) Backfill for Library Staff - approx 20 hrs per 1 staff x 30 sites @ \$36/hr = \$22,000 (approx \$735 per site) . Library staff will assist with securing meeting space, local promotion, and hosting of workshop. Staff will also assist with Outcome Surveys for participants- distribution of survey tool, assistance to complete, if needed, and collection of surveys.

Consultant Fees			
Consultant/Trainer	\$45,000	\$0	\$45,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$45,000	\$0	\$45,000

Description: Consultant/Trainer Jamie Beck - Ms. Beck has a well-respected reputation in working with CA libraries to build on existing local resources and create out-of-the-box approaches to workforce development in communities. Ms. Beck will develop 30 customized regional-specific workshop presentations and all related participant materials. Ms. Beck will consult with libraries for advance planning and deliver workshops at identified library or community locations in high-need, low resourced rural areas of three CLSA systems - NLS, PLP and Black Gold. Consultant fees include creation of all workshop materials, handouts, promotional materials, creation of online resources and all travel related to delivering 30 workshops. Consultant fees = \$1,500 per workshop.

Budget Category	LSTA	Cash Match & In-Kind	Total
Equipment (\$5,000 or more per unit)			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0

Description:

Services			
1) Library meeting space for hosting CV workshops	\$0	\$10,000	\$10,000
2) Community venues for hosting CV workshops	\$0	\$5,000	\$5,000
3) Website hosting of CV for New Adults resources	\$250	\$0	\$250
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$250	\$15,000	\$15,250

Description: 1) Library meeting space - 20 library locations @ \$500/site = \$10,000
 2) Community venue space when library not available, or community venue is determined as best option for maximizing participation - 10 community sites @ \$500/site = \$5,000
 3) NLS to create website page to host & maintain CV for New Adults training resources Golden Ideas is website host for NLS.

Project Total	\$100,100	\$27,100	\$127,200
Indirect Cost Rate Applied 10.0 % Indirect Cost	\$9,900	\$0	\$9,900

Check one:

No Indirect Federally negotiated indirect cost rate * Indirect proposed cost rate *

* please attach supporting documentation if required

Description: Project oversight, budget monitoring and accounting, and financial reporting. Available for technical advisement, as needed.

Grand Total	\$110,000	\$27,100	\$137,100
--------------------	------------------	-----------------	------------------

ELEMENT 7: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 8: INTERNET CERTIFICATION

Check the Appropriate Library Type

- Public Library
 Academic
 K-12
 Multi-Type
 Special/Other

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (*check only one of the following boxes*)

- A. **An individual applicant that is CIPA compliant.**
 The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.**
 All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.
- C. **Not Subject to CIPA Requirements.**
 The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

<u>NorthNet Library System</u>	<u>Career Visioning for New Adults in Rural California</u>
Library/Organization	Project Name
<u>Carol Frost as Fiscal Agent for NorthNet Library System</u>	<u>CEO, Pacific Library Partnership</u>
Library Director Name	Title
_____	_____
Library Director Signature	Date

GRANT MONITOR SIGNATURE

I have read and approve this LSTA Grant Application.

<u>Lena Pham</u>	_____
Grant Monitor Name	
_____	_____
Grant Monitor Signature	Date