

NLS Administrative Council Mid-Year Meeting
Wednesday, January 29, 2025
9:30 a.m.

Napa County Library
580 Coombs Street, Napa, CA 94559
and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87001831115?pwd=9HBbeSPbxsOG0yTlIA8RNYdbukKGUA.1>

Phone +1 669 900 6833 - Meeting ID: 870 0183 1115 - Passcode: 953882

- | | | |
|---|---------------------|----------------------|
| 1. Welcome and Roll Call | Halstead, Chair | |
| 2. Public Invited to Address the Council | Halstead | |
| 3. Approval of Consent Items (Action Item) | Halstead | |
| A. Approval of Agenda | | |
| B. Approval of June 20, 2024 Annual
Administrative Council Meeting Minutes | | Attachment 1, pg. 3 |
| C. Letter: Trinity County and NLS | | Attachment 2, pg. 8 |
| D. Library-to-Go Update | Halstead | Attachment 3, pg. 12 |
| 4. State Library Presentation | Durr | |
| A. AB 1825 Effect of Collection Development Policies
(Presentation by Chris Durr, California State Library) | | |
| https://www.library.ca.gov/services/to-libraries/freedom-to-read-act/ | | |
| B. California State Library Report to Systems | Durr | Attachment 4, pg. 15 |
| 5. New Business | | |
| A. Approval Library-to-Go Co-Chairs
(Action Item) | Halstead | Attachment 5, pg. 23 |
| B. Library-to-Go eMagazine Subscription for
FY 2025-26 (Action Item) | Halstead | Attachment 6, pg. 24 |
| C. Review of CLSA Claim Form Narrative
Questions | Ad Hoc
Committee | Attachment 7, pg. 27 |
| D. NorthNet Mentoring Program Proposal | Coyl | Attachment 8, pg. 32 |
| 6. Announcements | All | |
| 7. Adjournment | | |

A working lunch will be provided at the conclusion of meeting for in-person attendees for networking opportunities.

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- (A) All votes taken during a teleconferenced meeting shall be by rollcall.
- (B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

Meeting Locations

Alpine County Library, 270 Laramie Street, Markleeville, CA 96120

Lake County Library, 1425 N. High Street, Lakeport, CA 95453

Lassen Library District, 691-400 Janet Way, Susanville, CA 96130

Lincoln Public Library, 485 Twelve Bridges Drive, Lincoln, CA 95648

Mendocino County Library, 225 Main Street, Point Arena, CA 95468

Mono County Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546

Nevada County Library, 20518 Scotts Flat Road, Nevada City, CA 95959

Placer County Library, 2521 Warren Drive, Suite A, Rocklin, CA 95677-2179

Plumas County Library, 445 Jackson Street, Quincy, CA 95971

San Anselmo Public Library, 110 Tunstead Avenue, San Anselmo, CA 94960

Shasta Public Libraries, 1100 Parkview Avenue, Redding, CA 96001

Siskiyou County Library, 719 4th Street, Yreka, CA 96097

Trinity County Library, 11 Court St., Room 230, Weaverville, CA 96093

Yuba County Library, 915 8th Street, Suite 113, Marysville, CA 95901

NLS Administrative Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

DRAFT MINUTES

NLS Administrative Council Mid-Year Meeting

June 20, 2024

Meeting was a Hybrid format of in-person at the
Marin County Civic Center Library in San Rafael and via Zoom

All votes were taken by roll call.

1. Welcome and Roll Call

Meeting called to order by NLS Chair, Anthony Halstead, 9:32 a.m. Halstead welcomed attendees and asked for the roll call. Attending:

Name	Library	Notes
Rita Lovell	Alpine County Library	Attended via Zoom
Crystal Duran	Belvedere-Tiburon Public Library	Attended in-person
Jennifer Baker	Benicia Public Library	Attended in-person
Misty Wright	Butte County Library	Attended in-person
Stacey Costello	Colusa County Library	Attended via Zoom
Phyllis Goodeill	Del Norte County Library District	Attended via Zoom
Bryce Lovell	El Dorado County Library	Attended in-person
Thomas Gruneisen	Folsom Public Library	Attended via Zoom
Christopher Cooper	Humboldt County Library	Attended via Zoom
Christopher Veach	Lake County Library	Attended via Zoom
Damon Hill	Larkspur Public Library	Attended in-person
Heather Blevins	Lassen Library District	Attended via Zoom
Kathryn Hunt	Lincoln Public Library	Attended via Zoom
Lana Adlawan	Marin County Free Library	Attended in-person
Mellisa Hannum	Mendocino County Library	Attended via Zoom
Anji Brenner	Mill Valley Public Library	Attended in-person
Christopher Platt	Mono County Library	Attended via Zoom
Anthony Halstead	Napa County Library	Attended in-person
Mary George	Placer County Library	Attended via Zoom
Dora Mitchell	Plumas County Library	Attended via Zoom
Natasha Martin	Roseville Public Library	Attended via Zoom
Peter Coyl	Sacramento Public Library	Attended in-person
Melinda Cervantes	St. Helena Public Library	Attended in-person
Catherine Quffa	San Rafael Public Library	Attended in-person
Abbot Chambers	Sausalito Public Library	Attended via Zoom
Jared Tolman	Shasta Public Libraries	Attended via Zoom
Teresa Johnson	Siskiyou County Library	Attended via Zoom
Suzanne Olawski	Solano County Library	Attended via Zoom
Erika Thibault	Sonoma County Library	Attended in-person
James Ochsner	Sutter County Library	Attended via Zoom
Alicia Meyer	Tehama County Library	Attended in-person
Diana Lopez	Yolo County Library	Attended in change of location
Sandeep Sidhu	Yuba County Library	Attended via Zoom

Also Attending:		
Jessie Spragge	Library-to-Go Chair, Incoming	Attended in-person
Chris Durr	California State Library	Attended via Zoom
Carol Frost	NorthNet/Pacific Library Partnership	Attended in-person
Jacque Brinkley	NorthNet/Pacific Library Partnership	Attended in-person
Andrew Yon	Pacific Library Partnership	Attended in-person
Justin Wasterlain	Pacific Library Partnership	Attended in-person

2. Public Invited to Address the Council

No Public in attendance.

3. Approval of Consent Items

Motion to approve Consent Items. Thibault moved; Cervantes seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

4. New Business

A. Approval of Executive Committee Members

Motion to approve the Slate of Nominees. Duran moved; Wright seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

B. Approval of the Library-to-Go Committee Chair

Halstead expressed his thanks to out-going Library-to-Go Chairs Platt and Forté.

Motion to approve Jessie Spragge, Shasta Public Libraries, as in-coming Library-to-Go Chair for 2-year term beginning July 1, 2024. Coyl moved; Cervantes seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

C. Approval of the Five-Year Link+ Contract Renewal

Frost presented the memo and reported that the Executive Committee had approved this contract renewal at their May 2024 meeting. As this is an NLS contract, the Administrative Committee also needs to approve this contract.

Motion to approve the Five-Year Link+ Contract Renewal. Baker moved; Adlawan seconded. Vote taken by roll call. Approved with 2 abstentions.

D. Approve FY 2024-25 Library-to-Go Budget

Platt asked Frost for a State Budget update. Frost noted that the January Governor’s budget included full CLSA funding, and the May revised budget reflected a 50% reduction. The Governor has not yet released the finalized budget. The NLS Chair sent advocacy letters, and the Legislative Committee has heard that these letters, along with the others sent, have had an impact. Frost encouraged NLS directors to consider reaching out to all legislators in advocacy and education efforts. Frost reported that CLSA funding could possibly be included in one of several trailer bills that are still under review as the budget is being finalized, but this is not known at this time.

Platt and Frost noted that the Library-to-Go Budget as presented is drafted for both CLSA full funding and the proposed 50% reduction, and recommend adoption of both, dependent on the finalized State budget, in order to avoid a special NLS meeting in the future.

Platt presented the memo and asked for comments.

Baker asked for clarification on discount to NLS for the eMagazine subscription. The negotiated contract for FY 2024-25 would be \$44,000. Halstead noted that the cost to an individual library for an eMagazine subscription would be substantially higher and that the NLS consortia pricing was 3-4 times cost savings.

Thibault asked how the NLS Fund Balance would be impacted if using to pay for eMagazines as proposed in the budget document. Yon responded that the NLS budget had this cost built in and that there were sufficient funds in the Fund Balance to cover the one year of the eMagazine subscription. Yon noted that there was no overall negative effect to the NLS cash flow for this one-time expenditure.

Frost and Platt reported that the results from an informal survey to determine value and interest in the on-going eMagazine subscriptions guided the decision to not cancel eMagazines at such a short notice. One-third of survey respondents wanted to retain the NLS eMagazine subscription. Library-to-Go members will continue the discussion of continuing eMagazines over the coming year. Halstead noted that many libraries have discontinued all print magazines in their collection and ending eMagazines for these libraries would negatively impact these members significantly. Halstead noted that the Executive Committee agreed as an equity measure to retain eMagazines at this time and research any changes for the future.

Discussion regarding how the \$20,000 roll-over CLSA funds from FY 2023-24 would be used and how it would impact the budget. Tolman suggested that the \$20,000 be split across FY 2024-25 and FY 2025-26 to ease the multi-year impact of the proposed 50% CLSA reduction.

There was a discussion about whether a sliding scale be included in the recommendations, in case the final approved state budget included a percentage of funding, rather than the full or 50% funding.

Thibault noted that she approved of the \$44,000 one-year rate for eMagazine subscription using Fund Balance.

Motion #1 –With a 50% CLSA Reduction and on a sliding scale, the NLS Administrative Council approves the proposed Library-to-Go FY 2024-25 Budget of \$75,000 for eBooks, which includes \$20,000 of roll-over FY 2023-24 CLSA funds, and \$55,000 of FY 2024-25 CLSA funds. Thibault moved; Cervantes seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Motion #2 – For the \$20,000 roll-over FY 2023-24 CLSA funds, the Administrative Council approves allocating \$10,000 in FY 2024-25 and \$10,000 in FY 2025-26 towards the eBook budget, should the Governor’s approved budget reflect a reduction in CLSA funds; and should the Governor’s approved budget reflect no reduction in CLSA funds, allocating the \$20,000 towards the FY 2024-25 eBook budget as presented. Cervantes moved; Tolman seconded. Votes taken by roll call. Two NO votes. Motion passed.

Motion #3 – Should the State budget include a 50% reduction to CLSA in FY 2024-25, the Administrative Council approves an allocation of \$45,000 from NLS fund balance to restore the previously anticipated mid-year CLSA redirects to eBooks, bringing the total eBooks/eAudiobooks budget to \$110,00 (allocating \$20,000 unexpended from FY 2023-24 over next two years at \$10,000 to FY 2024-25 and \$10,000 to FY 2025-26); and, should the approved State budget include full funding for CLSA in FY 2024-25, the Administrative Council approves the proposed Library-to-Go FY 2024-25 Budget of \$120,000 for eBooks and eAudiobooks. (including \$55,000 of FY24-25 funds, \$20,000 of roll-over FY 2023-24 funds, and estimated redirected \$45,000 funds from libraries, and use of CLSA funds to fully pay for a one-year discounted price of \$44,000 for eMagazines. Tolman moved; Martin seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

George noted that the NLS Executive Committee needs the flexibility to determine how to shift in emergency budget situations as they are experiencing at this time.

E. Approve the FY 2024-25 CLSA Plan of Service and Budget and Formation of an Ad Hoc Committee

Frost presented the CLSA Plan of Service and budget documents and explained that the State Library has revised these reports to identify how CLSA funds are expended, and to align more closely with the LSTA five-year priorities. With the new report, systems are now required to demonstrate outcomes of CLSA funded services to the underserved and targeted communities. An Ad Hoc Committee assisted in completing this Plan of Service and provided suggestions as to what data should be collected for the future. Frost requested that the Ad Hoc Committee be expanded and to meet over the coming year to develop survey tools and data collection points in order to respond to the State Library requested reporting. Frost noted that this Plan of Service and Budget was built on the proposed 50% reduction of CLSA funding and if the CLSA funding should be restored, the documents will be revised to reflect full funding.

Motion to approve the NLS Plan of Service and Budget as presented, with the proviso that staff will work with the State Library and make any changes required including the finalized approved allocation. Duran moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Ad Hoc Committee expanded to include Jennifer Baker, Anthony Halstead, Alicia Meyer and Peter Coyl.

F. Approve the NLS/PLP FY 2024-25 Fiscal and Administrative Services Contract

Frost presented the NLS/PLP Contract for fiscal and administrative services and noted that the Executive Committee had approved this contract at their May 2024 meeting.

Motion to approve the NLS/PLP FY 2024-25 Fiscal and Administrative Services Contract. Baker moved; Thibault seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

G. Approve the FY 2024-25 NLS Budget, and Membership Dues and Fees

Yon presented the budget memo, noting that the presented budget includes options for full CLSA funding as well as for a 50% reduction. Yon reviewed the chart outlining how the pending reduction to CLSA funds would impact the NLS administration and CLSA budget line items. Frost noted that the Administrative Council may wish to review the decision made by the Executive Committee to remove funding of Califa membership for all NLS members from the FY 2024-25 budget should the CLSA funding be reduced. Some directors noted that the Califa membership is a significant benefit to some NLS members. Thibault asked if the Califa membership was offered at a discount to NLS members. Frost confirmed that to be true. Coyl asked if other Systems paid for consortia membership for their members. Frost replied that Pacific Library Partnership pays for membership in consortia for their members. Adlawan agreed that Califa membership was an added benefit for NLS members and supported retaining this expenditure in the NLS budget. Wright also agreed to add the Califa funds back to the NLS budget.

Motion to approve the NLS Budget and Membership Dues and Fees as proposed with the change to add Califa membership back to the budget; and providing the proviso that the final budget will reflect the CLSA allocation to NLS. Wright moved; Adlawan seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

5. State Library Report

Chris Durr reviewed the State Library Systems report. Durr noted that the July Director's Networking Call was cancelled but encouraged all to attend the August call to hear a speaker from the CA Department of Education speaking on school libraries. No date given for the call.

6. Panel Presentation

Directors Mary George, Placer County, Peter Coyl, Sacramento Public, Damon Hill, Larkspur Public and Bryce Lovell, El Dorado County presented on status of their Building Forward grant-funded projects.

7. Announcements

No announcements

8. Meeting adjourned at 1:11 p.m.



32 West 25th Avenue, Suite 201, San Mateo, CA 94403-2265
(650) 349-5538 Fax: (650) 349-5089

www.northnetlibs.org

December 9, 2024

Trent Tuthill
Trinity County Administrative Officer
11 Court Street, Suite 230
Weaverville, CA 96093

Dear Mr. Tuthill,

The purpose of memo is to outline the Trinity County Library’s membership with the North State Cooperative Library System (NSCLS) and the NorthNet Library System (NLS), and provide a refresher on the benefits and obligations for the Trinity County Library.

History of Trinity County Library with a Library System

In the 1960s, the North Sacramento Valley Library Cooperative (NSVLC) was created to support resource sharing among participating libraries. Those twelve library jurisdictions included Butte County Library, Colusa County Library, Glenn County Library, Shasta County Library, Sutter County Library, Tehama County Library, Trinity County Library, Chico City Library, Marysville City Library, Orland City Library, Oroville City Library and Willows City Library. NSVLC was a member-based organization with a budget, assets and staff.

In December 1967, NSVLC began discussions to become a California cooperative library system. In March 1968, a Plan of Service was drafted for the new system, called North State Cooperative Library System (NSCLS) and submitted to the California State Library, with twelve participating library jurisdictions, including Trinity County Library. NSCLS is a Joint Resolution Agency.

In 2009, the NorthNet Library System (NLS) was formed as a Joint Powers Authority (JPA), comprised of the three legacy systems: Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). The legacy systems formed NLS in order to increase opportunities for resource sharing and reduce expenses. NLS then became the cooperative library system funded in part by the California Library Services Act administered by the California State Library. NLS has no employees and contracts for administrative services, currently with the Pacific Library Partnership (PLP).

All three legacy systems, including NSCLS, have CalPERS obligations.

Benefits to the Trinity County Library of being a member of NSCLS and NLS

Trinity County Library benefits financially from being a member of NSCLS and NLS. In FY 2024-25, Trinity County Library paid **\$578** in membership dues.

Below is a summary of the financial and collaborative benefits to Trinity County Library in FY 2023-24:

1. Received **\$1,500** of unrestricted Staff Development Funds, which could be used at the discretion of the library to support sending library staff to trainings, or for training software subscription fees, or for other equipment or costs for training.
2. Received an NLS allocation of **\$9,320** of California Library Services Act funds. The funds were used for:
 - a. Trinity County Library's participation in a shared OverDrive eBook and eAudiobook collection of 144,713 items. This collection is shared among 27 libraries, and was used 3,579 times in FY 2023-24 by the Trinity County Library patrons.
 - b. Trinity County Library's participation in a shared eMagazine collection of 5,726 items. This collection is shared among 27 libraries, and was used 684 times in FY 2023-24 by the Trinity County Library patrons.
 - c. The Trinity County Library allocated **\$3,000** of this to support postage for delivery of books between libraries.
 - d. The Trinity County Library allocated **\$5,980** of CLSA funds to support broadband hardware needs.

It is important to note that for #2 above, an individual library jurisdiction cannot benefit from the California Library Services Act funds. A library jurisdiction must belong to a cooperative, such as the NorthNet Library System. To be a member, a library must meet the definition of a public library as put forth in California law.

CalPERS Obligations

When NorthNet Library System was designed, it was structured to that no one library jurisdiction belongs to NorthNet – each library belongs to one of the legacy systems. This is because each legacy system has its own CalPERS obligations and is responsible for its own CalPERS obligations.

NSCLS previously had employees, but has not had employees since 2009. NSCLS has a financial obligation to CalPERS for its existing as well as future retirees from when it did employ workers. The financial obligation is shared among its members.

Each fiscal year the NSCLS Administrative Council (consisting of the library directors of each member library) meets and approves the NSCLS budget as well as the member cost share for CalPERS for the upcoming year.

At the June 12, 2024 NSCLS Administrative Council meeting, it was agreed that NSCLS would pay the pre-payment of the Unfunded Liability Payment. For the Trinity County Library, this was **\$5,065**. A copy of the agenda packet can be found on the NLS website, or we would be happy to provide you with a copy.

With the passing of AB1912, NorthNet hired a CalPERS attorney to review the three legacy systems' CalPERS obligations for participating library jurisdictions. It was found that each library jurisdiction is responsible for contributing to the CalPERS obligations, whether they are an active member or whether they choose to leave the legacy system. Therefore, the assessment is that the Trinity County Library will continue to be responsible for all current and future CalPERS obligations related to NSCLS.

Trinity County Library Membership of NSCLS and NLS

Each library jurisdiction annually pays a membership fee to NorthNet. In FY 2024-25, Trinity County Library's membership fee was \$635.

NorthNet and the three legacy systems comply with the California Library Services Act (CLSA) (Education Code Title 1, Division 1, Part 11, Chapter 4, Articles 1-6, Section 18700-18767), which is intended to assist "public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." Per the law, only Cooperative Library Systems may benefit from CLSA funds. NorthNet is one of nine Cooperative Library Systems recognized by the State Library to receive CLSA funds. No single library jurisdiction can benefit directly from CLSA funds without belonging to a Cooperative. It further states that it shall benefit public library jurisdictions. Per Article 2, Section 18710, a "Jurisdiction" means a county, city and county, city, or any district that is authorized by law to provide public library services and that operates a public library."

It is understood that the Trinity County Library, due to recent funding decisions, will not meet the definition set forth in California Law for a library jurisdiction due to the loss of dedicated county funding for one or more librarian positions.

It is understood that the Trinity County Library has been in discussions with the State Library for a waiver by the State Library on this matter.

Should the Trinity County Library not meet the requirements set forth by California Law, the NSCLS will convene to discuss the Trinity County Library's membership in NSCLS, and will consider the pay-off CalPERS requirements of the Trinity County Library.

Summary

The Trinity County Library has been working in a collaborative since the 1960s.

The NorthNet Library System and the North State Cooperative Library System value working with the Trinity County Library. We believe there is cost savings in working collaboratively with contracts and resource sharing, and we believe that all libraries benefit from being part of the systems.

As the administrator of the NorthNet Library System, I have met with Kacy Guill several times to discuss these issues. Accompanying me has been Jody Meza, the Library Director of both the Orland and Willows libraries, who is the Chair of NLCLS; Anthony Halstead, the Library Director of Napa County and current chair of NLS, and Jacquie Brinkley, the NLS coordinator. Each of us are willing to meet with you to discuss how we can assist you. We are happy to answer any questions. You may contact me at frost@plpinfo.org.

Sincerely,



Carol Frost
NorthNet Library System Administrator
CEO, Pacific Library Partnership
Executive Director, Peninsula Library System

CC: Ric Leutwyler, Trinity County Board of Supervisors
Jill Cox, Trinity County Board of Supervisors
Liam Gogan, Trinity County Board of Supervisors
Heidi Carpenter-Harris, Trinity County Board of Supervisors
Dan Frasier, Trinity County Board of Supervisors
Kacy Guill, Trinity County Librarian
Gail Milina, Trinity County Library
Anthony Halstead, NLS Chair, Napa County Library
Jody Meza, NSCLS Chair, Orland and Willows Libraries
Jacquie Brinkley, NLS Coordinator



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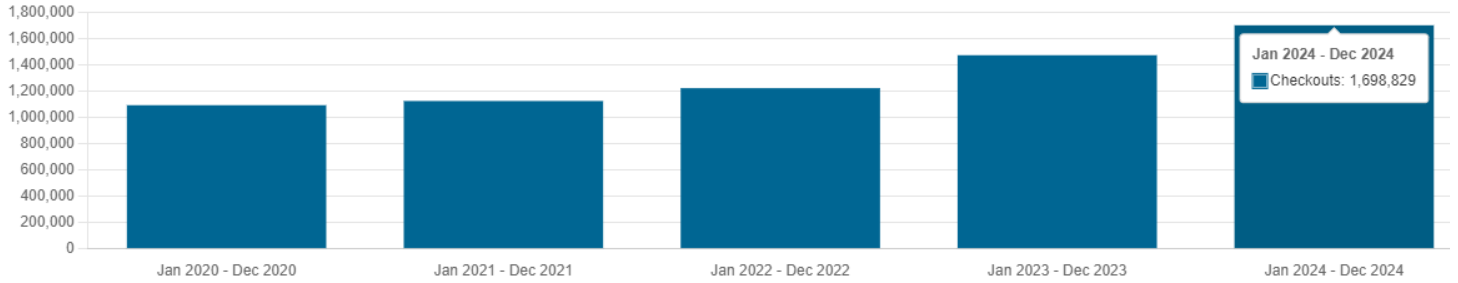
To: NorthNet Library System Administrative Council
From: NorthNet Chair Anthony Halstead and Library-to-Go Co-chair Renée Forté
Subject: Library-to-Go member update
Date: January 27, 2025

Below is an update on the shared Library-to-Go (LTG) collection.

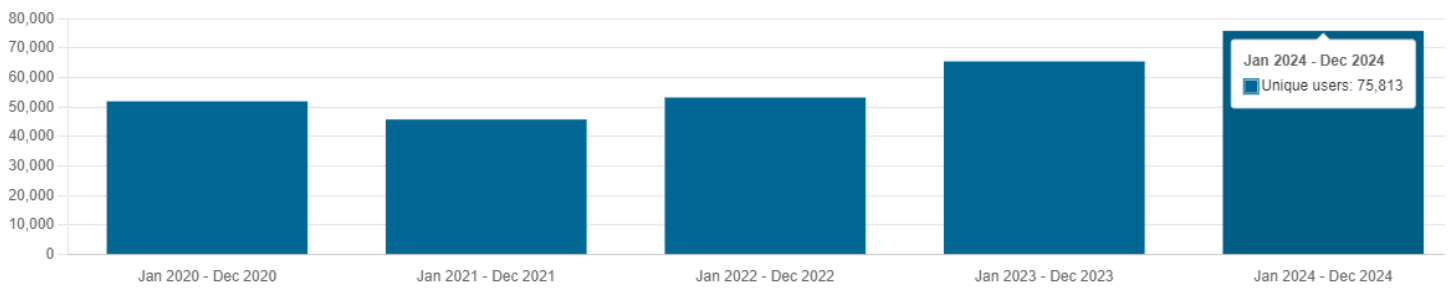
Based on the reduced funding from the California State Library/CLSA, NorthNet chose a combination reduced expenditures in FY 2023-24 plus fund balance to maintain current spending for eBooks, e-audiobooks and eMagazines for the FY 2024-25 fiscal year.

- Traditionally the Library-to-Go budget has relied on a combination of allocated monies up front to provide a baseline budget for eBooks, a fully paid subscription budget for eMagazines, and later CLSA redirects mid-year from participating libraries to further augment the eBooks budget. We do not anticipate any mid-year adjustments for FY 2024-25.
- In June 2024, NorthNet members agreed to fund OverDrive eBooks and e-audiobooks for FY 2024-25 using a combination of \$55,000 from CLSA funds, \$45,000 from fund balance plus a carryover of \$10,000 from the prior FY 2023-24 year, totaling \$110,000 for OverDrive.
- The specific category allocations are based on the same percentage-based distribution NLS approved last year for the FY 2023-24 budget.
- We are still by far a net borrower in the Reciprocal Lending Agreement partnership with MARINet and PLS.
- As of January 10, there are 57,649 items currently checked out, 122,126 current holds and the average wait time is 63 days. There are 155 titles with more than 100 holds and one title, *Onyx Storm*, with over 1,100 holds.

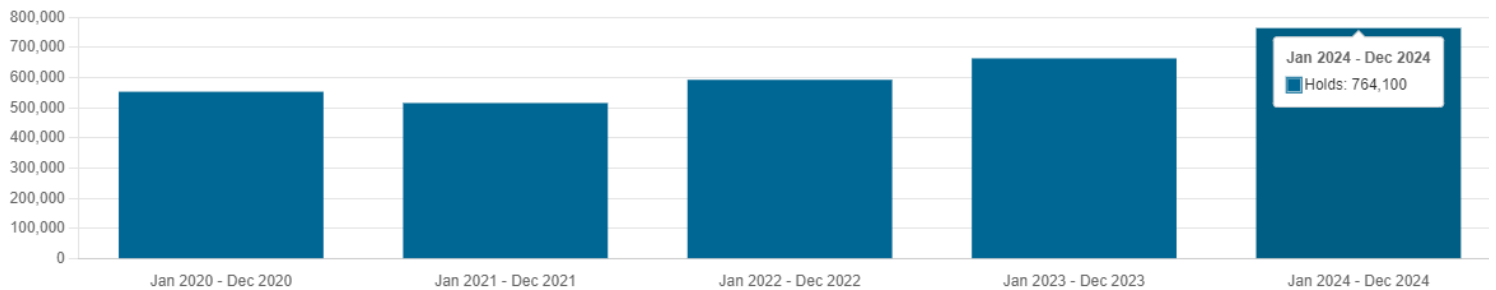
Checkouts: Year over year



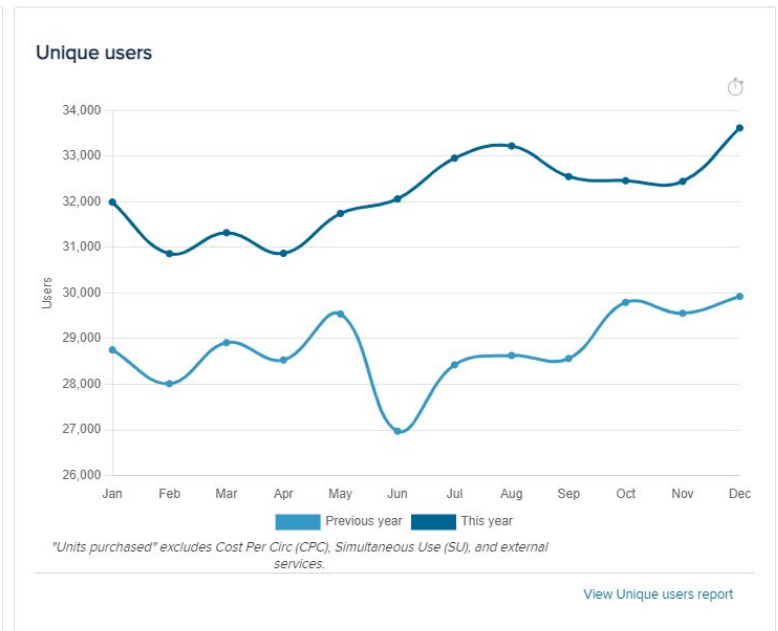
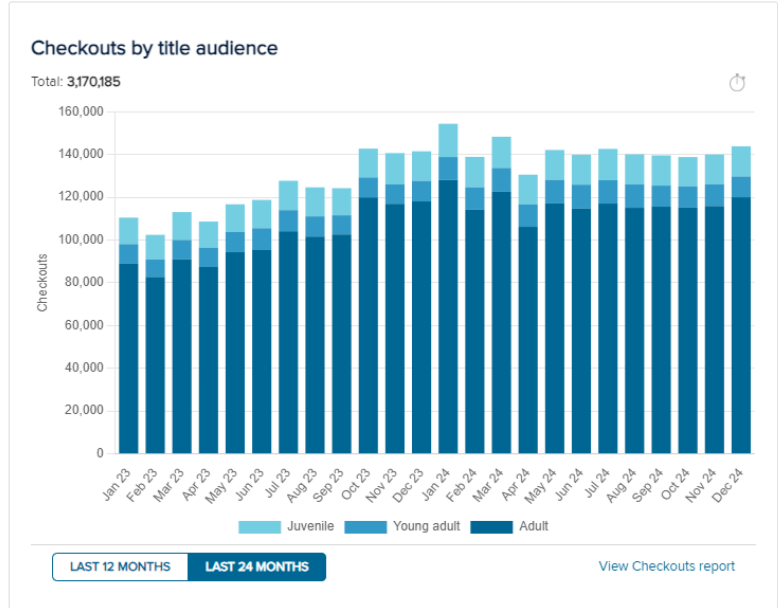
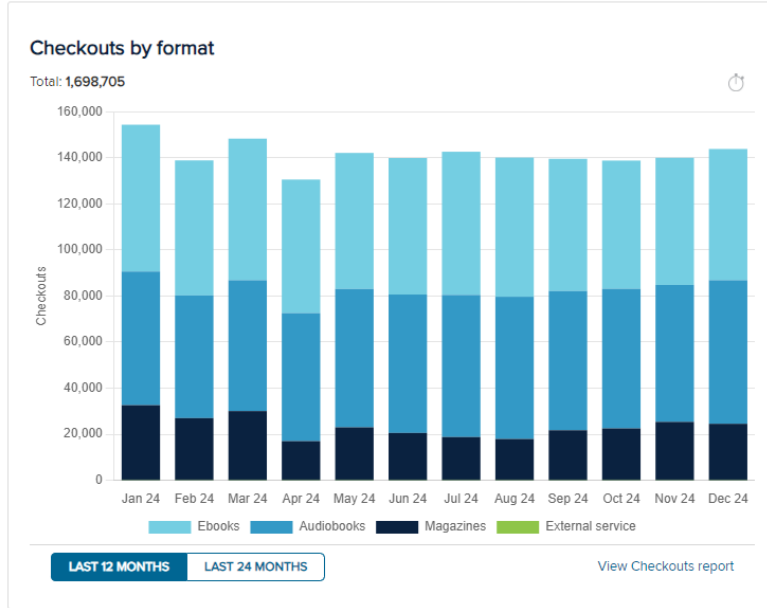
Unique users: Year over year



Holds: Year over year



User activity



Notes:
Trends data may vary slightly from full report data (found on the Reports page).
Consortia and Advantage members: Trends activity includes Advantage-owned titles for all Advantage accounts in your Consortium.

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated January 16, 2025

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State Library News

LDS Newsletter

Sign up today for our [newsletter!](#) Please share this with your teams.

New Rural and Tribal Library Programs Consultant

Lisa Lindsay is the newest Library Programs Consultant with the California State Library. She has over fifteen years of experience working in public libraries, including six years as a principal librarian for Fresno County, and most recently, she worked as the grants monitor for the State Library's Lunch at the Library program. In her new role she will be focused on providing support specifically for tribal and rural libraries. In that light, two new Community of Practice groups have formed.

- [Rural Libraries Jan. 22 at 3PM](#)

LSTA News

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

The application period for five [2025-26 LSTA grant opportunities](#) is now open! The application period will close on **Wednesday, March 12 at 12:00 noon**.

Funding for these opportunities is contingent upon federal funding confirmation, the passage of the 2025-26 state budget, and authorization in the state budget to expend these funds.

The State Library team is here to help! [Request a meeting](#) to discuss your proposal with members of our team. For those with questions about designing equitable grant programs, we may ask a trained [Equity Advisor](#) to join the meeting.

Please see a description of each of the five LSTA grant opportunities below and follow the links for more information about each opportunity, including instructions about how to apply. Also see the [LSTA Application Guide](#) for complete guidelines and instructions.

[Community Impact Grants](#)

[Teens Succeed](#)

[Play for All](#)

Sustainable California Libraries eBooks for All California

Please email lstagrants@library.ca.gov with any questions.

California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024 and closed October 31, 2024. The data will be submitted to IMLS in January-February 2025 and libraries may be contacted to correct entry errors. Vetted data will be available for use by the public and all libraries in the spring. For questions, contact LibraryStatistics@library.ca.gov

While you wait for the full dataset, you can access [2024 California Public Library Staff Survey](#). The snapshot survey, conducted every three years, enables you to view salary ranges for ten positions commonly included in California public libraries' staff. The table includes library type (county, city, etc.), population served, size of service area, number of outlets (branches and bookmobiles), and county. You can sort the table in LibPAS by clicking on those headings. You can also download the whole dataset by clicking on the little excel icon.

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

The California State Library has expanded its [Library Marketing Toolkits](#) for local libraries to include a [Holiday and New Year's toolkit](#), including videos from California State Librarian Greg Lucas. The toolkit encourages Californians to reach for their library card instead of a credit card to save money during the holidays. The marketing web page includes press release templates, social media messaging suggestions, graphics, videos, and pictures.

California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up [this webpage](#) to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to collectiondevelopmentpolicy@library.ca.gov.

Please keep in mind you have until January 1, 2026, to have your policy on file with the State Library.

We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email collectiondevelopmentpolicy@library.ca.gov with your request.

Open Opportunities

Career Online High School

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

Current Projects and Services

Alexander Street Now available for Public Libraries

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

The combined **CLLS 2024-2025 midyear report/2025-2026 preapplication for current CLLS programs is now open** in Counting Opinions and is due Monday, February 3. Instructions and the recording/slides from the information session can be found on the [Manage Your Grant](#) page. There is a [Q&A session](#) on Wed., Jan. 22, at 2 p.m.

For information on ongoing training, visit the CLLS training and meeting [calendar](#). The Literacy Initiatives project is launching two special training projects: one on [learner recruitment and workplace literacy](#), starting Jan. 16, and another on [learner persistence](#), starting Feb. 11. Monthly networking/community of practice calls for general CLLS topics, family literacy, and ESL are also scheduled for each month. The Adult Learner Leadership Institute project has announced four cohort dates for 2025. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/clls/> For more information on any of these programs, or to subscribe to the CLLS staff or CLLS directors' listserv, contact clls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) – professional development for all levels of library staff

- Access live and recorded professional development for *all* members of your staff at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Have a good training idea? Anyone can complete the [CALL for Presentations](#).
- Encourage all levels of your staff to get started with [CALL Academy](#).

LSTA funded.

California Revealed

California Revealed is a statewide initiative that helps public libraries, archives, museums, historical societies, and other heritage groups digitize, preserve, and provide online access to archival materials documenting the state's histories, arts, and cultures. The kaleidoscopic view of California cultures and histories represented by California Revealed collections offers countless opportunities for individuals and communities looking to integrate sources into their course of study as well as into their daily lives.

The accomplishments of this program dramatically increased access to, and use, of primary source materials related to California histories, arts, and cultures. The greatest impact is the ever-expansive reference resource available at [California Revealed](#). If you visit or have recently

visited the CA Revealed website, please take a moment to fill out the [website user survey](#). User feedback is critical in helping the project improve website experience and better understand its benefits to the community. For any comments or questions, please contact CARevealed@library.ca.gov or team@californiarevealed.org. LSTA-funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, focuses on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

Upcoming webinars and recordings of previous sessions are available on the [Community-Centered Libraries webpage](#) and in [CALL Academy](#).

eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an ‘always available’ collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users.

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

Parks Pass Program – Ongoing

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email parkspass@library.ca.gov. State of CA funded.

PolicyMap Statewide Subscription for all public library workers

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries,

enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

Public Library Staff Education Program (PLSEP) 2024-2025

In December 2024, all applicants were notified about the status of their requests, whether funded, not funded, or placed on a waiting list. View the [PLSEP timeline](#). PLSEP is a partnership of the California State Library and the Southern California Library Cooperative. Contact the PLSEP team at wwalker@socalibraries.org with any questions.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California’s underserved and underrepresented communities. To see some of the diverse places the Ready – Or Not team has assessed for disaster preparedness, browse the [Ready – Or Not Participant Showcase](#). State of CA funded.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready – Or Not": Cultural Heritage Disaster Preparedness Project – NEDCC](#). The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

Student Success Card Survey for Directors

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

Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts.

The Student Success Cards for All initiative works to ensure that all California students are provided the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

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

- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

To begin this work, we ask that each library complete a survey to help us determine what partnerships are already in place and where libraries may need support. This survey has been sent to the Director's Listserv and need to be completed either by the director, or someone that they designate. We ask that this survey be completed no later than the end of the day **Wednesday February 12th**.

Survey Link: [Student Success Cards for All Survey](#)

Networking and Training

[Next Directors Networking Call](#)

The January directors networking call will be on Wednesday, February 19, 2025, at 3:30 p.m.

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

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

To: NLS Administrative Council
From: Anthony Halstead
Subject: Approval of Library-to-Go Committee Co-Chairs
Date: January 29, 2025

Background

The Library-to-Go Committee is seeking the appointment of the Committee Co-Chairs to oversee the Library-to-Go Committee and budget. Renee Forte, Collection Development Librarian, Napa County Library, and Amber Kelly, Senior Librarian for Public Services and Technology, Benicia Public Library, have indicated their interest in assuming the role of Co-Chairs.

Library-to-Go Chair responsibilities, approved by the NLS Executive Committee on October 13, 2021, are found on the attached document.

Recommendation

The NLS Executive Committee recommends that the NLS Administrative Council approve the appointment of Renee Forte and Amber Kelly as the NLS Library-to-Go Committee Co-Chairs for FY 2024-25 and FY 2025-26, for a term of two years.

To: NorthNet Library System Administrative Council
From: Anthony Halstead
Subject: Discussion of FY 2025-26 Shared eMagazine Collection
Date: January 29, 2025

Background

The approved State budget included a 50% reduction in CLSA funds for FY 2024-25, and FY 2025-26. Because of this, at the June 20, 2024, Administrative Council meeting, it was agreed that NLS would use Fund Balance to pay for the eMagazine collection for FY 2024-25.

The purpose of this memo is to discuss whether to continue the shared collection for FY 2025-26, and to determine the payment for it, if it is continued.

Discussion

At the June Administrative Council meeting, it was reported that there is relatively low circulation of eMagazines vs eBooks and eAudiobooks,

Below is a usage chart of the eMagazine collection:

	Branch (37)	Checkouts (285,928)	Checkouts (chart)
1	NLS-Placer County Library	36,352	
2	NLS-Roseville Public Library	31,023	
3	NLS-El Dorado County Library	28,025	
4	NLS-Napa County Library	26,418	
5	NLS-Humboldt County Library	25,910	
6	NLS-Nevada County Library	21,980	
7	NLS-Shasta Public Libraries	19,768	
8	NLS-Butte County Library - Adult	15,276	
9	NLS-Benicia Public Library	13,847	
10	NLS-Folsom Public Library	12,604	
11	NLS-Lincoln Public Library	9,402	
12	NLS-Woodland Public Library	7,668	
13	NLS-Siskiyou County Library	7,122	
14	NLS-St. Helena Public Library	4,873	
15	NLS-Sutter County Library	4,829	
16	NLS-Tehama County Library	4,028	
17	NLS-Mono County Library	4,026	
18	NLS-Butte County Library - ECARD	2,783	
19	NLS-Del Norte County Library District	1,960	
20	NLS-Lassen Library District	1,733	
21	NLS-Plumas County Library	1,531	
22	NLS-Yuba County Library	1,309	

The NLS Chair, with the LTG co-chairs, surveyed the LTG participating libraries to understand if they would be interested in dropping the eMagazine collection entirely, and to redirect those funds (\$44,000) to keep eBooks whole.

Of the 27 libraries, 26 libraries responded, and 16 were in favor of dropping and 10 were in favor of keeping the eMagazine collection.

Below is a summary of the responses, including comments.

FY2023-24 OverDrive eMagazine Cost Share \$55,000										
Formula cost share for participating libraries: 50% using eMagazine circulation, 50% using eMagazine unique users.										
Library	Circulation	% Total	50% cost	Unique	% Total	50% Cost	Total cost	Keep/Discontinue	Latest update	Additional comments
	95,765		22,000	7,166		22,000	44000			
NLS-Alpine County Library	71	0.07%	\$16.31	6	0.08%	\$18.42	\$34.73	Discontinue	25-Jan	Would be open to direct pay (not individual subscription)
NLS-Benicia Public Library	4016	4.19%	\$922.59	285	3.98%	\$874.97	\$1,797.56	Discontinue		
NLS-Butte County Library - Adult	4255	4.44%	\$977.50	401	5.60%	\$1,231.09	\$2,208.59	Discontinue	25-Jan	Would subscribe independently.
NLS-Colusa County Library	29	0.03%	\$6.66	8	0.11%	\$24.56	\$31.22	Discontinue	8-Jan	Okay to discontinue, would not independently subscribe.
NLS-Del Norte County Library District	695	0.73%	\$159.66	46	0.64%	\$141.22	\$300.88	Keep		
NLS-El Dorado County Library	8995	9.39%	\$2,066.41	763	10.65%	\$2,342.45	\$4,408.86	Discontinue		
NLS-Folsom Public Library	2897	3.03%	\$665.52	357	4.98%	\$1,096.01	\$1,761.53	Discontinue		
NLS-Humboldt County Library	6417	6.70%	\$1,474.17	551	7.69%	\$1,691.60	\$3,165.77	Keep	8-Jan	20% of total circulation for Humboldt is emagazines.
NLS-Lassen Library District	982	1.03%	\$225.59	23	0.32%	\$70.61	\$296.21	Keep		
NLS-Lincoln Public Library	1766	1.84%	\$405.70	270	3.77%	\$828.91	\$1,234.62	Discontinue		
NLS-Modoc County Library	152	0.16%	\$34.92	19	0.27%	\$58.33	\$93.25	Discontinue		
NLS-Mono County Library	831	0.87%	\$190.90	85	1.19%	\$260.95	\$451.86	Discontinue		
NLS-Napa County Library	8492	8.87%	\$1,950.86	715	9.98%	\$2,195.09	\$4,145.95	Discontinue		
NLS-Nevada County Library	8658	9.04%	\$1,988.99	620	8.65%	\$1,903.43	\$3,892.43	Keep		
NLS-Orland Free Library	428	0.45%	\$98.32	33	0.46%	\$101.31	\$199.64	Keep		
NLS-Placer County Library	15010	15.67%	\$3,448.23	996	13.90%	\$3,057.77	\$6,506.01	Discontinue		
NLS-Plumas County Library	579	0.60%	\$133.01	55	0.77%	\$168.85	\$301.87	Discontinue		
NLS-Roseville Public Library	9224	9.63%	\$2,119.02	700	9.77%	\$2,149.04	\$4,268.06	Keep		
NLS-Shasta Public Libraries	11343	11.84%	\$2,605.82	507	7.08%	\$1,556.52	\$4,162.33	Discontinue	3-Jan	
NLS-Siskiyou County Library	4274	4.46%	\$981.86	130	1.81%	\$399.11	\$1,380.97	Discontinue		
NLS-St. Helena Public Library	1144	1.19%	\$262.81	81	1.13%	\$248.67	\$511.48	Discontinue		
NLS-Sutter County Library	1370	1.43%	\$314.73	150	2.09%	\$460.51	\$775.24	Keep		
NLS-Tehama County Library	1213	1.27%	\$278.66	81	1.13%	\$248.67	\$527.34	Keep	3-Jan	Would subscribe independently at \$2k but not at 5.
NLS-Trinity County Library	287	0.30%	\$65.93	27	0.38%	\$82.89	\$148.82	Keep		
NLS-Willows Public Library	203	0.21%	\$46.63	24	0.33%	\$73.68	\$120.32	Keep		
NLS-Woodland Public Library	1939	2.02%	\$445.44	180	2.51%	\$552.61	\$998.05	Keep	6-Jan	Would subscribe independently.
NLS-Yuba County Library	495	0.52%	\$113.72	53	0.74%	\$162.71	\$276.43	Discontinue		

Based on this, the LTG has developed 4 options, including:

1. Recommend discontinuation, and individual libraries make their own subscriptions with OverDrive

Discussion:

NLS obtained a quote from OverDrive for the libraries which indicated they wanted to continue. Since pricing for magazines is based on TAC (Total Annual Circulation), OverDrive can only price magazines for the entire group or on an individual (Advantage) basis. In this scenario, the entire subscription would be cancelled. Below is the pricing per library:

Nevada County Library:	\$10,000
Del Norte County Library:	\$2,000
Roseville Public Library:	\$17,500
Sutter County Library:	\$5,000
Tehama County Library:	\$ TBD
Woodland Public Library:	\$5,000
Orland/Willows Public Library:	\$2,000
Total:	\$43,500

*\$2,000 is the minimum amount OverDrive will/can charge for this service. This means that libraries circulating at or around 2,000 items per year would be charged \$2,000 to subscribe individually.

2. Recommend that NLS use fund balance until such time that CLSA funds are restored

Discussion:

This may be a good alternative for the short term, however, if the funds are not restored, it would need to be assessed. A main goal would not be to diminish an already overwhelmed shared eBook/e-audiobook collection.

As of December 23, there are 54,625 audiobook holds and 61,301 eBook holds, totaling 115,926 patron holds with an average wait time of 65 days.

3. Consortium continues to subscribe directly with OverDrive but libraries participating pay NorthNet directly

Discussion:

With OverDrive capping costs at \$44,000 annually, even if only the seven libraries participate, the price is almost identical to what Overdrive offered for the FY 24/25. If any more libraries wished to continue, pricing/payment through the consortium would likely cost less than individually subscribing. Question: If this route was taken, would the product only be available to those libraries or available to all NorthNet Libraries?

4. Continue the Shared Collection as is with no changes

Discussion:

Taking into consideration the comments of the libraries which requested to keep the collection, NLS could continue with no change, and continue to use CLSA funds.

In FY 2024/25 OverDrive offered NLS a discount on the \$55k cost of the eMagazine collection if we commit to a 3-year agreement. The new annual cost would have risen somewhat from the previously discounted rate of \$44,000 to \$46,750. When notified of the 50% budget reduction OverDrive agreed to maintain the \$44,000 for one more year. The cost for the eMagazine collection for FY 2025-26 should be assumed to be \$46,750, although a firm quote has not yet been provided.

Recommendation

We recommend the NLS Administrative Council determine the course of action to take for the shared eMagazine collection for FY 2025-26, so that planning can commence.

To: NLS Executive Committee
From: CLSA Metrics Ad Hoc Committee
Subject: Update on Ad Hoc Committee Recommendations for CLSA Reporting
Date: January 29, 2025

Background

The new CLSA Plan of Service reporting has been redesigned by the State Library to more closely match the new LSTA five-year plan, aligning it with Goal 4, “Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.”

New questions include: “Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations;” “Describe how you will engage underserved community members with your designed plan and activities;” as well as requiring a list of anticipated outputs and evaluation metrics.

The NLS Executive Committee formed an Ad Hoc Committee with Jennifer Baker and Christopher Platt to develop language for the FY 2024-25 Plan of Service, which was approved by the NLS Administrative Council at the June 2024 meeting.

New Questions on CLSA Claim Form

At their Annual Meeting on June 20, 2024, the NLS Administrative Council created an expanded Ad Hoc Committee comprised of Jennifer Baker, Anthony Halstead, Peter Coyl and Alicia Meyer. The Ad Hoc Committee reviewed the three actions which NLS agreed on in the Plan of Service and discussed how to achieve these three goals through the development of metrics and methods of collection for member libraries to define and evaluate the effectiveness and impact of the shared collection and courier services in their communities.

1. *Continued engagement relative to resources.* NLS will develop a tool to collect, evaluate, and report statistics from member libraries and couriers on new materials. Evaluation will include where engagement was most successful and why, and where improvement can be made. (Tier 1 and 2 of NLS Strategic Priorities)
2. *Converted engagement.* NLS will develop targeted promotion of shared collections and collect statistics on impact of new outreach efforts. Evaluation will include where targeted promotion was most effective and why, and where improvement can be made. (Tier 1 of NLS Strategic Priorities)
3. *Promotion.* NLS will review all promotional efforts and consider how to create services to measure user value and ask users “would you recommend this item?” NLS may run a

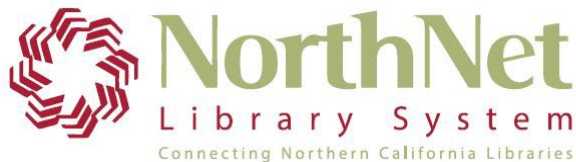
limited “campaign” to target the promotion of specific collections and/or targeted populations in most geographically isolated and/or underserved communities. A tool will be developed to track, collect, evaluate and report statistics from any NLS outreach effort.

Current Recommendations of the Ad Hoc Committee

The Ad Hoc Committee members reviewed the three actions and developed three ideas for how to gather information.

1. Revise the NLS CLSA Claim form to include narrative questions and additional data points (see **Exhibit A**). Revisions include:
 - a. Include additional data point reporting, such as :
 - For libraries choosing CLSA funds to support other shared delivery, reporting the number of items loaned and borrowed
 - For an allocation of funds towards eResources, the estimated number of titles to be purchased and circulated
 - For libraries choosing CLSA funds to support Link+, reporting the number of items loaned and borrowed.
 - b. In recognition that each library has its own diverse populations it serves, include three narrative questions to capture: a) how each library will use its CLSA funds to serve underserved populations; b) how they will promote those services funded through CLSA; and c) how, in the next 12 months, they will measure the impact of the services to the underserved groups.
2. Anthony Halstead has reached out to OverDrive to determine if either they could conduct a survey on behalf of the Library-to-Go members, or if a list of existing patrons could be extracted for individual surveying.
3. NLS could create a standard survey which all libraries who claim funds for electronic resources could use. It is suggested that at the January Administrative Council meeting, volunteers could stay after to develop the draft survey.

It is acknowledged that each of the nine cooperatives will respond to these new reporting requirements in different ways. Through the changes in the NLS Claim form, and surveying NLS will gather information this first time, and will be able to analyze whether the methods are sufficient or need to be modified. An example may be garnering further group efforts, such as tasking the Library-to-Go committee with developing shared marketing materials, or shared surveys, which can enhance the gathering of data.



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CLAIM FORM FOR CALIFORNIA LIBRARY SERVICES ACT (CLSA) FUNDS

Library: _____

Fiscal Year: FY 2024/2025

The approved CLSA funding distribution spreadsheet for NLS public member libraries has been sent to you.

This claim form shows:

- Your library’s Fiscal Year allocation of CLSA funds
- Your library’s delivery costs, if participating, in a delivery contract managed by NLS
- Your library’s cost, if participating, in the Library-to-Go shared eBook collection
- Please note: There is no cost for the OverDrive eMagazine shared collection in FY 2024/2025 (paid by fund balance)

Your library’s CLSA allocation this fiscal year is \$_____.

SECTION 1: Approved Allocations in NLS Shared Services

This section will be automatically filled in based on the NLS Shared Services your library participates in.

- \$_____ Annual fee for OverDrive eBook/eAudiobook Library-to-Go shared collection
- \$_____ Annual fee for OverDrive eMagazine consortium subscriptions (paid by fund balance)
- \$_____ Delivery

COMPLETING THIS FORM

1. ***Your library has a remaining balance of CLSA funds after NLS Shared Services costs are deducted.*** Please indicate in **Section 2** how your library would like to use the remainder of funds.
2. ***Completion of Section 3 to demonstrate community impact of CLSA funds is required.***

Remaining Balance: \$_____

SECTION 2: Approved CLSA Allocations in NLS Shared Services

My library's remaining CLSA funds will be distributed as follows:

NorthNet Consortia Managed Services (Funds will be re-directed to the consortia)
\$ _____ OverDrive Library-to-Go (consortium materials)
Link + (Funds will be sent to the library system)
\$ _____ Link+ Software and Associated Courier
For Link+, please provide: Number of items loaned: _____ Number of items borrowed: _____
Other Delivery (Funds will be sent to the library system)
\$ _____ NSCLS Postage for Delivery \$ _____ Other Shared Courier
If choosing Other Shared Courier or Postage for Delivery, please provide: Number of items loaned: _____ Number of items borrowed: _____ Number of items delivered: _____
Telecommunication Costs (Funds will be sent to the library system)
\$ _____ Broadband network router or switch hardware (this should not be claimed multiple years in a row) \$ _____ CENIC telecommunication costs, costs for covering warranties in data center (only by rural libraries)
Shared Digital Content (Funds will be sent to the library system)
\$ _____ OverDrive (Library-to-Go Advantage Plus materials that will be shared with NLS libraries) \$ _____ OverDrive (Other shared OverDrive collections (shared among 3 or more libraries)) \$ _____ Palace eBooks-for-All Project (materials that will be shared) \$ _____ Other valid resource (e.g. OCLC CloudLibrary Consortia product etc.) Please name resource _____
For Shared Digital Content, please indicate the estimated number of titles to be purchased and circulation _____ # of Titles _____ Circulation

SECTION 3: Impact of CLSA Funding

Completion of the following questions is required for CLSA distribution to the library. Please answer to the best of your ability regarding how your library allocates CLSA funds.

Please provide a written answer for each question listed below. Examples might include: allocating some CLSA funds to buy OverDrive items in collections in languages other than English; partnering with a community organization to provide training on a service funded by CLSA funds, providing delivery service to under-served communities, developing and delivering training on CLSA-funded services.

1. Describe how CLSA funds help your library to serve underserved groups in your jurisdiction. Examples of underserved may include: geographically isolated populations; persons with disabilities; adults with limited literacy skills; immigrant populations, etc.

2. Describe how you promote services funded with CLSA to the underserved groups in your jurisdiction. If you have not specifically promoted to the underserved, how would you promote going forward?

3. Describe how you will, in the next 12 months, measure the *impact* of the services to the underserved groups in your jurisdiction. (Outcomes versus Outputs)

Certification

The ***filled out*** and ***signed*** CLSA Claim Form should be submitted by **February 28, 2025**

I hereby certify that our library system shall use this Fiscal Year's funds for CLSA approved purposes that facilitate resource sharing among the NLS Members.

Library Director

NorthNet Administrator

Date

Date

NorthNet Library System: Mentorship Project Proposal

Background

Libraries, like many institutions, have long grappled with systemic inequities that have limited opportunities for individuals from historically marginalized communities to advance into leadership roles. Despite efforts to diversify the workforce, barriers such as unconscious bias, microaggressions, and lack of mentorship continue to hinder progress.

Recognizing these challenges, the proposed project is designed to:

- **Cultivate equity** in career development opportunities.
- **Support personal and professional growth** through mentorship and skill-building.
- **Empower staff** with the tools and confidence to navigate organizational structures and overcome systemic barriers.

While the project focuses on creating pathways for BIPOC staff, it is open to **all employees** to foster a culture of **inclusion, collaboration, and allyship** across the consortium. The project reflects a commitment to building a diverse and supportive workplace where **equity and belonging** are foundational values.

Strategic Priority

The proposed mentorship program would meet NorthNet Library Systems' strategic priority:

1. Capacity Building for Staff - Our Most Valued Resource
Committee Responsible: Individual NLS Member Libraries
Activity: Members will be asked to share their staff training activities at the NLS annual meeting.
Reporting: Libraries can report via Round Table discussion at the Annual Meeting.

Project Goal

This mentorship project would foster equity and professional growth for staff not from the global majority. While addressing the historical underrepresentation of BIPOC individuals in

library roles, the program is inclusive and open to all staff, creating a supportive, strengths-based environment for professional development and organizational growth.

The North Net Library System Mentorship Project would help individuals thrive and strengthen the consortium's commitment to creating a more equitable and inclusive workplace by focusing on relationship-building, career development, and systemic change.

As a larger library system with more capacity, the Sacramento Public Library will launch and oversee the program, provide the deliverables outlined in the proposal, and provide the liaisons and budgeting for the program.

Objectives

- **Foster Relationships:** Encourage collaboration, networking, and mutual professional growth
- **Develop Skills:** Focus on technical, interpersonal, and leadership skills
- **Support Equity:** Address systemic challenges, microaggressions, and bias while promoting diversity and inclusion

Project Structure

1. **Cohort Model:** One cohort per year
2. **Participation:** 10 – 12 mentees/mentors per cohort; both mentees and mentors apply and are matched based on mentees' goals and mentors' experience. Open to all classifications
3. **Project Liaisons:** 5 – 6 project liaisons provide ongoing support for conflict resolution and logistical issues
4. **Mentorship Commitment:**
 - a. Minimum of 6 months, 2 hours of 1-on-1 mentoring per month
 - b. Meetings can be virtual (Zoom) or in-person at library locations during business hours
5. **Orientation & Training:**
 - a. Initial 3-hour session with mentees, mentors, and liaisons covering program expectations, materials, unconscious bias, power dynamics, and equity concepts.
6. **1-on-1 Mentoring:**
 - a. Goal-setting and skills assessment tools provided
 - b. Mentees receive physical and electronic resources, including articles and templates
 - c. Liaisons provide ongoing support for conflict resolution and logistical issues
7. **Cohort Development Sessions:**

- a. **Session 1:** Conflict resolution, job application processes, and STAR interview techniques.
 - b. **Session 2:** Self-advocacy, addressing impostor syndrome, and networking with organizational guests.
 - c. **Session 3:** Deep dive into interview preparation with informal mock interviews
- 8. Mock Interview Process:**
- a. **In-Person Mock Interview:**
 - i. Real interview setting with a 3-person panel and audience observation by liaisons
 - ii. Mentees receive recorded feedback and detailed notes for improvement
 - b. **Virtual Mock Interview:**
 - i. Conducted three weeks after the in-person session with a different panel
 - ii. Liaisons coordinate quiet spaces and act as timekeepers.
 - iii. Recordings and panel feedback are shared for mentee-mentor-liaison review
- 9. Commencement:**
- a. **Final Session:**
 - i. 2-hour session celebrating mentee and mentor achievements
 - ii. Certificates, small gifts, and lunch provided
 - iii. Discussion on continued professional development, conference opportunities, and resources

Participant Roles

- 1. Mentees**
 - a. Take initiative in setting goals and arranging meetings
 - b. Actively participate in discussions, feedback, and professional development activities
- 2. Mentors**
 - a. Provide career guidance, technical support, and feedback
 - b. Foster open communication and advocate for mentee growth
- 3. Liaisons**
 - a. Act as a point of contact for mentees, addressing conflicts or logistical issues
 - b. Facilitate cohort sessions and support mentor-mentee relationships
- 4. Guest Interview Panelists:**
 - a. They must be people who have sat on an interview panel in real life, cannot be the mentor or liaison, and cannot be someone who has appeared as a guest speaker during a session. We want to make it feel as real as possible

Deliverables

- Gather mentorship project interest via survey & questionnaire
 - Identify mentors
 - Identify mentees
 - Identify liaisons
- Identify & reach out to cooperative library systems based on identified participants
 - North State Cooperative Library System (NSCLS)
 - North Bay Cooperative Library System (NBCLS)
 - Mountain Valley Library System
- Share and review orientation and training materials
- Share and review goals and skills assessment tools
- Share and review articles and templates
- Identify panelists for mock interviews
- Identify a location for commencement and budgeting for lunch, certificates, and small gift
- Gather cohort feedback from all identified participant roles and participating library systems midway through the project and after commencement

Timeline

- Project would begin interest surveys in January 2025
- Cohort mentees, mentors, and liaisons identified by March 2025
- Cohort orientation and training to take place in April 2025
- Development Session 1 to take place in May 2025
- Development Session 2 to take place in June 2025
- Gather midway project cohort feedback from all identified participant roles
- Development Session 3 to take place in July 2025
- In-person mock Interviews to take place in early September 2025
- Virtual mock interviews to take place in late September 2025
- Commencement to take place in October 2025
- Gather cohort feedback from all identified participant roles
- Share and review cohort feedback for identification of project continuation

Estimated Budget

Possible honorariums for guest session speakers, certificates, commencement lunches, and small commencement gifts. Costs are about \$3,000

Exclusions

- On-call and part-time staff
- Staff currently undergoing progressive discipline

Team

- Project Champion:
- Project Manager:
- Team:

Stakeholders

- **Internal:**
 - Public Services Staff
 - Support Departments
 - Management Teams
 - Friends of the Library
 - Library Authority Boards
- **External:**
 - NorthNet Library System communities
 - Community-based organizations
 - Community groups
 - Partners
 - Politicians

Approvals

Signature: _____ Date _____

Signature: _____ Date _____

Changes

- *Change Made*
 - *Reason*
 - *Date*