

CALIFORNIA LIBRARY SERVICES ACT
2023/24 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

NorthNet Library System

System Name

Pacific Library Partnership

System Fiscal Agent Jurisdiction

Report submitted by: DocuSigned by:
Anthony Halstead
049023A88AQA4F2...

Signature of System Chair (Anthony Halstead)

Contact person: Carol Frost Phone: 650-349-5538

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

DocuSigned by:
Carol Frost
1353DA83BDA64A8... 8/22/2024
Signature of agent of fiscal authority responsible Date

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	N/A
b. Internet (website hosting)	\$3,139
c. Other (office supplies, postage)	\$751
Total	\$3,890

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 07 –20, 2023	October 09-22, 2023	Jan. 15-28, 2024	April 22- May 05, 2024	Total multiplied by 6.5
a. System member public libraries	31,860	30,527	31,415	31,467	814,249
b. Non-public libraries in System area	0	0	0	0	0
Total	31,860	30,527	31,415	31,467	814,249
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					4
d. Number of miles traveled by all System vehicles					33,895
e. Percentage of items delivered by:					
U.S. Mail <u> 0 </u> % UPS <u> 0 </u> % System Van <u> 0 </u> % Contracted Van <u> 100 </u> % Other <u> 0 </u> %					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					276,954 eMagazines circulations; 1,401,284 eBooks & eAudiobooks circulations.

Section 2

Plan of Service Objective Evaluation

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

The goals for the NorthNet Library System (NLS) Communication and Delivery programs were met through the ongoing CLSA funding. NLS completed all the funding objections described in the Plan of Service. The community benefitted by having access to the shared resources.

The NorthNet Library System distributes its CLSA baseline funds back to the libraries, for them to choose to use the funds for shared courier delivery services, a shared eMagazine collection, a shared OverDrive collection, local shared OverDrive collections among 3 or more libraries, broadband hardware, and Link+. Some funds are used to support system costs, such as office supplies, website hosting, and postage.

Shared e-resources remain a priority for all members, especially those in smaller, more geographically remote areas. The Library-to-Go consortium-shared OverDrive eBook and eAudio collection which can be accessed 24/7 through a custom library portal continues to be popular with NLS patrons. Each library builds their individual library collection from the OverDrive catalog of more than 3.3 million titles in 100+ languages from over 5,000 publishers and shared the collection with the other NLS participating libraries. In FY 2023-24, the total CLSA funds were \$128,558 to support the OverDrive collection, with circulation among 27 member library systems totaled 1.401million items. In addition, Library-to-Go saw a total of 27,829 new users in the FY 2023-24 year with a monthly average of new users joining OverDrive at 2,319 (an increase from 1,826/month in FY 2022-23) and indicates continued high demand as more library patrons have been converted to Library-to-Go users since the pandemic. Libraries participating in the NLS Library-to-Go OverDrive consortium use a combination of CLSA C&D funds as well as investing local resources to support this service.

NLS also has a shared eMagazine collection through OverDrive (\$44,000). The shared eMagazine collection circulation among 23-member library systems totaled 276,954 items (up from 100,430 in FY 2022-23). One library used \$9,757 to support Kanopy, and one library used \$10,000 for the Palaces eBooks-for-All collection.

NLS has delivery contracts with two courier services, funded with a combination of CLSA (\$170,708) and local funds, which moves physical materials among two-thirds of the NLS member libraries. Remote libraries that are not served by contract delivery vendors, primarily in the North State region, use the US Postal Service and/or UPS and used \$3,000 for this. Four NLS libraries used \$20,655 in CLSA funds to support other shared courier services among libraries.

Seventeen (17) NLS libraires offer Link+ services to their communities. The shared contract saves NLS participating libraries nearly \$17,000 annually. Four (4) NLS libraries allocated \$34,954 towards Link+.

Four (4) member libraries allocated \$103,372 of CLSA funds to help cover their CENIC costs.

Two (2) member libraries allocated \$23,980 to Broadband hardware telecommunication costs.

2. How much has been spent of the System's funding for the FY 2023/24? If not all the funds have been spent, are you on track to expend funds by June 2026; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

All FY 2023-24 CLSA System Administration funds were expended.

Of the \$663,910 Baseline allocation, \$648,915 was expended, and \$14,995 will roll over.

All of the \$14,995 will be allocated and used in the FY 2024-25 budget.

All FY 2023-24 CLSA funds will be fully expended by June 30, 2026.

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

The FY 2023-24 NorthNet CLSA budget did not include any prior year CLSA funds.

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

Of the FY 2023-24 Baseline allocation of \$663,910, \$648,915 was expended, and \$14,995 will roll over.

Source:

\$10,140 from Service C, shared OverDrive Library-to-Go collection

\$4,855 in Service A, Delivery

5. Is your System planning to roll over any funds from FY 2023/2024? Please provide the amount and the reason the funds will be rolled over.

Of the FY 2023-24 Baseline allocation of \$663,910, \$648,915 was expended, and \$14,995 will roll over.

Source:

\$10,140 from Service C, shared OverDrive Library-to-Go collection (reason: funds under-expended to save some for FY 2024-25 collection, due to 50% CLSA reduction)

\$4,855 in Service A, Delivery (reason: actual courier expenditures lower than anticipated due to lower gas prices)

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

NLS is a 40-member cooperative system and covers a vast amount of geography and wide diversity of resources.

The ILL/Link+ contracts that are in place allow NLS Link+ members the opportunity to review additional ILL options and identify long-term and sustainable means of continuing to improve and enhance resource sharing among all member libraries. Member libraries used local funds to support Link+ and other resource sharing.

Libraries used local funds to support shared collections such as OverDrive, Bibliotheca Cloud Library, and the statewide Palace eBook-for-All project.

**California Library Services Act
System Expenditure Report – FY 2023/24**

System Name: NorthNet Library System

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Program 1: C&D System Administration											
Salaries & Benefits	\$185,569	\$162,971	\$0	\$0	\$0	\$22,598	\$0	\$0	\$185,569	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$95,759	\$0	\$0	\$0	\$0	\$95,797	\$0	\$0	\$95,797	(\$38)	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$3,006	\$3,006	\$0	\$0	\$0	\$0	\$0	\$0	\$3,006	\$0	\$0
Program Total	\$284,334	\$165,977	\$0	\$0	\$0	\$118,395	\$0	\$0	\$284,372	(\$38)	\$0
Notes:											
Program 2: System C&D (baseline)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$838,286	\$648,915	\$0	\$0	\$0	\$174,376	\$0	\$0	\$823,291	\$14,995	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$838,286	\$648,915	\$0	\$0	\$0	\$174,376	\$0	\$0	\$823,291	\$14,995	\$0
Notes:	\$14,995 of FY 2023-24 funds will roll over to FY 2024-25										

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.			
Total Funds Budgeted	(funds from FY 2023-2024)	2022/2023	2021/2022	LSTA	Local funds/fees	Interest	Other				
Program 3: Local											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$283,531	\$0	\$0	\$0	\$0	\$282,581	\$0	\$0	\$282,581	\$950	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$283,531	\$0	\$0	\$0	\$0	\$282,581	\$0	\$0	\$282,581	\$950	\$0
Notes:											

Program 4: Mountain Valley Library System											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$350	\$0	\$0	\$0	\$0	\$0	\$350	\$0	\$350	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$350	\$0	\$0	\$0	\$0	\$0	\$350	\$0	\$350	\$0	\$0
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State		Federal		Local			g.	h.	i.
		b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	

Program 5: North Bay Cooperative Library System

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$64,128	\$0	\$0	\$0	\$0	\$64,128	\$0	\$0	\$64,128	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$64,128	\$0	\$0	\$0	\$0	\$64,128	\$0	\$0	\$64,128	\$0	\$0

Notes:

Program 5: North State Cooperative Library System

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$71,835	\$0	\$0	\$0	\$0	\$71,835	\$0	\$0	\$71,835	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$71,835	\$0	\$0	\$0	\$0	\$71,835	\$0	\$0	\$71,835	\$0	\$0

Notes:

Grand Total System Expenditures	\$1,542,464	\$814,892	\$0	\$0	\$0	\$711,315	\$350	\$0	\$1,526,557	\$15,907	\$0
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Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Service A (as described in Plans of Service): Delivery											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$350,829	\$170,708	\$0	\$0	\$0	\$174,376	\$0	\$0	\$345,084	\$5,745	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$350,829	\$170,708	\$0	\$0	\$0	\$174,376	\$0	\$0	\$345,084	\$5,745	\$0
Notes:	Delivery costs were underspent by \$5,745. \$891 will be used to cover additional expenses for office supplies and web hosting (Service B below). Remaining \$4,855 will be allocated for FY 2024-25 Activity 4 shared delivery.										
Service B (as described in Plans of Service): Local Costs (Office Supplies, Conferencing Services, Website)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$4,000	\$4,891	\$0	\$0	\$0	\$0	\$0	\$0	\$4,891	(\$891)	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$4,000	\$4,891	\$0	\$0	\$0	\$0	\$0	\$0	\$4,891	(\$891)	\$0
Notes:	1) Office Supplies: budgeted at \$100, Actual cost \$598. \$498 over budget due to changing banks and unexpected check printing fees. 2)Website hosting: budgeted \$2,205, actual cost \$2,755; over budget by \$550. Due to current vendor discontinuing and need to pay transfer fees to move to new vendor. 3)Postage: budgeted \$250; actual cost \$153, underspent by \$97. 4)Zoom, Doodle, Surveymonkey and Phone: budgeted \$1,445; actual cost \$1,385, underspent by \$60. The (\$891) over budget will be offset by the under-expenditure in the delivery costs in Service A.										

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Service C : OverDrive eBooks, eMagazines, Link+, Broadband and Other Approved from Menu of Services											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$483,457	\$473,317	\$0	\$0	\$0	\$0	\$0	\$0	\$473,317	\$10,140	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$483,457	\$473,317	\$0	\$0	\$0	\$0	\$0	\$0	\$473,317	\$10,140	\$0
Notes:	<p>NLS held back \$10,140 of FY 2023-24 funds to offset the FY 2024-25 50% CLSA reduction. The funds will be allocated to the shared OverDrive in FY 2024-25.</p> <p>The FY2023-24 \$473,317 funds were allocated back to the library to choose from a menu of services, and were expended as follows:</p> <p>Shared eMagazine OverDrive subscription: \$44,000</p> <p>Shared OverDrive Library 2 Go eBook/eAudioBook collection: \$138,698</p> <p>Link+ subscription costs: \$34,954</p> <p>Other Shared local courier costs: \$20,655</p> <p>Other shared ILL: \$3,000</p> <p>Broadband hardware: \$23,980 and CENIC/Broadband costs \$103,372</p> <p>Palace eBook-for-All: \$10,000 and shared Kanopy: \$9,757</p> <p>Other Shared OverDrive eMagazine collections: \$95,041</p>										
Service D (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Service E (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											
Service G (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											

CLSA Programs Rollover	Expended Funds	Encumbered Funds			Unexpended Funds	
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY22/23	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY22/23	\$0	\$0			\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Year FY23/24	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Year FY23/24	\$0	\$14,995			\$0	Notes:\$14,995 of FY 2-23-24 baseline funds will roll to FY 2024-25

***Note: If an extension is needed beyond the funding expenditure deadline period, send your request via email to Monica Rivas , at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.