

NLS Executive Committee Meeting

May 21, 2025

9:00 a.m.

ZOOM MEETING

<https://us02web.zoom.us/j/87528428702?pwd=yoOAbZMTa7P9VpeGqtF9leccm5b2cv.1>

Meeting ID: 875 2842 8702 Passcode: 923459 Phone: +1 669 444 9171

1. **Welcome and Roll Call** Halstead, Chair
2. **Public Invited to Comment** Halstead
3. **Approval of Consent Items (Action Item)**
 - A. Adoption of Agenda Halstead
 - B. Approve Minutes of September 24, 2024 Brinkley Attachment 1, pg. 3
 - C. Correspondence - Letter to State Legislators Attachment 2, pg. 8
4. **Old Business**
5. **New Business**
 - A. Approve Nominee for Executive Committee Halstead Attachment 3, pg. 13
(Action Item)
 - B. Recommendation for Library-to-Go/OverDrive Budget for FY 2025-26 (Action Item) Kelly Attachment 4, pg. 14
 - C. Review of NLS FY 2025-26 CLSA Plan of Service and Budget Frost Attachment 5, pg. 20
 - D. Review and Approval of NLS/PLP FY 2025-26 Contract- First of Two 2-Year Renewals (Action Item) Frost Attachment 6, pg. 47
 - E. Review and Approval of Proposed NLS FY 2025-26 Budget (Action Item) Yon Attachment 7, pg. 49
 - F. Approve NLS FY 2024-25 Financial Audit Yon Attachment 8, pg. 57
(Action Item)
 - G. Consideration of Woodland Request to Leave NLS Shared Link+ Contract (Action Item) Halstead Attachment 9, pg. 88
6. **Agenda Building for Annual Administrative Council Meeting, June 24, 2025**
 - Approval of NLS FY 2025-26 Budget
 - Approval of NLS/PLP FY 2025-26 Contract – First of Two 2-year renewals
 - Approval of NLS CLSA FY 2025-26 CLSA Plan of Service and Budget

- Update on Library-to-Go Shared Collection
- Speaker Presentation –Suggested: Legislative Advocacy
- Networking Lunch
- Hybrid meeting

7. System Chair Report

8. Announcements

A. State Library Liaison Report

Durr

Attachment 10, pg. 89

9. Adjournment

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

Benicia Public Library, 150 East L Street, Benicia, CA 94510

Del Norte County Library District, 190 Price Mall, Crescent City, CA 95531

El Dorado County Library, 345 Fair Lane, Placerville, CA 95667

Humboldt County Library, 1313 Third Street, Eureka, CA 95501

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

Napa County Library, 580 Coombs Street, Napa, CA 94559

Yolo County Library, 226 Buckeye, Woodland, CA 95695

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



32 West 25th Avenue, Suite 201, San Mateo, CA 94403-2265
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DRAFT MINUTES

NLS Executive Committee Meeting

September 24, 2024

1. Welcome and Roll Call –Chair, Anthony Halstead, Napa County, called the meeting to order at 9:02 a.m. Also present were NLS Executive Committee members: Jennifer Baker, Benicia Public Library; Phyllis Goodeill, Del Norte Library District; Bryce Lovell, El Dorado County Library; Thomas Gruneisen, Folsom Public Library; Christopher Cooper, Humboldt County Library; Kathryn Hunt, Lincoln Public Library; and Erika Thibault, Sonoma County Library. Also attending were NLS fiscal and administrative support, Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership, and Jacquie Brinkley, NLS/Pacific Library Partnership.

2. Public Invited to Comment. No public comment.

3. Approval of Consent Items – Motion to approve the Consent Items

Thibault moved; Hunt seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

4. Old Business

None

5. New Business

A. On-Going Recruitment of Library-to-Go Committee Chair

Halstead reported that the new Library-to-Go chair has not yet been identified.

Halstead reported that the LTG Selection Committee is in place and that the Chair role would be to report activity to the NLS Executive Committee, to attend LTG meetings and to oversee the budget with the co-chair. Halstead asked for volunteers from the Executive Committee. There were no volunteers.

Halstead stated that he would continue recruitment efforts by reaching out to all LTG directors and their staff to fill the position.

Halstead confirmed with Frost should a Chair be identified before the next Executive Committee meeting in December, that they could begin working on LTG activities. Frost confirmed this would be allowable and that the Executive Committee could formally approve the appointment at their December meeting.

B. Finance

a. Review and Approval of CLSA FY 2023-24 Annual Report

Frost presented the CLSA FY 2023-24 Annual Report noting the new reporting format.

Motion to approve the CLSA FY 2023-24 Annual Report. Thibault moved; Halstead seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

b. Review and Approval of CLSA FY 2023-24 System Expenditure Report

Frost presented the Expenditure Report and noted the revised amount of roll-over from amount approved at the June NLS Annual Meeting. Frost stated that the details of the revised roll-over amount would be discussed in the following Agenda item.

Motion to approve the CLSA FY 2023-24 System Expenditure Report. Cooper moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

c. Review of CLSA FY 2023-24 Roll-over and FY 2024-25 Plan of Service Detailed Budget

Frost presented the expenditure report as presented in June and the detailed budget for FY 2024-25. Since the Annual Meeting where a discussion of holding back unexpended Library-to-Go funds was discussed, the LTG final budget was confirmed, and fewer funds were available than projected to roll-over. With the corrected LTG budget, there would be no roll-over to FY 2025-26 as had been proposed at the June meeting. There were also funds remaining from the Delivery services contracts due to less fuel surcharges than anticipated. With the Executive Committee's approval, the final FY 2023-24 rollover amounts will be as follows:

\$10,140 FY 2024-25 OverDrive shared Library-to-Go collection
\$ 4,855 FY 2024-25 Shared Courier Services

Members discussed the original proposal to split unexpended LTG funds over 2 years, however actual expenditures proved to be greater than originally reported.

An option proposed would be to apply the unexpended delivery costs of \$4,855 to FY 2024-25 delivery to lower the costs to libraries delivery contracts. This could be reviewed later in the fiscal year to determine if any CLSA funds would be unexpended and could be reallocated.

Thibault and Baker agreed that continued advocacy to restore CLSA funding is important.

Baker suggested that the LTG Selection Committee focus expenditure of the \$10,140 roll-over to items that the libraries would own (not metered access) and to consider audiobooks. Thibault agreed with this suggestion.

Halstead noted that regarding purchasing for Advantage accounts that it may be time to review the selection philosophy of all LTG members.

Frost noted that the Executive Committee would need to consider the eMagazine status for FY 2025-26 and the proposal to discontinue after the current FY.

Baker stated that she recalled the Administrative Council agreed to fund eMagazines only through FY 2024-25. It was suggested that sub-committee meet to negotiate with OverDrive for an eMagazine consortia.

Halstead noted that Flipster and Press Reader were other eMagazine options but, due to pricing, may not be possible for all libraries.

Frost suggested that an Ad Hoc Sub-Committee of LTG be created to review eMagazine options and that they bring recommendations to the Administrative Council in January for their consideration.

Suggested objectives for this Sub-Committee would be to: Clarify Options; Seek Pricing Options; and Seek Other Platform Options.

Frost suggested that CLSA Claim Forms be reviewed of those who wanted to retain eMagazines.

Motion to confirm the allocation of roll-over funds that are included in the FY 2024-25 Plan of Service and the formation of an Ad Hoc LTG Sub-Committee to review eMagazine subscription options for FY 2025-26. Baker moved; Thibault seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

C. Update from CLSA Ad Hoc Group

Halstead presented the update of the CLSA Metrics Ad Hoc Committee. He stated that with no specific direction from the State Library regarding the revised reporting requirements on collecting and sharing of data, the Systems were left to create their

own tools. The Ad Hoc Committee recommended enlisting NLS directors at the January meeting to draft a user survey. The Ad Hoc Committee would send out information in advance of the January meeting to announce this project and for volunteers to assist.

Frost presented the draft revised CLSA Claim Form noting that edits would be made to designate Telecommunications include Routers and Switches, only. Also, that the Executive Committee may want to direct staff to strike the Filmocracy option under Shared Digital items, as no NLS member opted to allocate funds to this service. Frost continued to note that future Claim Forms will ask how libraries measure the impact of their CLSA funds.

Discussion regarding a standard survey for all members to be developed as a Key Goal that would allow libraries to report how they measure impact for any of the services they offer.

Cooper asked about OverDrive promotional materials in Spanish language. Halstead will share their materials.

Thibault noted that she would have her collection development team for feedback on the user survey and impact questions.

Halstead stated that the goal would be one survey for all services, but was not sure how that could apply across all NLS. Suggestion was made to keep the questions broad.

Gruneisen noted that OverDrive usage can be viewed with GIS mapping to see zip code and demographic data points using census tract data. Discussion as to how this might conflict with privacy.

Frost stated that the State Library offers access to PolicyMap as a resource to all libraries for free and noted this tool can allow library staff to create maps on multiple demographic data points.

Frost suggested that the Ad Hoc Committee may want to meet again to develop a draft survey and bring to the Executive Committee meeting in December. This could be used as a draft survey for the Administrative Council in January.

Thibault agreed to join the Ad Hoc Committee. Halstead will reach out to the Committee to set next meeting date.

6. Agenda Building for January 29, 2025 - Mid-Year Administrative Council Meeting

Discussion regarding in-person versus hybrid meeting format. Frost confirmed the NSL hybrid format and posting of addresses for those attending remotely complies with Brown Act.

Members agreed that the hybrid format is preferred. Halstead will check on availability of meeting space at Napa. Thibault offered to host meeting in Sonoma if Napa is not available.

Suggestion to include for open discussion of eMagazines for NLS, Palace eBooks, and School/Library integration.

Suggested speaker topics included:

- Legislation on disparate costs of eBooks (currently not in CA)
- AB1825 regarding Collection Development Policies
- Bonds and lowering of the voting threshold from 2/3 to 51%; advocacy and fund raising. Thibault offered to share her experience.

Halstead will draft a survey and send to NLS directors for them to select top choices of speaker topics.

7. System Chair Report – No report

8. Announcements

Halstead asked members about their use of Palace eBooks and the migration of their collections. Lovell reported that he had contacted Chris Durr at the State Library and Durr confirmed that the State Library is covering Palace costs for now, but the long-term commitment is unknown. There was no cost to the El Dorado County library to import their collection. Lovell also commented that Palace is helping with holds.

9. Next Executive Committee Meeting – December 18, 2024.

CLSA Ad Hoc Committee to report back at this meeting with a draft survey. Speaker and topics for the Administrative Council Mid-Year meeting will be identified.

10. Meeting adjourned at 10:40 a.m.



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April 21, 2025

The Honorable David Alvarez, Chair
 Assembly Budget Subcommittee #3 on Education Finance
 1021 O Street, Suite 5320
 Sacramento, CA 95814

The Honorable John Laird, Chair
 Senate Budget Subcommittee #1 on Education Finance
 1021 O Street, Suite 8720
 Sacramento, CA 95814

RE: **STATE LIBRARY – 6120**
1) California Library Services Act
2) Lunch at the Library
3) Federal LSTA Dollars at risk

Dear Chair Alvarez and Chair Laird:

The NorthNet Library System (NLS) respectfully requests your support in restoring funding to two crucial public library programs in the 2025-26 State Budget: the California Library Services Act and Lunch at the Library. While we know the state is facing a challenging Budget this year, these two programs provide vital services to Californians and are worthy of your continued support. NLS is a library cooperative system with 41 public and law libraries, covering 57,838 square miles in the northern part of the state from the Pacific Coast to the Nevada border and from Marin and the Sacramento area to the Oregon border.

NLS would also like to note our significant concerns regarding the potential vulnerability of almost \$16 million in federal funds that California receives annually for public library programs. If the federal Budget were to cut these dollars to California, the negative impact would be felt in countless programs that our patrons rely on and could not be backfilled by local libraries.

CALIFORNIA LIBRARY SERVICES ACT – 6120-211-0001

\$750,000 increase requested (ongoing appropriation)

The state is broken down into nine library regions or "Systems" to maximize resources among libraries in that geographic footprint more effectively. NLS is one of the nine cooperative systems which receives funding from the California Library Services Act (CLSA). The California Library Services Act has existed for more than five decades and provides direct funding to the Systems. A portion of the state dollars for the CLSA reimburses public libraries for moving

books and materials back and forth between libraries to promote the collaborative sharing of collections and to provide a greater depth of resources to library patrons. In recent years, funding has also supported the purchase of digital catalogs and subscriptions that can be shared between System members. Put simply, most of the smaller libraries in a System would never be able to afford to purchase these subscriptions on their own as it would be extremely cost-prohibitive. The CLSA effectively creates a so-called “bigger bang for the buck” for all libraries.

At its highest point, approximately 25 years ago, the CLSA was funded at \$26 million. In 2011, during the Recession years, the CLSA baseline was \$12.9 million, and Governor Brown zeroed out every last dollar in the fund. Since that time, libraries have attempted to restore the funding, bringing the baseline back to \$3.6 million in recent years, which is still substantially below the amount that is appropriate to fund the needs of the library systems and the millions of patrons in California who use the public library annually. Governor Newsom proposed zeroing out the funding entirely to address last year’s Budget deficit. However, the legislature felt it was essential to restore half of the funding in the 2024-25 State Budget last year. The CLSA baseline now stands at \$1.8 million, which equates to 5 cents per person in California.

Specifically, the impact of these cuts are:

- Rural and tribal libraries feel the impacts of budget cuts more profoundly and encounter barriers to materials and information due to their geographic remoteness and isolation.
- Deep cuts to annual eBook and audiobook purchases.
- Impacts to Link+ - a resource-sharing platform that provides access to more than 7,605,546 titles.
- Cuts to materials produced in multiple languages to meet the needs of communities.
- Severely disrupting the ability of libraries to collaboratively loan and lend physical books and materials by physical transport, at 5 million items annually for a cost of 18 cents per item.

The reduction of CLSA funds has been significant to NLS, and the cut means that we are now cutting services to our residents. Of the 58 California counties, 48% of them are in NLS, and 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches. Library budgets range from a few thousand dollars to several million.

NorthNet benefits greatly from the California Library Services Act funds in the following ways:

- Supporting the courier services that delivered over 800,000 books and library materials among libraries, travelling 195,000 miles to reach the more densely as well as the sparsely populated areas.

- Investing in shared eBook collections, that last year was used over 1.7 million times by nearly 76,000 people, with items in multiple languages and collections for students and adults
- Investing in a shared eMagazine collection shared with 27 libraries, which was used more than 277,000 times last year. Physical magazines are expensive, and sharing a collection greatly reduces the cost. Several libraries note that because of the availability of CLSA funds, and the high cost of print magazines, they have stopped all print magazines, and only utilize the digital ones. With the 50% reduction, libraries will need to pay for a portion of this with local funds, which creates a financial burden on the most rural libraries.
- Smaller libraries use it to support broadband access.

Here are some quotes from some of our library directors:

"The majority of our CLSA funding helps support our CENIC telecommunication costs, providing reliable, adequate speed internet for our patrons. Many of our patrons do not own computers and count on our services."

"Digital circulation is 25% of the Shasta Public Library circulation. Our budget isn't that large, so the ability to share with our libraries allows us to offer our patrons a selection we'd never be able to afford on our own. We are a county with 30% of the population living in rural areas, and a higher rate of poverty than average for California, so free resources not bound to a specific location are vital for our community."

"eBooks are a viable option for sight-impaired patrons who would ordinarily depend on Large Type books. They also provide opportunities for patrons who can't physically get to the library."

"We have a large number of older adults in our community who are greatly benefiting from eBooks. They can listen to eAudio as they walk, enjoy the benefits of enlarging font on the app, and don't have to leave home to come to the library if they are unable."

"We use the funds to purchase OverDrive Spanish language materials and patron requested materials from those who cannot physically visit the library."

"Yolo County Library uses CLSA funds to cover the costs of our Link+ subscription and courier. Link+ is crucial to our library system. Our participation in Link+ supports our equity goals by helping to ensure that everyone has access to the same resources, regardless of their location. This is especially important for our smaller, rural branches who serve largely immigrant populations, some with limited literacy or English language skills."

A 50% reduction to the funds, from \$3.6M to \$1.8M, results in severe, drastic cuts that result in less services, since our most rural libraries cannot afford to close the financial gap in funding. The original funding has not increased in years, while we find our courier and subscription costs continue to rise approximately 5% annually.

Finally, because several subscription-based contracts were already negotiated before the 2024-25 State Budget year reductions, libraries must now make painful decisions regarding what other valuable services will be cut to honor existing contracts,

LUNCH AT THE LIBRARY – 6120-140-0001

\$750,000 increase requested (ongoing appropriation)

Last year, the Governor's May Revision proposed the elimination of the entire baseline of \$5.5 million for the "Lunch at the Library" program. Thankfully, the legislature saved the program from total elimination by restoring \$3 million for the critically important statewide food and enrichment program.

Lunch at the Library, operated by the State Library and California's public libraries, serves thousands of California children and teens who need a nutritious meal during the summer months. In the Summer of 2024, California public libraries worked with community partners to serve over 360,234 meals to children and teens at 201 public library and community meal sites. In a Lunch at the Library report released by the State Library, they offer a quote from the San Diego Public Library remarking about one of their participants in the program: *"The family was incredibly grateful for the meals provided, as they were the only meals their children would eat that day. Through the lunch program, the family discovered the library as a trusted community resource – a place where they could feed their children nutritious meals and participate in enrichment programs."*

One significant benefit of providing lunch for youth at the library is that the public library is a judgment-free, safe, and welcoming space where children and their caregivers feel encouraged to attend and receive a meal. The corresponding enrichment programs offered at Lunch sites create an opportunity to enhance literacy skills or participate in a fun learning experience while receiving a meal. Caregivers are also beneficiaries when attending the Lunch programs with a child or teen, as they can receive essential connections to critical wrap-around stabilization services.

Thanks to a partnership between some public libraries and the local food pantry, families at several rural public library sites are eligible to take home non-perishable food to sustain them through the week.

In Budget year 2022-23, the legislature and Governor provided \$5 million in ongoing funding for the program, which was elevated and championed by First Partner Jennifer Siebel Newsom and the State Library then. Designating the funds as "ongoing" in nature allowed the public libraries to plan for the program consistently. The \$2 million reduction in 2024-25 has decreased services and limited the expansion of this program, which disproportionately hurts low-income children and teens at a time when high inflation continues to compound food insecurity challenges of many families.

FEDERAL LSTA DOLLARS AT RISK

Finally, NLS is deeply concerned with the ongoing uncertainty regarding federal Library Services and Technology Act (LSTA) funding under the current Administration. On March 14, President Trump issued an Executive Order which would essentially dismantle the federal Institute of Museum and Library Services (IMLS). The Grants to States program, administered by IMLS, provides California nearly \$16 million as Library Services and Technology Act funds, benefitting the 1,128 library outlets statewide.

Public libraries use this federal funding for e-book purchases, including materials in 20 languages and materials focused on K-12 students. Additionally, the funds support summer reading programs, the Braille and Talking Books Library, patron access to newspapers, and California-specific historical items. In addition, LSTA funds support community-based grants that can be targeted to specific needs, including support for early childhood development, literacy, services to Veterans, workforce development, and much more.

We deeply appreciate that California joined the lawsuit submitted by Rhode Island on April 4 to contest this action. We know that the legislature is keeping a close eye on the impacts of the loss of federal dollars for various California programs, and we ask you to include public libraries in that growing list of vulnerable funds. A loss of any portion of the \$16 million federal funds designated for California would devastate our public libraries statewide and could not be backfilled locally.

Thank you for considering these issues and support when the State Library budget is before your subcommittee for review.

Sincerely,



Anthony Halstead, NorthNet Library System Chair, Napa County Director of Library Services

cc: Members of the Assembly and Senate Budget Subcommittees on Education Finance
Mark Martin, Consultant, Assembly Budget Subcommittee on Education Finance
Diego Lopez, Consultant, Senate Budget Subcommittee on Education Finance
Christina DiCaro, CLA Lobbyist, KP Public Affairs – cdicaro@ka-pow.com

To: NLS Executive Committee
Date: May 21, 2025
From: Jacquie Brinkley, NLS System Coordinator
Subject: Approval of Member to FY 2025-2026 NLS Executive Committee

One member of the current board of 9 Executive Committee members will be concluding their term of service on June 30, 2025. Member Thomas Gruneisen, who was originally appointed to the Executive Committee in December 2023, has agreed to continue his service on this Committee.

Per NLS Bylaws: *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.*

The Administrative Council approved the following at their June 2024 meeting for FY 2024-2025 and FY 2025-2026:

- Chair – Anthony Halstead, NBCLS (second term)
- Vice-Chair – Christopher Cooper, NSCLSL (second term)

- Member – Jennifer Baker, NBCLS (second term)
- Member – Bryce Lovell, MVLS (second term)

- Member - Phyllis Goodeill, Del Norte Library District, NSCLS (first term)
- Member – Kathryn Hunt, Lincoln Public Library, MVLS (first term)
- Member - Diana Lopez, Yolo County Library, MVLS (first term)
- Member - Erika Thibault, Sonoma County Library, NBCLS (first term)

Recommendation:

It is recommended that the NLS Executive Committee approve the appointment of Thomas Gruneisen for a second term beginning July 1, 2025 and to present the nominee for approval to the Administrative Council at their Annual Meeting on June 24, 2025.



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To: NorthNet Library System Executive Committee
From: Library-to-Go Committee Chair, Amber Kelly
Subject: Proposed 25/26 Library-to-Go Budget
Date: May 21, 2025

Background

Following are the proposed Library-to-Go budget for FY 2025-26 as well as the cost-share breakdown per participating library for the circulating OverDrive eBooks/audiobooks collection and the OverDrive eMagazine collection.

In preparing this proposed budget, the Committee included the following considerations and changes:

- Originally NLS has set aside \$20,000 from FY 2023-24 to carry over to pay the platform fee for the current fiscal year and next fiscal year. This amount available for carryover was overestimated and these funds have been exhausted. Instead, \$12,000 from FY24/25 CLSA redirects is being carried over to the new fiscal year to cover the platform fees in FY25/26. This leaves an additional \$16,761 in CLSA redirects from the current fiscal year which will be spent down by June 30th.
- NLS Administrative Council agreed in the January 2025 meeting that all participating members would pre-commit 50% of the cost of the eMagazine subscriptions (\$44K) from their FY2025-26 CLSA funds. The remaining 50% will be covered by individual local libraries either with additional CLSA funds via their Claim Form or with local funding to be billed by NLS.
- The \$70K recommended for the Library-to-Go eBook and audiobook cost share budget is based on the assumption that CLSA funding levels will be the same as the current fiscal year.
- While not included in the proposed budget, it is reasonable to anticipate as much as \$28,000 in CLSA redirects, based on FY 2024-25 data. When these amounts are confirmed, the budget will be adjusted mid-year to increase the materials allocations for eBooks and Audiobooks.

Discussion

- Depending on how the overall budget situation looks mid-year, we may want to revisit either another contribution if there are additional CLSA funds available, or conversely, setting aside a rollover to be used in FY2026-27.

Recommendation

- We recommend the NLS Executive Committee approve the proposed Library-to-Go FY 2025-26 Budget as articulated below, with \$70,000 to OverDrive eBooks/audiobooks and \$44,000 to eMagazines, and recommend adoption to the NLS Administrative Council.

Proposal for NLS Library to Go Budget FY 2025-26

<u>Revenues</u>	<u>Budget</u>	<u>Comments</u>
Previous Fiscal Year		
Carryover from FY 24/25	\$12,000	<i>These funds originated as part of the CLSA redirects from the current fiscal year and will be used to cover the cost of the Platform Fee</i>
25/26 Fiscal Year		
CLSA commitment for LTG eBooks/audio	\$70,000	<i>Based on assumption of CLSA funding base equal to current year</i>
CLSA redirects	\$ --	<i>This amount is unpredictable at this time. \$28,000 anticipated.*</i>
CLSA commitment to eMagazines	\$22,000	<i>Pre-committed</i>
Local commitments to eMagazines	\$22,000	<i>To be billed by NLS</i>
Total	\$154,000	

<u>Expenditures</u>	<u>Budget</u>	<u>Comments</u>
Platform Fee	\$12,000	
Material Orders (eBook, Audiobook)		
NEW English	\$26,900	
NEW Spanish language	\$5,300	
Sub-total	\$32,200	46% of total materials allocation
Re-purchase of MA titles	\$7,000	10%
Hold Management	\$30,800	44% --Lucky Day Purchases eliminated in favor of more High Hold copies
eBook / Audiobook Sub-Total*	\$70,000	
eMagazines	\$44,000	
Reserve for FY26/27	\$0	Will revisit with NLS mid-year
Total	\$154,000	

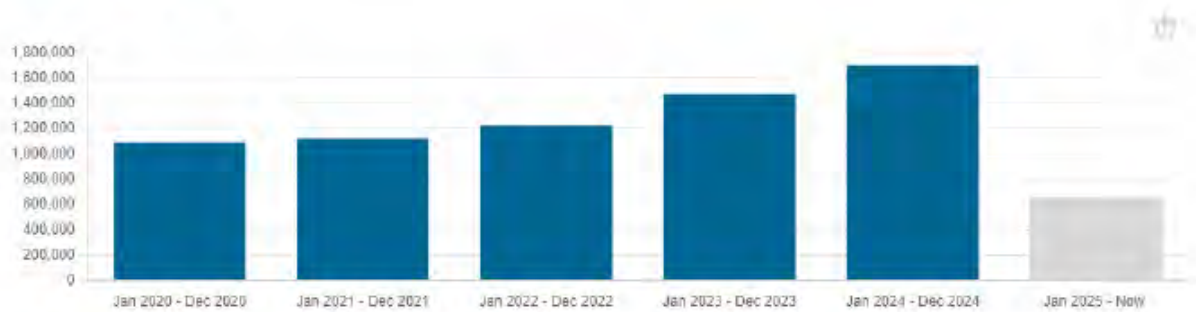
*Once CLSA redirect amounts are confirmed allocations to Material Orders will be increased.

Trends

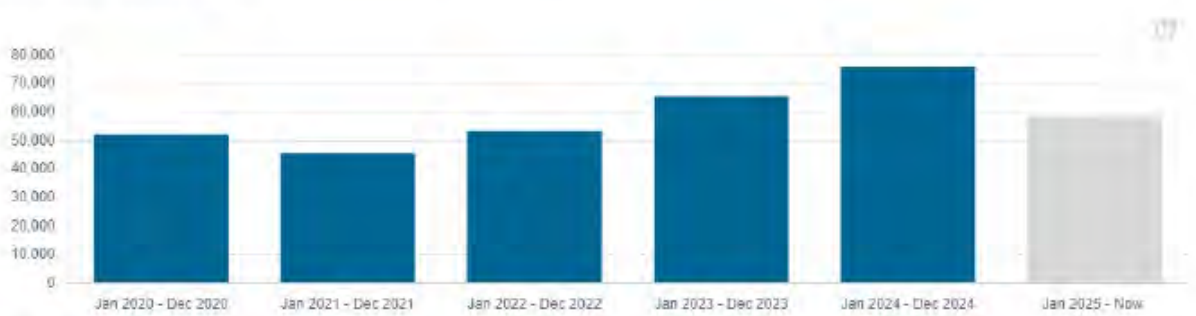
Year over year / User activity

Year over year

Checkouts: Year over year



Unique users: Year over year

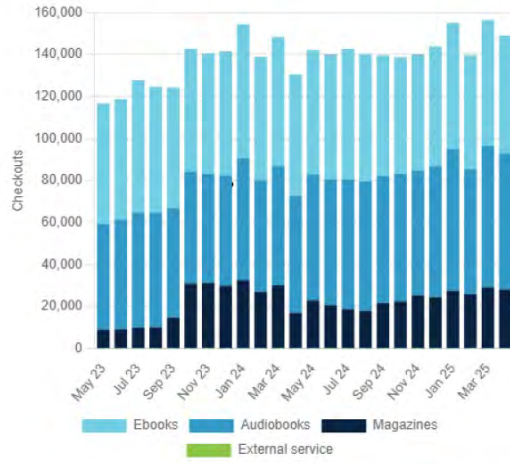


Holds: Year over year



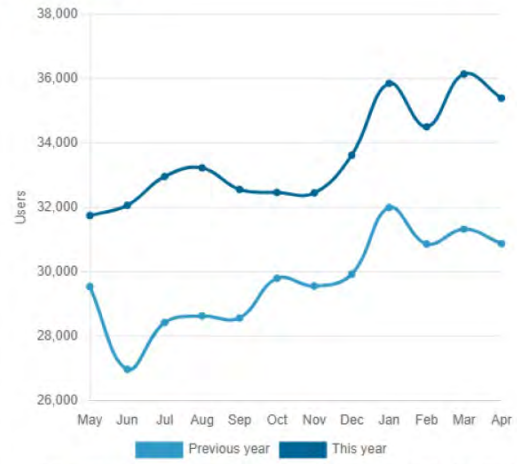
Checkouts by format

Total:



[View Checkouts report](#)

Unique users



"Units purchased" excludes Cost Per Circ (CPC), Subscription, and external services.

[View Unique users report](#)

FY25/26 OverDrive Cost Share \$70,000

Formula cost share for participating libraries: 50% using circulation, 50% using unique users.

<u>Library</u>	<u>Circulation</u>	<u>% Total Circulation</u>	<u>50% cost per Circ</u>	<u>Unique Users</u>	<u>% Total Users</u>	<u>50% Cost Unique User</u>	<u>Total cost for library</u>
	1,373,892		35,000	71,065		35,000	70,000
NLS-Alpine County Library	1429	0.10%	\$36.40	96	0.14%	\$47.28	\$83.68
NLS-Benicia Public Library	46332	3.37%	\$1,180.31	2,602	3.66%	\$1,281.50	\$2,461.81
NLS-Butte County Library	138947	10.11%	\$3,539.69	5724	8.05%	\$2,819.11	\$6,358.79
NLS-Colusa County Library	2252	0.16%	\$57.37	132	0.19%	\$65.01	\$122.38
NLS-Del Norte County Library District	8867	0.65%	\$225.89	334	0.47%	\$164.50	\$390.38
NLS-El Dorado County Library	137870	10.03%	\$3,512.25	7,450	10.48%	\$3,669.18	\$7,181.42
NLS-Folsom Public Library	70344	5.12%	\$1,792.02	3,967	5.58%	\$1,953.77	\$3,745.79
NLS-Humboldt County Library	109450	7.97%	\$2,788.25	4,786	6.73%	\$2,357.14	\$5,145.38
NLS-Lassen Library District	5099	0.37%	\$129.90	186	0.26%	\$91.61	\$221.50
NLS-Lincoln Public Library	50627	3.68%	\$1,289.73	2,852	4.01%	\$1,404.63	\$2,694.36
NLS-Modoc County Library	3823	0.28%	\$97.39	117	0.16%	\$57.62	\$155.01
NLS-Mono County Library	12406	0.90%	\$316.04	697	0.98%	\$343.28	\$659.32
NLS-Napa County Library	137979	10.04%	\$3,515.03	6,933	9.76%	\$3,414.55	\$6,929.58
NLS-Nevada County Library	108920	7.93%	\$2,774.75	5,573	7.84%	\$2,744.74	\$5,519.49
NLS-Orland Free Library	5881	0.43%	\$149.82	358	0.50%	\$176.32	\$326.14
NLS-Placer County Library	176780	12.87%	\$4,503.48	9,278	13.06%	\$4,569.48	\$9,072.96
NLS-Plumas County Library	8324	0.61%	\$212.05	436	0.61%	\$214.73	\$426.79
NLS-Roseville Public Library	111194	8.09%	\$2,832.68	8,733	12.29%	\$4,301.06	\$7,133.74
NLS-Shasta Public Libraries	113009	8.23%	\$2,878.91	4,432	6.24%	\$2,182.79	\$5,061.70
NLS-Siskiyou County Library	22962	1.67%	\$584.96	1,022	1.44%	\$503.34	\$1,088.30
NLS-St. Helena Public Library	15739	1.15%	\$400.95	684	0.96%	\$336.87	\$737.83
NLS-Sutter County Library	24894	1.81%	\$634.18	1,273	1.79%	\$626.96	\$1,261.14
NLS-Tehama County Library	15974	1.16%	\$406.94	627	0.88%	\$308.80	\$715.74
NLS-Trinity County Library	3592	0.26%	\$91.51	147	0.21%	\$72.40	\$163.90
NLS-Willows Public Library	2874	0.21%	\$73.22	159	0.22%	\$78.31	\$151.52
NLS-Woodland Public Library	29692	2.16%	\$756.41	1,979	2.78%	\$974.67	\$1,731.08
NLS-Yuba County Library	8632	0.63%	\$219.90	488	0.69%	\$240.34	\$460.24

FY24/25 OverDrive eMagazine Cost Share \$44000

Formula cost share for participating libraries: 50% using eMagazine circulation, 50% using eMagazine unique users.

Library	Circulation	% Total Circulation	50% cost per Circ	Unique Users	% Total Users	50% Cost Unique User	Total cost for library	CLSA*	Local**
	276,827		22,000	14,510		22,000	44000	22000	22000
NLS-Alpine County Library	241	0.09%	\$19.15	18	0.12%	\$27.29	\$46.44	\$23.22	\$23.22
NLS-Benicia Public Library	12680	4.58%	\$1,007.71	576	3.97%	\$873.33	\$1,881.03	\$940.52	\$940.52
NLS-Butte County Library - Adult	17474	6.31%	\$1,388.69	1021	7.04%	\$1,548.04	\$2,936.73	\$1,468.36	\$1,468.36
NLS-Colusa County Library	147	0.05%	\$11.68	23	0.16%	\$34.87	\$46.55	\$23.28	\$23.28
NLS-Del Norte County Library District	1820	0.66%	\$144.64	94	0.65%	\$142.52	\$287.16	\$143.58	\$143.58
NLS-El Dorado County Library	26802	9.68%	\$2,130.01	1426	9.83%	\$2,162.10	\$4,292.10	\$2,146.05	\$2,146.05
NLS-Folsom Public Library	11413	4.12%	\$907.01	775	5.34%	\$1,175.05	\$2,082.07	\$1,041.03	\$1,041.03
NLS-Humboldt County Library	23741	8.58%	\$1,886.75	1134	7.82%	\$1,719.37	\$3,606.11	\$1,803.06	\$1,803.06
NLS-Lassen Library District	1928	0.70%	\$153.22	56	0.39%	\$84.91	\$238.13	\$119.06	\$119.06
NLS-Lincoln Public Library	8639	3.12%	\$686.56	583	4.02%	\$883.94	\$1,570.50	\$785.25	\$785.25
NLS-Modoc County Library	138	0.05%	\$10.97	25	0.17%	\$37.90	\$48.87	\$24.44	\$24.44
NLS-Mono County Library	3525	1.27%	\$280.14	160	1.10%	\$242.59	\$522.73	\$261.37	\$261.37
NLS-Napa County Library	23816	8.60%	\$1,892.71	1458	10.05%	\$2,210.61	\$4,103.32	\$2,051.66	\$2,051.66
NLS-Nevada County Library	22247	8.04%	\$1,768.01	1273	8.77%	\$1,930.12	\$3,698.13	\$1,849.07	\$1,849.07
NLS-Orland Free Library	644	0.23%	\$51.18	67	0.46%	\$101.59	\$152.77	\$76.38	\$76.38
NLS-Placer County Library	37180	13.43%	\$2,954.77	1855	12.78%	\$2,812.54	\$5,767.31	\$2,883.66	\$2,883.66
NLS-Plumas County Library	1586	0.57%	\$126.04	113	0.78%	\$171.33	\$297.37	\$148.69	\$148.69
NLS-Roseville Public Library	31918	11.53%	\$2,536.59	1567	10.80%	\$2,375.88	\$4,912.47	\$2,456.23	\$2,456.23
NLS-Shasta Public Libraries	21849	7.89%	\$1,736.38	854	5.89%	\$1,294.83	\$3,031.22	\$1,515.61	\$1,515.61
NLS-Siskiyou County Library	6443	2.33%	\$512.04	240	1.65%	\$363.89	\$875.93	\$437.96	\$437.96
NLS-St. Helena Public Library	4163	1.50%	\$330.84	171	1.18%	\$259.27	\$590.11	\$295.06	\$295.06
NLS-Sutter County Library	4434	1.60%	\$352.38	280	1.93%	\$424.53	\$776.91	\$388.46	\$388.46
NLS-Tehama County Library	3897	1.41%	\$309.70	135	0.93%	\$204.69	\$514.39	\$257.19	\$257.19
NLS-Trinity County Library	684	0.25%	\$54.36	40	0.28%	\$60.65	\$115.01	\$57.50	\$57.50
NLS-Willows Public Library	473	0.17%	\$37.59	35	0.24%	\$53.07	\$90.66	\$45.33	\$45.33
NLS-Woodland Public Library	7619	2.75%	\$605.50	433	2.98%	\$656.51	\$1,262.01	\$631.01	\$631.01
NLS-Yuba County Library	1326	0.48%	\$105.38	98	0.68%	\$148.59	\$253.97	\$126.98	\$126.98

* In the January meeting the Council agreed that each Library would precommit CLSA dollars to pay 50% of the cost of eMagazines.

** The remaining 50% is to be paid with local funds which can be CLSA or billed--based on CLSA claim form selections.



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www.northnetlibs.org

To: NLS Executive Committee
From: Carol Frost
Subject: Review and Approval of NLS FY 2025-26 CLSA Budget
Date: May 21, 2025

Background

NLS annually receives California Library Services Act (CLSA) funds that may be used for resource sharing. At the writing of this memo, the Governor's May Revised Budget has not been released, so the NLS CLSA budget assumes the 50% CLSA reduction presented in the January preliminary budget. The Governor's final budget will be released in June, and should the CLSA budget change, a revised budget will be presented to NLS.

The purpose of this memo is for the Executive Committee to review the CLSA budget and provide direction for the FY 2025-26 Plan of Service narrative.

FY 2025-26 CLSA Allocation and Items for Consideration

The draft NLS budget is based on the assumption that the preliminary numbers provided to NLS will remain in the Governor's budget. The following funds are available for FY 2025-26:

The preliminary CLSA FY2025-26 allocation to NLS includes \$344,523 for the baseline communications and delivery budget, and \$86,131 for system administration, for a total of \$430,654.

The funds for system administration are applied to the NLS/PLP contract. The funds for the baseline communications and delivery budget include administrative items, such as Zoom, Doodle, websites, etc. The remaining funds include the allocations to courier services.

Per the decision at the January 2025 Administrative Council meeting, the \$44,000 eMagazine subscription will be funded 50% with CLSA funds, and 50% with local funds. Libraries with remaining CLSA funds can choose to redirect those funds to cover a portion of the local cost.

The CLSA allocation distribution to the libraries is included with this memo.

CLSA Future Purchases

At the writing of this memo, the Governor has not yet released his May revised budget. The preliminary budget included no reductions to CLSA funds. Through being fiscally conservative, the NLS Executive Committee has occasionally chosen to hold back a portion of the CLSA

allocation for future purchases. NLS has been able to use roll-over funds to offset CLSA reductions, or to allocate at a future time.

The Executive Committee may choose to allocate the FY 2025-26 funds back to the libraries to choose from the Menu of Services and may choose to allocate a portion of the remaining funds to future purchases. Per California law, a system has three years from receipt of funds to expend CLSA funds.

Items for Consideration to Change on the Draft Plan of Service

Below are items which need the attention of the NLS Executive Committee on the draft CLSA Plan of Service:

Question 11: Project Outputs

In FY 2024-25, the Executive Committee included the creation of a survey or other measurement tool to gather statistics and impact for the shared eResource (Library-to-Go). This has been discussed as recently as at the January 2025 Administrative Council meeting, and no tool has been created. The Executive Committee must decide if a shared tool will be created, and, if so, what the time frame will be for that. The Executive Committee must also decide if they would like to have this mentioned again in the FY 2025-26 Plan of Service. Please note that the State Library will not provide guidance on this, as this is a metric which NLS has chosen. It has been determined that OverDrive cannot perform a survey on behalf of NLS.

Question 12: Evaluation Plans

In FY 2024-25, the Executive Committee included in the Plan of Service that they would develop metrics and methods for collection of member libraries to define, define and evaluate the effectiveness and impact of the shared collection and courier services in their community. Three positive outcomes to measure and evaluate this were identified in the Plan of Service. The Executive Committee should review these three outcomes, which include continued engagement relative to resources, converted engagement, and promotion. If these are not relevant, the Executive Committee must develop alternative language.

These changes to the narrative of the Plan of Service must be completed by the first week in June, so that they can be submitted to the State library.

FY2025-26 CLSA C & D Funds Distribution

Date: 5/13/25

Library	CSL Certified 2023-24 Population Figures	50% of \$341,718 CLSA Fund/Equally Distributed \$170,859	50% of \$341,718 CLSA Funds/Base on Population \$170,859	Total CLSA Allocation (Rounded)	Use \$22,000 of CLSA Funds 50% eMag. Cost	Revised CLSA Allocation (Rounded)	NBCLS and MVLS Deliveries	OverDrive \$70,000	\$22,000 50% eMag. Local Cost	Total Delivery, OverDrive & eMagazine	C & D Funds Local Distribution or Amount to be Invoiced (Amt)
Alpine County Library	1,179	4,271	41	\$ 4,313	\$ (23)	\$ 4,290		\$ 84	\$ 23	\$ 107	\$ 4,183
Bel-Tiburon Public Library	10,852	4,271	378	\$ 4,649	\$ -	\$ 4,649			\$ -	\$ -	\$ 4,649
Benicia Public Library	26,033	4,271	907	\$ 5,178	\$ (941)	\$ 4,237	\$ 23,382	\$ 2,462	\$ 941	\$ 26,785	\$ (22,548)
Butte County Library	205,928	4,271	7,172	\$ 11,444	\$ (1,468)	\$ 9,976		\$ 6,359	\$ 1,468	\$ 7,827	\$ 2,149
Colusa County Library	21,743	4,271	757	\$ 5,029	\$ (23)	\$ 5,006	\$ 6,787	\$ 122	\$ 23	\$ 6,932	\$ (1,926)
Del Norte County Library Dist.	26,345	4,271	918	\$ 5,189	\$ (144)	\$ 5,045		\$ 390	\$ 144	\$ 534	\$ 4,511
El Dorado County Library	188,583	4,271	6,568	\$ 10,840	\$ (2,146)	\$ 8,694	\$ 322	\$ 7,181	\$ 2,146	\$ 9,649	\$ (955)
Folsom Public Library	88,023	4,271	3,066	\$ 7,337	\$ (1,041)	\$ 6,296	\$ 13,574	\$ 3,746	\$ 1,041	\$ 18,361	\$ (12,065)
Humboldt County Library	133,100	4,271	4,636	\$ 8,907	\$ (1,803)	\$ 7,104		\$ 5,145	\$ 1,803	\$ 6,948	\$ 156
Lake County Library	67,001	4,271	2,334	\$ 6,605	\$ -	\$ 6,605	\$ 50,260		\$ -	\$ 50,260	\$ (43,655)
Larkspur Public Library	12,655	4,271	441	\$ 4,712	\$ -	\$ 4,712			\$ -	\$ -	\$ 4,712
Lassen Library District	11,639	4,271	405	\$ 4,677	\$ (119)	\$ 4,558		\$ 222	\$ 119	\$ 341	\$ 4,217
Lincoln Public Library	53,231	4,271	1,854	\$ 6,125	\$ (785)	\$ 5,340	\$ 3,394	\$ 2,694	\$ 785	\$ 6,873	\$ (1,533)
Marin County Free Library	136,835	4,271	4,766	\$ 9,037	\$ -	\$ 9,037			\$ -	\$ -	\$ 9,037
Mendocino County Library	89,476	4,271	3,116	\$ 7,388	\$ -	\$ 7,388	\$ 77,081		\$ -	\$ 77,081	\$ (69,693)
Mill Valley Public Library	13,635	4,271	475	\$ 4,746	\$ -	\$ 4,746			\$ -	\$ -	\$ 4,746
Modoc County Library	8,484	4,271	295	\$ 4,567	\$ (24)	\$ 4,543		\$ 155	\$ 24	\$ 179	\$ 4,364
Mono County Free Library	12,861	4,271	448	\$ 4,719	\$ (261)	\$ 4,458		\$ 659	\$ 261	\$ 920	\$ 3,538
Napa County Library	129,715	4,271	4,518	\$ 8,789	\$ (2,052)	\$ 6,737		\$ 6,930	\$ 2,052	\$ 8,982	\$ (2,245)
Nevada County Library	100,177	4,271	3,489	\$ 7,761	\$ (1,849)	\$ 5,912		\$ 5,519	\$ 1,849	\$ 7,368	\$ (1,456)
Orland Free Library	16,073	4,271	560	\$ 4,831	\$ (76)	\$ 4,755		\$ 326	\$ 76	\$ 402	\$ 4,353
Placer County Library	198,683	4,271	6,920	\$ 11,192	\$ (2,884)	\$ 8,308	\$ 3,394	\$ 9,073	\$ 2,884	\$ 15,351	\$ (7,043)
Plumas County Library	22,012	4,271	767	\$ 5,038	\$ (149)	\$ 4,889		\$ 427	\$ 149	\$ 576	\$ 4,313
Roseville Public Library	154,329	4,271	5,375	\$ 9,647	\$ (2,456)	\$ 7,191	\$ 322	\$ 7,134	\$ 2,456	\$ 9,912	\$ (2,721)
Sacramento Public Library	1,490,915	4,271	51,928	\$ 56,199	\$ -	\$ 56,199	\$ 16,968		\$ -	\$ 16,968	\$ 39,231
St. Helena Public Library	5,314	4,271	185	\$ 4,457	\$ (295)	\$ 4,162	\$ 16,930	\$ 738	\$ 295	\$ 17,963	\$ (13,801)
San Anselmo Public Library	12,426	4,271	433	\$ 4,704	\$ -	\$ 4,704			\$ -	\$ -	\$ 4,704
San Rafael Public Library	59,585	4,271	2,075	\$ 6,347	\$ -	\$ 6,347			\$ -	\$ -	\$ 6,347
Sausalito Public Library	6,856	4,271	239	\$ 4,510	\$ -	\$ 4,510			\$ -	\$ -	\$ 4,510
Shasta Public Libraries	179,195	4,271	6,241	\$ 10,513	\$ (1,516)	\$ 8,997		\$ 5,062	\$ 1,516	\$ 6,578	\$ 2,419
Siskiyou County Library	43,409	4,271	1,512	\$ 5,783	\$ (438)	\$ 5,345		\$ 1,088	\$ 438	\$ 1,526	\$ 3,819
Solano County Library	420,393	4,271	14,642	\$ 18,914	\$ -	\$ 18,914	\$ 65,112		\$ -	\$ 65,112	\$ (46,198)
Sonoma County Library	478,152	4,271	16,654	\$ 20,925	\$ -	\$ 20,925	\$ 49,488		\$ -	\$ 49,488	\$ (28,563)
Sutter County Library	100,110	4,271	3,487	\$ 7,758	\$ (388)	\$ 7,370	\$ 10,180	\$ 1,261	\$ 388	\$ 11,829	\$ (4,459)
Tehama County Library	64,308	4,271	2,240	\$ 6,511	\$ (257)	\$ 6,254		\$ 716	\$ 257	\$ 973	\$ 5,281
Trinity County Library	15,915	4,271	554	\$ 4,826	\$ (58)	\$ 4,768		\$ 164	\$ 58	\$ 222	\$ 4,546
Willows Public Library	12,663	4,271	441	\$ 4,713	\$ (45)	\$ 4,668		\$ 152	\$ 45	\$ 197	\$ 4,471
Woodland Public Library	60,672	4,271	2,113	\$ 6,385	\$ (631)	\$ 5,754	\$ 13,574	\$ 1,731	\$ 631	\$ 15,936	\$ (10,182)
Yolo County Library	160,994	4,271	5,607	\$ 9,879		\$ 9,879	\$ 303			\$ 303	\$ 9,576
Yuba County Library	66,087	4,271	2,302	\$ 6,573	\$ (127)	\$ 6,446		\$ 460	\$ 127	\$ 587	\$ 5,859
Total	4,905,586	\$170,859	\$170,859	\$ 341,719	\$ (22,000)	\$ 319,719	\$ 351,071	\$ 70,000	\$ 22,000	\$ 443,070	



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2025-2026 Plan of Service
Application Instructions and Guidelines

California State Library
Sacramento
April 22, 2025

Greg Lucas, Chief Executive Officer
California Library Services Board

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Application document.
- Guidance to help applicants provide the requested information.

APPLICANT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Organization - Question 1 and 1b	For question 1, ("Is your organization and public Library?") select "No" and enter your legal organization name in question 1b NorthNet Library System
Location – Question 1c and 1d	Although your project will be implemented in a California Public Library please enter "No" for question 1c please enter "[your Cooperative system name] jurisdiction". NorthNet Library System
Questions 2-8: Authorized Representative Information	Ms. Carol Frost NorthNet Administrator 650-349-5538 Frost@plpinfo.org NorthNet Library System 32 W. 24th Avenue, Suite 201 San Mateo, CA 94403-2265
Questions 9-12: Recipient Grant Manager Contact Information	Carol Frost NorthNet Administrator frost@plpinfo.org 650-349-5538
Question 13: Eligibility	Please select yes .
Question 14. Federal Employer Identification Number (FEIN)	Enter your organization's Federal Employer Identification Number. EIN: 90-0497686

PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Question1: Primary Project Audience	Identify the audience General Population
Question 2: Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	The NorthNet Library System will provide shared resources, including shared courier services and eCollections, for its member libraries with the expected benefit of providing NorthNet residents the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to these physical and digital resources.

<p>Question 3: Description</p> <p>Describe</p> <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. <p>(Word limit: 300)</p>	<p>NLS will use CLSA funds in accordance with the specified uses per California law to support equitable access to shared resources among three or more libraries.</p> <p>The NorthNet region, with 41 member libraries, covers 57,838 square miles in the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of the 58 California counties, 48% of them are in NLS, and 64% are</p> <p>classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches. Library budgets range from a few thousand dollars to several million.</p> <p>Funds will be allocated to support two specific courier services in two regions: Mountain Valley Library System, and North Bay Cooperative Library System. Funds will also support a shared eBook and eAudiobook collection among 27 member libraries.</p> <p>Because the needs of the NLS region are so diverse, NLS will allocate some of the funds to the libraries so that they may choose from a menu of services, including support for Link+, support for their own shared eCollections, support for their own shared delivery, and to support broadband hardware and telecommunication costs.</p> <p>Providing a mechanism for sharing of physical materials and shared eCollections assists the public libraries in improving services to the underserved by ensuring books and other physical materials can move freely past jurisdictional boundaries and reach various communities. This breaks down the physical barriers and supports collaboration.</p> <p>With the continued 50% CLSA reduction, there is not enough funding to fully support the shared eMagazine collection. Libraries will need to contribute 50% of local funds to continue the service.</p>
<p>Question 4: Agency Information</p> <p>Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 300)</p>	<p>The purpose of NorthNet as a consolidated regional system is to improve the services of its constituent member libraries by maintaining existing CLSA programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic,</p>

	<p>and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing. NLS develops broader goals and scope than the CLSA mandated programs in communications, delivery, and resource sharing, which are legislated by current law. The regional system improves and enhances services formerly provided by the three local systems. A local system may continue local best practices to meet its own needs.</p> <p>In FY 2021/22 NLS leadership undertook a review and revision to the Strategic Priorities developed in FY 2015/16. The Administrative Council adopted the Strategic Priorities at the January 26, 2023 Mid-Year Meeting, and a revised version was adopted at the January 25, 2024 meeting. The Strategic Priorities projects are identified as Tier 1 and Tier 2. NLS directors and other staff will be engaged to carry out the proposed tasks under each priority.</p> <p>Tier One Priorities:</p> <ol style="list-style-type: none"> 1. Disaster Preparedness and Response (including support of the Recovery Together website to share best practices) 2. Future of Shared eResources (including support of shared eCollections) 3. Capacity Building for Staff – Our Most Valuable Asset (including systemwide and local training support) <p>Tier Two Priorities:</p> <ol style="list-style-type: none"> 1. Monitoring CalPERS liability for the legacy systems 2. Advocacy 3. Maximizing the effectiveness of NLS training and communication practices
<p>Question 5and 5b: Will this be a brand-new project? (Y/N)</p> <p>Describe the project’s current status, any results, lessons learned, and impact to date in question 5b.</p>	<p>Please select “no” for question 5.</p> <p>5b. NLS leadership regularly surveys NLS membership to understand how they can better serve all NLS libraries and their communities, and to determine how to most equitably distribute and allocate CLSA funding throughout the region. At its Annual Meeting in June 2023, the Administrative Council approved a revised CLSA Claim Form which includes narrative questions regarding the use and impact of CLSA funds in communities that make up the NLS region. NLS leadership will review and evaluate how these responses can be used to ensure CLSA funds</p>

	<p>continue to support the needs of the diverse communities within NorthNet.</p> <p>The primary goals for NLS are to continue to share materials and resources (both physical and electronic). These goals are being met through using CLSA funds to support shared courier/delivery services and shared eMaterials including eBooks and eAudiobooks. Positive impact has been demonstrated through access and use of these collections.</p>
Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?	If yes, describe your plans for future years and how the activities proposed in this project contribute organization's plans as a whole.
Question 7: Focus Population Who is the focus population for this project? (Word limit: 25)	NLS's focus population will include a vast region of rural, frontier and geographically isolated and under-resourced libraries, as well as urban areas served by more well-funded libraries.

Question 8: Addressing Barriers and Unmet Needs: How does this proposed project address barriers and needs experienced by the focus population and align with the population's needs and aspirations? (Word limit: 150)	<p>The NLS community of 41 member library directors has defined its needs and aspirations through member surveys, focus groups, and ad hoc committee leadership. NLS drafted the following language to guide the development and adoption of the Strategic Priorities for NorthNet. "In light of continually changing economic support, new service trends and new NLS leadership, a fresh look at system activities focused on clarifying and identifying strategic priorities has been undertaken. These priorities are extremely useful in identifying impactful services for member libraries and are informing recommendations to the California Library Services Board, the board that determines the services provided by NLS and other California Library Services Act (CLSA) systems." The NLS Strategic Priorities were approved and adopted to include the projects identified under Tier 1 and Tier 2 below. NLS directors and other staff will be engaged to carry out the proposed tasks under each priority with a focus on the communities in geographically isolated and underserved areas of the region.</p> <p>Tier One Priorities:</p> <ol style="list-style-type: none"> 1. Disaster Preparedness and Response 2. Future of Shared eResources 3. Capacity Building for Staff – Our Most Valuable Asset <p>Tier Two Priorities:</p>
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	1. Monitoring CalPERS liability for the legacy systems 2. Advocacy 3. Maximizing the effectiveness of NLS training and communication practices
Question 9: Connecting with the Focus Population: How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)	<p>The NLS community of 41 member libraries and their directors are committed to adhering to the NLS Strategic Priorities adopted by the NLS Administrative Council that were founded on the goal of identifying the most impactful services for their communities. NLS libraries are overwhelmingly represented by the most geographically isolated, rural and frontier communities of California. In addition to the ruralness, recent demographics of the NLS region report the following: 12% are below the poverty level; 18% are over the age of 65 years; and 24% are non-English speaking. Individual member libraries are actively engaged with their community stakeholders and community partners, where available, to ensure community engagement at a local level.</p> <p>NLS has demonstrated a long-standing commitment to investing in services that will meet the needs of their most isolated and rural populations through the allocation of funds directed to courier delivery services and the investment in eMaterials. Providing a mechanism for sharing of physical materials and shared eCollections assists the public libraries in improving services to the underserved by ensuring materials can move freely past jurisdictional boundaries and reach all communities. This breaks down the physical barriers to support collaboration. Positive impact has been demonstrated through access and use of these collections, and patron requests for additional materials.</p>
Question 10: Collaborate Focus Population:	Not Applicable.
Question 11: Project Outputs List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.	<p>One shared subscription to OverDrive eBooks and eAudiobooks, and one shared subscription from OverDrive for shared eMagazines for 27 libraries called Library-to-Go for eBooks and eAudio, with an estimate of 1.6M items circulated.</p> <p>Contract with two couriers for delivery service among the North Bay Cooperative Library System for 6 libraries, and for the Mountain Valley Library</p>

	<p>Cooperative, for 10 libraries, with an anticipated 730,000 items being picked up and delivered.</p> <p>Development of a survey or other measurement tool to gather statistics and impact for the shared eResources.</p> <p>Review of current menu of services for libraries to choose from, for their local CLSA allocation, including local shared eResources, Palace eBooks-for-all, Link+ subscription, other ILL, broadband hardware, and broadband telecommunication costs. It is estimated that 3 libraries would use funds to support broadband telecommunication costs, 2 libraries will use funds for broadband hardware, 14 libraries may use funds to support other shared eCollections, such as Kanopy, Palace eBook-for-all, or shared OverDrive, 1 library may allocate funds to support other local intradelivery to support ILL, such as OCLC, and 3 libraries will use CLSA funds to offset costs for their Link+ subscription.</p>
<p>Question 12: Evaluation Plans</p> <p>Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)</p>	<p>NLS will develop 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.</p> <p>Positive outcomes to measure and evaluate may include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. <i>Continued engagement relative to resources.</i> 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. <i>Converted engagement.</i> 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. <i>Promotion.</i> 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.
Question 13: Future Plans Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned (Word limit: 150)	<p>The NLS Executive Committee is actively engaged in discussion of the sustainability of continued services as it anticipates another year of reduced CLSA funding in FY 2025/26. Even without CLSA funds, the individual member libraries benefit from shared and pooled resources. Individual member libraries also have to consider how local budgets will affect their ability to participate in NorthNet services, more so with a loss in CLSA funding. By design, within the structure of NorthNet, there exists opportunity for each library to customize how it will take advantage of CLSA funds with the option to “opt out” or “pay in” for pooled services. If CLSA funds are reduced or eliminated this would still be true, but it is also anticipated that a reduction in funding would translate to a reduction in service offerings for many members.</p> <p>An ongoing issue remains where CLSA funds are not increasing, and, in the case of FY 2025/26, continued to be funded at 50%, yet subscription costs continue to rise. Without additional funding, the sustainability of maintaining current levels of service is not tenable, and in many cases, the very small libraries do not have local funding to fill the gap. This results in a continued degradation of services.</p>
Question 14: Project Partners	“No”
Question 15: Community Connections These are invited but not required.	If you do not have any community connections, please select “No”.

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

This section contains questions specific to the California Library Services Act Plan of Service.

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Resources/Services/Programs Summary of library participation in resources, services, and programs	Resource/service/program name: Shared OverDrive eBook and eAudioBook Collection Participating Libraries: 27

	<p>One shared subscription to OverDrive for 27 libraries, called Library-to-Go, for eBooks and eAudio, with an estimate of 1.35 million items circulated. The member libraries are: Alpine County, Benicia Public, Butte County, Colusa County, Del Norte Library District, El Dorado County, Folsom Public, Humboldt County, Lassen, Lincoln Public, Modoc County, Mono County, Napa County, Nevada County, Orland Public, Placer County, Plumas County, Roseville Public, Shasta, Siskiyou County, St Helena, Sutter County, Tehama County, Trinity County, Willows Public, Woodland Public and Yuba County.</p> <p>The other remaining 13 NLS libraries did not participate because of other local shared collections.</p> <p>Resource/service/program name: Shared OverDrive eMagazine Collection Participating Libraries: 27 One shared subscription to OverDrive eMagazines for 27 libraries, called Library-to-Go, for eBooks and eAudio, with an estimate of 275,000 items circulated. The member libraries are: Alpine County, Benicia Public, Butte County, Colusa County, Del Norte Library District, El Dorado County, Folsom Public, Humboldt County, Lassen, Lincoln Public, Modoc County, Mono County, Napa County, Nevada County, Orland Public, Placer County, Plumas County, Roseville Public, Shasta, Siskiyou County, St Helena, Sutter County, Tehama County, Trinity County, Willows Public, Woodland Public and Yuba County.</p> <p>The other remaining 13 NLS libraries did not participate because of other local shared collections.</p> <p>Resource/service/program name: Shared Courier Participating Libraries: 16 Contract with two couriers for delivery service among the North Bay Cooperative Library System for 6 libraries, and for the Mountain Valley Library Cooperative, for 10 libraries, with an anticipated 730,000 items being picked up and delivered. North Bay libraries are: Benicia, Solano County, Lake County, St Helena, Mendocino County and Sonoma County. Mountain Valley libraries are: Sacramento Public, Woodland Public, Solano County, Yolo</p>
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	<p>County, Colusa County, Sutter County, Folsom Public, Roseville Public, Lincoln Public, and El Dorado County.</p> <p>The other libraries are not participating because the North State region is too geographically isolated for courier service.</p> <p>Because the needs of the NLS libraries are so diverse, NLS will allocate some of the funds to the libraries, so that they may choose from a menu of services. Below are the estimates, based on FY 24/25 choices:</p> <p>Resource/service/program name: Link+ Participating Libraries: 3 El Dorado County, Napa County, and Yolo County The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Palace eBook-for-all Participating Libraries: 1 Butte County The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Kanopy Participating Libraries: 1 San Rafael The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Other shared OverDrive eCollections Participating Libraries: 13 Alpine County, Bel-Tiburon, Humboldt County, Larkspur, Marin County, Mill Valley, Orland, Plumas County, San Anselmo, Shasta, Trinity County and Willows The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Broadband hardware Participating Libraries: 2 Del Norte Library District and Sacramento</p>
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	<p>The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Broadband telecommunication costs Participating Libraries: 3 Modoc County, Sacramento and Tehama County The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name Other ILL, such as OCLC Participating Libraries: 1 Trinity County The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p>
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INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Demographics of System Service Area	<ul style="list-style-type: none"> • Total population of System service area 5,001,927 • Economically Disadvantaged (below poverty level) population 575,438 • Institutionalized population 64,436 • Population aged 65+ 915,031 • Children and youth population <ul style="list-style-type: none"> • Under 5 years of age 269,272 • 5 to 9 294,931 • 10 to 14 320,250 • 15 to 19 317,113 • Persons with disabilities 657,531 • Speakers of limited English or English as a Second language population 473,186 • Non-English speaking population 1,209,231 • Ethnicity <ul style="list-style-type: none"> • Black 259,763 • Hispanic 1,173,585 • Asian 532,051 • Native American 58,677 • Other 30,266 • Geographically isolated population (Rural) 795,009 • Functionally illiterate population 1,007,747 Homebound population 254,979

ACTIVITIES

<p>Activity 1: Electronic Materials (Resource Sharing) If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>Title: Shared eResources</p> <p>1. OverDrive eBooks/eAudiobooks. This will include: a) the Library-to-Go shared collection among 27-member libraries. b) Should some regions with shared collections choose (such as MARINet) they may allocate some of their CLSA funds to a shared OverDrive collection between 3 or more libraries, or for shared Kanopy or Palace eBook-for-All. It is estimated that between all of these shared collections, 1.4 million items will be circulated and 70,000 titles purchased.</p> <p>2. OverDrive eMagazine Subscription. This is the shared collection among 27 member libraries. The circulation is estimated at 275,000. As a subscription, there are no titles purchased. Beneficiaries: General Population Categories: Activity: Content Mode: Acquisition Format: Digital</p>
<p>Activity 2: Learning Platforms (Resource sharing)</p>	<p>N/A</p>
<p>Activity 3: Inter Library Loan (Delivery) If funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+, the activity categories should be:</p> <p>Please note systems will be asked to report in the system annual report on the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries.</p> <p>Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical</p>	<p>Title: Inter Library Loan Delivery</p> <p>To meet the diverse needs of the areas of NLS, some of the CLSA funds will be allocated to NLS Libraries through a menu of services. It is anticipated they will use the funds to support:</p> <p>1. One library will choose to use funds to support Inter-library loan delivery, which may come from either OCLC ILL or from other local shared ILL, using CLSA funds to mail ILL items.</p> <p>2. Innovative Link+ Resource Sharing Subscription: 3 of the 17 NLS libraries participating in the shared contract may allocate CLSA funds to support this subscription.</p> <p>Beneficiaries: General Population Categories: Activity: Content Mode: Lending Format: Physical</p>

<p>Activity 4: Intra System Lending (Delivery) If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical</p>	<p>Title: Intra System Lending - Delivery CLSA funds will continue to support the physical movement of resources from one library to another. This delivery system enables resource sharing among System members which is a high priority for most NLS libraries. NLS will support the contracted services of two couriers serving the Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with local funding.</p> <p>Beneficiaries: General Population Categories: Activity: Content Mode: Lending Format: Physical</p> <p>Physical items sent by system member public libraries: 730,000 Physical items delivered to system member public libraries: 730,000 Physical items delivered to non-public libraries in system area: 0 Total: 730,000 Physical items sent by non-public libraries in system area: 0 Physical items delivered to system member public libraries: 730,000 Physical items delivered to non-public libraries in system area: 0 Total: 730,000 Number of system-owned delivery vehicles that physically move items: 0 Frequency/schedule of physical delivery service: 1 to 5 days per week Number of contracted vendor delivery vehicles that physically move items: 4 Frequency/schedule of physical delivery service: 1 to 5 days per week</p> <p>Percentage of items to be physically delivered by: US Mail: UPS: System Van: Contracted Van: 100%</p>
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Activity 5: Programming (Resource Sharing)	N/A
Activity 6: Library Management and Operations (Resource Sharing)	N/A
Activity 7: Library Broadband (Communications and Delivery) If funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment, the activity categories should be: Categories: Activity: Procurement	Title: Library Broadband To meet the diverse needs of the areas of NLS, some of the CLSA funds will be allocated to NLS Libraries through a formula. We anticipate that two libraries will allocate funds for Broadband hardware to purchase routers or switches for their network backbone, and three libraries may choose to allocate funds for Broadband telecommunication costs. Beneficiaries: General Population Categories: Activity: Procurement
Activity 8: System Operations (Resource Sharing, Communications and Delivery) Beneficiaries: Library Workforce Categories: Activity: Procurement	Title: System Operations The Communication and Delivery baseline funds include baseline services for NLS, including office supplies, general postage, website hosting, Doodle, Zoom, and domain names. Providing these services promotes effective communication and supports the System's general needs. Beneficiaries: Library Workforce Categories: Activity: Procurement

TIMELINE

List your major activities and when they will occur

Activity	Month Started	Month Ended
Purchase OverDrive shared collections	July	June
Link+ Subscription	July	June
Courier Service Delivery Contracts	July	June
Develop a measurement tool to gather statistics	August	January
Review Menu of Services	August	January
Issue the CLSA Claim Form to NLS libraries for selection of menu options	January	April
Gather statistics for annual reporting	April	June

System Name: NorthNet Library System

Fiscal Year 2025-2026	Response:
If it will take you longer than one year to spend your 2025-2026 funds, specify why.	It is expected that all funds will be expended

Fiscal year 2025-2026: System Administration**Salaries/Wages/Benefits: System Administration**

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
1)System Coordinator (.33 FTE)	\$25,350	\$25,350			
2)CEO (.10 FTE)	\$15,555	\$14,339			
3)Controller (.11 FTE)	\$14,111	\$14,111			
4)Operations Manager (.20 FTE)	\$15,816	\$15,817			
5)Accounting Assistant II (.08 FTE)	\$3,919	\$3,920			
6)Administrative Assistant II (.04 FTE)	\$1,993	\$1,993			
7)Fiscal/Admin Svcs Specialist (.09 FTE)	\$6,920	\$6,920			
8)Administrative Assistant (.09FTE)	\$2,467	\$2,467			
Total Salaries/Wages/Benefits	\$86,131	\$84,917			

- 1) System Coordinator: provides committee support for NLS Executive and Council, and NLS regional Councils. Prepares correspondence, coordinates activities, prepares agenda packets, takes Minutes and adheres to Brown Act. Manages the website, ensures effective communication among members.
- 2)CEO: provides oversight of CLSA activities. The CEO works with the Executive Committee for priorities and ensures the overall fiscal and operational activities regarding CLSA reporting and activities are compliant with California law and are successfully completed. Writes and presents reports to the NLS Council and NLS regional Councils, and attends NLS and CLSB meetings.
- 3)Controller: prepares and monitors the CLSA budget and ensures all contracts with vendors for CLSA related services are completed. Prepares the fiscal CLSA reports and ensures compliance.
- 4)Operations Manager: with System Coordinator, updates the website to ensure effective communication; ensuring all agendas and minutes are posted in adherence to the Brown Act. Assist with coordination of all NLS and regions of NLS in their meeting set-ups and issues all agenda packets. Handles communication contracts for NLS, including purchasing of Zoom, Doodle, telecommunications, etc. She works with the NLS Coordinator to prepare and distribute agenda packets for NLS and the legacy systems where CLSA activities are discussed, and ensures adherence to the Brown Act.
- 5)Accounting Assistant II: processes payables weekly, prepares invoices, and prepares deposits. This includes activity related to library CLSA claim forms, and goods and services related to CLSA.
- 6)Administrative Assistant II: creates contracts for the various PLP CLSA services (e.g. contracts with contract workers, vendors, delivery, etc.) Assists in coordination of sending CLSA claim forms to each library.
- 7) Fiscal and Administrative Services Specialist: Coordinates invoices and payments for NLS including membership, subscription costs, vendor payments and CalPERS.
- 8) Administrative Assistant: Assists with processing reimbursements and invoices, and filing paperwork.

Supplies/Materials: System Administration

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match			
Total Supplies/Materials	\$0	\$0			

Equipment: System Administration

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match			
Total Equipment	\$0	\$0			

Services: System Administration

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match			
Total Services	\$0	\$0			

Total expenses: system administration	\$86,131	\$84,917			
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Total income: fiscal year 2025-2026	\$86,131				
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Total remaining: fiscal year 2025-2026	\$0				
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Fiscal year 2025-2026: Baseline Funds

Consultant Fees

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Consultants	\$0	\$0			

Supplies/Materials

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Office supplies	\$700		Activity 8: System Operations		Postage and General Supplies for effective resource sharing.
Total Supplies/Materials	\$700	\$0			

Equipment					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Broadband hardware	\$25,000		Activity 7: Library Broadband		Allocation to libraries, estimation of hardware (routers, switches) to be purchased for effective resource sharing.
Total Equipment	\$25,000	\$0			

Services					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Zoom	\$100		Activity 8: System Operations		Subscription to hold virtual executive and regional meetings for effective resource sharing.
Doodle	\$25		Activity 8: System Operations		Communication tool to assist in arranging meetings for effective resource sharing.
Website hosting and Domain Names	\$97		Activity 8: System Operations		Communication tool for effective resource sharing; Brown Act compliance
Two System Delivery Contracts	\$111,359	\$239,712	Activity 4: Intra-System Lending - Delivery		Systemwide contract: Courier service for two regional systems for effective resource sharing.
Shared OverDrive Library-to-Go eCollection	\$94,000		Activity 1: Shared eResources		Shared eBook and eAudio collection for effective resource sharing.
Other Shared eCollections	\$44,700		Activity 1: Shared eResources		Allocation to libraries for effective resource sharing, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive (\$32,000), Palace eBooks for All (\$6,400), or Kanopy (\$6,300)
Shared eMagazine Subscription	\$22,000	\$22,000	Activity 1: Shared eResources		Shared eMagazine collection for effective resource sharing.
Innovative Link+ Resource Sharing Subscription	\$17,000	\$255,264	Activity 3: InterLibrary Loan (Delivery)		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Link+ contract
Inter-library loan (local use)	\$2,300		Activity 3: InterLibrary Loan (Delivery)		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds for local courier costs

Broadband telecommunication costs	\$27,242		Activity 7: Library Broadband		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommunication costs
Total Services	\$318,823	\$516,976			

Total expenses: baseline	\$344,523	\$516,976			
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Total income: fiscal year 2025-2026	\$344,523				
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Total remaining: fiscal year 2025-2026	\$0				
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Total expenses administration and baseline	\$430,654	\$601,893			
Total income: fiscal year 2025-2026	\$430,654				
Total remaining: fiscal year 2025-2026	\$0				

☐ I do not have 2043-2025 roll over funds

System Name: NorthNet Library System

Fiscal Year 2024-2025	Response:
If it will take you longer than one year to spend your remaining 2024-2025 funds, specify why.	It is expected that all funds will be expended.

Fiscal year 2024-2025: System Administration

Salaries/Wages/Benefits: System Administration					
Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.					
Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
Total Salaries/Wages/Benefits	\$0	\$0			

Supplies/Materials: System Administration					
Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.					
Supplies/Materials	CLSA Funds	Local Match			
Total Supplies/Materials	\$0	\$0			

Equipment: System Administration					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match			
Total Equipment	\$0	\$0			

Services: System Administration					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match			
Total Services	\$0	\$0			
Total expenses: system administration	\$0	\$0			
Total income: fiscal year 2024-2025			Do not include your full original 2023-2024 funds. Include only those funds that are remaining from the 2023-2024 fiscal year		
Total remaining: fiscal year 2024-2025	\$0				

Fiscal year 2024-2025: Baseline Funds

Consultant Fees					
Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).					
Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Consultants	\$0	\$0			

Supplies/Materials					
Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.					
Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Supplies/Materials	\$0	\$0			

Equipment					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Equipment	\$0	\$0			

Services					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Zoom	\$350		Activity 8: System Operations	Website hosting and Domain Names	Use of FY2024-25 funds to support subscription to hold virtual executive and regional meetings for effective resource sharing.
Doodle	\$60		Activity 8: System Operations	Website hosting and Domain Names	Use of FY2024-25 funds to support communication tool to assist in arranging meetings for effective resource sharing.
Website hosting and Domain Names	\$1,473		Activity 8: System Operations	Website hosting and Domain Names	Use of FY2024-25 funds to support Communication tool for effective resource sharing; Brown Act compliance
Shared OverDrive Library-to-Go eCollection	\$12,000		Activity 1: Shared eResources	Shared OverDrive Library-to-Go eBook and eAudio collection for effective resource sharing	Use of FY 2024-25 allocation to libraries for shared Library-to-Go to offset costs due to 50% allocation reduction
Total Services	\$13,883	\$0			

Total expenses: baseline	\$13,883	\$0			
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Total income: fiscal year 2024-2025	\$13,883				
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Total remaining: fiscal year 2024-2025	\$0				
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Total expenses administration and baseline	\$13,883	\$0			
Total income: fiscal year 2024-2025	\$13,883				
Total remaining: fiscal year 2024-2025	\$0				

☒ I do not have 2023-2024 roll over funds

System Name: NorthNet Library System

Fiscal Year 2023-2024	Response:
2023-2024 fiscal year funds, must be expended by June 30. 2026.	

Fiscal year 2023-2024: System Administration

Salaries/Wages/Benefits: System Administration					
Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative					
Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
Total Salaries/Wages/Benefits	\$0	\$0			

Supplies/Materials: System Administration					
Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.					
Supplies/Materials	CLSA Funds	Local Match			
Total Supplies/Materials	\$0	\$0			

Equipment: System Administration					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a					
Equipment	CLSA Funds	Local Match			
Total Equipment	\$0	\$0			

Services: System Administration					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match			

Total Services	\$0	\$0			

Total expenses: system administration	\$0	\$0			
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Total income: fiscal year 2023-2024	500		Do not include your full original 2022-2023 funds. Include only those funds that are remaining from the 2022-2023 fiscal year		
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Total remaining: fiscal year 2023-2024	\$500				
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Fiscal year 2023-2024: Baseline Funds

Consultant Fees					
Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the					
Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Consultants	\$0	\$0			

Supplies/Materials					
Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.					
Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Supplies/Materials	\$0	\$0			

Equipment					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description



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

www.northnetlibs.org

To: NLS Executive Committee
From: Carol Frost
Subject: Review and Approval of FY 2025-26 NLS/PLP Contract for Administrative and Fiscal Services
Date: May 21, 2025

Background

The NorthNet Library System (NLS) contracts with PLP for fiscal and administrative work. PLP was awarded the bid to administer NLS in February 2022, for a period of three years, from FY 2022-23 through FY 2024-25, with up to two two-year renewals.

If there is any additional work, such as CalPERS activities, work related to grants, or any other activities not outlined in the contract, a separate proposal will be developed with the anticipated additional work to be done during the fiscal year.

The purpose of this memo is to present the baseline contract for FY 2025-26, and for the Executive Committee to consider approval for the first two-year renewal of the contract between NLS and PLP, for FY2025-26 and FY 2026-27.

Discussion of Baseline Budget

The FY 2025-26 baseline contract includes preparing and monitoring budgets and contracts such as OverDrive eBooks and eMagazines; Link+; contracts with delivery vendors; filing regular CalPERS paperwork; invoice payment; billing and distribution of CLSA funds; preparing meeting agenda packets for NLS as well as the three legacy systems; and other general support. It includes 13 hours per week of the NLS Coordinator's time.

Per the contract agreement between agencies, Year 3 (FY 2024-25) and any subsequent year will include a Consumer Price Index (CPI) adjustment based on the previous annual December's BLS's Pacific Cities and U.S. City Average (All Urban Consumers for San Francisco, Oakland, Hayward, CA) CPI Index. The CPI applied to this contract is 2.4% down from last year's 2.6%.

The total for the FY 2025-26 baseline contract is \$194,013, an increase of 1.9% from last year's \$190,187.

Recommendation

It is recommended that the NLS Executive Committee approve the baseline contract of \$194,013 for FY 2025-26 and consider approval for the first two-year renewal of the contract between NLS and PLP, for FY2025-26 and FY 2026-27.



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PLP / NorthNet Contract FY 2025-26

<u>Staff</u>	<u>FTE</u>	<u>Administration</u>	<u>Total</u>
CEO	0.10	4 hours/week <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$29,894
Office Manager	0.20	8 hours/week <i>Manage website, listservs and rosters. Point of contact for System Delivery. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, committee Zoom, etc.</i>	\$31,633
Administrative Assistant II	0.04	1.50 hours/week <i>Prepare system contracts, open mail, mail ILL materials, coordinate Form 700s.</i>	\$3,986
Subtotal - Administration	0.34		\$65,512
		<u>Fiscal Accounting</u>	
Controller	0.11	4.5 hours/week <i>Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services</i>	\$28,223
Accounting Assistant II	0.08	3 hours/week <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$7,837
Fiscal/Admin Services Spec.	0.09	3.5 hours/week <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$13,839
Administrative Assistant	0.10	4 hours/week <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$5,701
Subtotal - Fiscal Acctg	0.38		\$55,601
		Total Administration/Fiscal Accounting	\$121,113
Coordinator	0.33	13 hours/week <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agendas for Council meetings, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports</i>	\$50,700
Total FTE	1.04	Total Staffing	\$171,813
		Dec 2024 All Urban Consumers CPI 2.4%	\$4,124
		(1) Adobe License	\$100
		Mileage	
		2 round trips @242 mile@ .70 mile (reduced from 3)	\$339
		Total	\$176,375
		10% Overhead	\$17,638
		Grand Total	\$194,013

<u>FY 24-25 PLP/NLS Contract</u>	<u>Amount</u>
Admin Staffing Cost	\$168,042
Mileage	\$476
10% Overhead & CPI	\$21,659
TOTAL CONTRACT	\$190,177



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

www.northnetlibs.org

To: NLS Executive Committee
From: Andrew Yon, Controller
Subject: Review and Approval of Proposed NLS FY2025-26 Budget
Date: May 21, 2025

BACKGROUND

The purpose of this memo is to provide the NLS Executive Committee with highlights of the NLS FY 2025-26 proposed budget. The proposed budget is \$1,281,955, which represents a -1.1% decrease from the previous fiscal year's \$1,296,733

It should be noted that at the writing of this memo, the Governor's May Revised budget has not been released, and the presented budget reflects the 50% reduction of CLSA funds. Should the May revision, or the final approved state budget reflect a different amount, the NLS budget will be revised.

NLS MEMBERSHIP BASE DUES SCHEDULE – CONSIDERATION OF ADDING A NEW CATEGORY

The NLS base dues formula is comprised of 50% based on the certified population figures released by the State Library (typically released in June), and 50% based on the total operating expenditure of the library, reported to the State Library. The Base Dues include an annual CPI increase to membership dues based on the December Bureau of Labor Statistics, which is 2.4% for FY2025-26.

The current Base Dues chart includes the following categories. One library (Butte County) is falling into a category this year which has not been part of the chart: Under 300,000 Population and Under \$5,000,000 Budget.

The Executive Committee may choose to add this new category, with an associated membership due of \$4,460, or use the Under 200,000 Population and Under \$3,000,000 Budget category, with a membership due of \$3,822. The Committee may choose to implement the new category in FY 2026-27, to allow the membership to adopt the new category.

Base Dues	FY25/26 (2.4% CPI)	# Libraries
Under 100,000 Population and Under \$1,000,000 Budget	\$637	15
Under 300,000 Population and Under \$2,000,000 Budget	\$1,273	6
Under 300,000 Population and Under \$3,000,000 Budget	\$2,548	3
Under 200,000 Population and Over \$3,000,000 Budget	\$3,821	8
Under 300,000 Population and Over \$5,000,000 Budget	\$5,096	5
Over 300,000 Population or \$5,000,000 Budget	\$13,036	3
*Under 300,000 Population and Under \$5,000,000 Budget	\$4,460	1

*potential new category

ADMINISTRATION BUDGET

Revenues:

In FY 2019-20 NLS adopted an administrative fee structure with contracts over \$100,000 are assessed a 5% administrative fee, and contracts below \$100,000 include a 10% administrative fee.

- Revenue from membership fees is \$119,987 a .03% decrease from the prior year's \$120,034.
- The CLSA 50% allocation NLS's CLSA allocation is \$430,654, including \$86,131 for System Administration and \$344,523 for Baseline CLSA funds.
- The Administration revenue budget shows a credit towards Fund Balance of \$32,923, reflecting unused funds.

Expenditures:

- Contractual Services reflects \$194,013 for the FY 2025-26 NLS/PLP baseline contract.
- Contractual Services includes \$1,380 for the Recovering Together website, and \$90 for the Collection Development Policy email for Library-to-Go.
- The NLS website requires a redesign, with \$3,750 budgeted for this activity. This was initially budgeted for FY 2024-25 but was not funded due to the last-minute cut to CLSA funds. This could be paid for out of CLSA funds, but it is recommended to use Administration funds, since the current budget includes a credit to Fund Balance.
- A new ADA law requires all public facing websites be compliant with WCAG 2.1 Level AA standards by April 2026. Additional funds may be required to make the NorthNetLibs.org and LibraryRecovery.org websites compliant. The cost is not known at this time.
- Special Departmental includes \$1,200 per library for staff training. The Committee may choose to increase this allocation.
- The Califa membership fee for all libraries is \$11,790.
- The Travel and Meetings budget is increased slightly due to higher costs. This budget supports meals and travel reimbursements for the two in-person Administrative Council meetings. The Napa location has proven very popular, with more directors choosing to attend in person, and benefitting from the networking.

COMMUNICATIONS AND DELIVERY AND LOCAL

The 50% reduced FY 2025-26 CLSA Communications and Delivery Baseline allocation is \$344,523. The budget includes the following elements:

- The budget included \$1,883 of roll-over funds, due to lower costs for web hosting, and \$12,000 of roll-over funds from the Library-to-Go budget, to be used for platform fees in FY2025-26.

- An RFP has been issued for the MVLS Courier services. The budget includes an estimate for those costs, and the budget will be updated with more accurate numbers if needed before being presented to the Administrative Council at the June meeting.
- \$70,000 for the shared OverDrive and \$44,000 for the shared eMagazine collections, with \$200,000 of CLSA funds of \$22,000 supporting eMagazine, and local funds will cover the other 50%.
- \$225,663 will be distributed to libraries for local Communication and Delivery costs, including Link+, other local eResources, local delivery, telecommunications, etc.
- The Link+ contract has been negotiated to not incur the 3% annual fee for FY 2025-26.

FUND BALANCE AND OPERATING RESERVE

The June 30, 2025, NLS Fund Balance is estimated to be \$1,498,722. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operating Reserve is \$71,730. The Fund Balance includes \$24,000 reserved for attorney fees related to CalPERS work. This was approved by the NLS Executive Committee at the August 13, 2019 meeting, with \$8,000 for each legacy system. Should any system like to use these funds, it will be approved by the legacy system's council and reported back to the NLS Executive Committee. To date, no system has requested use of the funds.

RECOMMENDATION

The NLS Executive Committee may consider approving the FY 2025-26 budget now and recommending the Administrative Council to adopt the budget. Alternatively, the Executive Committee may consider waiting for additional information, such as the Governor's final budget, and the website compliance costs, and have the Administrative Council approve the budget at the June meeting.

FY 2025-26 NorthNet Libraries Dues and Fees

Date: 6/2/25

Library & Academic	CSL Certified 2023-24 Population Figures	CSL FY2023-24 Total Operating Expenditures	Base Dues	Delivery Admin Fee (5%>\$100K, 10%<\$100K)	OverDrive Admin Fee (10%<\$100K)	eMagazine Admin Fee (10%<\$100K)	Link+ Admin Fee (5%>\$100K)	Total Member Dues	NBCLS and MVLS Deliveries (Incl. CPI Adj)	\$70,000 OverDrive	\$44,000 eMagazine (50% CLSA Funds+50% Local Cost)	Link+ Renewal
Alpine County Library	1,179	\$463,044	\$ 637		\$ 8	\$ 5		\$ 650		\$ 84	\$ 46	
Bel-Tiburon Public Library	10,852	\$3,071,911	\$ 3,821					\$ 3,821				MARINet
Benicia Public Library	26,033	\$2,460,275	\$ 2,548	\$ 1,169	\$ 246	\$ 188		\$ 4,151	\$ 23,382	\$ 2,462	\$ 1,881	SPLASH
Butte County Library	205,928	\$4,225,460	\$ 3,821		\$ 636	\$ 294		\$ 4,751		\$ 6,359	\$ 2,938	
Colusa County Library	21,743	\$992,836	\$ 1,273	\$ 679	\$ 12	\$ 5		\$ 1,969	\$ 6,787	\$ 122	\$ 47	
Del Norte County Library Dist.	26,345	\$337,386	\$ 637		\$ 39	\$ 29		\$ 704		\$ 390	\$ 287	
El Dorado County Library	188,583	\$4,258,242	\$ 3,821	\$ 32	\$ 718	\$ 429	\$ 998	\$ 5,999	\$ 322	\$ 7,181	\$ 4,292	\$ 19,968
Folsom Public Library	88,023	\$2,084,249	\$ 1,273	\$ 1,357	\$ 375	\$ 208		\$ 3,214	\$ 13,574	\$ 3,746	\$ 2,082	
Humboldt County Library	133,100	\$4,871,603	\$ 3,821		\$ 515	\$ 361		\$ 4,696		\$ 5,145	\$ 3,606	
Lake County Library	67,001	\$1,785,153	\$ 1,273	\$ 2,513				\$ 3,786	\$ 50,260			
Larkspur Public Library	12,655	\$876,276	\$ 637					\$ 637				MARINet
Lassen Library District	11,639	\$340,922	\$ 637		\$ 22	\$ 24		\$ 683		\$ 222	\$ 238	
Lincoln Public Library	53,231	\$1,061,309	\$ 637	\$ 339	\$ 269	\$ 157		\$ 1,403	\$ 3,394	\$ 2,694	\$ 1,571	
Marin County Free Library	136,835	\$20,678,149	\$ 5,096				\$ -	\$ 5,096				MARINet
Mendocino County Library	89,476	\$4,621,318	\$ 3,821	\$ 3,854				\$ 7,675	\$ 77,081			
Mill Valley Public Library	13,635	\$3,200,180	\$ 2,548				\$ -	\$ 2,548				MARINet
Modoc County Library	8,484	\$272,237	\$ 637		\$ 16	\$ 5		\$ 657		\$ 155	\$ 49	
Mono County Free Library	12,861	\$1,639,865	\$ 1,273		\$ 66	\$ 52		\$ 1,392		\$ 659	\$ 523	
Napa County Library	129,715	\$10,458,645	\$ 5,096		\$ 693	\$ 410	\$ 806	\$ 7,005		\$ 6,930	\$ 4,103	\$ 16,116
Nevada County Library	100,177	\$8,107,660	\$ 5,096		\$ 552	\$ 370	\$ 386	\$ 6,403		\$ 5,519	\$ 3,698	\$ 7,722
Orland Free Library	16,073	\$558,806	\$ 637		\$ 33	\$ 15		\$ 685		\$ 326	\$ 153	
Placer County Library	198,683	\$9,332,898	\$ 5,096	\$ 339	\$ 907	\$ 577		\$ 6,919	\$ 3,394	\$ 9,073	\$ 5,767	
Plumas County Library	22,012	\$854,869	\$ 637		\$ 43	\$ 30		\$ 709		\$ 427	\$ 297	
Roseville Public Library	154,329	\$4,103,067	\$ 3,821	\$ 32	\$ 713	\$ 491		\$ 5,058	\$ 322	\$ 7,134	\$ 4,912	
Sacramento Public Library	1,490,915	\$57,108,784	\$ 13,036	\$ 1,697			\$ 1,354	\$ 16,087	\$ 16,968			\$ 27,089
Sacramento Law			\$ 637					\$ 637				
St. Helena Public Library	5,314	\$1,243,607	\$ 1,273	\$ 847	\$ 74	\$ 59	\$ -	\$ 2,253	\$ 16,930	\$ 738	\$ 590	SPLASH
San Anselmo Public Library	12,426	\$1,314,038	\$ 1,273				\$ -	\$ 1,273				MARINet
San Rafael Public Library	59,585	\$4,297,335	\$ 3,821				\$ -	\$ 3,821				MARINet
Sausalito Public Library	6,856	\$877,441	\$ 637				\$ -	\$ 637				MARINet
Shasta Public Libraries	179,195	\$3,021,383	\$ 2,548		\$ 506	\$ 303		\$ 3,357		\$ 5,062	\$ 3,031	
Siskiyou County Library	43,409	\$764,525	\$ 637		\$ 109	\$ 88		\$ 833		\$ 1,088	\$ 876	
Solano County Library	420,393	\$25,500,418	\$ 13,036	\$ 3,256			\$ -	\$ 16,291	\$ 65,112			SPLASH
Sonoma County Library	478,152	\$41,618,453	\$ 13,036	\$ 2,474			\$ 1,501	\$ 17,011	\$ 49,488			\$ 30,026
Sutter County Library	100,110	\$1,626,372	\$ 1,273	\$ 1,018	\$ 126	\$ 78		\$ 2,495	\$ 10,180	\$ 1,261	\$ 777	
Tehama County Library	64,308	\$812,210	\$ 637		\$ 72	\$ 51		\$ 760		\$ 716	\$ 514	
Trinity County Library	15,915	\$437,508	\$ 637		\$ 16	\$ 12		\$ 665		\$ 164	\$ 115	
Willows Public Library	12,663	\$293,365	\$ 637		\$ 15	\$ 9		\$ 661		\$ 152	\$ 91	
Woodland Public Library	60,672	\$2,988,734	\$ 2,548	\$ 1,357	\$ 173	\$ 126	\$ 300	\$ 4,505	\$ 13,574	\$ 1,731	\$ 1,262	\$ 6,006
Yolo County Library	160,994	\$10,045,745	\$ 5,096	\$ 30			\$ 863	\$ 5,989	\$ 303			\$ 17,267
Yuba County Library	66,087	\$999,256	\$ 637		\$ 46	\$ 25		\$ 708		\$ 460	\$ 254	
Total	4,905,586	\$ 243,605,534	\$ 119,987	\$ 20,994	\$ 7,000	\$ 4,400	\$ 6,210	\$ 158,591	\$ 351,071	\$ 70,000	\$ 44,000	\$ 272,264

SPLASH Cost Shown incl. Solano County Library, Benicia Public Library, and St. Helena Public Library

Source: California State Library Statistics

- 2023/2025 budget (total expenditures from California State Library website)
- 2023/2024 CSL Certification of Population Figures

Link+ Cost	5% Admin Fee	Total	
\$ 76,464	\$ 3,823	\$ 80,287	Invoice will be sent to MARINet
\$ 71,607	\$ 3,580	\$ 75,187	Invoice will be sent to SPLASH

Base Dues	FY25/26 (2.4% CPI*)	FY24/25 (2.6% CPI*)	Total
Under 100,000 Pop. And Under \$1,000,000 Budget	\$ 637	\$ 622	
Under 300,000 Pop. And Under \$2,000,000 Budget	\$ 1,273	\$ 1,244	
Under 300,000 Pop. And Under \$3,000,000 Budget	\$ 2,548	\$ 2,488	
Under 200,000 Pop. And Over \$3,000,000 Budget	\$ 3,821	\$ 3,732	
Under 300,000 Pop. And Over \$5,000,000 Budget	\$ 5,096	\$ 4,976	
Over 300,000 Pop. Or \$5,000,000 Budget	\$ 13,036	\$ 12,730	
			NBCLS Delivery Cost \$ 282,253
			MVLS Delivery Cost \$ 68,818

*BLS Dec 2024 CPI Index All Urban Consumers (SF-OAK:HAY, CA)

NorthNet Library System

FY 2025-26 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$72,500			\$72,500
3661	Membership Fees	158,591			158,591
3667	State Library CLSA	86,131	344,523		430,654
3674	Reimbursable from Members		239,712	398,264	637,976
3000	Fund Balance	(31,649)	13,883	0	(17,766)
Total Revenue		\$285,573	598,118	398,264	\$1,281,955

<u>Expenditure</u>					
4212	Communication		2,105		2,105
4219	Professional Services				-
4220	Contractual Services	215,733	351,071	272,264	839,068
4230	Office Expense		600		600
4233	Postage		100		100
4234	Special Departmental	49,200	244,242		293,442
4301	Insurance	2,750			2,750
4302	Membership Fees/Dues	11,790			11,790
4303	Travel & Meeting	4,300			4,300
4373	Service Fees	1,800			1,800
4445	Reimbursable from Members			126,000	126,000
TOTAL EXPENDITURE		\$285,573	\$598,118	\$398,264	\$1,281,955

Fund Balance and Reserve	Ending 6/30/2025	Ending 6/30/2026	Percent Change
Fund Balance	\$ 1,498,722	\$ 1,586,982	5.89%
Operating Reserves	71,730	71,730	0.00%
Legacy Systems Legal Fund (\$8K Per Sys.)	24,000	24,000	0.00%
Estimated Total	\$ 1,594,452	\$ 1,682,712	5.54%

ADMINISTRATION (918)

**Note - pending State Library approval of CSL FY25/26 CLSA funds allocation*

NORTHNET LIBRARY SYSTEM
FY 2025-26 PROPOSED BUDGET

COMMUNICATION & DELIVERY (916)

		Adopted FY 24/25	50% CLSA Proposed FY 25/26	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667*	CLSA State Library	\$345,112	\$344,523	CLSA C & D Funds (50% Reduction)
3674	Reimbursable Costs	237,961	239,712	NBCLS & MVLS Deliveries(\$351,071- \$111,359 CLSA)
3000	Fund Balance - CSLA	20,404	13,883	Roll-Over (\$12K OverDrive, \$1,883 other)
	TOTAL REVENUE	\$603,477	\$598,118	(0.89%)
	<u>Expenditure</u>			
4212	Communication	\$4,527	\$2,105	Website Hosting (\$1,380); Doodle (\$85), Zoom (\$450), Domain Names (\$190)
4220	Contractual Services	344,492	351,071	MVLS (\$68,818) and NBCLS (\$282,253) Delivery Services
4230	Office Supplies	100	600	NLS Reorder Checks and Envelopes
4233	Postage	150	100	USPS, UPS, FedEx
4234	Special Departmental	234,208	232,242	CLSA allocation for members; included \$1,883 roll-over CLSA Funds
4234	Special Departmental	10,000	12,000	Reserve FY 24-25 Roll-over OverDrive for FY 25-26 OverDrive
4234	Special Departmental	10,000		Reserve FY 23-24 Roll-over OverDrive for FY25-26 OverDrive (funds expended in FY23-24)
	TOTAL EXPENDITURE	\$603,477	\$598,118	(0.89%)

*Note - pending State Library approval of CSL FY25/26 CLSA funds allocation

NORTHNET LIBRARY SYSTEM
FY 2025-26 PROPOSED BUDGET

LOCAL (915)

		Adopted	50% CLSA Proposed	
		FY 24/25	FY 25/26	Note
<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursable Costs	\$65,000	\$104,000	CLSA OverDrive eBooks (\$70K), eMagazines 50% (\$22K); FY24-25 Roll-over OverDrive (\$12K)
3674	Reimbursable Costs		22,000	Library Contributions 50% eMagazines
3674	Reimbursable Costs	272,264	272,264	Member Libraries Link+ Cost Reimbursements
3000	Fund Balance	45,000	0	Use of Fund Balance for OverDrive eBooks
3000	Fund Balance	44,000	0	Use of Fund Balance for eMagazines
TOTAL REVENUE		\$426,264	\$398,264	(6.57%)
<u>Expenditure</u>				
4220	Contractual Services	\$ 272,264	\$ 272,264	Member Libraries Link+ Cost Reimbursements
4445	Reimbursable-Library Exp	154,000	126,000	OverDrive eBooks (\$70K) and Roll-over (\$12K); eMagazines (\$44K)
TOTAL EXPENDITURE		\$ 426,264	\$ 398,264	(6.57%)

NORTHNET LIBRARY SYSTEM
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024

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NorthNet Library System
Basic Financial Statements
For the year ended June 30, 2024

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JJACPA, Inc.

A Professional Accounting Services Corp.

INDEPENDENT AUDITOR'S REPORT

To the Administrative Council of the
NorthNet Library System
San Mateo, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying basic financial statements of the government activities and each major fund of the NorthNet Library System (NLS) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise System's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund information of the NLS, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the NLS and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The NLS's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the NorthNet Library System's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the NLS's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the System's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4-9 and budgetary comparison information on page 21, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Administrative Council of the
NorthNet Library System
San Mateo, California
Page 3

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 2025, on our consideration of NLS's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the NLS's internal control over financial reporting and compliance.

April 17, 2025

JJACPA, Inc.

**JJACPA, Inc.
Dublin, CA**

NorthNet Library System

Management's Discussion and Analysis

For the year ended June 30, 2024

Management's Discussion and Analysis

This section of the NorthNet Library System's (NLS) basic financial statements presents management's discussion and analysis of NLS's financial performance during the fiscal year ended June 30, 2024. Since this management's discussion and analysis is designed to focus on current activities, resulting change, and current known facts, please read it in conjunction with NLS's basic financial statements (pages 11 and 12) as well as the footnotes to the financial statements (pages 13 - 19).

Financial Highlights

At June 30, 2024, NLS ended the year with a net position balance of \$1,515,861 which is an increase of \$83,003 over the net position balance of \$1,432,858 at June 30, 2023. This increase was primarily due to roll-over of prior fiscal year's CLSA funds and interest income increases.

Using This Report

In June 1999, the Governmental Accounting Standards Board (GASB) released Statement No. 34, *Basic Financial Statements -- and Management's Discussion and Analysis -- for State and Local Governments*. Changes in Statement No. 34 require a comprehensive one-line look at the entity as a whole and capitalization of assets and depreciation. The major reconciling items necessary were capitalization and depreciation of capital assets and inclusion of long-term liabilities. NLS has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for NLS's operations.

The annual financial statements include the Independent Auditor's Report, this management's discussion and analysis, the basic financial statements, and notes to basic financial statements and required supplementary information.

NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2024

Financial Analysis of NLS as a Whole

Statement of Net Position
As of June 30, 2024 and 2023

	2024	2023	Increase (Decrease)	Percent Change
Assets:				
Current Assets	\$ 1,725,439	\$ 1,628,017	\$ 97,422	6.0%
Total Assets	<u>1,725,439</u>	<u>1,628,017</u>	<u>97,422</u>	6.0%
Liabilities:				
Current Liabilities	176,459	162,040	14,419	8.9%
Total liabilities	<u>176,459</u>	<u>162,040</u>	<u>14,419</u>	8.9%
Deferred inflows - Unavailable revenue	<u>33,119</u>	<u>33,119</u>	-	0.0%
Net position:				
Restricted	71,730	71,730	-	0.0%
Unrestricted	<u>1,444,131</u>	<u>1,361,128</u>	<u>83,003</u>	6.1%
Total net position	<u>1,515,861</u>	<u>1,432,858</u>	<u>83,003</u>	6.1%
Total liabilities, deferred inflows and net position	<u>\$ 1,725,439</u>	<u>\$ 1,628,017</u>	<u>97,422</u>	6.0%

This schedule is prepared from NLS's Statement of Net Position, which is presented on an accrual basis of accounting whereby assets are capitalized and depreciated.

Net position of \$1,515,861 at June 30, 2024, consisted of \$1,444,131 unrestricted amount available for operations.

NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2024

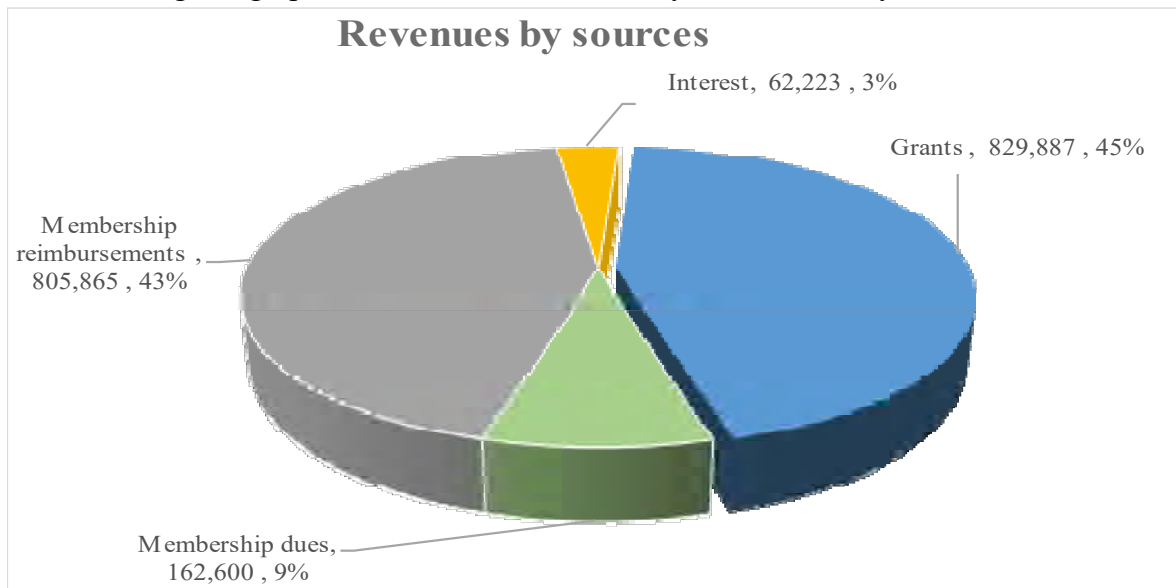
Financial Analysis of NLS as a Whole, *continued*

Operating Results
For the years ended June 30, 2024 and 2023

	2024	2023	Increase (Decrease)	Percent Change
Operating expenses	<u>\$ 1,777,572</u>	<u>\$ 1,905,798</u>	<u>\$ (128,226)</u>	<u>-6.7%</u>
Program revenues:				
Grants	829,887	973,752	(143,865)	-14.8%
Membership dues	162,600	151,189	11,411	7.5%
Membership reimbursements	805,865	947,583	(141,718)	-15.0%
Total program revenue	<u>1,798,352</u>	<u>2,072,524</u>	<u>(285,583)</u>	<u>-13.8%</u>
Net operating revenues	<u>20,780</u>	<u>166,726</u>	<u>(145,946)</u>	<u>-87.5%</u>
General revenue:				
Interest	62,223	30,038	32,185	107.1%
Total general revenue	<u>62,223</u>	<u>30,038</u>	<u>32,185</u>	<u>107.1%</u>
Increase (decrease) in net position	<u>83,003</u>	<u>196,764</u>	<u>(113,761)</u>	<u>-57.8%</u>
Net position:				
Beginning of year	1,432,858	1,236,094	196,764	15.9%
End of year	<u>\$ 1,515,861</u>	<u>\$ 1,432,858</u>	<u>\$ 83,003</u>	<u>5.8%</u>

In fiscal year 2023-24, program revenues were primarily from CLSA funds, and memberships, which amounted to \$1,798,352. General revenues consisted of interest revenue..

The following is a graphic illustration of revenues by source for the year ended June 30, 2024:



NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2024

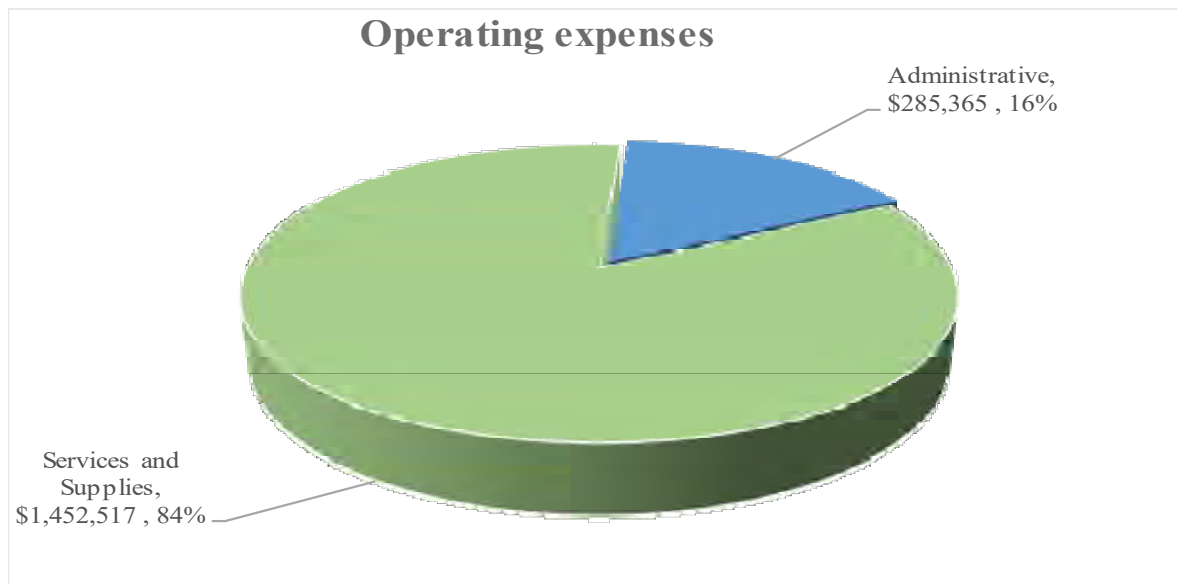
Financial Analysis of NLS as a Whole, *continued*

Operating Expenses
For the years ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Operating expense:				
Administrative	\$ 285,365	\$ 282,377	\$ 2,988	1.1%
Services and Supplies	<u>1,452,517</u>	<u>1,523,680</u>	<u>(71,163)</u>	-4.7%
Total	<u>\$ 1,737,882</u>	<u>\$ 1,806,057</u>	<u>\$ (68,175)</u>	-3.8%

Operating expenses in the amount of \$1,737,882 were split amongst two major categories; administrative and services and supplies.

The following is a graphic illustration of operating expenses for the year ended June 30, 2024:



Analysis of Net Position
As of June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Net Position:				
Restricted	\$ 71,730	\$ 71,730	\$ -	0.0%
Unrestricted	<u>1,444,131</u>	<u>1,361,128</u>	<u>83,003</u>	6.1%
Total	<u>\$ 1,515,861</u>	<u>\$ 1,432,858</u>	<u>\$ 83,003</u>	6.1%

The increase in net position of \$1,515,861 is primarily due to roll-over of prior fiscal year's CLSA funds and interest income.

NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2024

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

In considering NLS's Budget for fiscal year 2024-25 the Administrative Council and management used the following criteria:

The key assumptions in our revenue forecast were:

1. Interest earnings are to increase gradually.
2. State Library's California Library Services Act (CLSA) funding to be reduced by 50%.
3. Membership fees will increase gradually in accordance with library member budget increases.

Continuing items specifically addressed in the budget were:

1. Concern over possible further State budget reductions, especially in the CLSA and LSTA funds.
2. Reduce operating expenses to address reduction in State Library funding.

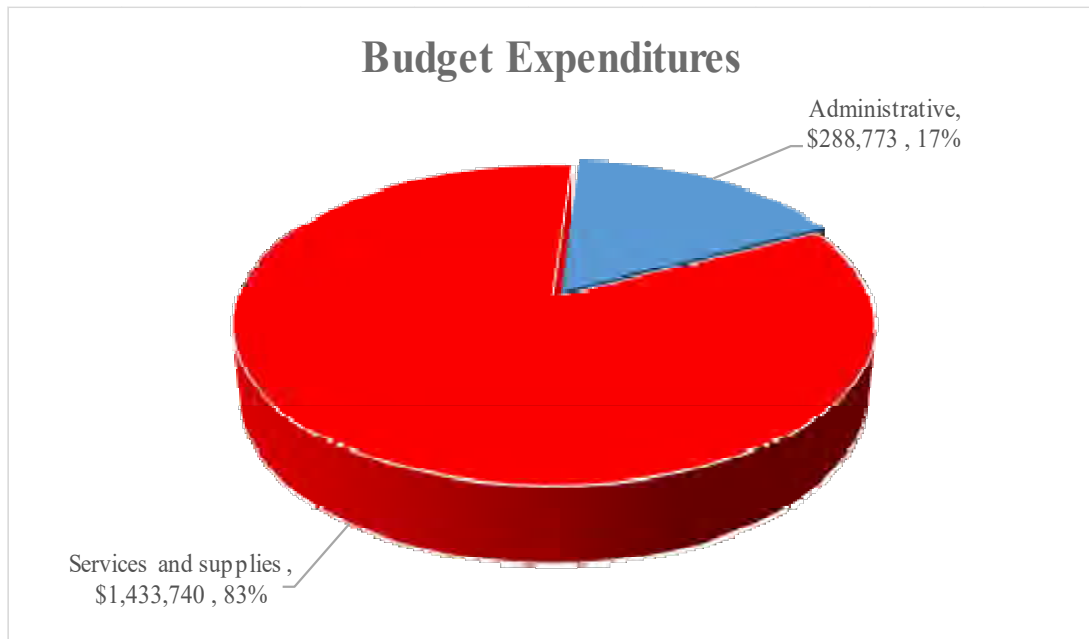
The adopted budget for the new fiscal year of 2024-25 was \$1,722,513 and is summarized as follows:

	<u>FY 2024-25</u>	<u>FY 2023-24</u>	<u>Percentage change</u>
Expenditures:			
Administrative	\$ 288,773	\$ 287,430	0.5%
Services and supplies	<u>1,433,740</u>	<u>1,274,192</u>	12.5%
Total Expenditures	<u>1,722,513</u>	<u>1,561,622</u>	10.3%
Total budget	<u>\$ 1,722,513</u>	<u>\$ 1,561,622</u>	10.3%

1. Administrative – Shows an increase of approximately 0.5%, which is mainly due to the increase in CLSA funds and interest income for administrative support services.
2. Services and Supplies – Shows a decrease of approximately 12.5% due to increase in Communication and Delivery's future purchase budget.

NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2024

The following is a graphic illustration of appropriations for fiscal year 2024-25:



Contacting NLS

This financial report is designed to provide our customers and creditors a general overview of NLS's finances and to demonstrate NLS's accountability for the money it receives and is allocated to it. If you have questions about this report, contact the NorthNet Library System, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403, telephone number (650) 349-5538.

BASIC FINANCIAL STATEMENTS

NorthNet Library System
General Fund Balance Sheet/Statement of Net Position
June 30, 2024

	<u>General Fund</u>	<u>Adjustments (Note 8)</u>	<u>Statement of Net Position</u>
ASSETS			
<u>Current</u>			
Cash and investments:			
Available for operations	\$ 1,667,427	\$ -	\$ 1,667,427
Accounts receivable	39,749	-	39,749
Interest receivable	18,263	-	18,263
Total assets	<u>\$ 1,725,439</u>	<u>\$ -</u>	<u>\$ 1,725,439</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES			
Liabilities:			
<u>Current</u>			
Accounts payable and accrued liabilities	\$ 78,544	\$ -	\$ 78,544
Deposits payable	97,915	-	97,915
Total current liabilities	<u>176,459</u>	<u>-</u>	<u>176,459</u>
Total liabilities	<u>176,459</u>	<u>-</u>	<u>176,459</u>
Deferred Inflows:			
Unavailable revenue	33,119	-	33,119
Total Deferred Inflows	<u>33,119</u>	<u>-</u>	<u>33,119</u>
Fund balances/Net position:			
Committed	71,730	(71,730)	-
Unassigned, reported in:			
General fund	1,444,131	(1,444,131)	-
Total fund balances	<u>1,515,861</u>	<u>(1,515,861)</u>	<u>-</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 1,725,439</u>		
NET POSITION			
Restricted		71,730	71,730
Unrestricted		1,444,131	1,444,131
Total net position		<u>\$ 1,515,861</u>	<u>1,515,861</u>
Total liabilities, deferred inflows and net position			<u>\$ 1,725,439</u>

The accompanying notes are an integral part of these basic financial statements

NorthNet Library System
Statement of General Fund Revenues, Expenditures, and
Changes in Fund Balance/Statement of Activities
For the year ended June 30, 2024

	General Fund	Adjustments (Note 9)	Statement of Activities
EXPENDITURES/EXPENSES:			
Administrative	\$ 285,365	\$ -	\$ 285,365
Services and supplies	1,452,517		1,452,517
Total operating expenses	1,737,882	-	1,737,882
Special programs:			
State	39,690	-	39,690
Total expenditures/expenses	1,777,572	-	1,777,572
REVENUES:			
Program revenues:			
Grants	829,887	-	829,887
Membership dues	162,600	-	162,600
Member reimbursements	805,865	-	805,865
Total program revenues	1,798,352	-	1,798,352
Net operating revenues	20,780	-	(20,780)
General revenues:			
Interest	62,223	-	62,223
Total general revenues	62,223	-	62,223
REVENUES OVER (UNDER)			
EXPENDITURES	83,003		
CHANGE IN NET POSITION		-	83,003
FUND BALANCES/NET POSITION:			
Beginning of the year	1,432,858	-	1,432,858
End of the year	<u>\$ 1,515,861</u>	<u>\$ -</u>	<u>\$ 1,515,861</u>

The accompanying notes are an integral part of these basic financial statements

NorthNet Library System
Notes to Basic Financial Statements
For the year ended June 30, 2024

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The NorthNet Library System (“NLS”) is a Joint Powers Agency under Government Code Section 6500 *et. seq.* established on January 9, 2009 which began operations on July 1, 2009 through a Joint Powers Agreement entered into on May 8, 2009 by the North Bay Cooperative Library System, Mountain Valley Library System and the North State Cooperative Library System. NLS is a library services organization which has the powers necessary to establish, improve and extend library services held by its members and those powers designated in Government Code Section 6508. No single member controls NLS. NLS also delivers library materials to members, provides research services and general education workshops, and training seminars for its members.

NLS is governed by an Administrative Council composed of all of the library directors of library agencies therein. Oversight responsibility, the ability to conduct independent financial affairs, issue debt instruments, approve budgets, and otherwise influence operations and account for fiscal matters is exercised by NLS's Administrative Council. NLS is a separate reporting entity for financial reporting purposes and the accompanying basic financial statements reflect the assets, liabilities, fund balances/net position, revenues, and expenditures/expenses of NLS only.

The Peninsula Library System (PLS) acts as fiscal agent and Treasurer/Controller for NLS and acts as the depository and has custody of the money of NLS and performs those duties required by Government Code sections 6505 and 6505.5. PLS took over these duties on July 1, 2013. More information regarding the contract with PLS is located in Note 5.

The financial statements of NLS have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant policies:

In June 1999, the GASB released Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. NLS has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for NLS’s operations.

A. Reporting Entity

As defined by GASB Statement No.39, *The Financial Reporting Entity*, NLS is not financially accountable for any other entity other than itself, nor are there any other entities for which the nature and significance of their relationship with NLS are such that exclusion would cause NLS’s financial statements to be misleading or incomplete.

In addition, based upon the above criteria, NLS is not aware of any entity which would be financially accountable for NLS which would result in NLS being considered a component of the entity.

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2024

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,
continued

B. Basis of Accounting

The fund-based financial statement columns (Governmental Funds column) on Pages 11 and 12 are accounted for using the modified accrual basis of accounting and reflect balances for NLS's General Fund. This funds revenues are recognized when they become measurable and available as net current assets. Measurable means the amount of the transaction can be determined and available means the amount is collectible within the current period or soon enough thereafter (generally sixty days) to be used to pay liabilities of the current period. Amounts, which could not be measured or were not available, were not accrued as revenue in the current fiscal year. The Statements of Net Position and Activities columns on Pages 10 and 11 have been prepared on the accrual basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal or contractual obligation to pay.

C. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

D. Budgets

Budgets are prepared on the modified accrual basis of accounting, in which capital assets acquired are recorded as expenditures and depreciation is not recorded.

NLS follows these procedures in establishing the budgetary data reflected in the financial statements:

- By June 30, the proposed budget is presented to the Administrative Council to review and approve for the year commencing July 1. The operating budget includes proposed expenditures and the means of financing them.
- The budget is legally enacted through passage of a motion during a Administrative Council meeting prior to year-end.
- Formal budgeting is employed as a management control device during the year for the general fund.
- Budgets for the General Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,
continued

D. Budgets, *continued*

The legal level of a budgetary control, the amount to which budget should not be exceeded, is the program level.

Budgeted amounts are as originally adopted or as amended by the Administrative Council. Individual amendments were not material in relation to the original appropriations.

E. Cash and Investments

NLS pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Market value is used as fair value for those securities for which market quotations are readily available.

2. CASH AND INVESTMENTS

The System had the following cash and investments at June 30, 2024:

	FDIC/ SIPC insured	Not rated	Fair Value
Cash deposits - Boston Private Bank & Trust Company	\$ 160,472	\$ -	\$ 160,472
Local Agency Investment Fund (LAIF)	-	1,506,955	1,506,955
Total	<u>\$ 160,472</u>	<u>\$ 1,506,955</u>	<u>\$ 1,667,427</u>

A. Cash Deposits

The System pools cash from all sources. The System invests excess cash in LAIF.

The California Government Code requires California banks and savings and loan associations to secure government cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral is considered to be held in the government's name.

According to California law, the market value of pledged securities with banking institutions must equal at least 110% of the government's cash deposits. California law also allows institutions to secure government deposits by pledging first trust deed mortgage notes having a value of 150% of the government's total cash deposits. The government can waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation.

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2024

2. CASH AND INVESTMENTS, *continued*

A. Investments

NLS is authorized by State statutes and Administrative Council action to invest in the following:

- United States Treasury notes, bonds, bills or certificates of indebtedness.
- Registered state warrants or treasury notes or bonds of the State of California.
- Bonds, notes, warrants or other evidences of indebtedness of any local agency within the State of California.
- Obligations issued by banks and guaranteed by federal agency or United States government-sponsored enterprise.
- Negotiable certificates of deposit or time deposits placed with commercial banks and/or savings and loan companies.
- Banker's acceptances.
- Commercial paper.
- California Local Agency Investment Fund (LAIF).

NLS invests in LAIF, an unrated pool, which limits the exposure of the funds to interest rate and credit risk by treating all balances as current.

C. Investments in External Investment Pools

NLS' investments with LAIF at June 30, 2024, included a portion of the pool funds invested in structured notes and asset backed securities and similar transactions.

LAIF is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. NLS reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are maintained on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2024, these investments matured in an average of 311 days.

3. DEPOSITS PAYABLE

NLS records payments for services not yet rendered as deposits payable. The deposits payable balance consists of payments made by member systems. The balance at June 30, 2024 consists of the following contributions:

North Bay Cooperative Library System	\$	6,137
Mountain Valley Library System		25,532
Other		66,246
Total Deposits Payable	\$	<u>97,915</u>

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2024

4. DEFERRED INFLOWS – UNAVAILABLE REVENUE

NLS records payments for services not yet rendered as deferred/unearned revenue. Northnet expects to recognize \$33,119 of deferred/unearned revenue as earned during the fiscal year 2024-25.

5. RELATED PARTY TRANSACTIONS

NLS contracts with the Pacific Library Partnership (PLP), as its fiscal agent, for administrative services and/or materials. In compensation for services provided, NLS paid \$188,575 to PLP for the year ended June 30, 2024. These amounts were reported as administration expenses in the Statement of Activities.

6. FUND BALANCES/NET POSITION

Fund Balances consist of the following: Nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund balance consists of investments that will not convert to cash soon enough to affect the current period. Restricted fund balance consists of resources that are subject to externally enforceable legal restrictions imposed by parties altogether outside the government. Committed fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by a formal action of NLS’s highest level of decision-making authority. Assigned fund balance consists of amounts where intent is expressed by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes. Unassigned amounts represent fund balance in the general fund in excess of nonspendable, restricted, committed and assigned fund balance. Currently, the NLS uses only the unassigned category.

	<u>Fund Balance</u>
Committed	\$ 71,730
Unassigned	<u>1,444,131</u>
Total	<u><u>\$ 1,515,861</u></u>

Net position consists of unrestricted amount. Unrestricted amounts reflect balances available for current operations. At June 30, 2024, NLS had only unrestricted balance:

	<u>Net Position</u>
Restricted	\$ 71,730
Unrestricted	<u>1,444,131</u>
Total	<u><u>\$ 1,515,861</u></u>

7. INSURANCE

NLS purchases catastrophic liability insurance to protect itself from unforeseen losses utilizing a premium based policy.

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2024

8. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND BALANCE SHEETS AND THE STATEMENTS OF NET POSITION

“Total fund balances” of NLS’s General fund of \$1,515,861 does not differ from “net position” of governmental activities of \$1,515,861, reported in the Statement of Net Position. A difference may occur from the long-term economic focus of the statement of net position versus the current financial resources focus of the General fund balance sheet. As of June 30, 2024, there was no difference between the long-term economic focus of the statement of net position and the current financial resources focus of the General fund balance sheet. Any effects of this difference would be illustrated below:

Balance Sheet/Statement of Net Position

	General Fund	Reclassifications and Eliminations	Statement of Net Position
Assets:			
Cash and investments	\$ 1,667,427	\$ -	\$ 1,667,427
Accounts receivable	39,749	-	39,749
Interest receivable	18,263	-	18,263
Total assets	\$ 1,725,439	\$ -	\$ 1,725,439
Liabilities:			
Accounts payable and accrued liabilities	78,544	-	78,544
Deposits payable	97,915	-	97,915
Total liabilities	176,459	-	176,459
Deferred Inflows:			
Unavailable revenue	33,119	-	33,119
Total Deferred Inflows	33,119	-	33,119
Fund Balances/Net Position			
Total fund balances/net position	1,515,861		1,515,861
Total liabilities, deferred inflows, and fund balances/net position	\$ 1,725,439	\$ -	\$ 1,725,439

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2024

**9. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND
OPERATING STATEMENTS AND THE STATEMENT OF ACTIVITIES**

The “net change in fund balances” for the General fund, \$83,003, does not differ from the “change in net position” for governmental activities of \$83,003 reported in the Statement of Activities. A difference may occur from NLS incurring any long-term liabilities or depreciation expense. As of June 30, 2024, there was no difference between the long-term economic focus of the statement of activities versus the current financial resources of the general fund. Any effects of the difference would be illustrated below:

**Statement of Revenues, Expenditures, and Changes in
Fund Balances/Statement of Activities**

	General Fund	Reclassifications and Eliminations	Statement of Activities
EXPENDITURE/EXPENSES:			
Administrative	\$ 285,365	\$ -	\$ 285,365
Services and supplies	1,452,517	-	1,452,517
Special programs			
State	39,690	-	39,690
Total expenditures/expenses	1,777,572	-	1,777,572
REVENUES:			
Program revenues:			
Grants	829,887	-	829,887
Membership dues	162,600	-	162,600
Member reimbursements	805,865	-	805,865
Total program revenues	1,798,352	-	1,798,352
Net program expense	(20,780)	-	(20,780)
General revenues:			
Interest	62,223	-	62,223
Total general revenues	62,223	-	62,223
REVENUES OVER (UNDER)			
EXPENDITURES	83,003		
CHANGE IN NET POSITION		-	83,003
FUND BALANCES/NET POSITION			
Beginning of the year	1,432,858	-	1,432,858
End of the year	\$ 1,515,861	\$ -	\$ 1,515,861

REQUIRED SUPPLEMENTARY INFORMATION

NorthNet Library System
Required Supplementary Information
For the year ended June 30, 2024

Budgetary Comparison Schedule
General Fund
For the year ended June 30, 2024

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	with Final Budget Positive (Negative)
Budgetary Fund Balance, July 1, 2023	\$ 1,432,858	\$ 1,432,858	\$ 1,432,858	\$ -
Resources (inflows):				
Grants:				
State	829,887	829,887	829,887	-
Membership dues	157,624	157,624	162,600	4,976
Membership reimbursements	771,228	771,228	805,865	34,637
Interest	20,500	20,500	62,223	41,723
Amounts available for appropriation	1,779,239	1,779,239	1,860,575	(81,336)
Changes to appropriations (outflows):				
Administrative	288,773	288,773	285,365	3,408
Services and supplies	1,433,740	1,433,740	1,452,517	(18,777)
Special programs:				
State	-	-	39,690	(39,690)
Total charges to appropriations	1,722,513	1,722,513	1,777,572	(15,369)
Budgetary fund balance, June 30, 2024	\$ 1,489,584	\$ 1,489,584	\$ 1,515,861	\$ 26,277



JJACPA, Inc.

A Professional Accounting Services Corp.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

Administrative Council
NorthNet Library System
San Mateo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the NorthNet Library System (NLS), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively NLS's basic financial statements, and have issued our report thereon dated April 17, 2025.

Report Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the NLS's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of NLS's internal control. Accordingly, we do not express an opinion on the effectiveness of System's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that we have not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the NLS's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

April 17, 2025

JJACPA, Inc.

**JJACPA, Inc.
Dublin, CA**

NORTHNET LIBRARY SYSTEM

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AND
COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS**

JUNE 30, 2024



April 17, 2025

To the Administrative Council of the
NorthNet Library System
San Mateo, California

We have audited the basic financial statements of the NorthNet Library System as of and for the year ended June 30, 2024, and have issued our report thereon dated April 17, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit and *Government Auditing Standards*

As communicated in our engagement letter dated August 16, 2024, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Northnet Library System solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by NorthNet Library System is included in Note 1 to the financial statements. There has been no initial selection of accounting policies and no changes in significant accounting policies or their application during FY 2023-24. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting NorthNet Library System's financial statements relate to commitments and contingencies.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to NorthNet Library System's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated April 17, 2025.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with NorthNet Library System, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting NorthNet Library System, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the entity's auditors.

Communication of Internal Control Related Matters

In planning and performing our audit of the financial statements, we considered the NorthNet Library System's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of NorthNet Library System's internal control. Accordingly, we do not express an opinion on the effectiveness of NorthNet Library System's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

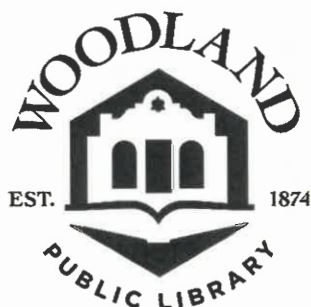
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Administrative Council and management of NorthNet Library System, others within the organization and Federal and State agencies and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Joseph J. Arch

JOSEPH J. ARCH, CPA
President/CEO
JJACPA, INC.



Woodland Public Library

250 First Street • Woodland, Ca 95695
<http://www.cityofwoodland.org/library>
 530 • 661 • 5980

May 15, 2025

MEMORANDUM

To: Clarivate

From: Greta Galindo, Library Services Director

Subject: Discontinuation of Link+ Subscription and Delivery Services

The City of Woodland has directed the Woodland Public Library to implement significant budget reductions beginning in Fiscal Year 2026 and continuing in subsequent years. As a result, the City will not be appropriating funds to cover the cost of the Link+ subscription or its associated delivery services.

Given that our patrons request fewer than 700 items per year through Link+, we have determined that the cost of maintaining the service is not feasible within our constrained budget.

We appreciate the support Clarivate has provided throughout our participation in the Link+ network, and we thank you for your partnership.

We understand that the Woodland Public Library is part of the NorthNet Library System's Link+ subscription. The contract, Section 6, states:

6. Early termination. Client may terminate this Agreement at any time during the Initial Term effective as of the date of the next annual anniversary of the term if Client's budget (funding) is eliminated and Client provides written evidence of the elimination of Client's budget (funding), such evidence to be in the form and substance reasonably requested by Clarivate.

We are providing this letter as evidence that our budget funding is eliminated for the Link+ service. We understand that the NorthNet Library System will work with Clarivate regarding removing Woodland from the group subscription. We further understand that it will be our responsibility to contact the courier to cancel that service.

Sincerely,

Greta Galindo

Director, Woodland Public Library

Growing Readers since 1905

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated May 12, 2025

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State Library News

LDS Newsletter

Please be sure to sign up for the LDS Newsletter [LibrarytoLibrary](#). For those who receive this monthly email, please consider forwarding it to your staff and/or printing a copy for your break rooms.

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.

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. 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.

Networking and Training

Public Library Directors Networking Call

The next call will be on Wednesday, May 21, 2025 from 3:30 to 4:30 p.m. Registration information will be sent closer to the date.

Rural Libraries Community of Practice

The State Library now hosts a monthly Community of Practice for Rural Libraries, occurring on the 4th Wednesday at 3:00 PM. Staff at all levels are welcome to attend. The session dates can be viewed on the Zoom [registration page](#).

Opportunities

Zip Books

The application period for our [2025-2026 Zip Books program](#) is currently open and will close on Wednesday, May 28 at 12:00 noon. Check the Zip Books grant page for a recording of the webinar from May 13th.

Career Online High School

[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

Groundwork Grants

Groundwork Grants requests applications from eligible California-based cultural institutions for support up to **\$20,000** towards emergency preparedness projects.

Funded by the state of California, through the California State Library, Groundwork Grants is distributing over \$1 million to institutions with collections in California to strengthen emergency preparedness. Maximum awards of \$20,000 are available to institutions with historically and culturally significant collections, prioritizing those that document underrepresented communities.

Apply Now at groundworkgrants.org

Submission Deadline: 11:59pm PT, Monday, June 2, 2025

Staff Contact: Joana Stillwell, Program Officer | joana@myriadconsultants.org

Grant Highlights:

- **Goals:** To provide funds and resources to institutions with historically and culturally significant collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope:** A California-wide initiative to strengthen emergency readiness for institutions with collections, including archives, museums, libraries, historical societies and sites, nonprofits, higher education institutions, local governments, and Native American Tribal

governments. Applicants are strongly encouraged (but not required) to receive a [free Ready or Not consultation](#) before applying.

- **Awards:** Maximum award amount of \$20,000, with options for emergency preparedness support, including disaster planning development, recovery kits, staff training, environmental monitoring and alert equipment, fire mitigation, project mentorship, preservation supplies, and more.

Current Projects and Services

California Library Literacy Services – Ongoing

The application for continuing funds for current CLLS libraries opened April 17, 2025, and will close May 29, 2025. For links and a recording and slides from the information sessions, see the [Manage Your Grant](#) page. Regular drop-in help sessions via Zoom continue through May. Please see the training calendar link below.

For information on ongoing training, visit the CLLS training and meeting [calendar](#). 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 cohort dates for 2025. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/> For more information on any of these programs, or to subscribe to the CLLS staff or CLLS directors' listserv, contact cls@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 Public Libraries Survey

California's 2023-2024 Public Libraries Survey data is being updated and will be available for use by the public and all libraries around May. For questions, contact LibraryStatistics@library.ca.gov

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. To explore California histories, arts, and cultures, visit the collections available at [California Revealed](#). For questions, please contact CARevealed@library.ca.gov *LSTA-funded*.

[Community-Centered Libraries and PolicyMap access for all library workers](#)

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 and report materials)
- Conducting culturally relevant needs assessments

Register for upcoming webinars and view recordings of previous sessions on the [Community-Centered Libraries Webinars page](#). The initiative also includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables public library staff to view rich data about the communities in your service areas. [Learn more about PolicyMap](#), register for upcoming trainings, view recordings of past trainings, and [request an account today!](#) *LSTA funded*.

[COMPASS Project: Resources and Information for Public libraries](#)

At a time when many library systems are facing decreased budgets and may be forced to cut digital subscriptions, a reminder that California offers — at no cost to public schools, districts, local libraries or students — online educational content and tools with [COMPASS: the California Online Media Program for Access and Student Success](#) (formerly the K-12 Online Resources Program). The purpose of COMPASS from the California State Library is to provide equitable access to online library resources to all K-12 public school students and their families, both in the classroom and after school.

COMPASS provides tools ranging from early literacy support (PebbleGo Science, TeachingBooks for Libraries) to science and climate change resources (Gale Interactive Science, Nat Geo Kids, Environmental Studies) to a suite of performing-arts and history/social studies content (20+ Alexander Street collections).

Timely COMPASS Resources and Information for Public Libraries

- [Slides from recent COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [General program sign up form](#)
- Does your library currently offer Capstone's PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)
- Questions about the [Alexander Street content](#) or set up information? Watch this [recording of a July 2024 training](#) and accompanying [slide deck](#). Remember, the Alexander Street collections include [library performing rights too](#) (with the exception of the National Theatre collection) – a great addition for programming for all ages!

- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact compass@library.ca.gov with any questions.

Parks Pass Program – Ongoing

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.

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 c 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 Cards for All

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.

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.