

Guidebook to the NorthNet Library System

FY 2017/18

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SYSTEM INFORMATION

NorthNet Library System (NLS) is a consolidation of three library systems, MVLS (Mountain Valley Library System, serving Alpine, Colusa, El Dorado, Mono, Nevada, Placer, Roseville, Sacramento, Sutter, Yolo and Yuba Counties; NBCLS (North Bay Cooperative Library System), serving Lake, Marin, Mendocino, Napa, Solano and Sonoma Counties; and NSCLS (North State Cooperative Library System), serving Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity Counties.

PURPOSE

The purpose of this consolidated regional system is to improve the services of its constituent member libraries by maintaining existing CLSA (California Library Services Act) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, 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.

GOVERNANCE AND FINANCING OF NLS

The governance model for the NLS is a Joint Powers Agreement (JPA). Each of the three systems that comprises NLS operated under either a JPA or a JRA. To be a member of NLS, you must be a JPA or a JRA. The NLS JPA is an overarching structure leaving the three systems' JRAs and JPAs intact. The JPA, bylaws, and standing rules are available for review. An Executive Committee is responsible for the ongoing operations of NLS.

FINANCING OF NLS

NLS is funded through a combination of California Library Services Act funds and member dues and fees. A Finance and Personnel Committee develops an annual membership fee schedule and budget which they recommend to the Executive Committee. The fee schedule and budget is presented for approval by all NLS members at the annual meeting in May.

BENEFITS OF NLS

- Achieve economies of scale by investing in a set of shared resources in programs and services that will benefit people served by the communities in the region.
- Facilitate the ability of member libraries to work together to increase the quantity and quality of the services and programs for the people in this broad geographic area.
- Enable each member to be responsive to the changing needs and expectations of its community.
- Create a common approach to marketing and public relations and have a shared capability for this work.
- Enable resource sharing to work better and more seamlessly.
- Allow member libraries to have a strong, effective and unified voice.
- Capitalize on the talents and competencies of a large group of member library staff and increase the opportunity to share and learn from each other.
- Collaborate to invest in research and development of new initiatives and pool resources to support development of these initiatives.
- Extend the network and communities of practices among the people who work in the member libraries.
- Provide the structure and support for member libraries with common interests to communicate and share in a broader geographical arena.

PRIORITY SERVICES BEING PROVIDED BY OR OF INTEREST TO NLS

- Programming
- Expanded Materials Delivery
- Staff Development and Continuing Education
- Support for research and development
- Technology opportunities,
- Communities of Interest on such topics as Friends Activities, Facilities, both new and aging, New Technologies.
- Self-Selected Communities of Interest
- Social Marketing
- Leadership Development
- New model for resource sharing

- Shared models for the “behind the scenes” library work, centralized acquisitions, collection development, cataloging, processing of media and books, including specialized collections, i.e., foreign language

California Library Services Act – A Brief History

Library cooperation in California has a long history. The California County Library Law which was passed in 1911 formally established the framework of statewide library service in California. The County Library Law mandated that each county should form a county library system that would serve each and every member of the county, no matter how isolated they were.

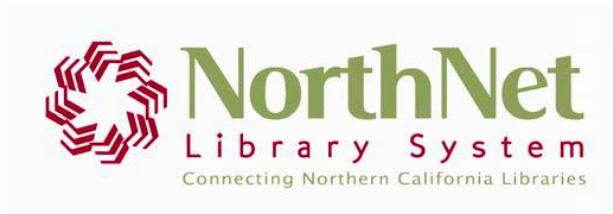
Cooperation has been a hallmark of library service across the country. Trial projects involving cooperation among public libraries began nationwide in the late 1950's and 1960's, frequently using federal Library Services and Construction Act (LSCA) funds. In many states, those federally-funded demonstration projects paved the way for State-funded public library systems. California's own Public Library Services Act, the predecessor to the California Library Services Act (CLSA), was passed in 1963 and supported the creation of cooperative public library systems statewide.

CLSA was passed in 1977 and established fifteen public library systems that cooperated in many ways, including State support for both local and statewide programs. At the local level, services included reference, communication and delivery, interlibrary loans (mediated borrowing between a wide variety of libraries) and direct loans (unmediated borrowing by patrons from libraries within the same system and, in some cases, from any public library in California that belonged to one of these fifteen systems). At the statewide level, services included statewide databases, state reference centers and statewide communications and delivery.

Of course, California is always striving for better programs and services. The cooperative library systems were primarily focused on public libraries and funded for services to public libraries, yet, over the years, some systems began to include other types of libraries as their members, without any state support for non-public libraries. The concept of multi-type library systems or networks was developing in the 1980's in other states; and in California, under the leadership of former State Librarian Gary Strong, the first California Networking Task Force was established in 1989. Various task forces worked until 1995 to develop a plan for multi-type library cooperation in California. This initiative was dubbed the Library of California by former State Librarian Kevin Starr. The plan anticipated that the fifteen public library systems would become five mega-systems that somewhat aligned with the existing system configuration. Legislation enacting the Library of California was passed in 1999 at the very end of Governor Pete Wilson's term. Governor Gray Davis succeeded Governor Wilson; and his administration had little background or commitment to this new program. The initiative did not receive the funding necessary for it to be successful or to support multi-type resource sharing and was repealed in 2012.

Throughout the Library of California's development and limited implementation, public libraries continued to cooperate through the existing cooperative library systems. State support for the public library systems was being reduced; and the costs to manage these entities and provide necessary services began to outstrip the revenue allocated to the systems. In the late 2000's, the existing fifteen public library systems began to plan the most effective way to reorganize and merge themselves to make the best use of limited funding. The result of this realignment was a reduction to nine systems, somewhat similar to the five proposed regions for the Library of California.

Under Governor Jerry Brown, funding for all CLSA programs other than Communication and Delivery was eliminated in FY 2011/12. Although resources are very limited, members of the current CLSA systems continue to work together to share resources, leverage their assets, share in development of new trends and services to provide better service to Californians.



NorthNet Library System (NLS) Strategic Priorities - FY 15/16 and Beyond

The initial NLS strategies and goals were adopted in May 2010. 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 was undertaken in FY 2015/16. Although not a complete revision of the strategies and goals, existing priorities have been confirmed and new directions have been identified. 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. Other regional library systems have participated in similar planning sessions; and, with those results, we are able to identify some statewide priorities as well.

Background

NLS Directors (or their designees) from each member library were invited to participate in one of two workshops hosted by NLS in Chico on November 2nd, and Napa on November 3rd, 2015. These workshops explored current needs and critical issues of members, as well as aspirations and opportunities for NLS to deliver higher value services as a CLSA System. The workshops were facilitated by Sam McBane Mulford, Ideation Collaborative and Cheryl Gould, Fully Engaged Libraries. Every workshop was facilitated in the same manner with the same agenda:

- Introduction
- Input and Conversations about the value of PLP membership
- Patterns and Themes around needs and aspiration
- Criteria around PLP decision making on investments and actions
- Identification, Conceptualization, and Valuation of Potential Initiatives

Key potential initiatives were identified during the workshops. In order to confirm that these initiatives were representative of system needs, a survey was also conducted after the workshops to gather input from other staff at their libraries on all the topics addressed in the workshop. 65 survey responses were submitted; almost 74% of those did not attend a workshop. There was strong alignment with the results of the workshops and the surveys. The NLS Administrative Council met on January 25, 2016, to further review these initiatives and identify priorities for action. Service initiatives that were identified as high priorities by both workshop and survey participants are shown below in ranked order, determined at the January 25, 2016, meeting:

- Member Asset Mapping – deep, intentional knowledge of member strengths
- Sharing People and Knowledge Platform
- NLS Zip Books Program
- Training and Development
- Value Statement and Branding for NLS
- Budget Alignment for Increased Collaboration/Purchasing Power
- Continuum of Communication - blogs to extensive publications
- One NLS Card

- Facilitation Capacity Building

Further discussion at the January 25, 2016, meeting resulted in the consensus of five key strategic directions for NLS focus. These strategic directions are detailed below:

- **Member Asset Mapping** is an activity that can start now and content will eventually be included in a Knowledge Platform; this info will also be communicated and can be used immediately by member libraries to share information, expertise, and even opportunities to collaborate or enhance purchasing power.
- **Sharing People and Knowledge Platform** is a highly prioritized initiative among many other systems and could become a collaborative effort at a multi-system or even statewide scale - NLS should monitor interest and activity and decide whether to join or develop a solution for NLS.
- **Zip Books** is being explored by Placer County and could be enlarged to include anyone within NLS that is interested.
- **Training and Development/ Facilitation and Capacity Building** will be combined to broaden the scope of this priority and can be achieved with complementary activities.
- **Budget Cycle Alignment for Increased Collaboration/Purchasing Power** can begin with NLS staff and members collecting and analyzing existing contracts, as well as facilitating communication among member libraries around intention and goals for procurement, etc.

Implementation of Strategic Priorities

These directions are informing the focus of NLS staff and members to take advantage of service opportunities as they become apparent. We know that developing some quick wins with visible impact relevant to most if not all libraries in the system will provide solutions to real challenges for libraries and rapidly confirm the value of the system and its membership.

Given the current level of capacity and support at the system, creating leadership teams of member libraries to further define the goals and scope of the initiatives that were conceptualized by this process will create clarity around the significance of the effort and help determine the cost effectiveness of pursuing an initiative. We believe that collaboration among member libraries will leverage all our assets more effectively and provide value to system members as a whole.

The implementation of these exciting concepts may be facilitated by additional funding for ongoing CLSA activities that is included in the proposed FY 2016/17 state budget. This additional funding will support increased NLS capacity through additional time for the system coordinator and/or identification of expert consultants who can assist us with specific projects. Below are some examples of how these priorities are being realized and will inform our work in 2016/17 and beyond.

Member Asset Mapping is an impactful project that is the top priority of NLS members. One of the most critical tasks is defining the key assets we want to map and how to ensure that we obtain useful and easily-shared information of those assets. Jacquie Brinkley, system coordinator, is working closely with our planning consultant Sam Mulford to develop an asset matrix and design an information collection methodology. This material will be housed and accessed through a knowledge platform that is being developed collaboratively by all the CLSA systems (see below).

Sharing People and Knowledge Platform: This need has been identified by a number of regional systems. The Black Gold Library System is hosting a pilot site, “CLSA Knowledge Base,” <http://clsainfo.org/>, and NLS staff are involved in developing and testing this platform. We anticipate using this to collect policies, procedures and best practices from interested systems and to develop our own specific repository for NLS materials. We are developing the platform so that we can provide convenient access to information about specific skills of staff and knowledge-sharing of best practices.

Closely aligned with the Sharing People and Knowledge Platform is a Shared E-resource Search Platform for Convenient Access. This is a critical need for all our member libraries and others in the state and the nation. NLS staff are constantly looking for new products or services to provide seamless access to e-content. We are aware that our development partner Califa is working closely with the New York Public Library on the development and national distribution of “Simply E”, an open source product which provides for seamless searching across all e-content. NLS is closely monitoring this relationship and is in a strategic position to serve as the first California regional deployment of this product.

Zip Books is an initiative that replaces ILL with a “buy v. borrow” procurement model. If a patron in good standing of any of the participating libraries wants a book the library does not own, the library buys it from Amazon, as long as it costs less than \$35 pretax. (More expensive requests will be evaluated on a case by case basis.) The book is shipped directly to the patron, without a finite lending period. When they are done, patrons simply return the book to their local branch, where the librarian evaluates the item as to whether it will be added to the collection or sold at the library book sale, etc. This program has been supported by the California State Library with a number of rural libraries from around the state participating. Staff and members are determining how this program might be developed for NLS as a system and are interested in pursuing CLSA support for this pragmatic approach to resource-sharing.

Training and Development/Facilitation and Capacity Building: We are constantly searching for further professional development opportunities and; as Infopeople transitions from a state-wide, state-subsidized continuing education program, we will determine what types of training may be effectively delivered at a regional system level, through Infopeople or other providers. We have identified a great opportunity for Facilitation and Capacity Building. The California State Library (CSL) is offering the opportunity for libraries to participate in the Harwood Turning Libraries Outward training in May 2016. Several NLS libraries are participating and we anticipate that we will share their knowledge on the knowledge platform and through programming. Also, NLS with the Pacific Library Partnership (PLP) as a collaborator, has been awarded an FY 2016/17 CSL Pitch-An-Idea grant for “Community Engagement and Facilitation Skills for NLS and PLP Libraries”. 8-10 NLS libraries will be selected to participate in this training led by Susan Clark, well-known for her work in adult literacy and community engagement, who will tailor for libraries an Institute for Local Government program that she has developed. Again, we will share the information and results from this program with all member libraries.

Budget Cycle Alignment for Increased Collaboration/Purchasing Power should be an ongoing activity that also aligns with the system and member library fiscal years which, for the most part, are July 1 – June 30. Jacquie Brinkley, system coordinator, is working closely with member library directors and other staff to determine the best mechanism and timeline to collect this critical information. We are collecting and analyzing existing contracts, working on aligning the timeframes of those contracts and facilitating communication among member libraries around intention and goals for procurement, etc. This project is currently launching and should be in place for some FY 16/17 contracts and definitely available for FY 17/18 contracts. Because NLS is a large system, with many members and covering much

geographical territory, it can be challenging to organize collaborative purchasing yet is and will be a huge asset for member libraries in cost savings and access to a wide array of content.

There are several service priorities that were not identified as the five critical directions yet are areas where we see potential opportunities for NLS. All these priorities are outlined in the findings summary of this planning work which is attached to this document. The concept of a universal card is one that should receive some further consideration.

One Card: There is much interest in varieties of this concept – one uniform card for all PLP member libraries, a virtual PLP card that would provide seamless access to all our e-content, a student card that provide either virtual or complete access to library resources possibly based on student school ID to be as convenient to issue as possible. With proposed additional funding for CLSA in the FY 2016/17 budget, the concept of a statewide library card, either real or virtual, is one that is receiving much attention. PLP must monitor all these efforts carefully and be ready to pilot or participate in regional or statewide initiatives.

PLP as the lead partner, in collaboration with NLS, has been awarded an FY 2016/17 CSL Pitch-An-Idea grant for the “Student Success Initiative”. We will work closely with 6 PLP and 4 NLS libraries to model different methods of developing these student card initiatives and developing best practices to share with all our members and the field. We will bring on a part-time coordinator for this project as well as identify expertise for developing marketing and social media materials to make this impactful programs successful.

Although not specifically included in the top ten initiatives at the workshops and surveys, we know there is great interest in using data to inform service planning and decision-making.

Data Analytics Platform: NLS shares administrative staff with PLP, and we hope that, if state or local funding were available, NLS could join PLP in their Analytics on Demand project. PLP has negotiated a 15-month contract (3/16 – 6/17) at a very reasonable cost with Gale. Although some member libraries are using other analytics products, PLP is establishing a member-led community of practice to determine the most effective ways to use this resource. We are also working with Gale to tailor the product for use with regional systems as it has generally been used at a local library level. This product customization will assist PLP members and other regional libraries in California and beyond. We will evaluate the success of this product and determine how continued access might be funded after June 2017. We believe that Analytics on Demand may provide some data to inform regional and local needs assessment. This is a critical area of need for our member libraries and the system itself; and we will continue to look for opportunities to strengthen our work in this area in 2016/17.

Conclusion

There is much potential for success and impactful services for NLS, with strong new leadership and a huge knowledge base in our member libraries. The priorities we have identified will be used to develop future plans of service and will be monitored on an annual basis to develop an action plan for effective service to our members. We will also use these priorities to help inform statewide services or projects that are currently under consideration for funding by the California Library Services Board.

Summary document prepared May 2016.

Services Provided With Your Administrative Contract with the Pacific Library Partnership

NorthNet Library System (NLS) contracts with the Pacific Library Partnership (PLP) for administrative oversight. The activities of the contract include the following:

California Library Services Act

As a cooperative library system, NLS must adhere to the laws and regulations of a cooperative system, and prepare and submit specific documents to the California State Library. Those include the annual Plan of Service and Preliminary Budget, System Detailed Budget, System Program Annual Report, and System Expenditure Report. These reports reflect the system's intent for expenditure of the California Library Services Act (CLSA) allocations within the confines of the law, as well as a regular accounting of the entire budget for NLS.

Staff work with the NLS Executive Committee regarding the distribution of CLSA funds to NLS public libraries. Claim forms are sent to libraries, and staff ensure the monies are correctly appropriated among the 41 public libraries.

Staff attend the California Library Services Board (CLSB) meeting and work with the Executive Staff in advocating for NorthNet. This may include advocating for funding, changes in the regulatory language regarding CLSA funds, or other issues.

Meeting Support

Staff support the NLS Executive Committee, which generally meets four times a year, as well as the Administrative Council, which may meet once or twice a year. Staff also support the meetings of the 3 legacy systems: Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). These groups all meet a minimum of one time a year, with most meeting several times a year. Staff also support the 2 standing committees (Library to Go and Zinio). Meeting support includes preparation and distribution of agenda packets, ensuring adherence to the Brown Act, attendance at meetings, and in many cases, minute taking.

Grant Oversight

Staff perform the work of the grants and ensure all grants are monitored and expended in accordance with the guidelines. NLS has the annual PLSEP grant from the State Library. NLS is also administering the multi-year statewide Zip Books grant. All grants require reporting, budgeting, acquisition of goods and services, and financial tracking.

Fiscal and Other Oversight

Staff annually prepare and administer the budget for NLS and ensure all contracts and invoices are paid and current. NLS is required to undergo annual audits, which PLP coordinates. Staff coordinates with all members regarding membership fees, the distribution of funds for CLSA allocations, and distribution of funds to support staff training.

Negotiations with vendors are done centrally. One such example is the contract for delivery services, which was negotiated during this last fiscal year. The administrative contract also includes the management and payment of vendors such as Zinio and Overdrive.

Staff handle correspondence and payment of CalPERS for each of the legacy systems. Staff also handle any other official correspondence.

The NorthNet website is also maintained by staff and includes updating the membership, posting agenda and minutes from meetings, and ensuring other pertinent data stays current.

Special Projects

Staff have worked on the NLS CalPERS issues, including writing the NLS CalPERS White Paper, negotiating with CalPERS on behalf of NSCLS, and working with the CalPERS attorney hired by NLS. We anticipate continued work regarding CalPERS.

Staff will continue to work on the Link+ study, as well as assist in Bylaws changes related to libraries joining legacy systems or NLS.

Updated November 2017

THE JOINT POWERS AGREEMENT
OF THE NORTHNET LIBRARY SYSTEM

THIS joint powers agreement between cooperative library systems to form the NorthNet Library System (hereinafter called "NLS") made and entered into this 8th day of May, 2009, by and between the undersigned signatories herein.

W I T N E S S E T H

WHEREAS, the NORTH BAY COOPERATIVE LIBRARY JOINT POWERS AGENCY, the NORTH STATE COOPERATIVE LIBRARY JOINT RESOLUTION AGENCY, the MOUNTAIN-VALLEY LIBRARY JOINT RESOLUTION AGENCY (hereinafter, "the parties") desire to consolidate some of their activities and form a new joint powers agency for that purpose; and

WHEREAS, Government Code section 6500 *et.seq.* authorizes several public agencies to form a separate joint powers agency,

NOW THEREFORE IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS, effective the date last signed by any party hereto:

I. PURPOSE

The purpose of this Joint Powers Agreement ("Agreement") is to provide for the exercise of the common power of each of the parties hereto to provide library services, through a new and separate public agency known as NorthNet Library System ("NLS"), which shall be responsible for administering this Agreement. This common power shall be exercised in a manner consistent with and in furtherance of the objectives of the California Library Services Act (Education Code, §18700 *et.seq.*), hereinafter referred to as "Library Services Act", and in such a manner that the entity created hereby shall be eligible for any grant funds that may be payable pursuant to said Act and such other laws of a similar nature both state and federal that now exist or that may from time to time be enacted. This Agreement shall be construed in a manner consistent with these objectives. The foregoing, however, shall not be deemed to limit the extent of the powers conferred on the public entity created hereby. NLS shall possess all the powers, prerogatives and authority necessary to plan, operate, and administer a cooperative library system, and those powers necessary to establish, improve and extend library services, held by its members, and those powers designated in Government Code section 6508, and as more specifically set forth herein

It is further intended by the parties hereto to enter into this Agreement in order to enjoy the joint sharing of benefits and costs in any and all activities they are authorized to undertake.

The parties shall have equal access to the full range of services available from NLS and jointly make decisions regarding the implementation and management of NLS, in accordance with the terms of this Agreement, to the maximum extent provided by law.

II. NAME AND POWERS

The official name of the entity shall be the NorthNet Library System. Said entity shall have the powers granted to such library systems under the Government and Education Codes of the State of California and such other powers as may be necessary to accomplish the purpose of this Agreement, including, without

limitation, to make and enter contracts, to employ agents or employees, to contract for legal services, to acquire, hold or dispose of property, and to sue or be sued on its own name

III. ADMINISTRATIVE COUNCIL

Administrative Council (hereinafter referred to as "Council") is the governing body of NLS. The powers, composition, duties, officers, activities, and procedures for conducting the business of the Council shall be established in the Bylaws of the Administrative Council, NorthNet Library System.

IV. BYLAWS

NLS shall operate pursuant to the Bylaws adopted by each party upon its adoption of this Agreement, a copy of which is attached hereto as Exhibit A. The Agreement shall control, in the event of any inconsistency between it and the Bylaws.

V. TREASURER/FISCAL AGENT

(a) The North Bay Cooperative Library System Executive Officer or his/her designee shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS, and perform those duties required by Government Code sections 6505 and 6505.5.

(b) The Council shall designate its fiscal year, maintain a current inventory of the property owned by NLS, and provide for an annual audit of the accounts and records of NLS by a certified public accountant or public accountant. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. NLS shall bear the costs of the audit.

VII. RESPONSIBILITIES OF PARTIES

Parties of NLS:

(a) Agree to participate in the programs which are a requirement of the California Library Services Act.

(b) Shall pay all monies owed NLS when due.

(c) Will regularly participate in the meetings and deliberations of the Council.

FAILURE TO COMPLY with these rules and regulations will constitute a breach of this Agreement by a party and, as such, shall be subject to the remedial provisions of the Agreement.

VIII. MANAGEMENT AND CONTROL OF INDIVIDUAL LIBRARIES, PROPERTY AND ASSETS

Nothing contained herein shall be deemed to limit the right of parties to administer, manage, direct and control their own libraries and library resources, independently, select their own books and other library materials, hire their own personnel, and operate according to the policies and rules established by their own joint powers agreements, bylaws and their governing bodies. Nothing contained herein shall operate or be interpreted as a pledge by parties of their own assets or property to NLS. Except as specifically stated in

Section IX the assets and property of each party shall remain its own.

IX. FUNDING

NLS shall provide for strict accountability of all funds and reports and disbursements. NLS may apply for and receive such grants as may be provided for by the laws of the state of California and the Federal Government. However, in recognition that start up funding is necessary, within ten (10) days of its execution hereof, each party hereto shall contribute a minimum of the sum of \$100,000.00 (one hundred thousand dollars), cash, to the general fund of NLS, which shall be non-refundable except pursuant to Article XVIII.

X. COST ALLOCATION PLAN

The Council shall determine the annual membership fee that shall be contributed by each participating party for the operation of the activities and programs of NLS. Each member's fee shall be according to a formula which the Council determines to be fair and equitable. This formula shall be reviewed annually. Exhibit B, attached hereto and made a part hereof, is the existing formula which shall be used until modified or amended by the Council.

XI. CORRECTIVE AND REMEDIAL MEASURES

Whenever a majority of the Council believes that a participating party has committed a remediable breach of any material obligation set forth in this Agreement, it may give the party notice to that effect with reasonable specificity. The participating party shall use its best efforts to promptly remedy the breach and shall inform the Council of the nature of the remedial action planned and taken or will respond to any such notice, with an explanation that sets forth reasonable cause of the breach. When a breach does exist that is not remedied within thirty (30) days after notice of it, the Council may seek relief under Section XIII hereof.

XII. APPLICABLE LAW

This Agreement shall be governed by, subject to, and construed according to the laws of the State of California.

XIII. DISPUTE RESOLUTION PROCEDURE

If any party considers that any act or decision by NLS is unfair and injurious to it, or if the Council determines that a party's material breach has not been remedied, the process for resolving disputes will be mediation, then if necessary, binding arbitration pursuant to Code of Civil Procedure section 1280 *et seq.*, with each side to bear its own attorney's fees but with the non-prevailing party to pay the arbitrator's fees. If mediation does resolve the dispute, expenses for mediation will be shared by each side equally.

XIV. ADMISSION OF NEW PARTIES

Any California Cooperative Library System operating as a joint powers agency or joint resolution agency may join NLS upon the application of its governing body and upon the consent of the Council, provided that such agency has agreed to abide by all the terms of this Joint Powers Agreement and Bylaws. The Council shall prescribe the amount of money, if any, that shall be paid by the new agency as a prerequisite to its becoming a participant.

XV. MUTUAL HOLD HARMLESS AND INDEMNIFICATION

(a) It is agreed that each party hereto shall defend, hold harmless and indemnify NLS and its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of any other party, their officers, agents and/or employees, except to the extent NLS has procured liability insurance covering such claim.

(b) It is further agreed that NLS shall defend, hold harmless and indemnify any party, its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of NLS, its officers, agents and/or employees.

(c) In the event of concurrent negligence of one or more parties, their officers and/or employees, and NLS, its officers, agents and/or employees, then the liability for any and all claims for injuries to persons or damage to property which arise out of the terms of this Agreement shall be apportioned under the California theory of comparative negligence as established presently, or as may be hereafter modified.

XVI. INSURANCE

NLS shall not commence work under this Agreement until all insurance required under this paragraph has been obtained. NLS shall maintain certificates of insurance evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to NLS of any pending change in the limits of liability or of any cancellation or modification of the policy. Provided, however, NLS can satisfy these insurance obligations by providing for coverage through any of its members.

In the event of the non-fulfillment of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or cancelled, the System Administrator and/or Chair, at her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately suspend all further work pursuant to this Agreement, pending direction from the Council.

(a) Workers' Compensation and Employer's Liability Insurance: NLS shall have in effect during the entire life of this agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage, if required.

(b) Liability Insurance: NLS shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from NLS's operations under this Agreement, whether such operations be by itself or by any sub-contractor or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. All parties and their officers, agents, employees and servants, shall be named as additional insureds on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the parties, and their officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, such other insurance shall be excess insurance only.

Such liability policy shall also provide errors and omissions coverage for all members of the Council.

Except to the extent required by Article X, NLS, alone or through insurance, shall be responsible for defending third party actions against NLS.

(c) Property Insurance: NLS shall acquire and maintain all-risk property insurance to cover full replacement value of all NLS equipment and property. Such insurance shall include but not be limited to fire and extended coverage, business interruption and extra expense.

XVII. AMENDMENTS

This Agreement may be amended by approval of two-thirds of the governing bodies of the parties hereto.

XVIII. DISSOLUTION OF NLS

NLS shall be dissolved by approval of two-thirds of the governing bodies of the parties hereto. Disposition of assets or debts of NLS as determined by the Council shall be made in accordance with the process set forth in the bylaws. After the completion of its purpose any surplus money on hand shall be returned to the members in proportion to the contributions made. For the purposes of this Agreement the “conclusion of its purpose” shall occur upon dissolution of NLS.

XIX. WITHDRAWALS

Any party wishing to withdraw from this Agreement must do so effective on July 1, of any succeeding year and must provide at least nine months written notice to the Council. Notice shall be in the form of a resolution adopted by the governing body of the party wishing to withdraw and presented in writing to NLS. Withdrawing party shall not be entitled to any refund of its contributions, nor to any share of NLS assets unless NLS dissolves.

XX. TERMS OF AGREEMENT

This Agreement shall continue perpetually until modified or terminated by the parties hereto. The debts and obligations of NLS shall not be the debts and obligations of the parties hereto except as provided in Section XV.

IN WITNESS WHEREOF the parties hereto have set their hand the day and year written.

NORTH BAY COOPERATIVE LIBRARY SYSTEM ATTEST:
JOINT POWERS AGENCY

By: [Signature] By: Annette Miller DeBack
System Chair System Clerk

Date: 6/15/09 Date: 6/15/09

NORTH STATE COOPERATIVE LIBRARY ATTEST:
SYSTEM JOINT RESOLUTION AUTHORITY

By: [Signature] By: Annette Miller DeBack
System Chair System Clerk

Date: 5/11/2009 Date: 5/11/2009

MOUNTAIN-VALLEY LIBRARY SYSTEM ATTEST:

SYSTEM JOINT RESOLUTION AUTHORITY

By: [Signature] By: Annette Miller DeBack
System Chair System Clerk

Date: 5/29/09 Date: 5/29/09

NORTHNET LIBRARY SYSTEM
JOINT POWERS AGENCY

By: William H. Michel By: Annette Miller DeBack
System Chair System Clerk

Date: 5/20/2009 Date: 5/20/2009

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FIRST AMENDMENT TO JOINT POWERS AGREEMENT
OF THE NORTHNET LIBRARY SYSTEM

This First Amendment to the NORTHNET LIBRARY SYSTEM is made and entered into to be effective July 1, 2012, by and among the NORTH BAY COOPERATIVE LIBRARY SYSTEM JOINT POWERS AUTHORITY, the NORTH STATE COOPERATIVE LIBRARY JOINT RESOLUTION AGENCY, and the MOUNTAIN VALLEY LIBRARY JOINT RESOLUTION AGENCY (hereinafter, "the parties").

THE PARTIES HEREBY AGREE AS FOLLOWS:

Subsection (a) of Section V. is hereby amended to read as follows:

V. Treasurer/Fiscal Agent

(a) The Peninsula Library System Executive Director or Finance Director shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS and perform those duties required by Government Code sections 6505 and 6505.5.

Except as provided above, all of the terms and conditions of the Joint Powers Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Joint Powers Agreement of the NorthNet Library System to be effective on the date first above written.

**NORTH BAY COOPERATIVE LIBRARY
SYSTEM JOINT POWERS AGENCY**

ATTEST:

By: [Signature]
System Chair

By: Annette Millin DeBacker
System Clerk

Date: 5/30/12

Date: 5/30/2012

**NORTH STATE COOPERATIVE LIBRARY
SYSTEM JOIN RESOLUTION AUTHORITY**

ATTEST:

By: [Signature]
System Chair

By: Annette Millin DeBacker
System Clerk

Date: 6/14/12

Date: 5/30/2012

**MOUNTAIN VALLEY LIBRARY SYSTEM
JOINT RESOLUTION AUTHORITY**

ATTEST:

By: Wendy Burke
System Chair

By: Annette Millin DeBacker
System Clerk

Date: 6/18/12

Date: 5/30/2012

**NORTHNET LIBRARY SYSTEM
JOINT POWERS AGENCY**

By: Wendy Burke
System Chair

By: Annette Millin DeBacker
System Clerk

Date: 6/18/12

Date: 5/30/12

BYLAWS OF THE NORTHNET LIBRARY SYSTEM

Article I. Name

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

Article II. Objectives

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

Article III. Membership

Section 1. Qualifications

A member of NorthNet Library System is any cooperative library system that has the power to provide library services and is organized as a joint powers authority or a joint resolution agency (hereinafter, “System”). A System may join NLS upon the application of its governing body and upon the consent of the NLS Administrative Council, provided that such agency has agreed to abide by all the terms of the Joint Powers Agreement and these Bylaws; and upon doing so shall be a member of NLS (“Member”). The individual libraries that comprise the cooperative library systems in NLS shall hereafter be referred to as “constituent libraries.” While these constituent libraries shall have voting authority as described in these Bylaws, they shall not individually be considered Members of NLS.

Section 2. Fees, Dues and Assessments

- a. The NLS fiscal year is defined as July 1 to June 30, and membership fees payable to NLS by the constituent libraries of Members shall be in such amount as determined annually by action of the Administrative Council. In addition, the Council may adopt additional fees for specific services to Members or constituent libraries.
- b. Constituent libraries are billed at the beginning of the fiscal year for the entire year. If after 90 days no payment has been received, the constituent library will be sent a letter informing the library that it needs to pay or submit a formal request for a waiver or reduction to be considered by the Executive Committee. Within 90 days of receiving the letter, the Executive Committee will notify the library if a reduction or waiver has been approved. If no payment or waiver request has been submitted by

- c. January 1, services to the constituent library will be terminated.
- d. The waiver or reduction of membership fees may be requested by a constituent library when it has experienced a significant reduction in operating funds through the reduction of budget allocation from the local funding authority, the automatic termination of a local special tax or benefit assessment, or catastrophic loss such as flood, earthquake damage or fire.

Section 3. Withdrawal

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

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called “Council,” shall be comprised of the head librarian or duly authorized alternate of each constituent library.

Section 2. Administrative Council Duties

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

Section 3. Council Officers

a. Chair

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

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she

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

Section 4. System Administration

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

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

Section 5. Standing Committees

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

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill

vacant positions until the Council has the opportunity to meet to elect new ones.

- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

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

Section 6. Ad Hoc Committees

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

a. Ad Hoc Nominating Committee

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

Section 7. Communities of Interest

- a. Communities of Interest may be established by the Executive Committee as needed. Their purposes are
 - To encourage networking and information exchange among library staff;
 - To serve as a forum for discussion and ideas related to their particular needs;
 - To provide leadership development opportunities to member library staff.
- b. Communities of Interest will be responsible for
 - Electing their own chairs;
 - Scheduling and running their own meetings;
 - Choosing their information exchange topics and tools.
- c. The System Administrator will assist the Communities of Interest as appropriate.

Article V. Meetings

Section 1. Generalities

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

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

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

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

Section 3. Special Meetings

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

Section 4. Adjournment

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

Written notification of such adjournment shall be made in accordance with law.

Section 5. Rules of Order

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

Section 6. Minutes

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

Section 7. Voting

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

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

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

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

Article VI. Resolutions

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

Article VII. Execution of Documents

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

Article VIII. Adoption of Bylaws

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

Article IX. Termination of Agreement

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

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

Adopted by NorthNet Council 03/07/13

CALIFORNIA LIBRARY SERVICES ACT
2016/17 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

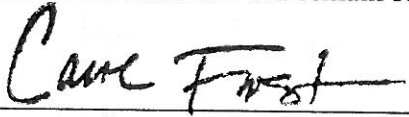
NorthNet Library System
System Name

Pacific Library Partnership
System Fiscal Agent Jurisdiction

Report submitted by: 
Signature of System Chair

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

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


Signature of agent of fiscal authority responsible
for accuracy of fiscal accounting and reporting

9/18/17
Date

CLSA Funding for Communications and Delivery

Section 1

Program Workload

COMMUNICATIONS ACTIVITY, FY 2016/17		
What is the number of messages sent via each communication device listed below, on an annual basis?	Number of Messages	Annual Cost of Service
a. Telephone / Telefacsimile	N/A	\$1,263
b. Internet (including electronic mail)	N/A	N/A
c. Other (specify)		
Total	N/A	\$1,263

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2016/17					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 3-16, 2016	October 19- November 1, 2016	February 1-14, 2017	May 9-22, 2017	Total multiplied by 6.5
a. System member public libraries	38,546	39,361	40,800	38,309	1,020,604
b. Non-public libraries in System area	2	0	0	0	13
Total	38,548	39,361	40,800	38,309	1,020,617
				System Owned	Contracted Vendor
c. Number of delivery vehicles					4
d. Number of miles traveled by all System vehicles					234,109
e. Percentage of items delivered by:					
U.S. Mail <u>0.5</u> % UPS <u>20</u> % System Van <u>0</u> % Contracted Van <u>79.5</u> % Other <u>0</u> %					
f. Total number of e-books circulated through member public libraries using CLSA funds					371,387

Section 2

Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit?

The goals for the Communication and Delivery Program were met through the on-going CLSA funding.

Shared e-resources remain a priority for all members, especially those in smaller, more geographically remote areas. The NorthNet Library System (NLS) Zinio consortium, created in FY2015/16, has proved to be a popular and well-used service among NLS member libraries. Zinio offers full-color digital magazines for anytime, anywhere reading on desktops, mobile devices, and apps. The libraries' collection of popular digital magazines includes both new and backlist titles with no holds, no checkout periods, and no limits. Twenty-six libraries participated in the Zinio consortium in FY2016/17 (five more libraries than in FY 2015/16). Member libraries use a blend of CLSA C&D funds as well as local resources to support their participation in Zinio. Zinio subscriptions continue to be very popular with patrons in individual NLS libraries and became more affordable with a consortium pricing package. With additional libraries participating, more titles will be available at further discounted rates. Members directed 18% of NLS CLSA funds to support Zinio and had 46,332 Zinio checkouts in FY2016/17.

OverDrive also continues to grow in popularity and demand with NLS member libraries. In FY2016/17, twenty-seven libraries participated in the NLS Library to Go OverDrive consortium using a combination of CLSA C&D funds, as well as investing local resources to support these services. OverDrive digital library is a custom website that gives library users 24/7 access to the library's digital collection of eBooks and audiobooks. Each library builds their individual library collection from the OverDrive catalog of more than 3.3 million titles from over 5,000 publishers. NLS members directed 12% of their CLSA funds to support OverDrive. There were 310,960 OverDrive checkouts in FY2016/17, an increase of nearly 3% over last fiscal year. In addition, in same period new users of OverDrive increased by 4.5%.

In addition, enki subscriptions continue to be popular with NLS System patrons and member libraries invest C&D and local resources to provide these valued resources to their communities. Fourteen NLS libraries participated in enki in FY2016/17 with a total circulation of over 14,000 items. The enki Library is a shared open source eBook Network that allows California libraries to own and store eBooks for access by library patrons; to share access to more content than any individual library can purchase on its own; to add features and functionality lacking in current third-party vendor models; and to share access to unique local digitized content with other libraries within the Network.

Delivery contracts, with two courier services, funded with a combination of CLSA and local funds, moved materials among 2/3 of the NLS member libraries. Libraries that were not served by contract delivery vendors, primarily in the North State region, used the US mail service and/or UPS and were reimbursed for their costs. While intrasystem delivery activity decreased in FY2016/17 due to a number of academic libraries dropping out of the shared delivery system, the community as a whole benefitted because items that were requested were delivered at an affordable cost in a timely manner.

Several member libraries share Integrated Library Systems. Cooperative agreements to share ILSs greatly improve and encourage the sharing of resources through interlibrary loan on a much larger scale.

A portion of NLS FY2016/17 CLSA administrative funds was allocated in FY2016/17 to contract with a consultant to study the current state of interlibrary loan (ILL) among NLS members and provide a cost analysis for some or all of the 54 member libraries to join Innovative Interfaces, Inc.'s (III) Resource Sharing (Link+) interlibrary loan. The study will also include an analysis of current ILL delivery and a cost study of delivery changes to support Innovative's Resource Sharing (Link+) product. The study will research and analyze the benefits and/or drawbacks, including a cost analysis comparing the current ILL models and delivery to Link+ and associated delivery. The consultant's report and recommendation will be delivered to NLS in Fall of 2017. NLS members will determine next steps on the basis of consultant's recommendation and NLS capacity to implement expanded Link+ services, if the study supports improved and cost effective resource sharing among members.

2. Were the goals for the **one-time state funding** in the C&D program met as stated in the supplemental plan of service? Please explain how funding was used to benefit the community. (if applicable)

The goals for the one-time State funding were met though the NLS Executive Committee's review and allocation. With the diversity of resources within NLS member libraries, resource sharing to support all libraries was foremost. The NLS Executive Committee requested input from all members to ascertain how best to invest these funds. Based on feedback from the NLS membership, the Executive Committee set the goals for allocation and these goals continue to be implemented according to plan.

Content was increased on the very popular OverDrive eBook services, giving patrons greater breadth and depth of selections. The NLS OverDrive holds policy was revised so that patrons would experience less wait time for popular or high-demand titles. Since implementation of the revised holds policy, waiting time for holds has dropped from 46 days to 38 days, which has resulted in faster service to our NLS patrons. This policy will continue to be reviewed to further reduce hold times in the future. In addition, the number of holds on a single title has dropped from about 241 to 164. Since the new funding became available, Butte County Library has joined the NLS OverDrive consortium, increasing the service population by nearly 225,000.

NLS also used one-time CLSA funds to increase funding to the Zinio digital magazine consortium, another popular service that continues to grow in use as new titles and content are added. While no new libraries joined the consortium in FY 2016/17, existing Zinio consortium libraries reported a high level of patron satisfaction with this service and continued growth in circulation and use.

NLS set aside the remaining funds, approximately \$114,000 for the implementation of one-time costs for Link+ in FY 2017/18. If NLS determines not to move forward with Link+, it will consider additional funding of ZipBooks or pursue other options.

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

NLS is a 41-member cooperative system and covers a vast amount of geography and wide diversity of resources. NLS provided support for training and staff development (\$1,000) for each member library. In addition, ten NLS libraries and one PLP library participated in *Libraries Lead the Way*, an LSTA grant-funded project intended to complement the California State Library and Harwood Public Innovation Lab initiative, and to provide library staff development and training in community engagement and facilitation skills.

Nineteen NLS libraries also participated in the LSTA funded Zip Books program where patrons can submit requests for the library to purchase an item not available in their library's collection. The cost of purchasing the item and having it shipped at no charge directly to the patron's home is a significant cost savings over the traditional inter-library loan methods. While this project has been federally funded (LSTA) and now has dedicated one-time funding from the CLSB, sustaining this model will be reviewed carefully for those libraries ready to discard traditional and costly ILL services.

The ILL/Link+ Study that is in process at this time will allow NLS membership the opportunity to review additional ILL options and identify long-term and sustainable means of continuing to improve and enhance resource sharing among all member libraries.

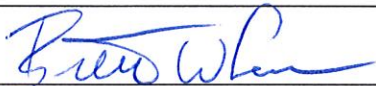

Six NLS member libraries participated in another LSTA funded project, the Student Success Initiative, where students at selected schools were issued public library cards to access library data bases from their school campuses or home. Students have full access to public library online resources without having to obtain parent permission or authorization, as no physical items are checked out. Teachers and students report that having 24/7 access to library databases has greatly expanded their research and information resources and, with this introduction and access through their school site, they are more likely to consider their public library for their information needs in the future.

System Information
FY 2017/18

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

System Chair for FY 2017/18 (if known):	Fiscal Agent: Pacific Library Partnership
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Date approved by Administrative Council:
--

x 	
Signature of System Administrative Chair for FY 2016-17	Date
Print Name: Brett Lear	

Demographics of System Service Area
System Population Profile, FY 2017/18

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

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	727,279	15.46%
Institutionalized	64,469	1.37%
Aged (65+)	619,609	13.17%
Children & Youth:	274,491	5.84%
• Under 5		
• 5 to 9	281,879	5.99%
• 10 to 14	287,543	6.11%
• 15 to 19	307,437	6.54%
Handicapped	593,895	12.63%
Speakers of limited English or English as a Second Language	833,836	17.73%
Non-English Speaking	452,805	9.63%
Ethnicity	254,192	5.40%
• Black		
• Hispanic	982,801	20.90%
• Asian	423,782	9.01%
• Native American	60,590	1.29%
• Other (specify)	315,540	6.71%
Geographically Isolated	694,227	14.76%
Functionally Illiterate	391,178	8.32%
Shut-In	219,339	4.66%

List source(s) of this data:

Total Population - American Fact Finder/2009-2013 American Community Survey, Demographic and Housing Estimates (DP05)

Economically Disadvantaged - 2010-2014 American Community Survey 5-Year Estimates

Institutionalized - American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)

Age Demographics - 2009-2013 American Community Survey, Demographic and Housing Estimates (DP05)

Handicapped - 2009-2013 American Community Survey, Disability Characteristics (S1810)

Speakers of Limited English - 2009-2013 American Community Survey, Selected Social Characteristics in the US (DP02). (Based on population 5 years and over who "Speak English less than 'very well'")

Non-English Speaking - 2010-2014 American Community Survey 5-Year Estimates

Ethnicity - 2010-2014 American Community Survey 5-Year Estimates

Geographically Isolated - American Fact Finder/2010 Census Summary File 1, Urban and Rural (P2). Use 'Rural'

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

Shut-In - American Fact Finder/ 2009-2013 American Community Survey, Disability Characteristics (based on
noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

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

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

**SERVICE PROGRAM BASELINE BUDGET REQUEST - FY 2017/18
SYSTEM COMMUNICATION & DELIVERY (Section 18745)**

SYSTEM NAME: NorthNet Library System

(a) Personnel (Attach job descriptions)				(b) Operations	
Classification	FTE/No. of Positions	Salary	Benefits	Total	
PLP CEO	.05/1	\$ 11,961.40	\$	\$ 11,961.40	1. Office Supplies \$ 1,200
Coordinator	.35/1	\$ 53,528	\$	\$ 53,528	2. Duplication/Photocopy \$
Controller	.22/1	\$ 43,718.40	\$	\$ 43,718.40	3. Travel \$
See List	0.515/6	\$ 54,738.20	\$	\$ 54,738.20	4. Training \$
Total (a):	1.135/9	\$ 163,946	\$	\$ 163,946	5. e-Resources \$ 315,550
(b) Operations (continued)					(c) Capital Outlay
6. Contract Services (specify)					Equipment (specify)
Delivery Services					
7. Telecommunications (specify)					
Listserves, conference calls					
8. Indirect Costs/Fiscal Agent Fee (provide description of services received)					
Do Not Include System Indirect (pc&e)					Total (c): \$
9. Other: (specify)					
Postages, UPS					
Total (b): \$ 655,785					(d) Anticipated Current (2017/18) Year-end Balance in the Equipment Revolving Fund \$
					Total of (a), (b), (c): \$ 819,731

2017/18 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	655,785
Equipment	
Service Program Sub-total	
System Administration (PC&E) ¹	163,946
TOTAL	819,731

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

Funding for Communications and Delivery – FY 2017/18

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

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:			
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL	
a. System member public library	1,100,000	79,000	1,179,000	
b. Non-public libraries in System area	85,000	1,000	86,000	
TOTAL	1,185,000	80,000	1,265,000	
		System Owned	Contracted Vendor	
c. Number of delivery vehicles that physically move items		0	4	
d. Frequency/schedule of physical delivery service		0	3	
e. Percentage of items to be physically delivered by:				
U.S. Mail	UPS	System Van	Contracted Van	Other
0.5%	20%	0%	79.5%	0%

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

f. Estimated total number of e-resources to be used (circulated/downloaded/streamed, etc.) by residents of System member libraries	366,500 (Overdrive, Zinio, enki, other e-resources)
g. Percentage of CLSA funds to be spent on e-resources?	48%
h. Estimated number of training events to be presented using C&D Operations funds	0

i. Estimated number of training events to be presented using System Administration funds	0
j. Percentage of CLSA funds to be used for Broadband technology improvements	0%
k. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list) We do not plan to spend any FY 17/18 C&D funds on broadband improvements.	

Section 2

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

While delivery to support resource sharing continues to be a high priority for most NLS libraries, in light of changing economic support, and newly identified service trends and priorities, NLS will continue to use strategic priorities developed in FY 2015/16 to guide leadership for FY 2017/18 and to ensure the commitment of C&D funds is impactful for all members.

Shared resources remain a priority for all NorthNet members, especially those in smaller, more geographically remote areas. With this priority in mind, NLS has committed C&D funds to the implementation of a Link+ or similar model of alternative interlibrary lending of materials within the NorthNet System. Upon results and recommendations of an Interlibrary Loan & Delivery Study to be completed for NLS in Fall 2017, this alternative lending approach is intended to allow participating libraries to dramatically increase the amount of materials they offer, reduce fulfillment time, decrease costs, and raise their profile and visibility in their user communities.

In addition to the sharing of physical items, sharing e-resources is a priority. In FY 2016/17, 26 NLS member libraries (up from 21 in 15/16) used a blend of CLSA C&D funds as well as local resources to continue supporting the Zinio consortium. The consortium purchase allows members to receive significant discounted subscription rates on electronic periodicals. Zinio subscriptions have proven to be very popular with patrons in individual NLS libraries and became affordable for many more as a consortium pricing package.

NLS committed an additional \$100,000 from a mid-year CLSA augmentation to support the expansion of Zinio in FY 2017/18. Planning for and implementation of the Zinio expansion will take place in the 2017/18 year.

NLS also committed an additional \$100,000 of CLSA funding to expand the very popular Overdrive eBook subscription and membership. Overdrive use statistics have been increasing annually and hold

times for patrons are often 40 days + for popular titles. C&D funding to add content to libraries e-collections will have an immediate positive impact on the patron's experience. The Overdrive Committee will present an expansion plan to the NLS Executive Committee for review in FY 2017/18 to ensure a fair and equitable means of bringing on new member libraries that are willing to commit local resources beyond the initial start-up.

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

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

Broadband is of great interest too, and several NLS libraries benefited from the California Public Library's Broadband Project and the ability to join CENIC and connect to CalREN. This grant funding allowed several NLS member libraries to leverage local funding in order to apply for State funds and to significantly increase their broadband capabilities. The geographic span of NLS and the large number of public library members (41), however, means that broadband connectivity will not come to all members at the same time or in the same way. There are currently no plans to use FY 2017/18 C&D funding for broadband connectivity.

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

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

NLS member libraries continue to seek out more economical and efficient methods to move materials. A feasibility study has been commissioned by NLS to review current delivery methods throughout the system and to develop a cost/benefit analysis of implementing an alternative resource sharing and delivery model. The study is to be completed in Fall of 2017, and based on recommendations, NLS may consider planning for implementation of new model of delivery system-wide or regionally.

3. What is the estimated average cost (including library and system staff time) to move one item in the region?

Because of the variations in delivery demand and method, the costs differ from one region to another. For contracted services, costs are based on volume, number of stops and distance. Cost of shipping items through package delivery is determined based on weight and other variables. Overall, the average cost is estimated at \$0.17 per item (2016/17 figure). No change is anticipated for FY 2017/18.

4. Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

The libraries that participate in a shared ILS pay from their local funding all of the costs for their shared participation in the shared computer system, as well as most of the delivery costs to move material among their group. Member libraries have also enhanced their shared catalogs of e-books and other e-resources through enki, Overdrive and Zinio subscriptions with local funding.

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

ILL statistics will continue to be tracked and reported as they have in the past. Use of shared e-resources will be measured and compared to the most recent fiscal year to demonstrate that aspect of the C&D program for 2017/18. We continually monitor effectiveness of services through feedback from member libraries.

Future Plans for Cooperative System

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

Five Key Strategic Directions for the NorthNet Library System were generated and refined from the results of a series of workshops and feedback from online surveys in Fall 2015. These Strategic Directions outlined below will continue to inform the focus of NLS leadership, staff and members and allow them to take advantage of service opportunities as they become apparent.

* **Member Asset Mapping** is an activity that began in FY 15/16 and will be included in the on-going development of the Knowledge Platform; this info will also be communicated and can be used immediately by member libraries to share information, expertise, and even opportunities to collaborate or enhance purchasing power.

* **Sharing People and Knowledge Platform** was a highly prioritized initiative among many other systems and could become a collaborative effort at a multi-system or even statewide scale. NLS staff and leadership will continue to review this priority and determine implementation strategies.

* **Zip Books** is an initiative that replaces ILL with a “buy vs borrow” procurement model. This program has been supported by the California State Library with a number of rural libraries from around the state participating. The California Library Services Board approved a \$1 million statewide expansion of Zip Books for FY 2017-2019 with NLS as the lead system on development and implementation of this project. An Advisory Group met and will continue to provide guidance as the details and logistics of expansion are developed. NLS staff will work closely with Califa (Zip Books operations lead) and the State Library to implement expansion of the Zip Books project.

* **Training and Development/ Facilitation and Capacity Building** were combined to broaden the scope of this priority and will be achieved with complementary activities. NLS members continue to search for professional development opportunities. NLS libraries participated in the California State Library sponsored Harwood Turning Libraries Outward lab in May 2016 and some may participate in the follow-up 18-month intensive project. NLS, with the Pacific Library Partnership (PLP) as a partner, was awarded a FY 2016/17 Pitch-An-Idea grant for “Community Engagement and Facilitation Skills Training for NLS and PLP Libraries.” 10 NLS libraries and 1 PLP library participated in this training led by Common Knowledge Executive Director, Susan Clark. Library teams continue to meet for coaching and reporting back on challenges and successes via phone and/or webinar. For both the Harwood and Common Knowledge training, information and results of these programs will be shared with all member libraries.

NLS libraries also participated in the CSL Mental Health Initiative (FY 2016/17) with library staff becoming certified Mental Health and First Aid trainers. With this certification, trained staff coordinated and conducted MHFA training at several NLS library locations to train staff in skills to better understand

needs of patrons experiencing mental health needs, as well as learning to better support their family and caregivers.

* **Budget Cycle Alignment for Increased Collaboration/Purchasing Power** will be reviewed in FY 2017/18 to determine how best to identify and support the goals of this priority. Because NLS is a large system, with many members covering much geographical territory, it can be challenging to organize collaborative purchasing. This remains, however, a need for member libraries to capture cost savings and gain access to a wide array of content.

NorthNet FY 2017/18 System Administration Budget

Classification	FTE	Salary	TOTAL
CEO	.05 FTE		11,961.40
Coordinator	.35 FTE		53,528.00
Controller	.22 FTE		43,718.40
Office Manager	.175 FTE		23,491.60
Secretary	.03 FTE		3,622.30
Database/building Manager	.075 FTE		10,067.20
Account Clerk	.079 FTE		7,763.80
Accountant	.056 FTE		6,213.90
Administrative Assistant	.1 FTE		3,579.40
			\$ 163,946.00

Administrative Calendar specific to individual libraries

- NLS Dues and Membership Fees – Due October 1
- CLSA Allocation: Amount and/or if appropriated will depend on annual approval by the California Library Services Board and amount may vary from year to year. Filing date for NLS public library members is on or around December 31.
 - FY2017/18 CLSA Allocation Chart
 - FY2017/18 CLSA Allocation Claim Form

Various Claim Forms that need to be filed -

- NLS FY2017/18 Staff Development Claim Form
- NLS FY2017/18 Travel Reimbursement Form, if used

NorthNet Library System

FY 2017/18 CLAIM FORM FOR CLSA FUNDS

Library: _____

California Library Services Act (CLSA) funds can be used for the following: communications and delivery (C&D) costs to support interlibrary resource sharing and the purchase of hardware and software in support of communications; delivery among and between NLS members.

Accompanying this Claim Form is the approved CLSA funding distribution spreadsheet for NLS member libraries. Your allocation is listed, as well as your portion for shared Zinio and Overdrive, and shared delivery costs. If your library has CLSA funds which remain, you may either choose to have a distribution of those funds directly to your library for C&D, or you may allocate all or a portion of those funds to the consortium's Zinio or Overdrive. If costs exceed CLSA allocation, your library will be Invoiced for any amount due.

The spreadsheet included with this form shows:

- Your library's FY 2017/18 allocation of CLSA funds
- Your library's delivery costs, if participating in a delivery contract managed by NLS
- Your library's cost to participate in the OverDrive shared collection
- Your library's cost to participate in Zinio Collection

Amount of Approved Allocation:

Per the accompanying spreadsheet, my CLSA allocation is \$ _____. These funds will be used for my allocation of services as indicated on the spreadsheet.

\$ _____ Annual fee for OverDrive shared collection, FY 2017/18

\$ _____ Annual fee for Zinio consortium subscriptions, FY 2017/18

\$ _____ Delivery (Please note that if the library participates in a NLS-managed delivery contract, I understand that the library's share of the delivery contract will be paid by NLS from these funds.)

Additional Allocation

My library has remaining CLSA funds, and I am choosing to distribute them as follows:

\$_____ Additional OverDrive contribution for consortium materials

\$_____ Additional Zinio contribution for consortium subscriptions

\$_____ Local C&D (i.e., contracted delivery service, courier/package delivery services, USPS, LINK+ or OCLC costs that support interlibrary loan)

Please ensure that the full amount of your approved allocation has been designated. **Only options included on this form are allowable.**

I hereby certify that the library named above shall use these funds for CLSA approved purposes that facilitate resourcing sharing among the NLS Members in FY 2017/18.

Signature: _____ Title: _____

Name: _____ Date: _____

*****F

For Staff use

Approved by: Andrew Yon

Signature: _____ Date: _____

Mail one copy with an original signature by December 31, 2017 to:

NorthNet Library System
Attn: Andrew Yon
2471 Flores Street
San Mateo CA 94403

A check will be issued to your library upon receipt of the signed claim form if funds are due for communications and delivery costs not included in NLS managed contracts.

FY 2017/18 NLS Executive Committee

Chair	Mel Lightbody, NSCLS, Butte County Library	mlightbody@buttecounty.net
Chair-elect/Vice-Chair	Todd Deck, NSCLS, Tehama County	todd@tehamacountylibrary.org
Past Chair	Open	

Executive Committee members for 2 year term ending 6/30/2018:

Stacey Costello	MVLS, Colusa County Library	scostello@countyofcolusa.org
Ana Danielson	MVLS, Mono County Library	adanielson@monocoe.org
Suzanne Olawski	NBCLS, Solano County Library	SEOlawski@SolanoCounty.com

Executive Committee members for 2 year term ending 6/30/2019:

David Dodd	NBCLS, Benicia Public Library	ddodd@ci.benicia.ca.us
Kathryn Hunt	MVLS, Lincoln Public Library	Kathryn.Hunt@lincolncalifornia.gov
James Ochsner	MVLS, Sutter County Library	JOchsner@co.sutter.ca.us

NorthNet Library System

Member Libraries

Rev. 3/14/18

PUBLIC

Alpine County Library

Rita Lovell
PO Box 187
Markleeville, CA 96120
Office: 530.694.2120
rl Lovell@alpinecountyca.gov

Belvedere-Tiburon Public Library

Deborah Mazzolini
1501 Tiburon Boulevard
Tiburon, CA 94920
Office: 415.789.2665
dmazzolini@beltiblibrary.org

Benicia Public Library

David Dodd
150 East L Street
Benicia, CA 94510
Office: 707.746.4347
ddodd@ci.benicia.ca.us

Butte County Library

Melanie Lightbody
1820 Mitchell Avenue
Oroville, CA 95966
Office: 530.538.7525
MLightbody@buttecounty.net

Colusa County Library

Stacey Costello
738 Market Street
Colusa, CA 95932
Office: 530.458.0372
scostello@countyofcolusa.org

Del Norte County Library District

Shane Pipinos-Gausepohl
190 Price Mall
Crescent City, CA 95531
Office: 707.464.9793
shane@delnortecountylibrary.org

Dixon Public Library

Steven Arozena
230 North First Street
Dixon, CA 95620
Office: 707.678.1805
arozenas@dixonlibrary.com

El Dorado County Library

Jeanne Amos
345 Fair Lane
Placerville, CA 95667
Office: 530.621.5546
jeanne.amos@eldoradolibrary.org

Folsom Public Library

Lori Easterwood
411 Stafford St.
Folsom, CA 95630
Office: 916.985.8195
leasterwood@folsom.ca.us

Humboldt County Library

Ronda Wittenberg
1313 3rd Street
Eureka, CA 95501
Office: 707.269.1949
RWittenberg@co.humboldt.ca.us

Lake County Library

Christopher Veach
1425 N. High Street
Lakeport, CA 95453
Office: 707.263.8816
christopher.veach@lakecountyca.gov

Larkspur Public Library

Janice Akel
400 Magnolia Avenue
Larkspur, CA 94939
Office: 415.927.5135
jakel@cityoflarkspur.org

Lassen Library District

Deborah L. Probst
1618 Main Street
Susanville, CA 96130
Office: 530.257.8113
lassenlibrary@citlink.net

Lincoln Public Library

Kathryn Hunt
485 Twelve Bridges Dr.
Lincoln, CA 95648
Office: 916.434.2406
Kathryn.Hunt@lincolncalifornia.gov

Marin County Free Library

Sara Jones
3501 Civic Center Drive, #414
San Rafael, CA 94903
Office: 415.473.6053
sfjones@marincounty.org

Mendocino County Library

Karen Horner
105 North Main Street
Ukiah, CA 95482
Office: 707.671.6014
hornerk@co.mendocino.ca.us

Mill Valley Public Library

Anji Brenner
375 Throckmorton Avenue
Mill Valley, CA 94941
Office: 415.389.4292 x 115
abrenner@cityofmillvalley.org

Modoc County Library

Cheryl Baker
212 W. 3rd Street
Alturas, CA 96101-3913
Office: 530.233.6340
cherylbaker@co.modoc.ca.us

Mono County Free Library

Ana Danielson
PO Box 1120
Mammoth Lakes, CA 93546
Office: 760.934.8670
adanielson@monocoe.org

Napa County Library

Danis Kreimeier
580 Coombs Street
Napa, CA 94559
Office: 707.253.4208
danis.kreimeier@countyofnapa.org

Nevada County Library

Yolande Wilburn
980 Helling Way
Nevada City, CA 95959
Office: 530.265.7078
Yolande.Wilburn@co.nevada.ca.us

Orland Free Library

Jody Meza
333 Mill Street
Orland, CA 95963
Office: 530.865.1640
jodymeza@gmail.com

Placer County Library

Mary George
350 Nevada Street
Auburn, CA 95603
Office: 530.886.4550
MGeorge@placer.ca.gov

Plumas County Library

Lori Simpson
445 Jackson Street
Quincy, CA 95971
Office: 530.283.0317
lorisimpson.plumas@gmail.com

Roseville Public Library

Natasha Martin
225 Taylor Street
Roseville, CA 95678
Office: 916.774.5234
NMartin@roseville.ca.us

Sacramento Public Library

Rivkah Sass
828 I Street
Sacramento, CA 95814
Office: 916-264-2830
rsass@saclibrary.org

St. Helena Public Library

Chris Kreiden
1492 Library Lane
St. Helena, CA 94574
Office: 707.967.2805
chris@shpl.org
director@shpl.org

San Anselmo Public Library

Linda Kenton
110 Tunstead Avenue
San Anselmo, CA 94960
Office: 415.258.4656
lkenton@townofsananselmo.org

San Rafael Public Library

Sarah Houghton
1100 E Street
San Rafael, CA 94901
Office: 415.485.3325
Sarah.Houghton@cityofsanrafael.org

Sausalito Public Library

Abbot Chambers
420 Litho Street
Sausalito, CA 94965
Office: 415.289.4123
achambers@sausalito.gov

Shasta Public Libraries

Anna Tracy
1100 Parkview Avenue
Redding, CA 96001
Office: 530.245.7255
anna.tracy@lsslibraries.com

Siskiyou County Library

Michael Perry
719 4th Street
Yreka, CA 96097-3381
Office: 530.842.8805
mperry@co.siskiyou.ca.us

Solano County Library

Bonnie Katz
1150 Kentucky Street
Fairfield, CA 94533
Office: 707.784.1500
bkatz@solanocounty.com

Sonoma County Library

Tracy Gray – Acting Director
6135 State Farm Drive
Rohnert Park, CA 94928
Office: 707.545.0831
tgray@sonoma.lib.ca.us

Sutter County Library

James Ochsner
750 Forbes Ave.
Yuba City, CA 95991
Office: 530.822.7140
JOchsner@co.sutter.ca.us

Tehama County Library

Todd Deck
545 Diamond Ave
Red Bluff, CA 96080
Office: 530.529.2483 x101
todd@tehamacountylibrary.org

Trinity County Library

Kacy Guill
351 N. Main St.
Weaverville, CA 96093
Office: 530.623.1399
kguill@trinitycounty.org

Willows Public Library

Jody Meza
201 N. Lassen Street
Willows, CA 95988
Office: 530.934.5156
jodymeza@gmail.com

Woodland Public Library

Greta Galindo
250 First Street
Woodland, CA 95695
Office: 530.661.5980
greta.galindo@cityofwoodland.org

Yolo County Library

Mark Fink
226 Buckeye
Woodland, CA 95695
Office: 530.666.8002
mark.fink@yolocounty.org

Yuba County Library

Kevin Mallen – Interim Library Director
303 Second Street
Marysville, CA 95901
Office: 530.749.5430
kmallen@co.yuba.ca.us

ACADEMIC**Butte College Library**

Luozhu Cen
3536 Butte Campus Drive
Oroville, CA 95965
Office: 530.879.4050
cenlu@butte.edu

CSU Chico Library

Patrick Newell
400 West First Street
Chico, CA 95929
Office: 530.898.5394
pnewell@csuchico.edu

CSU Sacramento Library

Amy Kautzman
2000 State University Drive
Sacramento, CA 95819
Office: 916.278.6230
kautzman@csus.edu

College of the Redwoods Library

MaryGrace McGovern
7351 Tompkins Hill Road
Eureka, CA 95501-9300
Office: 707.476.4264
marygrace-mcgovern@redwoods.edu

College of the Siskiyous Library

Jude Baldwin
800 College Avenue
Weed, CA 96094
Office: 530.938.5331
jbaldwin2@siskiyous.edu

Dominican University

Gary Gorka
50 Acacia Avenue
San Rafael, CA 94901
Office: 415.257.1301
gary.gorka@dominican.edu

Feather River College Library

Darryl Swarm
570 Golden Eagle Avenue
Quincy, CA 95971
Office: 530.283.0202, x236
dswarm@frc.edu

Humboldt State University Library

Cyril Oberlander
1 Harpst St.
Arcata, CA 95521
Office: 707.826.3441
Cyril.Oberlander@humboldt.edu

Lassen College Library

Sharlene 'Shar' Murphy
478-200 Hwy 139 N.
Susanville, CA 96130
Office: 530-257-6181 x8919
smurphy@lassencollege.edu

Sacramento Co. Public Law Library

Coral Henning
609 9th Street
Sacramento, CA 95814
Office: 916-874-6011
chenning@saclaw.org

Shasta College Library

Will Breitbach

11555 Old Oregon Trail

Redding, CA 96049

Office: 530.242.7555

wbreitbach@shastacollege.edu

Simpson University Library

Eric Wheeler– Interim Director

2211 College View Drive

Redding, CA 96003

Office: 530.226.4110

ewheeler@simpsonu.edu

Solano Community College Library

Gregory Brown

4000 Suisun Valley Rd, Bldg 100

Fairfield, CA 94534

Office: 707.864.7244

Gregory.Brown@solano.edu



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

www.northnetlibs.org

NorthNet Library System Staff and Contact Information

Mailing address:
2471 Flores Street
San Mateo, CA 94403
PH: 650-349-5538

NLS System Coordinator – Jacquie Brinkley
System communications and general information
Email: brinkley@plpinfo.org
Phone: 916-873-2640

Pacific Library Partnership
CEO – Carol Frost
Email: frost@plpinfo.org

Accounting – Andrew Yon
Controller
Email: yon@plsinfo.org

Administration – Wendy Cao
Email: caow@plsinfo.org