

# NorthNet Library System

## Steering Committee

### WebEx Desktop Meeting Agenda

Wednesday October 27, 2010

2 p.m. – 3:30 p.m.

Meeting Number: **572 815 994**

1. Go to <https://infopeople.webex.com/infopeople/j.php?ED=157914207&UID=489649202&RT=MiM0>
2. Enter your name and email address.
3. Click "Join"

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**Audio conference information**

Call-in toll-free number (US/Canada): 1-866-699-3239

Audio access code: 572 815 994

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|--|----------------------------------|
| 1. Welcome and Introductions   | Margaret Miles, Vice-Chair       |
| 2. Public invited to address the committee                           |                                  |
| <b>ACTION</b> 3. Approval of the Agenda                              | Margaret Miles                   |
| <b>ACTION</b> 4. Approval of Minutes from September 3, 2010 Meeting  | Margaret Miles                   |
| <b>ACTION</b> 5. Consent Calendar                                    | Annette Milliron                 |
| A. Financial Statement ending September 30, 2010                     |                                  |
| B. Revised FY 2010/11 Budget   |                                  |
| 6. News from the State Library                                       | Linda Springer                   |
| 7. Regional Review and Administration Report                         | Regional Rep. & Annette Milliron |
| <b>ACTION</b> 8. Review of Strategic Planning Action Plan Activities | Annette Milliron                 |
| A. Delivery Taskforce Charge   |                                  |
| B. Fee Structure Committee Update                                    |                                  |
| <b>ACTION</b> 9. Resource Sharing Policy                             | Annette Milliron                 |
| 10. November Council of Librarians Meeting Planning                  | Annette Milliron                 |

11. May Council of Librarians Meeting Planning

Annette Milliron

12. Next Meeting Date

13. Agenda Building

14. Adjourn

*Ralph M. Brown Act  
Section 54953*

*Meetings to be public; attendance by phone*

*(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.*

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**Meeting Locations:**

Colusa County Library - 738 Market Street Colusa, CA 95932

Dixon Public Library - 230 North First Street Dixon, CA 95620

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

Folsom Public Library - 411 Stafford Street Folsom, CA 95630

Humboldt County Library - 1313 Third Street Eureka, CA 95501

Marin County Free Library - 3501 Civic Center Drive, #414 San Rafael, CA 94903

Modoc County Library - 212 W. 3rd Street Alturas, CA 96101

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

Plumas County Library - 445 Jackson Street Quincy, CA 95971

Orland Free Library - 333 Mill Street Orland, CA 95963

St. Helena Public Library - 1492 Library Lane St. Helena, CA 94574

**NORTHNET LIBRARY SYSTEM  
STEERING COMMITTEE MEETING  
September 3, 2010**

**CONVENING:**

The NorthNet Library System (NLS) Steering Committee met this date virtually via WebEx with Chair Gregg Atkins presiding. The meeting convened at 11:07 a.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Dixon Public Library	Gregg Atkins - Chair
	X	Plumas County Library	Margaret Miles – Vice Chair
X		Colusa Public Library	Wendy Burke
	X	Humboldt County Library	Victor Zazueta
X		El Dorado Public Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
X		Marin County Free Library	Gail Haar
X		Modoc County Library	Cheryl Baker
X		Napa City-County Library	Danis Kreimeier
X		Orland Free Public Library	Jody Meza
X		St. Helena Public Library	Jennifer Baker
X		NLS System Headquarters – Executive Director	Annette Milliron
X		NLS System Headquarters – Assistant Director	Patty Hector
X		California State Library Representative	Linda Springer

**1. WELCOME & INTRODUCTIONS:**

Mr. Atkins asked each attendee to introduce themselves.

**2. PUBLIC INVITED TO ADDRESS THE COMMITTEE**

No public was present.

**3. APPROVAL OF THE AGENDA**

The following changes needed to be made to the agenda: Agenda item 5D – Sexual Harassment Policy is removed from the Consent Calendar and added as Agenda Item 6. The Administrator’s Report was added as Agenda Item 7. A Motion to approve the agenda as amended was moved by Gail Haar and seconded by Danis Kreimeier. The Motion passed unanimously.

**4. APPROVAL OF APRIL 29, 2010 STEERING COMMITTEE MINUTES**

A Motion to approve the April 29, 2010 meeting minutes was moved by Gail Haar and seconded by Cheryl Baker. The Motion passed unanimously. Jennifer Baker abstained since she was not present at the April 29<sup>th</sup> meeting.

**5. CONSENT CALENDAR**

- A. FINANCIAL STATEMENT ENDING JUNE 30, 2010**
- B. FINANCIAL STATEMENT ENDING JULY 31, 2010**
- C. REVISED FY 2010/11 BUDGET**

A Motion to approve the Consent Calendar was moved by Jeanne Amos and seconded by Katy Curl. The Motion passed unanimously.

## 6. SEXUAL HARASSMENT POLICY

Ms. Jennifer Baker asked what the intent of the policy is since the title on the agenda says “sexual harassment” but the policy itself just says “harassment”. Discussion ensued. The Committee decided that the policy should be more inclusive.

In reviewing the policy, it was noted that on page 19, the policy specifies age as a protected class, when there is actually a defined range that is protected. Ms. Haar suggested that the policy be changed to state “as defined by law”.

Upon further review of the policy, it was noted that on page 5, the policy states that employees would be required to have “periodic training” which is vague. Ms. Kreimeier suggested changing the term “periodic” to “required by law”

The policy will be corrected as follows:

Under Definitions, A. Protected Classifications: This Policy prohibits harassment or discrimination because of an individual’s protected classification **as defined by law**. “Protected Classification” **may include** race, religion...

Under Responsibilities, L. Participating in training and scheduling employees for training **as required by law**. C. Participating in training **as required by law**.

There is a typo on page 21 of the policy; it should read “#5 conduct has no intention to harass”.

A Motion to approve the Harassment Policy with the noted corrections and additions was moved by Jennifer Baker and seconded by Jody Meza. The Motion passed unanimously.

## 7. ADMINISTRATOR’S NOTES

Ms. Milliron discussed her desire to have NLS put out an e-newsletter for the staff of the system’s libraries.

There’s been lots of discussion in the North State region about moving money in the CLSA funding categories and the value of being part of the larger organization. They plan on spending the next few months evaluating how they would like to redirect the funding for their region. They decided there is definitely value in being part of the larger system of libraries. Mr. Atkins reported that he attended one of the NSCLS meetings when one of the directors suggested that more money would be available for them to use if they withdrew from the system and one of the library directors handled the system administration for free. He said the North State region has some really pressing problems; local libraries are struggling financially, on-ground delivery was dropped because of its expense, the system has no reserves, and the libraries don’t pay membership fees. Ms. Milliron reported that the NSCLS Council will be addressing the membership fee issue at their next meeting. Discussion ensued.

## 8. NEWS FROM THE STATE LIBRARY

Ms. Springer reported that there is no news about the budget. The State Library staff has been placed back on furloughs (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Fridays of each month) until the budget has been passed. The State Library strategic plan has a new vision statement: California State Library: valued by 38 million and growing.

The State Library also has a new mission: The California State Library is the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need to succeed and to build a strong California. Ms. Springer read the 8 goals of the State Library's new strategic plan and the CLSA systems are included in this plan. Ms. Milliron reported that she was part of the strategic planning process and was impressed by how much was accomplished at that session. She stated that she is excited that the systems will be more active partners with the State Library to help develop programs and services in their regions. She looks forward to getting input from the NLS members. Ms. Jennifer Baker requested a copy of the strategic planning document and the homework that Ms. Milliron reported was used in the process. Ms. Springer will send that information out to everyone. Mr. Atkins expressed his thanks to the State Library for how much time and effort the staff spent helping with the NSCLS issues. Ms. Cheryl Baker seconded that.

## **9. NLS ANNUAL REPORT**

Ms. Milliron pointed out that the reference stats were down again. Delivery has remained level. There were no questions or corrections.

## **10. REGIONAL REVIEW**

### NCLS Region

Joan Frye Williams and George Needham have been working with Siskiyou County Library and the work they are doing will produce some resources that will be available to other libraries. Unfortunately, the problems Siskiyou has been experiencing are becoming more common.

Ms. Milliron complimented Cheryl Baker on the wonderful job she did with the NSCLS issues while her own library has been under severe pressure. She explained that Ms. Baker's County of Modoc was near bankruptcy but did recently pass a tax measure.

### MVLS Region

Several MVLS libraries are part of an ARRA grant with CENIC that received funding for broadband. It's mostly the libraries in the 530 area code. Ms. Milliron will be meeting with the CENIC consultant next week to discuss how the system can help the libraries in this process. One place where we might be able to help is in applying for an LSTA grant to get the broadband connection from the headquarters to the branches since the ARRA grant only connects the headquarters.

### NBCLS Region

Edmond Otis will be conducting a training in Fairfield on September 29<sup>th</sup>. The training will be "Dealing with Difficult People: Making Libraries Safe and Sane" and will be open to all NLS libraries.

## **11. REVIEW OF STRATEGIC PLANNING SESSION AND ACTION PLAN**

The strategic planning session and action plan created at that session were discussed. It was determined that the deadlines listed in the action plan were what NLS gave to themselves and are our deadlines. From the action plan, Ms. Jennifer Baker questioned what NLS is marketing and to whom; the public? members? Also, what is a uniform voice to the State Library? Ms. Milliron stated that her interpretation is that NorthNet will develop tools for the member libraries to use to market themselves. Ms. Jennifer Baker thought it was a great idea, but didn't feel that it was expressed clear enough in the action plan. The system should serve as a uniform voice for all the members.

### Action Plans

Ms. Milliron gave an update on the goal of incorporating non-resource sharing libraries into a shared system. PLS approached NBCLS and MCLS about creating a consortium to look into using OpenSource as an ILS system for its members. As some of the system's ILS systems were near the end of their life cycles, PLS, NBCLS and MCLS contributed money to form the OpenSource Open Libraries (OSOL) consortium and applied for a LSTA grant. The first year of the grant was to make the member libraries more aware of the OpenSource product. The second year of the grant was funding and installing an Open Source system within each mega-system.

Originally Mono County, Roseville Public Library, Trinity County, Plumas County and Siskiyou County Library were interested in sharing a system. Mono, Roseville and Siskiyou weren't able to take part, but Del Norte County Library stepped forward. Ms. Milliron reported that three North State region libraries agreed to join a shared Koha ILS system; Plumas, Trinity, and Del Norte Counties. Ms. Amos asked if other libraries could be included. Ms. Milliron stated that yes and we hope to add more libraries in the future. Mr. Atkins asked if the Committee wants to address the question of defining what resource sharing is and identify protocols and needs per system. Ms. Amos thought it was outside of the Committee's purview.

Ms. Milliron reported that she recently attended an OCLC meeting about a new service called Web-scale Management System (WMS). It is an ILS that is totally in the cloud using a library's records in OCLC as the database. She thinks it's an intriguing concept, but it is in a pilot phase and currently pricing isn't available. She did ask OCLC if they could meet with the NLS group attending CLA to discuss it. She reported that Mark Smith of Riverside County Library is also very interested in this project. The Committee stated their interest in having OCLC attend the NLS meeting during CLA.

Mr. Atkins will work with Ms. Milliron to establish a task force to work on the delivery system.

### Strategy 2 - Fee Structure

Ms. Milliron reported that a lot of work was done on the fees structure, but in the end, it wasn't changed. It was noted that there needs to be a group working on the 2011/12 fee strategy and structure to present to the entire Steering Committee. Ms. Milliron will ask for volunteers to work on this issue. Ms. Curl asked that the information be compiled and presented as early as possible since some libraries have to turn in their budget numbers in February.

### Strategy 6 – All Members to have a strong voice/common approach to Public Relations

Several committee members expressed their sense that this is not as high a priority at this time and that some other organizations have already produced some good resources for marketing libraries. Mr. Atkins suggested that this item be put on the agenda for the next meeting with a better understanding of what we want to accomplish and the identification of some resources that are already out there that we could use. Ms. Jennifer Baker volunteered to help.

### **12. INFOPEOPLE WORKSHOPS**

Ms. Milliron is hearing from members that many libraries are extremely short-staffed this year and won't be able to send staff to trainings this year. She asked the Committee if four trainings would be enough for the year. The only workshop that is has been scheduled is the Edmond Otis workshop at the end of September. Other potential workshops are: Google Docs for Library Staff; children's workshop (presented regionally twice) and Summer Reading Program training (also presented twice). Ms. Curl thought that being flexible and jumping on potential workshops if the opportunity arises works well.

### **13. OVERDRIVE COLLECTION**

Ms. Milliron reported that she is getting a good response from member libraries that want to participate. NLS staff will be getting the contract finalized next week and participants will need to help with the collection development. The Committee suggested asking for volunteers to work on it by asking the directors to put the call out to their staff. Ms. Haar recommended talking to Califa to see how they built their collection. Ms. Curl asked if our Overdrive platform could be setup to work on mobile devices. Discussion ensued.

### **14. MAY COUNCIL OF LIBRARIANS MEETING PLANNING**

NBCLS has requested that the May 2011 meeting be expanded to a full day meeting with the regions (NBCLS, NSCLS & MVLS) meeting half the day and then the full NLS Council meet the other half of the day. The consensus of the Committee was that this is a good idea. Ms. Milliron asked the Committee for potential speaker suggestions and they asked her to survey the NLS Council for suggestions. It was suggested that Yolo County Library has several new buildings and might have a nice place to meet for the 2011 meeting. Ms. Cheryl Baker liked that idea, but asked if a North State location could be used in 2012.

The Committee also noted that at their November meeting, they will discuss OCLC and the results of the task force meetings.

### **15. NEXT MEETING DATE**

Ms. Milliron suggested that the NLS Committee meet in October. She will send a meeting date poll out to everyone.

### **16. AGENDA BUILDING**

The agenda for the next NLS Committee meeting will be put together using the minutes from today's meeting.

### **17. ADJOURN**

There being no further business, the meeting was adjourned at 12:50 p.m.

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Annette Milliron DeBacker  
Clerk of the Committee  
September 3, 2010

**CONSENT CALENDAR**  
**October 27, 2010**

- A. Statement of Revenue, Expenditures & Encumbrance for FY 2010/11. Period ending September 30, 2010
- B. Revised FY 2010/11 Budget

NorthNet Library System  
General Ledger  
For the Three Months Ending September 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Revenues					
Revenue Carried Forward	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
1700-Interest Earned	10,572.00	0.00	10,572.00	100.00	0.00
2560-CLSA Reference	313,648.00	0.00	313,648.00	100.00	0.00
2562-CLSA SAB	9,209.00	0.00	9,209.00	100.00	0.00
2563-CLSA TBR-ILL	500.00	7,966.14	(7,466.14)	(1,493.23)	5,034.64
2565-CLSA Comm. &	298,873.00	0.00	298,873.00	100.00	0.00
<b>Total CLSA</b>	<b>622,230.00</b>	<b>7,966.14</b>	<b>614,263.86</b>	<b>98.72</b>	<b>5,034.64</b>
2803-LSTA	196,728.00	113,022.00	83,706.00	42.55	0.00
<b>Total LSTA</b>	<b>196,728.00</b>	<b>113,022.00</b>	<b>83,706.00</b>	<b>42.55</b>	<b>0.00</b>
3480-Contract Fees	359,760.00	310,218.87	49,541.13	13.77	3,448.12
3482-Membership Fees	151,225.00	119,158.75	32,066.25	21.20	9,132.00
<b>Total Member Share</b>	<b>510,985.00</b>	<b>429,377.62</b>	<b>81,607.38</b>	<b>15.97</b>	<b>12,580.12</b>
4040-Miscellaneous	0.00	0.00	0.00	0.00	0.00
<b>Total Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
4102-Donations/Reimbursements	34,393.00	293.09	34,099.91	99.15	0.00
4157-Member Reimbursement	241,000.00	43,945.18	197,054.82	81.77	25,841.11
<b>Total Donations &amp; Reimbursements</b>	<b>275,393.00</b>	<b>44,238.27</b>	<b>231,154.73</b>	<b>83.94</b>	<b>25,841.11</b>
4620-Transfer between funds	64,347.00	0.00	64,347.00	100.00	0.00
<b>Total Transfer Between Funds</b>	<b>64,347.00</b>	<b>0.00</b>	<b>64,347.00</b>	<b>100.00</b>	<b>0.00</b>
4645-Trust to General Fund	0.00	0.00	0.00	0.00	0.00
<b>Total Trust to General Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total Revenues</b>	<b>\$ 1,680,255.00</b>	<b>\$ 594,604.03</b>	<b>1,085,650.97</b>	<b>64.61</b>	<b>\$ 43,455.87</b>

NorthNet Library System  
 General Ledger  
 For the Three Months Ending September 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5900-Payoff Account	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
5910-Perm Positions	0.00	0.00	0.00	0.00	0.00
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	0.00	0.00	0.00	0.00	0.00
5924-MediCare	0.00	0.00	0.00	0.00	0.00
5925-Deferred Cost	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	0.00	0.00	0.00	0.00	0.00
5931-Disability Insurance	0.00	0.00	0.00	0.00	0.00
5932-Dental Insurance	0.00	0.00	0.00	0.00	0.00
5933-Life Insurance	0.00	0.00	0.00	0.00	0.00
5934-Vision Insurance	0.00	0.00	0.00	0.00	0.00
5935-Unemployment Insurance	0.00	311.00	(311.00)	0.00	0.00
5940-Workers Compensation	0.00	0.00	0.00	0.00	0.00
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Total Salaries & Benefits	0.00	311.00	(311.00)	0.00	0.00

NorthNet Library System  
General Ledger  
For the Three Months Ending September 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Services & Supplies					
6040-Comm. - E Mail	800.00	139.90	660.10	82.51	69.95
6045-Comm. - Telephone	2,939.00	61.70	2,877.30	97.90	11.52
6085-Adm Janitorial	1,500.00	240.00	1,260.00	84.00	0.00
6100-Insurance	3,010.00	0.00	3,010.00	100.00	0.00
6140-Maint. of Equipment	2,142.00	0.00	2,142.00	100.00	0.00
6280-Memberships	150.00	225.00	(75.00)	(50.00)	0.00
6302-Adm Debt Revolve	50.00	0.00	50.00	100.00	0.00
6400-Office Expense	4,809.00	362.58	4,446.42	92.46	164.79
6410-Postage	58,568.00	12,267.75	46,300.25	79.05	3,858.45
6415-Library Materials	600.00	325.00	275.00	45.83	0.00
6461-Purchases for Members	382,692.00	93,950.53	288,741.47	75.45	600.00
6500-Other Prof. Services	92,073.00	23,981.87	68,091.13	73.95	9,764.30
6516-Data Processing Services	0.00	0.00	0.00	0.00	0.00
6517-Online Services OCLC	57,416.00	13,938.39	43,477.61	75.72	4,646.13
6521-County Services	14,394.00	0.00	14,394.00	100.00	0.00
6540-Contract Services	883,292.00	150,930.46	732,361.54	82.91	64,478.55
6800-Duplicating / Photocopies	7,184.00	1,176.63	6,007.37	83.62	392.21
6820-Rental of Equipment	0.00	0.00	0.00	0.00	0.00
6840-Building Rent / Lease	23,296.00	5,749.17	17,546.83	75.32	0.00
7000-Special Dept. Expenses	16,990.00	0.00	16,990.00	100.00	0.00
7110-Staff Development	2,150.00	580.00	1,570.00	73.02	580.00
7120-In-Service Training	31,888.00	943.54	30,944.46	97.04	0.00
7302-Conferences & Travel	44,160.00	41,127.16	3,032.84	6.87	35,807.22
7303-Private Car Expense	6,131.00	980.19	5,150.81	84.01	422.19
7320-Utilities	5,136.00	1,040.32	4,095.68	79.74	67.88
<b>Total Services &amp; Supplies</b>	<b>1,641,370.00</b>	<b>348,020.19</b>	<b>1,293,349.81</b>	<b>78.80</b>	<b>120,863.19</b>
Fixed Assets					
8640-Operational Transfer	0.00	0.00	0.00	0.00	0.00
8800-Equip Reserve	38,885.00	0.00	38,885.00	100.00	0.00
<b>Total Fixed Assets</b>	<b>38,885.00</b>	<b>0.00</b>	<b>38,885.00</b>	<b>100.00</b>	<b>0.00</b>
<b>Grand Total Expenditures</b>	<b>\$ 1,680,255.00</b>	<b>\$ 348,331.19</b>	<b>1,331,923.81</b>	<b>79.27</b>	<b>\$ 120,863.19</b>

NorthNet Library System  
 General Ledger  
 For the Three Months Ending September 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Grand Total Expenditures	<u>1,680,255.00</u>	<u>348,331.19</u>	<u>1,331,923.81</u>	<u>79.27</u>	<u>120,863.19</u>
Grand Total Revenues	<u>1,680,255.00</u>	<u>594,604.03</u>	<u>1,085,650.97</u>	<u>(64.61)</u>	<u>43,455.87</u>
Difference	<u>\$ 0.00</u>	<u>\$ 246,272.84</u>	<u>(246,272.84)</u>		<u>\$ (77,407.32)</u>
Net Change in Journals	<u>\$ 38,885.00</u>	<u>\$ 246,272.84</u>	<u>(207,387.84)</u>		<u>\$ (77,407.32)</u>

North Bay Cooperative Library System  
General Ledger  
For the Three Months Ending September 30, 2010

	YTD Budget	YTD Spent/Rec'd	YTD Balance	Remaining %	Current Month
Salaries & Benefits					
5900-Payoff Account	\$ 0.00	\$ 0.00	0.00	0.00	\$ 0.00
5910-Perm. Positions	395,913.00	106,523.74	289,389.26	73.09	30,190.68
5911-Extra Help	0.00	0.00	0.00	0.00	0.00
5921-Retirement Cont.	58,065.00	14,966.03	43,098.97	74.23	4,241.98
5924-Medicare	6,918.00	1,767.77	5,150.23	74.45	419.08
5925-Deferred Comp.	0.00	0.00	0.00	0.00	0.00
5930-Health Insurance	97,590.00	16,270.06	81,319.94	83.33	8,135.03
5931-Disability Insurance	5,939.00	914.29	5,024.71	84.61	301.91
5932-Dental Insurance	8,625.00	2,013.00	6,612.00	76.66	1,364.28
5933-Life Insurance	1,919.00	529.85	1,389.15	72.39	176.61
5934-Vision Insurance	1,286.00	235.30	1,050.70	81.70	162.90
5935-Unemployment Insurance	3,921.00	0.00	3,921.00	100.00	0.00
5940-Workers Compensation	3,916.00	1,178.40	2,737.60	69.91	1,022.63
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Total Salaries & Benefits	584,092.00	144,398.44	439,693.56	75.28	46,015.10

# Agenda Item #5B

Budget10/11  
rev:9/8/2010

NorthNet Library System  
Preliminary Budget 2010/11  
Adopted September 3, 2010

REVENUES

-----	LSTA-LAIF	LSTA-21st	LSTA-Health	LSTA-RLI	LOCAL	SUPERS	ContEd	REF	COM	SAB	ADMIN :	PROJECTED
											:	BUDGET
Rev Carried Forward			43,780	62,868	0	0	0	0	0	0	0 :	106,648
4620 Transfer from members	0	0	0	0	0	0	0	0	0	0	64,347 :	64,347
1700 Interest Earned	0	0	0	0	0	0	0	0	0	0	10,572 :	10,572
TOTAL INTEREST	0	0	0	0	0	0	0	0	0	0	10,572 :	10,572
2560 CLSA Reference	0	0	0	0	0	0	0	250,918	0	0	62,730 :	313,648
2562 CLSA SAB	0	0	0	0	0	0	0	0	0	7,367	1,842 :	9,209
2563 CLSA TBR-ILL	0	0	0	0	0	0	0	500	0	0	0 :	500
2564 CLSA Data Base	0	0	0	0	0	0	0	0	0	0	0 :	0
2565 CLSA Comm. & Del.	0	0	0	0	0	0	0	0	239,098	0	59,775 :	298,873
TOTAL CLSA	0	0	0	0	0	0	0	251,418	239,098	7,367	124,347 :	622,230
2803 LSTA	0	64,164	0	0	0	0	0	0	0	0	25,916 :	90,080
3480 Contract Fees MVLS	0	0	0	0	0	0	0	0	20,384	0	0 :	20,384
Contract Fees NBCLS	0	0	0	0	0	95,191	0	0	243,785	0	0 :	338,976
Contract Fees NSCLS	0	0	0	0	0	0	0	0	0	0	0 :	0
Black Gold Contract	0	0	0	0	0	0	0	300	0	0	100 :	400
3482 Membership Fees MVLS	0	0	0	0	0	0	0	0	0	0	52,315 :	52,315
Membership Fees NBCLS	0	0	0	0	0	0	0	0	0	0	95,494 :	95,494
Membership Fees NSCLS	0	0	0	0	0	0	0	0	0	0	3,416 :	3,416
4025 Sales - Pers.Prop.	0	0	0	0	0	0	0	0	0	0	0 :	0
4030 Sales - Taxable	0	0	0	0	0	0	0	0	0	0	0 :	0
4040 Miscellaneous	0	0	0	0	0	0	0	0	0	0	0 :	0
4102 Donations/Reimb	0	0	0	0	0	976	0	3,366	16,080	0	13,971 :	34,393
4157 Member Reimb	0	0	0	0	241,000	0	0	0	0	0	0 :	241,000
TOTAL LOCAL	0	0	0	0	241,000	96,167	0	3,666	280,249	0	165,296 :	786,378
Equip. Reserve												
GRAND TOTAL REVENUES	0	64,164	43,780	62,868	241,000	96,167	0	255,084	519,347	7,367	390,478 :	1,680,255

EXPENDITURES

-----	LSTA-LAIF	LSTA-21st	LSTA-Health	LSTA-RLI	LOCAL	SSearch	Cont Ed	REF	C&D	SAB	ADMIN	PROJECT.	
												BUDGET	
Salaries and Benefits:													
5900	Payoff Acct	0	0	0	0	0	0	0	0	0	0	0	
5910	Perm. Positions	0	0	0	0	0	0	0	0	0	0	0	
5911	Extra Help	0	0	0	0	0	0	0	0	0	0	0	
5921	Retirement Cont.	0	0	0	0	0	0	0	0	0	0	0	
5924	Medicare	0	0	0	0	0	0	0	0	0	0	0	
5925	Deferred Comp.	0	0	0	0	0	0	0	0	0	0	0	
5930	Health Insurance	0	0	0	0	0	0	0	0	0	0	0	
5931	Disability Ins.	0	0	0	0	0	0	0	0	0	0	0	
5932	Dental Insurance	0	0	0	0	0	0	0	0	0	0	0	
5933	Life Insurance	0	0	0	0	0	0	0	0	0	0	0	
5934	Vision Insurance	0	0	0	0	0	0	0	0	0	0	0	
5935	Unemployment Ins	0	0	0	0	0	0	0	0	0	0	0	
5940	Workers Comp	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	SAL. & BEN.	0	0	0	0	0	0	0	0	0	0	0	
Services and Supplies:													
6040	Comm. - E Mail	0	0	0	0	0	0	0	800	0	0	800	
6045	Comm. - Tphone	0	0	0	0	0	0	0	2,939	0	0	2,939	
6085	Janitorial Service	0	0	0	0	250	0	500	500	0	250	1,500	
6100	Insurance	0	0	0	0	0	0	1,250	1,760	0	0	3,010	
6140	Maint. of Equip.	0	0	0	0	0	0	0	2,142	0	0	2,142	
6280	Memberships	0	0	0	0	0	0	0	0	0	150	150	
6302	Dept Revolving	0	0	0	0	0	0	0	0	0	50	50	
6400	Office Expense	0	0	0	0	140	0	700	3,060	500	409	4,809	
6410	Postage	0	0	0	0	0	0	0	58,568	0	0	58,568	
6415	Library Mat.	0	0	0	0	0	0	0	600	0	0	600	
6461	Purchases for Members	0	64,164	0	0	241,000	0	0	77,528	0	0	382,692	
6500	Other Prof Serv	0	0	43,780	23,868	0	0	0	14,861	0	9,564	92,073	
6516	Data Proc'ing Serv	0	0	0	0	0	0	0	0	0	0	0	
6517	Online Serv, OCLC	0	0	0	0	0	0	150	57,266	0	0	57,416	
6521	County Services	0	0	0	0	0	0	6,760	0	0	7,634	14,394	
6540	Contractual Services Delivery	0	0	0	0	0	0	0	367,306	0	0	367,306	
	Contractual Services Payroll	0	0	0	0	49,620	0	111,353	0	0	355,013	515,986	
6800	Dup/Photocopy	0	0	0	0	0	0	134	5,120	1,930	0	7,184	
6820	Rental of Equip	0	0	0	0	0	0	0	0	0	0	0	
6840	Bldg.Rent/Lease	0	0	0	0	4,547	0	4,993	11,067	2,243	446	23,296	
7000	Special Dept.Exp.	0	0	0	0	0	0	0	7,219	0	9,771	16,990	
7110	Staff Devel.	0	0	0	0	0	0	500	0	0	1,650	2,150	
7120	In-Serv Training	0	0	0	0	0	0	31,888	0	0	0	31,888	
7302	Conf. & Travel	0	0	0	39,000	0	625	1,000	0	1,035	2,500	44,160	
7303	Private Car Exp.	0	0	0	0	0	1,244	1,887	0	500	2,500	6,131	
7320	Utilities	0	0	0	0	0	856	1,580	1,000	1,159	541	5,136	
TOTAL	SERV & SUPPLIES	0	64,164	43,780	0	241,000	57,282	255,084	519,347	7,367	390,478	1,641,370	
Fixed Assets:													
8560	Equipment	0	0	0	0	0	0	0	0	0	0	0	
TBD	Operational Reserve	0	0	0	0	0	0	0	0	0	0	0	
8800	Equip. Reserve	0	0	0	0	0	38,885	0	0	0	0	38,885	
TOTAL	FIXED ASSETS	0	0	0	0	0	38,885	0	0	0	0	38,885	
GRAND TOTAL EXPENDITURES		0	64,164	43,780	62,868	241,000	96,167	0	255,084	519,347	7,367	390,478	1,680,255

# NorthNet Steering Committee Meeting

October 27, 2010

## ADMINISTRATIVE NOTES

### CONSENT CALENDAR

- A. The statement of expenditure and revenue for September 30, 2010 is in the packet along with the NBCLS Salaries and Benefits ledger as salaries are shown as a contract in the NLS budget. The budget was adjusted at the September 3<sup>rd</sup> meeting. Those changes are not reflected in this report as the changes will not be shown in the County ledgers until October 1<sup>st</sup>.
- B. There is one more revision of the FY 2010/11 budget that is needed. The member libraries contribution for OverDrive content has been added to the LOCAL program under Member Reimbursement (4157) in Revenue and Purchases for Members (6461) in Expenditures.

### REVIEW OF STRATEGIC PLANNING SESSION

- A. Delivery Taskforce Charge. At the September meeting the Committee agreed to have Gregg and I recruit a taskforce. With Gregg's need for sick leave Margaret, Patty and I .started talking about the delivery taskforce charge. We didn't get very far because we couldn't decide what needs to be "fixed". In researching delivery operations within other systems, the NLS delivery is very cost effective. In 2009/10 NLS delivery handled 6,970,545 items for \$469,908 which is \$0.067 per item. The money spent includes UPS, postage, and Sprint delivery. Total CLSA annual report information for 2009/10 isn't available yet. However, estimated delivery within the state was projected to be 11,512,733. Our region is generating half of the activity. Other systems, including out of state, reviewed are spending more than \$0.22 per item.

Every library would truly love to have daily delivery, but we would have to find more money either from the State or from the local jurisdictions. Although the North State region has switched to using the postal service for delivery, turn around time has improved. The majority of North State libraries are quite satisfied with the change in service. The UPS Campus Ship program has met resistance in some libraries and is embraced in others. I will have completed a financial analysis by the meeting so that the Committee may discuss continuation or not.

The State of Massachusetts is working on a very exciting delivery concept. Below is the description of their project. A project like this would be interesting for NLS. But again it would take a grant or a major change in funding to tackle this approach. I am trying to connect with Greg Pronevitz, the Massachusetts Library System Executive Director, for more details. In the meantime Patty and I need your help in framing the charge for the Delivery Taskforce.

We hope to provide delivery services to over 500 libraries on nine separate ILSs without delivery labels by using an external barcode to communicate with the ILSs to determine the destination at the sort site. Such automated sorting also holds the promise of additional efficiencies for participating libraries. Several large library systems have implemented such systems, e.g., King County and Seattle in Washington and New York Public. As far as we know, this would be the first multi-ILS system.

We have been working for about a year in preparation for this RFP. We issued an RFI last year which received 17 responses from couriers and distributors of automated materials handling systems. We have attempted to cover all the bases with the RFP and are happy to make the results of our efforts available to the library community in this way. If you have thoughts on omissions or clarifications that will assist us in negotiations or contracting, I'd love to hear them.

Our Request for Proposal (RFP) for Library Delivery and Sorting Services for Massachusetts Libraries was issued July 15, 2010 by the Massachusetts Library System, Inc. (MLS) 135 Beaver Street, Waltham, MA 02452. Responses are Due: 4:00 pm EDT, August 31, 2010.

- B. Fee Structure Committee Update: Again Gregg's absence delayed moving forward with a committee meeting. Also on October 21<sup>st</sup> the North State region libraries are participating in a fee structure/dues discussion. It seemed pointless to hold a committee meeting until we have input from the region that has never adopted a fee or dues structure.

### **OVERDRIVE COLLECTION**

The project is moving ahead. There are 24 libraries participating. The website for the collection is in design phase. We held one training meeting for the Collection Development Committee. There will be another meeting of that committee before CLA.

### **RESOURCE SHARING POLICY**

The Resource Sharing Community of Interest held a WebEx session on October 20<sup>th</sup> to review the attached Resource Sharing Policy. Patty and Ann Amman polled the ILL staff of member libraries to gather edits for the policy then presented the policy to the Resource Sharing COI. No further edits or suggestions were offered. The policy is ready for review by the Steering Committee.

## **NorthNet Library System InterLibrary Loan Policy**

### **INTRODUCTION**

NorthNet Library System (NLS) is a consortium of northern California independent city, county, academic, and special libraries. These libraries have joined to form a cooperative network. NLS covers 57,838 square miles and encompasses the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of California's 58 counties, 48% are included in the system. The members of three regional systems, North State, North Bay, and Mountain Valley, sought this merger to provide better services to the communities they serve by:

- increasing resource sharing;
- improving delivery service;
- realizing economies of scale;
- decreasing administration costs; and
- bringing equity of services to members.

The member libraries of NLS vary widely from small, rural, isolated libraries to large, urban libraries. Of the participating counties, 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches.

Delivery service transports various library materials throughout the System. Due to the distances covered in this area, the delivery service is a crucial System activity.

Users of member libraries, if the card holders are in good standing, may borrow from any library in the System. Books may be returned to any library and the delivery van will return them to the owning library. For libraries in the North State region, the delivery used is USPS. For a few libraries in the Mountain Valley region, the delivery service used is UPS.

### **INTERLIBRARY LOANS**

#### **Definition**

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

#### **Purpose**

One of the main functions of the System is to provide a framework that allows libraries within the System to effectively use the resources of other System libraries. In order to do this, a GAC (group access capability) has been established using OCLC's interlibrary loan system.

#### **Conditions of Loans**

Interlibrary loan service is a courtesy and a privilege, not a right, and is dependent on the cooperation of member libraries.

No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service with another library.

The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until the time the material is received back at the lending library.

In case of loss or damage, the borrowing library is to arrange for payment, repair, or replacement of interlibrary loan books.

The borrowing library is bound by any conditions or limitations of use imposed by the lending library. Materials should be loaned without restriction, except as individual libraries make restrictions on their own borrowers. Nonresident borrowers placing reserves for materials will take their turns along with the local residents. Due to funding constraints, some member libraries may not loan new, rare or historical items.

### **Using the GAC in OCLC**

Staff may search the holdings of the entire NorthNet System using the symbol NCAL in the OCLC FirstSearch system. There is also a NorthNet scope on the CalCat catalog (<http://California.worldcat.org>) and in FirstSearch. A link to this for patrons to search may be set up on each library's webpage.

### **Duration of Loan**

In general, duration of loan depends on the type of material borrowed. Books will normally be checked out for 40 days by the loaning library. The borrowing library will issue the books for its regular loan period. The 40 days allows for delivering the book, notifying the borrower that the book has come, and sending the book back to the loaning library. Items in demand can be loaned for shorter periods. Also, reference materials, if loaned, may be loaned for shorter periods. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

### **Not on Shelf**

Materials not on the shelves at the time of the request will not be reserved. The borrowing library may request a reserve. If a reserve is placed, the requesting library will be notified.

If material is not on the shelf, the request will be forwarded to another NLS library only if the requesting library has listed additional NLS holdings. The requesting library will not be notified that the request has been sent on.

### **Renewal**

Some materials might be renewable. This request should go directly to the lending library. Check addenda for local library policies.

### **Delivery of Interlibrary Loans**

Materials on interlibrary loan will be sent to the requesting library by van delivery, or mail or fax, if necessary to meet a deadline. Materials should be returned directly to the lending library.

### **SuperSearch**

Members of the North Bay region also share their resources using SuperSearch. SuperSearch is a web-based, multi-vendor, resource sharing application providing interlibrary loan services among member libraries. SuperSearch is a self-service system and works with local circulation systems to manage

requests. Patrons can create a SuperSearch account using a valid library card, search, request and pick up items at their local library. For more information, see SuperSearch manual.

### **Out-of-System Deliveries**

CLSA System Libraries allow their member libraries to exchange items via the systems. When a library loans/borrows an item from a library in another system (see attached list of system headquarters), the items are sent from/received in Santa Rosa via the NLS delivery system. NLS pays the UPS charges. Libraries with UPS or USPS delivery only should send items straight to the library in the other system.

### **RESPONSIBILITY OF EACH MEMBER LIBRARY**

1. The member library has the responsibility to communicate any problems or dissatisfaction with service to the NLS staff so that problems can be worked out.
2. Each member library is responsible for purchasing its own best-sellers and current popular books.
3. Members should inform the System of any subject strengths in their collections, and any specialties of their staff members.
4. Members may determine areas in which assistance is needed, and may initiate a request for training.
5. The borrowing library will honor any limitations on use imposed by the lending library.
6. It is the responsibility of the lending library to keep adequate records of materials loaned for CLSA auditing purposes.

### **Special Collections**

The North State region has three special collections that are available for loan to any NorthNet library.

#### **DVD Collection**

A collection of 1,500 movies on DVD is housed at the Orland Free Library. It is available through OCLC or you can go to <http://www.youseemore.com/orland/> Use the button in the middle of the page to "Search movies and videos." Click on it and you will see a search screen that is already limited to DVDs and videos. If your library has a username and password set up, you will be able to place holds directly through the catalog. Contact the Orland Free Library at 530-865-1640 for a username or more information.

#### **Listen In Collection**

A collection of books on CD, music on CD and playaways is available from the Plumas County Library. Most of the collection, including many music CDs, are searchable using FirstSearch. These items are all available by request from Plumas County Library.

Another (perhaps easier) way to search for all 5,000 music CDs is to go directly to <http://www.plumaslibrary.org>. After clicking "browse" use the "set limits" button to search only the Listen In branch (at the bottom of the page). Click set limits, and then search by title or subject. Your library can have a username and password set up to place holds directly through the catalog. If you have questions please call the Plumas County Library at 530-283-6575.

**Puppet Collection**

NorthNet has an extensive collection of puppets and puppet kits that are available for loan. They can be ordered from headquarters by calling 707-544-0142 ext 102 or e-mailing a request to [kelli@northnetlibs.org](mailto:kelli@northnetlibs.org) A list of all the puppet costumes and props is available on the webpage, <http://www.northnetlibs.org>

**NorthNet Libraries**

Alpine County Library (UPS or USPS only)  
 Belvedere-Tiburon Public Library  
 Benicia Public Library  
 Butte College Library (UPS or USPS only)  
 Butte County Library (UPS or USPS only)  
 California State Library  
 CSU Chico (UPS or USPS only)  
 CSU Sacramento  
 College of the Redwoods, Del Norte (UPS or USPS only)  
 College of the Redwoods, Eureka (UPS or USPS only)  
 College of the Siskiyous (not loaning at this time)  
 Colusa County Library  
 Del Norte County Library (UPS or USPS only)  
 Dixon Public Library  
 El Dorado County Library (UPS or USPS only)  
 Folsom Public Library  
 Feather River College (UPS or USPS only)  
 Humboldt County Library (UPS or USPS only)  
 Humboldt State University Library (UPS or USPS only)  
 Lake County Library  
 Larkspur Public Library  
 Lassen Community College (UPS or USPS only)  
 Lassen Library District (UPS or USPS only)  
 Lincoln Public Library  
 Marin County Free Library  
 Mendocino County Library  
 Mill Valley Public Library  
 Modoc County Library (UPS or USPS only)  
 Mono County Library (UPS or USPS only)  
 Napa City-County Library  
 Napa Valley College  
 Nevada County Library  
 Orland Free County Library (UPS or USPS only)  
 Placer County Library  
 Plumas County Library (UPS or USPS only)  
 Roseville Public Library  
 Sacramento County Public Law Library  
 Sacramento Public Library  
 St. Helena Public Library  
 San Anselmo Public Library  
 San Rafael Public Library  
 Santa Rosa Junior College  
 Sausalito Public Library  
 Shasta College (UPS or USPS only)  
 Shasta Public Libraries (UPS or USPS only)  
 Simpson University Library (UPS or USPS only)  
 Siskiyou County Library (UPS or USPS only)  
 Solano Community College

Solano County Library  
Sonoma County Library  
Sutter County Library  
Tehama County Library (UPS or USPS only)  
Trinity County Library (UPS or USPS only)  
UC Davis  
Willows Public Library (UPS or USPS only)  
Woodland Public Library  
Yolo County Library  
Yuba County Library

## California Library Services Act (CLSA) Systems

### **Black Gold Cooperative Library System (BLACK GOLD)**

Maureen Theobald, Executive Director  
3437 Empresa Drive, Suite C  
San Luis Obispo CA 93401-7355  
Phone:(805) 543-1093  
Fax:(805) 543-9487  
[mtheobald@blackgold.org](mailto:mtheobald@blackgold.org)

### **49-99 Cooperative Library System (49-99)**

Rosario Garza, Administrator  
248 E. Foothill Blvd., Suite 101  
Monrovia, CA 91016-5522  
Phone:(626) 359-6111  
Fax: (626) 359-0001  
[rgarza@mcls.org](mailto:rgarza@mcls.org)

### **Inland Library System (INLAND)**

Susan Erickson, Director  
104 W. 4th Street  
San Bernardino, CA 92415-0035  
Phone:(909) 387-5731  
Fax:(909) 387-5736  
[serickson@inlandlib.org](mailto:serickson@inlandlib.org)

### **NorthNet Library System (NLS)**

Annette Milliron, Coordinator  
55 E Street  
Santa Rosa, CA 95404-4728  
Phone:(707) 544-0142  
Fax:(707) 544-8411  
[annetnbc@sonic.net](mailto:annetnbc@sonic.net)

### **Pacific Library Partnership (PLP)**

Linda Crowe, Executive Director  
2471 Flores Street  
San Mateo, CA 94403-2273  
Phone:(650) 349-5538  
Fax:(650) 349-5089  
[crowe@plsinfo.org](mailto:crowe@plsinfo.org)

### **San Joaquin Valley Library System (SJVLS)**

Jeffrey Crosby, Administrative Librarian  
2420 Mariposa Street  
Fresno, CA 93721-2285  
Phone:(559) 488-2762  
Fax:(559) 488-2965  
[jeffrey.crosby@sjvls.org](mailto:jeffrey.crosby@sjvls.org)

**Serra Cooperative Library System (SERRA)**

Vera Skop, Coordinator  
820 E Street San Diego, CA 92101-0000  
Phone:(619) 232-1225  
Fax:(619) 696-8649  
[vskop@sbcglobal.net](mailto:vskop@sbcglobal.net)

**Southern California Library Cooperative (SCLC)**

Rosario Garza, Executive Director  
248 E. Foothill Blvd., Suite 101  
Monrovia, CA 91016-5522  
Phone:(626) 359-6111  
Fax: (626) 359-0001  
[rgarza@mcls.org](mailto:rgarza@mcls.org)

## **California Library Services Act (CLSA) Systems Member Libraries**

### **Black Gold Cooperative Library System**

Blachard/Santa Paula Public Library  
 Lompoc Public Library  
 Paso Robles City Library  
 San Luis Obispo County Library  
 Santa Barbara Public Library System  
 Santa Maria Public Library

### **49-99 Cooperative Library System**

Amador County Library  
 Calaveras County Library  
 Lodi Public Library  
 Stanislaus County Library  
 Stockton-San Joaquin County Public Library  
 Tuolumne County Library

### **Inland Library System**

Banning Library District  
 Beaumont Library District  
 Colton Public Library  
 Corona Public Library  
 Hemet Public Library  
 Inyo County Free Library  
 Moreno Valley Public Library  
 Murrieta Public Library  
 Ontario City Library  
 Palm Springs Public Library  
 Palo Verde Valley District Library  
 Rancho Cucamonga Public Library  
 Rancho Mirage Public Library  
 Riverside County Library System  
 Riverside Public Library  
 San Bernardino County Library  
 San Bernardino Public Library  
 Upland Public Library  
 Victorville City Library

### **Pacific Library Partners**

Alameda Free Library  
 Alameda County Library  
 Berkeley Public Library  
 Burlingame Public Library  
 Cabrillo College Library  
 College of San Mateo  
 CSU – Monterey  
 CSU – Hayward  
 Contra Costa County Library

Daly City Public Library  
 Gavilan College Library  
 Harrison Memorial Library  
 Hartnell College Library  
 Hayward Public Library  
 Livermore Public Library  
 Menlo Park Library  
 Monterey Bay Aquarium Library  
 Monterey County Library  
 Monterey Peninsula College Library  
 Monterey Public Library  
 Mountain View Public Library  
 Oakland Public Library  
 Pacific Grove Public Library  
 Palo Alto Library  
 Redwood City Public Library  
 Richmond Public Library  
 Salina Public Library  
 San Benito County Free Library  
 San Bruno Public Library  
 San Francisco Public Library  
 San Jose Public Library  
 San Juan Bautista City Library  
 San Mateo County Library  
 San Mateo Public Library  
 Santa Clara City Library  
 Santa Clara County Library  
 Santa Cruz Public Libraries  
 South San Francisco Public Library  
 Sutro Library (CA State Library)  
 Sunnyvale Public Library  
 UC Berkeley  
 Watsonville Public Library

**San Joaquin Valley Library System**

Coalinga-Huron Library District  
 Fresno County Free Library  
 Kern County Library  
 Kings County Library  
 Madera County Library  
 Mariposa County Library  
 Merced County Library  
 Porterville Public Library  
 Tulare County Library  
 Tulare Public Library

**Serra Cooperative Library System**

Carlsbad City Library  
 Chula Vista Public Library  
 Coronado Public Library

Escondido Public Library  
 National City Public Library  
 Oceanside Public Library  
 San Diego County Library  
 San Diego County Public Law Library  
 City of San Diego Public Library  
 Brawley Public Library  
 Camarena Memorial Library  
 El Centro Public Library  
 Imperial County Free Library  
 Imperial Public Library  
 Imperial Valley College - Library/Media Center

### **Southern California Library Cooperative**

Alhambra Public Library  
 Altadena Library District  
 Anaheim Public Library  
 Arcadia Public Library  
 Azusa City Library  
 Beverly Hills Public Library  
 Buena Park Library District  
 Burbank Public Library  
 Cerritos Library  
 City of Calabasas Library  
 City of Commerce Public Library  
 County of Los Angeles Public Library  
 Covina Public Library  
 Downey City Library  
 El Segundo Public Library  
 Fullerton Public Library  
 Glendale Public Library  
 Glendora Library and Cultural Center  
 Inglewood Public Library  
 Irwindale Public Library  
 Long Beach Public Library  
 Mission Viejo Library  
 Monrovia Public Library  
 Monterey Bruggemeyer Library  
 Moorpark City Library  
 Newport Beach Public Library  
 Orange County Public Library  
 Orange Public Library and History Center  
 Oxnard Public Library  
 Palmdale City Library  
 Palos Verdes Library District  
 Pasadena Public Library  
 Placentia Library District  
 Pomona Public Library

Redondo Beach Public Library  
San Marino Public Library  
Santa Fe Springs City Library  
Santa Monica Public Library  
Sierra Madre  
Signal Hill Public Library  
South Pasadena Public Library  
Thousand Oaks Library System  
Torrance Public Library  
Whittier Public Library  
Ventura County Library  
Yorba Linda Public Library