

NLS Executive Committee Meeting

April 28, 2021

1:00 p.m.

ZOOM MEETING

<https://us02web.zoom.us/j/84642906353?pwd=VENKVnFpdnJkSkdVaHBrRnVkd1BXUT09>

Meeting ID: 846 4290 6353; Passcode: 427469

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- | | | |
|--|----------------|---------------------|
| 1. Welcome and Roll Call | Olowski, Chair | |
| 2. Public Invited to Comment | Olowski | |
| 3. Approval of Consent Calendar (Action Item) | | |
| A. Adoption of Agenda | Olowski | |
| B. Approve Minutes of November 19, 2020 | Brinkley | Attachment 1 pg. 3 |
| C. Correspondence: January 26, 2021 Letter to Governor:
"RE:2021-22 State Budget: 6102 State Library California
Library Services Act" | Olowski | Attachment 2 pg. 7 |
| D. Correspondence: Letter dated February 2, 2021 to
Congressman Garamendi Requesting Support of the
Federal COVID-19 Emergency Relief Bill | Olowski | Attachment 3 pg. 9 |
| 4. Old Business | | |
| A. Update on Link+ Regional Resource Sharing Grant
and Approve \$132 Allocation to NLS (Action Item) | Olowski | Attachment 4 pg. 10 |
| B. Review Next Steps from NLS CLSA Survey | Wilczek | Attachment 5 pg. 14 |
| C. FY 2020/21 Preparing to Respond & Recover Together
LSTA Grant Update | Brinkley | |
| 5. New Business | | |
| A. FY 2021/22 "California Libraries Preparing to
Respond and Recover Together" LSTA Statewide
Grant Application | Brinkley | Attachment 6 pg. 16 |
| B. CLSA Funds for FY 2021/22 | | |
| 1. Discussion about OverDrive eBook and
eMagazine Services | Perry | Attachment 7 pg. 39 |

2. Discussion of FY 2021/22 CLSA Preliminary Allocation (Action Item)	Frost	Attachment 8 pg. 46
C. Review and Approval of NLS/PLP FY 2020/21 Contract Amendment (Action Item)	Frost	Attachment 9 pg. 48
D. Review and Approval of NLS/PLP FY 2021/22 Baseline Contract (Action Item)	Frost	Attachment 10 pg. 50
E. Development of Subcommittee Assignments/ Chair Rotation Schedule (Action Item)	Olawski	Attachment 11 pg. 52
F. Create Nominating Committee for FY 2021-22 Executive Committee & Officers	Olawski	Attachment 12 pg. 53
G. Annual Meeting Planning for June 16, 2021 Administrative Council Meeting	Brinkley	

6. General Announcements

7. Adjournment

Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom's Executive Order N 29-20

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

DRAFT MINUTES

NLS Executive Committee Meeting

November 19, 2020

1. **Welcome and Roll Call** –Chair, Suzanne Olawski, Solano County, called the meeting to order at 9:32 a.m. Also present were NLS Executive Committee members: Lori Easterwood, Folsom Public Library; Lindsay Fuchs, Plumas County Library; Christopher Veach, Lake County Library; Anthony Halstead, Napa County; Nick Wilczek, Nevada County; Carolyn Brooks, El Dorado County, and Mark Fink, Yolo County. Also attending were Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership and Jacquie Brinkley, NLS/Pacific Library Partnership.
2. **Public Invited to Comment** - No public in attendance.
3. **Motion to approve Consent Calendar**
 - A. Adoption of Agenda
 - B. Approval of Minutes of July 28, 2020

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

4. Old Business

- A. Brinkley presented the memo to accept a requested extension of the NLS Link+ Resource Sharing grant from December 31, 2020 to February 28, 2021 to allow for the Rancho Cucamonga library to get their Link+ services implemented and obtain statistics for reporting to the State Library. The State Library has approved the extension request.

Motion to accept the extension of the CLSA Link+ Regional Resource Sharing Grant.

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

- B. Wilczek reported on the findings of the Ad Hoc Group in their review of CLSA funding and the survey administered earlier in 2020. This Committee suggested a revised survey to be distributed that would include Frost's memo that describes the CLSA funding structure and would provide a comprehensive overview of CLSA for all NLS directors. The Ad Hoc Group felt that with more background on CLSA, directors would be better prepared to discuss options and identify priorities in a group discussion at the mid-year (January 2021) Administrative Council meeting.

Discussion ensued regarding next steps for a revised survey.

Frost pointed out that a draft survey was included in the meeting packet, and the NLS Executive Committee provided feedback on the questions and recommended that the Ad Hoc Group work to finalize the survey. Frost noted that the timing of issuing the survey in December so that the

results could be reviewed at the Administrative Council mid-year meeting would work well, as any changes in NLS services requiring a contract would need to be determined early in the new calendar year to negotiate new services and/or contracts.

Frost requested that any other revisions to the questions be sent to Brinkley after this meeting. A “final” survey will be drafted and sent to the NLS Executive Committee members for review before sending out to NLS directors.

Frost and Olawski noted that this survey should include reference to possible further reduction and/or elimination of CLSA funding to systems and how that would impact or influence resource priorities for NLS libraries.

It was agreed that the survey would be issued in December and would be added as an agenda item at the mid-year Administrative Council meeting. Wilczek requested that the memo from Frost explaining the background of CLSA funds be included with the survey, and that the mid-year Agenda packet include the memo from Frost providing an overview of CLSA funding.

- C. Brinkley reported on the current NLS LSTA grant project, Preparing to Respond and Recover Together. Ten libraries are participating in the cohort learning community and working on development of or updating their library disaster preparedness policies. Common Knowledge consultants and consultant Danis Kreimeier are providing individual library coaching sessions to support the cohort work. A statewide panel discussion was presented on wildfire disaster preparedness and response, with three guest speakers and moderated by Danis Kreimeier. The Common Knowledge team and Kreimeier will present on November 16th on behalf of NLS at the national conference, Lead the Way: Libraries at the Heart of Community Engagement (invited by application). The cohort culmination meeting will be held on December 8th. All NLS directors will be invited to attend. The Public Library Directors Forum, tentatively scheduled for April 2021, has proposed that the NLS work be included on the PLDF agenda. The full program is in early development at this time, but all NLS members will be updated at the mid-year Administrative Council meeting.
- D. Brinkley and Frost presented information on forming a CLA Interest Group with a focus on disaster preparedness, based on the interest expressed by some Administrative Council members at the Annual Meeting. This would be a way to expand and share the NLS disaster preparedness work statewide and to sustain the work on behalf of all libraries. Discussion ensued regarding the viability of creating a new Interest Group. The Executive Committee expressed concern with their capacity at this time and concerns of how they would take on or support an additional project or task.

Frost noted that requirements for an Interest Group included meeting one time per year (at CLA Annual Conference) and participation in the CLA Spring Fling program. Formation of an Interest Group requires 2 CLA members.

Fink suggested reaching out to the Statewide Panel Discussion attendees to ask for their participation, and also suggested reaching out through CALIX and the existing cohort groups.

Olawski offered the Solano County cohort to sign on as supporters of a Disaster Preparedness CLA Interest Group. Olawski noted that the Interest Group would be broad-based.

Discussion ensued reiterating concerns with taking on new projects at this time. Olawski stated that she would like to keep the momentum going and suggested putting this discussion on either the mid-year or annual Administrative Council meeting agenda.

Frost suggested that it could be included in the LSTA project updated at the mid-year Administrative Council meeting. Fink and Olawski agreed with this suggestion. All members agreed.

- E. Easterwood reported that SMUD does not offer any programs for loaning of battery backups as they have not planned shut offs. Fink reported that his research for PG&E programs found rebates for generator purchases for home and business, but nothing was found for government agencies. He will inquire further and report back to this Committee.

Olawski reported that Solano County was spending approximately \$2 million to purchase and build secured housing for a generator system at the Kentucky Street facility and if any rebates were identified, she would welcome a contact.

Halstead reported that they were in conversation with the Marin Clean Energy organization that had expressed interest in supporting libraries because of their cooling center status in communities. Halstead will send out information on MCE and their programs.

Brooks reported that El Dorado County purchased three portable generators for the County complex where the Main Library is located. The Library was designated as a site for housing one unit, but if needed at other location can be moved.

5. New Business

- A. Frost presented the memo and requested acceptance of the award to NLS of \$50,000 from the Crisis Collection funds to be applied to the NLS OverDrive consortia.

Motion to accept the \$50,000 award from the State Library Crisis Collection Fund grant for NLS Shared OverDrive collection. Fink moved; Veach seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

- B. Olawski opened a discussion on suggestions for LSTA Intent to Apply applications from NLS and noted that the deadline for application is November 20, 2020. Olawski read a draft summary of a suggested draft proposal: to connect with several indigenous nations in the NorthNet Library System region to capture their legends and stories on land use, maintenance, and sustainability as it relates to decolonizing diet through cooking and gardening. Stories are told in native languages and English and are captured digitally. Nations to contact may include Wintun, Karuk, Yurok and Miwok.

Olawski shared that an alternative grant proposal could be the continued expansion of the NLS Preparing to Respond and Recover Together LSTA grant. Olawski reviewed a draft overview of a Year 3 of this project to include statewide cohorts (2-3 regional) and statewide meetings to cover a diversity of disaster topics.

Fink asked about the motivation for NLS to apply for LSTA grants. Olawski and Frost explained that LSTA work provides a revenue source for NLS, and with Zip Books and the Link+ grant coming to an end in 2021 from which NLS received indirect revenue, coupled with the 50% reduction in CLSA funding for FY 2020/21, the NLS budget will be significantly reduced in the coming year(s). Olawski stated that the revenue through grants also allows NLS to advance its interests and initiatives.

Veach suggested that an update to the existing CA Library Indian Collection would be of value and relevant in Lake County.

Fuchs stated that while she liked the idea of working with the tribes, she asked what existing connections NLS has to area tribes and had concerns that similar projects or other projects that are tribal-led may be better for the library to partner and help promote as hosts rather than creating new projects.

Olawski agreed that this idea (working with tribal libraires) may be an idea to explore later and to reach out to the tribal community(ies) to develop.

Fuchs reported that she is currently working with CA Revealed to digitize existing Native collections in Plumas County Library as her first priority.

Frost noted that development of a Year 3 of Preparing to Respond and Recover Together proposal would not impact NLS as much as a new project would, as much of the foundation for expansion is already prepared.

Easterwood noted that she was in favor of moving forward with a Year 3 of this project and requested that the model include COVID.

All agreed to move forward to submit an Intent to Apply application for Year 3 of this project.

6. Agenda Building for the Mid-Year Administrative Council Meeting, January 29, 2021, 10-12 noon

- LSTA Project Update
- CLA Interest Group
- CLSA Survey and Review of new survey results
- COVID updates/REALM Testing & any formal direction to libraries including quarantine updates
- Announcements/Open Share

Meeting adjourned at 11:27 a.m.

January 26, 2021

The Honorable Gavin Newsom
Governor, State of California
State Capitol
Sacramento, CA 95814

RE: 2021-22 STATE BUDGET: 6102 STATE LIBRARY CALIFORNIA LIBRARY SERVICES ACT

Governor Newsom,

On behalf of the 40 public library systems from the northern, mostly rural counties that make up the NorthNet Library System, we would like to thank you for your ongoing financial commitment to libraries in the State Budget. We appreciate the restored funding for Zip Books and for Lunch at the Library, and believe that these ongoing funds will benefit so many diverse populations. As you and your Department of Finance and the legislature move forward with the "immediate action" items that you have suggested be accelerated in Budget discussions this year, the NorthNet Library System (NLS) would like to request a consideration of full funding for the California Library Services Act (CLSA).

The NorthNet (NLS) region 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 the 58 counties in California, 48% of them are included in NLS. 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. Library budgets can range from a few thousand dollars to several million.

Using CLSA funds to pay for shared resources, such as delivery and eResources, and then providing a portion for the libraries for shared resources has proven successful in the last several years. With over 180 public libraries throughout the state, the approved funding in the State Budget for the last many years was \$3,630,000. That funding was included in the preliminary State budget for 2020-21, and then was reduced to \$1,880,000. The Governor's preliminary 2021-22 budget again includes that 50% reduction, \$1,880,000.

While all libraries are facing economic challenges, the state's rural, frontier and tribal libraries are more uniquely impacted as they more often not only feel the impacts of budget cuts more proportionally deeper than most libraries but also encounter barriers to materials and information by their geographic remoteness and isolation, requiring travel of great distances to a physical location. To the 64% rural and frontier libraries that are a part of the NLS that is a significant impact to their ability to provide materials to their community members.

Historically, libraries are more heavily used with statistics spiking during economic downturns when individuals and families must make difficult choices on how they budget

and spend their income, emphasizing food and shelter over entertainment, recreation and sometimes even educational pursuits. It is quite evident the economic impact to California caused by the COVID-19 pandemic where unemployment is high and job losses are concentrated in low-paid industries, inclusive of agriculturally based employment which generally is comprised of an indigent, underserved, and at-risk farm laborer workforce. NLS libraries are feeling the economic impact of the pandemic with 24% of NLS libraries exceeding the state's average unemployment rate of 8.8%, especially those libraries who serve significant agriculturally based communities with unemployment rates in the double digits.

The NorthNet libraries greatly rely on CLSA funds. The effect of a 50% reduction in CLSA funds on our rural libraries is significant. With most rural libraries, the ability to use CLSA funds to share physical and electronic resources allows for a greater return on investment. Within the last several years, the CLSA funds have resulted in millions of items being shared collaboratively, both of existing materials as well as the purchased of new eBooks.

Continued funding reduction further impacts the state's most geographically isolated rural and frontier libraries by greatly hindering their ability to provide free and convenient access to library resources and social value to generally disproportionately underserved, vulnerable and indigent populations, moreover, impacting their ability to support community resilience especially during challenging times.

The NorthNet Library System would respectfully request the inclusion of an augmentation of \$1.8 million (ongoing) in the California Library Services Act in the 2021-22 Budget to restore the program's baseline to \$3,630,000. Should you have any questions, you may contact me at seolawski@solanocounty.com.

Sincerely,



Suzanne Olawski
Assistant Director, Solano County Library
Chair, NorthNet Library System

cc: Keely Bosler, Director, Department of Finance
Chris Ferguson, Department of Finance
Senator Nancy Skinner, Chair, Senate Budget Committee
Senator John Laird, Chair, Senate Budget Subcommittee on Education Finance
Anita Lee, Consultant, Senate Budget Subcommittee on Education Finance
Assemblyman Phil Ting, Chair, Assembly Budget Committee
Assemblyman Kevin McCarty, Chair, Assembly Budget Subcommittee on Education Finance
Mark Martin, Consultant, Assembly Budget Subcommittee on Education Finance
Greg Lucas, State Librarian
Mike Dillon and Christina DiCaro, CLA Lobbyists, KP Public Affairs



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www.northnetlibs.org

February 2, 2021

Congressman Garamendi
 2368 Rayburn H.O.B.
 Washington, DC 20515

Dear Congressman Garamendi,

On behalf of the 40 public library systems from the northern, mostly rural counties that make up the NorthNet Library System, we would like to thank you for your ongoing support for libraries. As Chair of the NorthNet Library System, I am writing to request that you include critical funding for libraries in the upcoming COVID-19 emergency relief bill. Every day, many members of our communities are unable to work, learn, and access critical resources because they lack broadband connectivity, digital resources and related services.

Staff working for our libraries have stepped into new roles during the pandemic, including serving as COVID-19 testing sites and vaccination sites; in addition, our employees are serving in new capacities as contact tracers, homeless shelter coordinators and food/meal delivery workers.

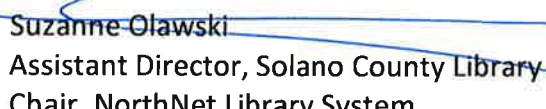
It's time for Congress to recognize that libraries are a critical partner in keeping our citizens safe and our economy thriving. As your constituent on the front lines, I am calling on you to stand by our libraries. America's libraries must be included in the next COVID-19 relief bill. Specifically, I am asking for:

- Please include **\$200 million** for the Library Services and Technology Act (LSTA) to be distributed through the Institute of Museum and Library Services.
- Every state library must receive **\$2 million minimum** in base funding to ensure access to broadband connectivity, digital resources and related services to support distance learners and job seekers.

Communities in California are relying heavily on libraries for a wide range of services to survive the pandemic, especially in hard-hit rural and under-served communities in regions like Yolo County and we need this crucial relief funding to keep going. Our communities are depending on us in this turbulent time.

It's my understanding the Senate supports \$200 million for LSTA/libraries with a \$2 million state minimum. Will you stand with the NorthNet Library system and include \$200 million for libraries through LSTA in the COVID relief package?

Sincerely,


 Suzanne Olawski
 Assistant Director, Solano County Library
 Chair, NorthNet Library System



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To: NLS Executive Committee
From: Suzanne Olawski
Subject: Update of CLSA Link+ Grant and Approval of \$132 to NLS
Date: April 28, 2021

BACKGROUND

At the March 28, 2019 California Library Services Board (CLSB) meeting, the Board approved \$450,000 to the NorthNet Library System (NLS) for the "Link+ Regional Resource Sharing Project." The grant assists libraries with their connection fees to join INN-Reach (Link+) for resource sharing of physical materials statewide. The grant ended on February 28, 2021.

The purpose of this memo is to provide an update on this grant, and for the Executive Committee to accept the final grant allocation.

DELIVERABLES OF THE GRANT

Below is a summary of the deliverables in the grant:

Goal 1: Fund first-year costs for four NorthNet libraries (El Dorado County, Nevada County, Sonoma County, Woodland Public) (by August 30, 2019). **COMPLETED**

Goal 2: Develop a plan for use of the remainder of the grant funding to support the sustainability and growth of Link+ regional resource sharing. The plan will include at least the following:

- A plan for adding three to four more libraries to the Link+ system. **COMPLETED (4 libraries)**
- An analysis and action steps to promote growth and sustainability of Link+ for the NorthNet region. **COMPLETED**

Goal 3: Implement the plan:

- Add three to four libraries to Link+ by June 30, 2020. **COMPLETED**
- Implement action steps for growth and sustainability of Link+ for the NorthNet region (continuously from October 1, 2019- February 28, 2021). **COMPLETED**

Goal 4: Collect and compile data. **COMPLETED**

AWARDS TO LIBRARIES

Below is a summary of libraries receiving grant funds, which covers the one-time software implementation fee, the first year of the subscription and delivery courier costs, and \$1,000 in start-up supplies to join Link+:

El Dorado County (implemented June 2019)
Sonoma County (implemented June 2019)
Woodland Library (implemented June 2019)
Nevada County (implemented February 2020)
Coronado Library (implemented August 2020)
Glendale Library (implemented September 2020)
Alameda Free Library (implemented September 2020)
Rancho Cucamonga Library (implemented February 2021)

Statistical Data

As part of the grant, each library has compiled their data monthly to demonstrate the impact the program has had on resource sharing. Below is a summary of that data. In addition, attached is an Infographic with the data from the grant, which was shared with the California Library Services Board.

		LINK+ Items LOANED:				LINK+ Items BORROWED:			
Stats by Library	Go-Live on Link+	May - Sept 2019	Oct 2019 - March 2020	April - Sept 2020	Oct 2020 - Feb 2021	May-Sept 2019	Oct 2019- March 2020	April - Sept 2020	Oct 2020 - Feb 2021
Alameda Free Public Library	September 2020				1,023				877
Coronado Public Library	August 2020			280	262			67	144
El Dorado County	June 2019	1,167	2,105	353	726	956	2,134	847	2,113
Glendale Public Library	September 2020			319	3,398			7	241
Nevada County	February 2020		214	259	550		237	328	942
Rancho Cucamonga Public Library	February 2021				58				1
Sonoma County	June 2019	4,664	6,874	1,206	3,399	5,566	9,072	877	4,400
Woodland Public Library	June 2019	168	228	-	113	404	555	-	223
49/99**	Funded September 2020			2,507	8,007			3,422	9,603
TOTALS		5,999	9,421	4,924	17,536	6,926	11,998	5,548	18,544
GRAND TOTAL	LINK+ Items LOANED:			37,880					
	LINK+ Items BORROWED:			43,016					
	TOTAL LOANED AND BORROWED			80,896					
Notes:									
Link+ services were suspended due to the COVID-19 pandemic from March 18 - July 26, 2020									
All libraries live on Link+ effective March 2020 resumed service on July 27, 2020 except for Woodland, which resumed service November, 2020									
Glendale Public Library was closed Jan and Feb 2021 - no LINK+ services									
Coronado Public Library went LIVE in Jan2021 - reported stats for Jan and Feb only									
Rancho Cucamongo Library went live at end of Feb 2021 -stats reflect less than one week of activity									
49/99 was already a member of Link+ and received funding to support their regional resource sharing									

Final Allocation to NLS

At the July 28, 2020 NLS Executive Committee meeting, the Committee approved allocating \$60,957 to the NLS libraries as part of the Link+ Regional Resource Sharing Project. This amount was derived from reconciling anticipated slight modifications to award due to courier costs.

Some of the libraries receiving grant funds realized higher than expected courier costs, due to the timing between when they received the award letter and when they went live. Slight budget modifications were made to accommodate those costs.

After reconciling anticipated slight modifications to award due to courier costs, there was \$132 remaining. Upon staff discussion with the NLS Chair, it was agreed that NLS would be awarded these funds. It is recommended that the \$132 be applied to the upcoming Link+ contract, with the remaining invoice balance being distributed to the NLS libraries participating in Link+.

Recommendation

It is recommended that the NLS Executive Committee accept the \$132 from the grant and that it be applied to the next Link+ contract.

LINK+ REGIONAL RESOURCE SHARING



EIGHT NEW LIBRARIES CONNECTED

Alameda Free Library
Coronado Public Library
El Dorado County Library
Glendale Public Library
Nevada County Library
Rancho Cucamonga Public Library
Sonoma County Library
Woodland Public Library



TWO COOPERATIVE SYSTEMS SUSTAINED

40-99
NorthNet

2% 19% 21% 28% 29%



Supplies



Connection
Fees



New Software
Subscriptions



Cooperative
Software
Subscriptions



Courier Costs

ALLOCATION OF FUNDS

**129,506
ITEMS
SHARED**

57,888
shared with
other
libraries

71,618
borrowed from
other
libraries

Libraries have committed to at least five years of future resource sharing

Program funds support smaller, rural libraries to share with larger library collections

More sharing will occur as libraries re-open from the pandemic





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To: NLS Administrative Council
From: Nick Wilczek
Subject: Review of Next Steps from NLS CLSA Survey
Date: April 28, 2021

BACKGROUND

At the January 2021 NLS Administrative Council meeting, the results of the NLS CLSA survey were presented, along with the following recommendations from the NLS ad hoc group:

1. Create an OverDrive collection development policy. The policy will address selection, budgeting, measuring of statistics and promotion. The collection develop group will include a library that does not participate in OverDrive.
2. Accurately measure RBDigital usage. Recommendation includes addressing question such as: How is circulation counted? Are notices and downloads both counted in the same way?
3. Explore shared video streaming services. Exploration includes looking into possible services identified by Lindsay Fuchs. This process includes assessment of collections as well as compliance with CLSA funding guidelines.
4. Revisit continued participation in NLS services. NLS will continue this discussion upon approval of library budgets at the local and state level.

SUMMARYOF RESULTS OF SURVEY

Below is a summary of the survey results:

General Satisfaction

- 85% of respondents are satisfied with the choices currently offered by NorthNet. While 5% are unsure, only 8% are not satisfied. This is good news; we see value in being a member of NorthNet.

OverDrive

- 70% of NorthNet members are satisfied or somewhat satisfied; there are no libraries that are not satisfied. 30% of NorthNet members do not participate in this program.
- Based on user comments, the ad hoc group agreed that a collection development policy is needed to guide group purchases. A new collection development policy may encourage additional libraries to participate in this collection. We believe the policy should address selection, budgeting, measuring of statistics, and promotion.

- The majority of participating libraries would continue to use this service if the cost increased.

RBDigital

- 100% of participating libraries are generally satisfied and no respondents are not satisfied. 15 libraries do not participate. The ad hoc group agreed that there are a lot of questions surrounding eMagazines. Namely, how will OverDrive's acquisition of RBDigital impact library users, what other services are available, and how do we accurately assess usage? There was discussion regarding the new Baker and Taylor eMag product, as well as the need for improved reporting of RBDigital statistics.
- The majority of participating libraries would continue to use this service if the cost increased.

Shared Video Streaming Service

- 56% of respondents listed a shared video streaming service as their primary interest.
- Although CLSA spending guidelines disallow popular services like Kanopy and Hoopla, we thought that the topic is worth further investigation. Lindsay Fuchs has developed a list of possible streaming services for consideration, and that can be further explored.

Budget

- We agreed that is too early to determine continued participation in NLS shared services. Most respondents needed to wait until budgets are completed at both the local and State levels.

NEXT STEPS FOR NLS EXECUTIVE COMMITTEE

It is recommended that the NLS Executive Committee develop a plan for addressing the recommendations, and also to use this data to help inform the decisions regarding the use of CLSA funds.

GENERAL INFORMATION	
Library/Organization	NorthNet Library System
Project Title	California Libraries Preparing to Respond and Recover Together

ITEMS 1-21. COMPLETED ON THE ONLINE APPLICATION SYSTEM SUBMITTABLE

ITEM 22. PROJECT DESCRIPTION: Limiting your response to one (1) page, please describe your proposed project.

IMPORTANT: See instructions for details and requirements.

In recent years, California libraries have been impacted by floods, earthquakes, devastating wildfires and a historic pandemic. In response to these and other challenges, libraries are serving as social service hubs and local assistance centers, connecting patrons with vital services. Libraries are using measures of equity and vulnerability to guide programming and strategically distribute scarce resources. Library staff members are serving as “second responders,” supporting community mental health and helping patrons navigate complex applications for disaster assistance. Through projects such as the California Libraries Cultivating Race, Equity and Inclusion Initiative (CREI), libraries are also reflecting on how services and organizational structures can be redesigned to expand access, equity and inclusion. While amazing work is being done and many lessons are being learned, library disaster preparedness continues to be inconsistent statewide. Because planning often occurs at the city, county and regional level, libraries have frequently been left on their own to develop disaster plans. This has created widespread disparities between libraries, in terms of disaster preparedness, readiness to respond and capacity to support equitable community recovery.

As the Preparing to Respond and Recover Together initiative enters its third year, NorthNet Library System (NLS) is now focused on expanding the project statewide. To help guide this next phase, we will assemble a core project team composed of diverse library staff and social service organizations from across the state. We envision a team that includes staff representing a range of library departments and experiences, CREI participants, as well as community partners committed to equitable resilience. Team members will review all training materials, facilitate connections with regional partners and help champion the project’s efforts within their own networks. Listos California, a statewide preparedness initiative based in the Governor’s Office of Emergency Services (CAL-OES), will serve as a primary partner, ensuring that preparedness resources are shared and not duplicated. Listos will also help libraries build connections with statewide and local community-based organizations, with a focus on those that are supporting vulnerable communities in preparedness and recovery. Listos will contribute multi-lingual preparedness resources and share planning tools, such as vulnerability maps, that libraries can use to more equitably support community resilience. NorthNet is also in conversation with staff from 2-1-1 and United Way of Northern California who have offered their support.

The project’s training curriculum will be adapted to support greater diffusion statewide and to further emphasize the importance of equity and inclusion. Under the guidance of the core project team, NorthNet will adopt a “train-the-trainer” format that will train teams from 50 or more libraries during FY 21-22. An initial cohort in the fall will pilot the revamped training structure, while a larger cohort in the spring will apply the training at scale. A new Disaster Resilience Toolkit will give participants the resources they need to lead preparedness efforts in their own library networks, while extending the project’s impact over time. Building on NLS’s regional efforts to encourage dialogue and peer-to-peer exchange, the project will convene statewide panel discussions and drop-in workshops, branding them as the a California Library Resilience Network. Under guidance from the core project team, these activities will support cohort participants and libraries statewide (see draft meeting sequence attached). The project’s revamped curriculum will also place a greater emphasis on equity and empowerment. Beginning with an audit of community and organizational starting points, participants will reflect on the relationship between equity and vulnerability—identifying community assets and needs through each phase of a disaster. Participants will learn ways to engage and empower diverse communities, while building partnerships with organizations working to advance equity and disaster resilience. LibraryRecovery.org will expand to include resources from across the state, sharing additional insights and staying relevant to changing circumstances. A session at the 2022 CLA Conference will further encourage statewide peer-to-peer sharing.

ITEM 23. BRIEF ABSTRACT: Limiting your response to two (2) sentences, please provide a brief statement which answers the questions: we will do what, for whom, for what expected benefit(s).

Building on recent disaster experiences and learning during COVID-19, NorthNet will expand its initiative statewide, working with libraries throughout California to improve equitable disaster preparedness, response and recovery. Participating libraries will create streamlined disaster response plans, develop the skills to lead trainings in their own library networks, participate in statewide discussions to support sharing, and identify ways to engage and empower diverse communities during each phase of a disaster.

ITEM 24. COMMUNITY NEEDS, ASPIRATIONS AND ASSETS

Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and the community assets that connect to the project. Also, briefly describe how your project will respond to your stated community needs and/or aspirations. (Max 300 words.)

Libraries statewide have expressed a desire to feel more prepared to respond to a range of disasters. NLS leaders also indicated that they want the library's role in disaster response and recovery to be better understood and more visible to city and county leaders, as well as community partners. Feedback to date indicates that LibraryRecovery.org, cohort trainings, NLS's regional "buddy system" of peer support, and shareable communication tools have met those aspirations. While skill-building and resources are vital, preparedness must also be a regional priority.

During FY 21-22, the project will start by assembling a statewide core project team and engaging in cross-regional dialogue. We will conduct a statewide survey to assess disaster preparedness and recovery needs, building on the 2019 NLS Recovering Together survey. Collaborating with system directors and library leaders throughout the state will help make preparedness a shared value among all California libraries. Through the new California Library Resilience Network, the project will build peer-support statewide and inspire the creation of "buddy systems" outside NLS. The project will also encourage libraries to follow NLS's lead by dedicating time for disaster planning and collaboration during regional meetings.

Under the guidance of the core project team, NorthNet will lead two cross-regional, train-the-trainer cohorts emphasizing peer-to-peer sharing and collaboration. Two disaster preparedness mentors—library leaders with direct experience in disaster response—will help cohort teams to better engage staff and volunteers in planning. Additional resources will be added to LibraryRecovery.org. Newsletters will highlight timely resources and examples from throughout the state. A new California Library Resilience Network listserv will also encourage dialogue and sharing. Through this expansion, California libraries will feel more prepared to address future disasters. Participating libraries will build and improve their own disaster plans, strengthen library culture and nurture a well-developed network of community connections.

ITEM 25. COMMUNITY INVOLVEMENT

Describe how you have involved members of the targeted population in program planning and how you plan to involve them in implementing the proposed project. (Max 200 words.)

This project will engage nearly 100 libraries throughout California, incorporating NorthNet's 40 member libraries, 50 or more library cohort teams and many more through California Library Resilience Network meetings. As the project expands statewide, the primary audiences will remain library leaders, staff members and volunteers. A statewide survey will assess priorities. The core project team will guide project strategy and review materials to meet the needs of these primary audiences. Disaster preparedness mentors will ensure that content is relevant to California library directors.

Because building and strengthening community connections are foundational to disaster preparedness, another targeted population includes the communities that libraries serve. This project helps libraries deepen their understanding of community needs, assets and relationships at each phase of planning, with an emphasis on parts of the community most vulnerable to the impacts of disasters. Project partners Listos, 2-1-1 and United Way of Northern California will help libraries to support equitable disaster resilience by developing a variety of community connections and partners, including schools, city and county departments, faith groups, and community-based organizations. The rich local networks of these project partners will help participating libraries connect with organizations supporting resilience in their communities.

ITEM 26. EQUITY, DIVERSITY AND INCLUSION

Describe how your agency demonstrates its commitment to equity, diversity and inclusion. (Max 150 words.)

NorthNet libraries serve residents with a wide range of ethnic and income diversity, including some of California's lowest-income communities. NorthNet believes that equity, diversity, access and inclusion are fundamental aspects of preparedness, response and recovery. By working with partners such as Listos, 2-1-1 and United Way, NorthNet is committed to helping libraries statewide connect their work on equity and disaster preparedness.

NorthNet has also initiated special projects that support residents caught in cycles of institutional racism and exclusion, including: Soul of a Survivor, to raise awareness of sexual assaults, and Libraries Lead the Way, a community engagement program that incorporated forums with underserved families in Redding and adult literacy students and newcomers in Solano County to build skills for more culturally responsive outreach. At the member level, six NLS library systems are participating in the state library's comprehensive California Libraries Cultivating Race, Equity and Inclusion (CREI) Initiative.

ITEM 27. PROJECT PARTNERS AND COMMUNITY CONNECTIONS

Please list your Project Partners and/or Community Connections. Before submitting this application, local competitive applicants requesting less than \$75,000 should have one community connection in place; local competitive applicants requesting \$75,000 or more should have one project partner in place; collaborative competitive grant applicants should have one project partner in place.

Partner Name and Type	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)
Listos California	Human Service Organization	State Government	Listos will connect collaborative library systems and participating libraries with local partners across the state, as well as disaster preparedness and recovery resources	Listos will help build connections with statewide and local community-based organizations. Listos will contribute multi-lingual preparedness resources, including training curricula, handouts, graphics. Listos will share planning tools that libraries can use to more equitably support community

Partner Name and Type	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)
				preparedness, response and recovery.

ITEM 28: PROJECT INTENT

Please describe the objective or expected result of the project. See instructions for details including the list of project intents.

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness

- Improve the library workforce
- Improve library operations

ITEM 29: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-D, limit responses to a total of four (4) pages.

29A. Anticipated Project Outputs – Please list services to be provides and/or products to be created in this project, including the approximate number of each. See instructions for more detail.

- 4 quarterly meetings of a core project planning team will be held to guide the project, improve coordination and share resources across the state
- 1 statewide survey will be conducted to learn more about disaster preparedness and recovery needs and priorities
- 1 Disaster Resilience Toolkit will be produced to support cohort participants and the dissemination of training to libraries statewide; the toolkit will include a self-paced, stand-alone version of the cohort training, along with sample plans, conversation guides and community resilience resources

- 50 or more library teams will take part in two “train-the-trainer” cohorts: An initial 16-team cohort in September 2021 will pilot the revised version of the training and toolkit, which will inform the work of a larger, expanded cohort of 34 or more teams in the spring of 2022
- Two 45-minute coaching calls will be held with each cohort team: an initial planning call to assess team starting points and goals, and a summative call to review learning and next steps. The conversation guides for each call will be included in the training toolkit, allowing participants to easily replicate the process with other libraries in their own networks. A total of 100-120 coaching calls will be held.
- Cohort trainings will include four core sessions covering disaster preparedness, community resilience, continuity of operations, the role of equity and empowerment, communication planning, training, and dissemination; drop-in sessions will support key areas of need (see below); teams will complete planning and reflection activities ahead of each meeting
- 8 meetings of the California Library Resilience Network will be held over the course of FY 21-22; these meetings will invite cohort participants and libraries statewide to collaborate on topics of shared interest. While final topics will be selected by the core project team, sessions will likely include two equity-focused panel discussions (see below), along with drop-in workshops addressing key areas of need, such as writing a Pocket Response plan (see attached), engaging staff, volunteers and city/county leaders in preparedness, and working with community partners
- Two statewide panel discussions will explore how libraries can support equity and inclusion during disaster preparedness and recovery; sessions will be designed with input from the core project team, but are likely to focus on ways that libraries can engage and empower diverse communities in preparing together, and how to build community partnerships that advance equity and resilience; 150-200 library staff members are expected to take part in each convening
- 12 new posts will be added to LibraryRecovery.org, sharing additional examples and resources from throughout the state
- 4 LibraryRecovery.org newsletters, sent out to the site’s subscribers and through statewide library listservs, will highlight timely resources and stories
- A new California Library Resilience Network listerv will be created to promote dialogue, disaster resilience resources and peer-to-peer exchange
- 1 session will be proposed for the 2022 CLA Conference, highlighting the work of the statewide preparedness cohorts, the California Library Resilience Network and the Disaster Resilience Toolkit, which libraries can use to prepare ahead of the 2022 fire season

29B. Evaluation Plans:

The State Library will provide you with surveys to use to evaluate project activities and fulfill IMLS requirements. Please describe your additional plans for evaluating the impact of your project in response to your stated needs.

Our project’s success will be measured using several outcomes and outputs. In accordance with the iterative process that has guided NorthNet’s work over the past two years, both qualitative and quantitative feedback will be gathered from participants through surveys, interviews, one-on-one coaching sessions and team meetings. As a result of taking part in the preparedness cohort, 85 percent of participants will report feeling:

- More prepared to respond to a disaster
- Better able to address the needs of diverse communities during disaster response and recovery

- More prepared to engage library staff, volunteers, city/county leaders and community members in conversations about disaster preparedness, response and recovery

Project success will also be measured through multiple outputs. These include creating streamlined disaster plans and easy-to-use Pocket Response Plans, strengthening networks of peer support (library “buddy systems”), building relationships with community organizations supporting equity and resilience, collaboration with other regions, posts on LibraryRecovery.org and participation in California Library Resilience Network meetings.

29C. Sustainability. Should this project be successful, how will it be supported and sustained in the future?

Given the challenges posed by climate change, wildfires, floods, earthquakes and COVID-19, preparedness and resilience will continue to be essential topics for libraries in coming years. Sustaining such efforts will require leadership at all levels and new venues for collaboration. By creating a Disaster Resilience Toolkit, our initiative will give libraries the tools and confidence they need to lead preparedness efforts that go “beyond the binder,” shifting their focus from compliance to resilience. Training materials and workshops will speak directly to the connection between resilience and sustainability, reminding libraries that engagement, training and collaboration are essential to sustain preparedness over time. Trainings will also address the importance of building preparedness into organizational culture and ways that libraries can proactively address institutional inertia—the barriers that prevent libraries from engaging in preparedness activities.

The California Library Resilience Network will bring together likeminded library staff and community partners from across the state, facilitating cross-regional collaboration and building a network of champions that can sustain the effort into the future. Engaging library leaders from other regions will be vital to the project’s sustainability, as regional networks are uniquely positioned to facilitate peer-to-peer sharing and encourage regular conversations about disaster planning. Annual CLA Conferences will continue to be an important venue for cross-regional collaboration, as the 2021 conference program indicates, with five sessions related to preparedness and recovery. State Library projects, such as the Mental Health Initiative and CREI, have also inspired libraries to reflect on the way they can help address inequities in disaster response and recovery. Future efforts to link and build on past trainings will further enhance sustainability over time.

29D. Activities. Please select the appropriate IMLS-designated activities that will be implemented to accomplish your project and achieve your outcomes? Per IMLS, activities are actions through which the Intent (Item 28) of a project is accomplished and which account for at least 10% of the total resources committed to the project. IMLS has identified 4 types of Activities and associated Modes (methods by which the Activity is carried out). Select all that apply to your project and provide descriptions for each.

1. ☒ **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
 - ☒ Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - ☐ Presentation - Formal interaction and passive user engagement (e.g., an author’s talk),
 - ☒ Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
 - ☐ Other

Description: Cohort sessions and California Library Resilience Network meetings will be delivered virtually, via Zoom. Two disaster preparedness mentors and consultant William Cooley will provide more than 100 coaching calls (consultation) to 50 or more cohort teams by phone and video conference.

2. ☒ **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be **physical, digital, or both**)*

☐ Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.

☒ Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.

☐ Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

☐ Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.

☐ Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

☐ Other

Description: A statewide survey will be conducted to assess disaster preparedness and recovery needs. A community asset audit tool will be created to help libraries better understand what equitable resilience should look like in their communities. A Disaster Resilience Toolkit will be created in online and downloadable digital formats, along with additional resources for disaster preparedness, response and recovery. Four LibraryRecovery.org newsletters will be shared through the listserv and the website's mailing list. A train-the-trainer cohort curriculum will help participants lead preparedness trainings in their own libraries and networks. Additional resources will be distributed via LibraryRecovery.org and the new California Library Resilience Network listserv.

3. ☐ **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be **in-house or third-party**)*

☐ Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.

☐ Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

4. ☐ **Procurement** – May only be used for projects with an Institutional Capacity Intent (see Item 28). Includes acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

ITEM 30: GRANT TIMELINE/ACTIVITIES

Using this table, please briefly describe your major project outputs and when they will occur (the grant period starts July 1, 2021 and ends June 30, 2022). Please list them in chronological order where applicable.

Activity	Month Started	Month Ended
Collaboration meetings with statewide partners (Listos California, 2-1-1 and United Way); outreach to library leaders outside NLS	July 2021	June 2022
Core Project Team Meeting #1: Discuss overall project plan and approach, including creation of California Library Resilience Network; discuss questions and design for statewide survey; review draft toolkit design	Late July 2021	Late July 2021
Conduct statewide disaster preparedness survey; distribute and promote survey through regional networks, listservs and library leaders	August 2021	September 2021
Analyze statewide disaster preparedness survey; share results with members of Project Planning Team	September 2021	September 2021
Core Project Team Meeting #2: Review results of statewide preparedness survey and cohort overview; review final draft of toolkit; identify additional resources and examples to share with cohort teams	September 2021	September 2021
Fall Train-the-Trainer Disaster Resilience Cohort: Hold four virtual sessions, conduct two coaching calls each with up to 16 library teams; conduct follow-up survey	Late September 2021	December 2021
California Library Resilience Network Drop-In Workshop #1: Writing a Pocket Disaster Plan (see example attached)	October 2021	October 2021
California Library Resilience Network Drop-In Workshop #2: Engaging staff, volunteers and city/county leaders in disaster preparedness (conversations, values and organizational culture)	November 2021	November 2021
California Library Resilience Network Drop-In Workshop #3: Working with community partners to support equitable disaster resilience (supported by Listos California and/or 2-1-1 and United Way of Northern California)	January 2022	January 2022
Core Project Team Meeting #3: Debrief fall cohort and experiences during 2021 fire season; discuss additions to LibraryRecovery.org website and design of spring panel discussions	January 2022	January 2022
NLS Mid-Year Administrative Council Meeting: Share project updates, discuss participation in upcoming cohorts	Late January 2022	Late January 2022
Spring Train-the-Trainer Disaster Resilience Cohort: Hold four virtual sessions, conduct 24-30 coaching calls with 34 or more library teams; conduct follow-up survey	Late January 2022	April 2022
California Library Resilience Network Drop-In Workshop #4: Writing a Pocket Response Plan; updated version of fall session	February 2022	February 2022
California Library Resilience Network Statewide Panel Discussion – Engaging and Empowering Diverse Communities Part #1: Preparing Together	March 2022	March 2022
California Library Resilience Network Drop-In Workshop #5: Engaging staff, volunteers and city/county leaders in disaster preparedness; updated version of fall session; new examples and guest speakers	April 2022	April 2022

Activity	Month Started	Month Ended
Core Project Team Meeting #4: Cohort team progress updates; plan for CLA Conference session; discuss how to sustain project beyond June 2022	April 2022	April 2022
2022 CLA Conference Session: Bring together library leaders and cohort participants to share preparedness and recovery insights	April-May 2022 (TBD)	April-May 2022 (TBD)
California Library Resilience Network Drop-In Workshop #6: Working with community partners to support equitable disaster resilience (supported by Listos California and/or 2-1-1 and United Way of Northern California); updated version of fall session; new examples and guest speakers	May 2022	May 2022
California Library Resilience Network Statewide Panel Discussion – Engaging and Empowering Diverse Communities Part #2 – Equity in Response and Recovery	May 2022	May 2022
Culminating meeting with NLS library leaders; share final update at NLS Mid-Year Administrative Council Meeting	June 2022	June 2022
LSTA reporting through FY 2021-22, per schedule		

ITEM 31: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category: Salaries/ Wages/ Benefits	LSTA	Cash Match & In-Kind	Total
Library Directors (25) – Project Team, Cross-Regional Collaboration, Statewide Convenings, 2022 CLA Conference Session .01FTE	0	10,710	10,710
Library Staff (20) – Project Team, Cross-Regional Collaboration, Statewide Convenings, 2022 CLA Conference Session .01FTE	0	7,800	7,800
PLP Chief Executive Officer .01 FTE	2,500	0	2,500
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Subtotal	2,500	18,510	21,010

Description: LSTA: Pacific Library Partnership Chief Executive Officer will provide grant project oversight and administrative support throughout term of the grant.

In-Kind: Project team participants will spend an estimated 12hrs/participant on project planning, meetings and calls. Estimated 4 Library Directors x 12hrs/each @ avg \$90/hr = \$4,320. Estimated 4 Library Staff x 12hrs/each @ avg \$75/hr = \$3,600.

Cross-Regional Collaboration: Estimated 15 Library Directors x 3 hrs/each @ avg \$90/hr = \$4,050. Estimated 10 Library Staff x 3 hrs/each @ avg \$75/hr = \$2,250.

Statewide Panel Discussions: 2 Directors each x 2 meetings x 4 hrs (2 hrs prep + 2 hrs presentation) x \$90/hr = \$1440; 2 Library Staff x 2 meetings x 4 hrs (2 hrs prep + 2 hrs presentation) x \$75/hr = \$1200

CLA Session: 2 Directors each x 5 hrs (3 hrs prep + 2 hrs presentation) x \$90/hr = \$900; 2 Library Staff x 5 hrs (3 hrs prep + 2 hrs presentation) x \$75/hr = \$750

Budget Category: Consultant Fees	LSTA	Cash Match & In-Kind	Total
Lead Preparedness Mentor .09FTE (251 hrs)	20,080	0	20,080
Southern California Preparedness Mentor .09FTE (241 hrs)	15,665	0	15,665
Click or tap here to enter text.		0	0
Click or tap here to enter text.		0	0
Click or tap here to enter text.	0	0	0
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Click or tap here to enter text.	0	0	0
Subtotal	35,745	0	35,745

Description: Disaster Preparedness Mentors will participate in project planning and coordination; support disaster preparedness cohorts – provide feedback on meeting designs; co-facilitate meetings via Zoom; assist with post meeting surveys, follow-up emails and indicated actions; post-meeting coaching support calls. Other project support: Help to prepare for California Library Resilience Network meetings; help to identify guest speakers and co-facilitate; attend and present at NLS Mid Year Admin Council Meeting; help prepare and present at cross-regional collaboration meetings, as needed; final debrief meeting with NLS team. Lead Mentor paid at \$80/hr. SoCal Mentor paid at \$65/hr. Please see attached Budget Detail for breakdown of Mentor tasks.

Budget Category: Travel	LSTA	Cash Match & In-Kind	Total
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Subtotal	0	0	0

Description:

Budget Category: Supplies/Materials	LSTA	Cash Match & In-Kind	Total
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0

Budget Category: Supplies/Materials	LSTA	Cash Match & In-Kind	Total
Click or tap here to enter text.	0	0	0
Subtotal	0	0	0

Description:

Budget Category: Equipment (\$5,000 or more per unit)	LSTA	Cash Match & In-Kind	Total
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Click or tap here to enter text.	0	0	0
Subtotal	0	0	0

Description:

Budget Category: Services	LSTA	Cash Match & In-Kind	Total
Project Consultant (811 hrs)	162,200	0	162,200
NLS System Coordinator .10 FTE (214 hrs)	16,050	0	16,050
Google Workspace (Drive, Docs and Jamboard)	220	0	220
Zoom Business Plan – Annual Subscription	240	0	240
SurveyMonkey Subscription	390	0	390
Web Hosting and Web Design Services	400	0	400
Listserv hosting and management	180	0	180
Subtotal	179,680	0	179,680

Description: Consultant William Cooley, who co-led the project over the past two years as part of the Common Knowledge team, will provide the following: Manage and facilitate statewide preparedness program: Coordinate core project team planning meetings; design and analyze statewide survey to assess needs and interests; draft cohort training application, announcements and invitations; assist in cohort selection; develop and distribute pre-work materials ahead of all cohort meetings; design and facilitate cohort meetings; coordinate with disaster preparedness mentors and guest speakers; develop PPT and meeting materials; facilitate meetings via Zoom; follow-up emails and indicated actions; lead post-meeting coaching support; help develop post-cohort feedback survey; share cohort updates with statewide audiences; final debriefing with NLS team. Statewide Convening Planning & Coordination: For each of 2 statewide panel discussions, consultant will propose meeting designs; coordinate with core project team and presenters; develop PowerPoint and meeting materials; facilitate meetings via Zoom; share follow-up emails and posts with meeting materials; develop and analyze post-meeting feedback survey. Cross-regional collaboration sessions: Will co-design collaboration meetings, coordinate with partners and NLS Team; develop PowerPoint and session materials, as needed; share follow-up emails with meeting materials and coordinate next steps with statewide partners. Other services & activities to include: Updates to LibraryRecovery.org website, gathering additional stories and examples from libraries statewide, share experiences with COVID-19, 2021-22 fire season and other disasters; share updates & facilitate regionwide planning at NLS Mid Year Admin Council Meeting; make

additional updates to project website and downloadable materials to ensure Section 508 compliance; develop and disseminate four editions of project newsletter; design and co-facilitate 2022 CLA Conference session.

Please see attached Budget Detail for Consultant task breakdown.

The NLS System Coordinator will help direct overall project planning, coordination and LSTA reporting. Cohort Support: will provide feedback on meeting designs; attend meetings via Zoom; send out post meeting surveys, follow-up emails and indicated actions; provide post-meeting coaching support. Other project support: Help prepare for two statewide coverings; help suggest and reach out to guest speakers; participate in both meetings; attend NLS Mid Year Admin Council meeting; help coordinate cross-regional collaboration meetings; conduct outreach to statewide partners; coordinate with CLS interest group and possible conference presentation; lead final debrief meeting with NLS team.

Zoom online conferencing subscription to host cohort meetings, statewide convenings, team meetings, interviews; and preparation sessions. SurveyMonkey subscription for statewide preparedness survey. Google One storage for hosting cohort team materials. Web hosting includes Wix web hosting costs for LibraryRecovery.org and updates to the NorthNet website performed by Golden Ideas.

Project Total			\$217,925	\$18,510	\$236,435
Indirect Cost Rate Applied	10%	Indirect Cost	\$8,073	\$0	\$8073

Check one:

☐ No Indirect ☒ Federally negotiated indirect cost rate * ☐ Indirect proposed cost rate *

* please attach supporting documentation if required

Description: Please see attached Indirect Calculation Chart

Grand Total			\$225,998	\$18,510	\$244,508
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ITEM 32: LSTA RISK ASSESSMENT

See instructions.

ITEM 33: ATTACHMENTS

See instructions.

ITEM 34: INTERNET CERTIFICATION AND SIGNATURE

See Instructions.

ITEM 35: CERTIFICATION AND SIGNATURE

LIBRARY NAME AND PROJECT TITLE	
Library/Organization	NorthNet Library System

LIBRARY NAME AND PROJECT TITLE	
Project Title	California Libraries Preparing to Respond and Recover Together

Check the Appropriate Library Type

☐ Public Library
 ☐ Academic
 ☐ K-12 (School)
 ☐ Multi-Type
 ☒ Special/Other

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

CONTACT INFORMATION	
Library/Organization	NorthNet Library System
Project Name	California Libraries Preparing to Respond and Recover Together
Library Director Name	Carol Frost
Title	Chief Executive Officer
Email Address	Frost@plpinfo.org
Phone Number	650-349-5538
Library Director Mailing Address (if different than applicant information)	
City, State, Zip (9-digit)	

Carol Frost

4/9/2021

Library Director Signature (electronic)

Date

Type name or insert digital signature above for application submitted via Submittable.

Carol Frost

April 9, 2021
Date

Library Director Signature

Print application and have Library Director sign in blue ink.
Mail original to the California State Library (see instructions for more information and address details).

Application Appendices:

- Color-Coded Project Meeting Sequence Draft
- NorthNet's Buddy System
- Sample Cohort Prework
 - Goals, Plans, Hazards & Disaster Experiences
 - Continuity of Operations – Planning Reflection
 - Recovery Planning Reflection
 - Sample Planning Matrix
- Sample Draft Pocket Plan

Preparing to Respond and Recover Together

Project Meeting Sequence DRAFT

**To be reviewed and refined by Core Project Team*

Project Structure

- An initial cohort in the fall will pilot the revised toolkit and train-the-trainer model, while a larger cohort in the spring will apply the training at scale.
- Under direction of the Core Project Team, we will also host a series of California Library Resilience Network meetings, to encourage greater peer-to-peer exchange. These meetings will include drop-in workshops and panel discussions.
- Cohort participants and all libraries statewide will be invited to attend California Library Resilience Network meetings. We will promote these meetings via the project's listserv, statewide listservs and the LibraryRecovery.org mailing list. We will also send personal invitations to libraries that have previously participated or expressed interest.

Color-Coded Meeting Sequence

The following sequence is subject to change, based on feedback from the Core Project Team

Core Project Team

Statewide Cohort

California Library
Resilience Network

July 2021

- Core Project Team Meeting #1

August

- Conduct statewide disaster preparedness survey, under direction of Core Project Team

September 2021

- Core Project Team Meeting #2
- Fall Cohort Meeting #1: Orientation, tabletop exercise, review toolkit, equity and vulnerability

October 2021

- California Library Resilience Network Drop-In Workshop #1: Writing a Pocket Disaster Plan
- Fall Cohort Meeting #2: How equity and empowerment inform disaster preparedness, response and recovery

November 2021

- California Library Resilience Network Drop-In Workshop #2: Engaging staff, volunteers and city/county leaders in disaster preparedness
- Fall Cohort Meeting #3: Emergency response, continuity of operations and communications

December 2021

- Fall Cohort Meeting #4: Recovery planning, plan dissemination, training and next steps

January 2022

- California Library Resilience Network Drop-In Workshop #3: Working with community partners to support equitable disaster resilience (supported by Listos and/or 2-1-1 and United Way of Northern California)
- Core Project Team Meeting #3

February 2022

- Spring Cohort Meeting #1: Orientation, tabletop exercise, review toolkit, equity and vulnerability
- California Library Resilience Network Drop-In Workshop #4: Writing a Pocket Disaster Plan

March 2022

- Spring Cohort Meeting #2: How equity and empowerment inform disaster preparedness, response and recovery
- California Library Resilience Network Statewide Panel Discussion: Engaging and Empowering Diverse Communities Part #1: Preparing Together
- Spring Cohort Meeting #3: Emergency response, continuity of operations and communications

April 2022

- Core Project Team Meeting #4
- California Library Resilience Network Drop-In Workshop #5: Engaging staff, volunteers and city/county leaders in disaster preparedness
- Spring Cohort Meeting #4: Recovery planning, plan dissemination, training and next steps

May 2022

- CLA Conference Session
- California Library Resilience Network Drop-In Workshop #6: Working with community partners to support equitable disaster resilience (supported by Listos and/or 2-1-1 and United Way of Northern California)
- California Library Resilience Network Statewide Panel Discussion: Engaging and Empowering Diverse Communities Part #2: Equity in Response and Recovery

June 2022

- Final preparedness push to all libraries statewide, regarding fire season 2022

NorthNet's Buddy System

Over the past year and a half, NorthNet libraries have established a formal “buddy-system” of peer-to-peer support. These relationships do not require MOUs, but commitments to encourage:



Statewide Expansion

During FY 21-22, NorthNet will help other libraries and cooperative systems to establish their own buddy systems statewide. We believe that such systems are key to providing support during a disaster and to help sustain the project's preparedness efforts over time.

Sample Cohort Pre-Work

Participating library teams will be asked to complete pre-work activities prior to each cohort meeting. These activities will involve an audit tool to learn more about their community's assets and vulnerabilities, assignments that lay the groundwork for writing a disaster plan and discussion questions to guide team reflection. These materials will be revamped, under direction of the Core Project Team, as part of the curriculum's FY 21-22 revision.

Pre-Work Activities: Goals, Plans, Hazards & Disaster Experiences Del Norte County Library District

Overview

Disaster preparedness starts with understanding existing emergency plans and the unique range of risks that your library system faces. Before Sept. 23, please complete the following pre-work activities, writing your responses in the spaces below.

Revisit Preparedness Goals

1. What does your library want to accomplish, as part of this cohort?

**Goals that you listed as part of your application are included below. Please talk with your team about any other goals you want to accomplish as part of this cohort. What goals need to be added? How will your library help all staff members feel prepared to respond to a disaster?*

To improve our library's disaster readiness, our team will...

- Put procedures in place for emergencies
- Train staff on what to do during an emergency
-

Review Existing Disaster Plans

2. Please review a copy of your local emergency operations plan and hazard mitigation plan, which can be found on [Google Drive here](#).

Briefly skim each plan, familiarizing yourself with the plan's objectives, roles and responsibilities during the emergency response and recovery phases. **Note: These plans are often extremely long. One of our goals is to create a more accessible, streamlined disaster response plan for your library. Begin thinking about how you would like your library's plans to be different.*

Hazards & Disaster Experiences

3. Which disasters pose the greatest risk in your community?

**Review a [one-page excerpt](#) of hazards identified in your county hazard mitigation plan or read your community's full emergency operations plans. List the most likely disaster scenarios below:*

Our Community's Most Likely Hazards

- hazardous air from fires
- tsunami
- earthquake

4. What role has your library played during recent disasters or emergencies?
 5. How has your library supported the community response to COVID-19?
-

Del Norte County Library District

Continuity of Operations – Planning Reflection

Overview

The best continuity of operations plans are written and updated based on actual disaster experiences. Between COVID-19 and wildfires, your library has recently had direct experience with continuity planning. With your team, reflect on challenges, success and lessons learned over the past few months.

1. How have library operations and services changed during COVID-19?
 2. What have you learned that can help inform future disaster responses?
 - a. What have been your greatest successes?
 - b. What have been your biggest challenges?
-

Del Norte County Library District

Recovery Planning Reflection

Overview

During our next meeting, we'll wrap up communications and continuity planning, before talking about recovery planning. We'll also discuss how your team will share your plan with staff, volunteers and the broader community.

1. Finalize updates to emergency response procedures and continuity plans
2. Revise or develop your communications plan
 - Clarify communication roles and responsibilities
 - Who will lead the library's communications efforts during a disaster?
 - How will the library coordinate messaging with city or county officials?
3. Discuss library recovery goals
 - What are the library's unique roles during and after a disaster?
 - How can the library best support community recovery efforts?

4. Identify current and potential library partners

- Who has the library worked with during previous disasters?
- Who would you like to build stronger relationships with before another disaster?

Sample Planning Matrix

To consider the role of library culture, city/county/community relationships and engagement across the disaster planning topics, teams also completed the matrix included on the next page:

Disaster Planning Matrix

Thinking about your library's previous disaster experiences, **what would you like to do differently** across the five disaster planning topics?

Fill in the matrix below, thinking about the key planning elements of library culture, relationships and engagement. A few examples have been provided.



	Disaster Planning Topics				
	Immediate emergency response	Continuity of library operations	Communications	Recovery planning	Dissemination and training
How will we consider the role of library culture ?	<ul style="list-style-type: none"> The library's response should be guided by <u>values</u>, not only procedures We want staff and volunteers to feel supported 	<ul style="list-style-type: none"> Ensure that staff are comfortable with their roles/responsibilities Provide extra support to staff and volunteers Create opportunities for check-ins and sharing 	<ul style="list-style-type: none"> Need to streamline communication Improve coordination with county PIO 	<ul style="list-style-type: none"> Staff debriefing 	<ul style="list-style-type: none"> Evaluation of what went right and what went wrong and plan from there.
How will we consider the role of city, county and partner relationships	<ul style="list-style-type: none"> None. We are not emergency responders. 	<ul style="list-style-type: none"> Continue to provide services if circumstances allow. 	<ul style="list-style-type: none"> Provide appropriate resources to the public. 	<ul style="list-style-type: none"> Strengthen relationships with countywide nonprofit network 	<ul style="list-style-type: none"> Invite nonprofit partners to attend
How will we consider engagement with the broader library community ?	<ul style="list-style-type: none"> Provide appropriate resources to the public. 	<ul style="list-style-type: none"> Continue to use social media to offer digital storytimes Host book club meetings on Zoom Deliver literacy services via Zoom 	<ul style="list-style-type: none"> Provide updates and information via Facebook and Instagram Provide updates via service desk. 	<ul style="list-style-type: none"> Manager shares what was learned with library consortia. 	<ul style="list-style-type: none"> None. Staff will be trained on how to keep patrons safe during an emergency. We will not require the broader community to attend these trainings.

Template for Pocket Response Plan for Collections **SIDE A (Communications)**. Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

<p>San Rafael Public Library</p> <p>Pocket Response Plan for Collections</p> <p>Date revised: Nov 14, 2020</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>Director: Susan Andrade Wax office phone: 415 485 3340 email: susan.andradewax@cityofsanrafael.org</p> <p>Assistant Director Henry Bankhead 415 485 3436 email: henry.bankhead@cityofsanrafael.org</p> <p>San Rafael Emergency Management Project Manager Quinn Gardner Work phone: 415 726-1960 Cell: 415 726-1960</p> <p>San Rafael Assistant City Manager Cristine Alilovich (415) 944-0648</p> <p>Financial Services / Accountant City of San Rafael – Finances Nadine Atieh Hade Finance Director (415) 485-3062</p> <p>Facilities / Building Manager Omar Garcia, DPW omar.garcia@cityofsanrafael.org office phone: (415) 458-5348 mobile: (415) 686-4666</p> <p>Environmental Health Services Marin County (415) 473-6907</p> <p>Risk Manager Chief Building Manager, City of San Rafael Don Jeppson 415 485 3357</p> <p>Marin County Public Information Officer - Laine Hendricks, (415) 473-7496</p> <p>San Rafael Public Information Officer Rebecca Woodbury (415) 485-3076 rebecca.woodbury@cityofsanrafael.org</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Information Technology Officer / IT Desktop and network: Xantrion support@xantrion.com 510 272 4701</p> <p>Connectivity and Catalog: MarinNet – Dan McMahon dmcMahon@marinet.info support@martinet.org</p> <p>Special Collections / Archives MarinNet – Dan McMahon dmcMahon@marinet.info support@martinet.org</p> <p>San Rafael – Director of Homeless Planning and Outreach: Andrew Henning 415 485-3055</p> <p>San Rafael Police Dept Mental Health Liaison Lynn Murphey 415 485-3489</p> <p>San Rafael Staff Human Resources: Shibani Nag, HR Director Ph: 415 485-3069/</p> <p>DISASTER RESPONSE TEAM Team Leader Henry Bankhead office phone: 415 485 3436 henry.bankhead@cityofsanrafael.org</p> <p>Jamie Poirier office phone: (415) 485-3476 cell: 916 202-7886 jamie.poirier@cityofsanrafael.org</p> <p>Jill Harris office phone: (415) 485-3106 email: jill.harris@cityofsanrafael.org</p> <p>Jill Tokutomi office phone: 415 485-3181 email: jill.tokutomi@cityofsanrafael.org</p> <p>Pam Klein pamela.klein@cityofsanrafael.org (415) 485-3199</p>	<p>BUILDING UTILITIES</p> <p>Water – Fire Sprinklers Water – Potable Plumber, Electricity, Gas Omar Garcia, DPW omar.garcia@cityofsanrafael.org office phone: (415) 458-5348 mobile: (415) 686-4666</p> <p>Sewage Emergencies Doris Toy, District Manager City of San Rafael (415) 485-3132</p> <p>Telephones Xantrion support@xantrion.com 510 272 4701</p> <p>Elevators phone: 415 485 3429</p> <p>Security System Protection One Alarm Motion S Line: 415 485-7543 (877) 776-1911</p> <p>Fire Suppression (Extinguishers) Fire Safety Supply Inc. 800-498-FIRE (3473) https://www.firesafetysupply.net/</p> <p>Credit Card line: 415 458 5031</p> <p>Marin Sanitary Garbage & Recycling 456-2601</p> <p>Janitorial Services Trinity Janitorial Services Chris Boschetto (650) 430-0301</p>	<p>FIRST RESPONDERS</p> <p>Fire Department 911</p> <p>Emergency Medical / Ambulance 911</p> <p>Police Department /Law Enforcement 911</p> <p>City Emergency Management Administrative Office (415) 485-3304 Fire Prevention (415) 485-3308 Non-Emergency Dispatch (415) 472-0911</p> <p>Marin County Office of Emergency Services (415) 473-6584 Emergency Operations Center (415) 473-6166</p> <p>CA Office of Emergency Services Cal OES Main Office (916) 845-8510</p> <p>Health Department County of Marin Department of Health and Human Services https://www.marinhhs.org/</p> <p>Red Cross (415) 721-2365</p> <p>FEMA • Disaster Assistance 800-621-FEMA Disaster survivors, please contact FEMA here: Phone: (800) 621-FEMA (3362)</p> <p>dial 1-800-FED-INFO for general preparedness information. https://www.fema.gov/</p> <p>• California Preservation Program 888-905-7737 https://calpreservation.org</p>	<p>EMERGENCY RECOVERY SERVICES</p> <p>WESTPAS-Western States & Territories Preservation Assist. Service 888-905-7737 (24/7 emergency #) info@westpas.org www.westpas.org</p> <p>American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545</p> <p>Data Recovery Service Rebecca Woodbury Director of Digital Service & Open Government (415) 485-3332</p> <p>Exterminator / Fumigation Service Contact Omar – or: Bill Guerin, Director of Public Works (415) 485-3355</p> <p>Structural Architect Bill Guerin, Director of Public Works (415) 485-3355</p>	<p>REGIONAL CONTACTS</p> <p>CA Office of Historic Preservation (916) 445-7000</p> <p>CA State Library (916) 323-9843</p> <p>CA State Archives Email: archivesweb@sos.ca.gov</p> <p>LIBRARY STAFF PHONE TREE</p> <p>Downtown: 415 485 3323 Pickleweed: 415 485-3483 Northgate: 415 524-2694, 524-2683</p> <p>SRPL Admin: Jinder Banwait Office phone: (415) 485-3319 Email: jinder.banwait@cityofsanrafael.org</p> <p>Friends of the Library 415 485-3104 Friends Bookstore 415 453-1443</p>
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Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2".
Insert in PReP™ Tyvek® envelope for protection, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS.

SIDE B (Actions). Use this side to provide step-by-step instructions for library and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library disaster plan. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs that affects collections, especially those that occur when staff members are away from their offices.

<p>Immediate Response and Checklist for Collections Recovery</p> <hr/> <p>SITUATION REPORT</p> <p>with First Responders and Insurance Agents:</p> <ul style="list-style-type: none"> -- Closest cross-streets to emergency site -- Who is in charge? -- What is the safety status? -- What has happened and the cause? -- Are people injured? -- What are the hazards? -- Who discovered and reported the damage? -- What has been done so far? -- Can the staff handle the situation initially? -- Who is handling the media? <hr/> <p>DESIGNATED ASSEMBLY AREA:</p> <p><i>Our evacuation meeting point is across the street on church grounds.</i></p> <hr/> <p>AREAS OF REFUGE:</p> <p>To be added for each branch</p> <p>Describe where people should go to shelter-in-place.</p>	<p>STEP 1: IMMEDIATE RESPONSE</p> <p>Notification:</p> <ul style="list-style-type: none"> • If appropriate, make Public Announcement for evacuation <i>Insert text for public announcement for (1) when an emergency interrupts your operations and patrons must leave and (2) when shelter-in-place is required.</i> • First Responders (contact info on other side) • Response Team Leader (contact info on other side) <p>Human Safety & Building Security:</p> <ul style="list-style-type: none"> • Address personal or medical emergencies • Ensure that all staff and visitors are safe and accounted for • Maintain security of building and property <p>Additional Notifications, as appropriate:</p> <ul style="list-style-type: none"> • Institutional Contacts • Building Contacts & Utilities • If shared facility, contact neighbors, renters, landlord, etc. • Staff phone tree • Management/contact of guest artist or company 	<p>STEP 2: COMMUNICATION</p> <ul style="list-style-type: none"> • Activate the Readiness/Disaster Plan's emergency response actions • Establish communication with appropriate local & regional emergency management • Contact your Communications and Public Relations Officer, if not already done • Post emergency information and instructions on the institutional website and through social media <p>ASSESSMENT</p> <ul style="list-style-type: none"> • Ensure through proper authorities that all hazards are cleared before entering building • Follow the instructions of your Response Team • Document damage with photos, videos, and notes • Assess damage to collections and assets, buildings, offices, and information systems • What areas affected, in what way, and to what degree? • What types of materials are damaged? • Are critical information systems functional / safe? • Maintain security of assets • Stabilize the temperature and humidity at your facility • Complete the Incident Report form in your Disaster Plan • Gather emergency response supplies • Supply locations 	<p>COLLECTION SALVAGE</p> <p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> ○ Identify and gather emergency supplies ○ Identify secure, dry location for pack-out and air-drying ○ Recruit staff / volunteers ○ Wear appropriate safety protection ○ Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Stop the source, remove standing water ○ Cover collections with plastic sheeting ○ Remove materials from water path. Move books higher on shelves or onto book trucks ○ Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, film, etc.) ○ Stabilize the environment (cool, dry, circulating air optimal) ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ Obtain refrigerated trucks, freezer storage ○ Organize staff / volunteers to load priority materials into freezer based on material type ○ Organize staff / volunteers to air-dry materials that should not be frozen 	<p>RESPONSE PROCEDURES</p> <p>GUIDING PRINCIPLES</p> <p>Put safety first: Protect human life before property or library collections.</p> <p>Call the library director any time a staff member calls 911 or if first responders are called to the library.</p> <p>EARTHQUAKE: Drop, seek cover under a desk or table, and hold on during a quake. Do not evacuate the library until shaking stops and the evacuation route is clear. Call 911 if there are injuries or unsafe conditions.</p> <p>FIRE: Call 911. For a small fire, use the nearest fire extinguisher. If fire is not controlled in 1 minute, evacuate personnel through closest safe exit to evacuation meeting point. Close doors to contain fire.</p> <p>FLOOD: Monitor local weather reports. Coordinate facility closures with library leadership and city/county officials. Notify staff and patrons of closures, in accordance with communication plan.</p> <p>POWER OUTAGE: Alert patrons on website and by front door sign when power is lost. Contact PGE 1-800-743 5002. Access flashlights/ with battery back-up. If power out more than 30 minutes, close library facilities, notify admin and public via website and signage.</p> <p>MEDICAL EMERGENCY: Call 911 and alert branch manager. Obtain name and contact info of injured and persons to contact. Contact central branch regarding incident report form.</p> <p>ACTIVE SHOOTER Escape to safety if possible or take cover.. Call 911 and head to room with inside lock and cover window, if possible. Barricade doors and windows. Wait for rescue and all-clear sign.</p>	<p>FLOORPLAN</p> <div data-bbox="1688 367 1965 561"> <p>EVACUATION PLAN</p> <p>1st Floor</p> </div> <div data-bbox="1688 602 1965 797"> <p>EVACUATION PLAN</p> <p>2nd Floor</p> </div> <p>OTHER emailed Jinder 11/14/20</p> <p><i>Use this section for information about security alarm codes, locations of keys, utility shutoffs, access to loading docks, etc., or paste in additional instructions, e.g. for response to an active shooter, disruptive person, or earthquake. You may also list basic policies such as those addressing smoking/vaping, alcohol, firearms, recording/photography.</i></p> <p>ACTIVE SHOOTER:</p> <p>RUN, HIDE, FIGHT</p> <p>DISRUPTIVE PERSON:</p> <p><i>(To be added, based on staff discussion)</i></p>
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Overdrive Budget Proposal Summary

Overall Summary Cost-Share

Library	FY 21/22 (Overdrive)	FY 21/22 (Magazines)	Overall Total
Alpine County Library	\$ 83	\$ 98	\$ 180
Benicia Public Library	\$ 1,988	\$ 2,346	\$ 4,335
Butte County Library	\$ 3,872	\$ 4,555	\$ 8,427
Colusa County Library	\$ 124	\$ 146	\$ 269
Del Norte County Library District	\$ 332	\$ 390	\$ 722
El Dorado County Library	\$ 7,998	\$ -	\$ 7,998
Folsom Public Library	\$ 4,823	\$ -	\$ 4,823
Humboldt County Library	\$ 5,780	\$ 6,792	\$ 12,571
Lassen Library District	\$ 210	\$ 246	\$ 456
Lincoln Public Library	\$ 2,518	\$ 2,962	\$ 5,480
Modoc County Library	\$ 126	\$ 147	\$ 273
Mono County Library	\$ 670	\$ 789	\$ 1,459
Napa County Library	\$ 5,851	\$ 6,915	\$ 12,767
Nevada County Library	\$ 5,812	\$ 6,840	\$ 12,652
Orland Free Library	\$ 257	\$ 301	\$ 558
Placer County Library	\$ 7,496	\$ 8,827	\$ 16,324
Plumas County Library	\$ 419	\$ 492	\$ 910
Roseville Public Library	\$ 6,454	\$ -	\$ 6,454
Shasta Public Library	\$ 4,590	\$ 5,393	\$ 9,983
Siskiyou County Library	\$ 1,136	\$ 1,334	\$ 2,470
St. Helena Public Library	\$ 809	\$ 952	\$ 1,761
Sutter County Library	\$ 1,451	\$ 1,706	\$ 3,157
Tehama County Library	\$ 734	\$ 863	\$ 1,597
Trinity County Library	\$ 183	\$ 215	\$ 398
Willows Public Library	\$ 226	\$ 265	\$ 492
Woodland Public Library	\$ 1,794	\$ 2,114	\$ 3,908
Yuba County Library	\$ 264	\$ 311	\$ 575
	\$ 66,000	\$ 55,000	\$ 121,000

Overdrive Budget Background

In July 2020, Overdrive acquired RB Digital. The impact for the consortia's services is that eBooks/Audiobooks and eMagazines would no longer be two services served by different vendors, but hosted on one: Overdrive. The product offered by Overdrive would mirror the RB Digital service in FY 20/21: unlimited access across many thousands of magazine titles.

Additionally, Overdrive set-up the Magazines content so that consortia members could opt-in or out.

As of April 1st, all eMagazines content and access transferred to the Overdrive platform.

Budget Calculation Summary

Overdrive's cost-share formula is done as follows:

1. $\frac{1}{2}$ of the cost is the system's share of the circulation of consortia-purchased titles in 2020 (it excludes titles that were purchased by Advantage libraries, shared or not).
2. $\frac{1}{2}$ of the cost is the system's share of unique users accessing Overdrive in 2020

These formulas would be applied for both eBooks/Audiobook and Magazine budgets.¹

Initial Proposal

The Overdrive group initially explored including Magazines as part of the content costs, that would be shared by all 27 Overdrive libraries.

However, the costs of grouping the Magazines this way meant that a few libraries would not be able to afford the costs with the "all-in-one" package.

Adopted Proposal

The Overdrive group split off the Magazines as a separate service that libraries could opt-in.

The final cost would be a combination of the two products:

1. The cost associated for Overdrive's eBooks/Audiobooks budget **for all members**
2. The cost associated for Magazines **for those that opt-in**

¹ Looking ahead, future cost-share costs for Magazine in Overdrive might be tied to the share of magazines circulations, and not based on eBooks/Audiobooks as it was for this transition year.

Overdrive Budget for eBooks/Audiobooks

Platform Fee

Even though Magazines are now offered on Overdrive, the platform fee for Overdrive access would remain the same in FY 21/22 as in FY 20/21: \$12,000.

Content

The Overdrive group examined the cost-share associated with three budget proposals for eBooks/Audiobooks to assess the group's collective capacity:

1. \$30,000 (identical to budget for FY 20/21):
 - a. \$12,000 for platform
 - b. \$18,000 for content
2. \$48,000
 - a. \$12,000 for platform
 - b. \$36,000 for content
3. \$66,000
 - a. \$12,000 for platform
 - b. \$54,000 for content

Through a Doodle Poll, 18 of the 27 libraries voted for the \$66,000 proposal². No library system voted for any of the other proposals.

Michael Perry is continuing to reach out to the 9 remaining libraries to confirm their position. It is worth noting that of the 9, all but one (Sutter) had excess CLSA funds in FY 20/21 that they re-directed to Overdrive.

² Alpine County, Benicia Public Library, El Dorado, Folsom Public Library, Humboldt County, Modoc County Library, Napa County, Orland Free Library, Placer County, Plumas County Library, Roseville Public Library, Shasta Public Libraries, Siskiyou County, St. Helena Public Library, Tehama County Library, Trinity County, Willows Public Library, Woodland

Overdrive eBook/Audiobook Budget Cost-Share

Based on this vote, the costs for each library system for eBooks/Audiobooks

Library	Proposal #3 (\$66,000)
Alpine County Library	\$ 83
Benicia Public Library	\$ 1,988
Butte County Library	\$ 3,872
Colusa County Library	\$ 124
Del Norte County Library District	\$ 332
El Dorado County Library	\$ 7,998
Folsom Public Library	\$ 4,823
Humboldt County Library	\$ 5,780
Lassen Library District	\$ 210
Lincoln Public Library	\$ 2,518
Modoc County Library	\$ 126
Mono County Library	\$ 670
Napa County Library	\$ 5,851
Nevada County Library	\$ 5,812
Orland Free Library	\$ 257
Placer County Library	\$ 7,496
Plumas County Library	\$ 419
Roseville Public Library	\$ 6,454
Shasta Public Library	\$ 4,590
Siskiyou County Library	\$ 1,136
St. Helena Public Library	\$ 809
Sutter County Library	\$ 1,451
Tehama County Library	\$ 734
Trinity County Library	\$ 183
Willows Public Library	\$ 226
Woodland Public Library	\$ 1,794
Yuba County Library	\$ 264
	\$ 66,000

Overall Overdrive Budget

The Overdrive budget is a combination of three revenue sources:

1. Budget shared by all 27 systems in FY 21/22 (reflected in the \$66,000 proposal)
2. CLSA Re-directed funds rolling over from FY 20/21 (this year, from 18 systems)
3. Estimate in CLSA Re-directed funds received in FY 21/22 (a placeholder)

With the following assumptions:

- a) the Overdrive group expects to carry-over \$39,245 into FY 21/22
- b) the Overdrive group anticipates \$30,000 in re-directed funds in FY 21/22 (a conservative estimate given historical averages even with the proposed \$1.88-million-dollar State Library budget)
- c) A minimum carryover for FY 22/23 that should cover the platform costs

the consortia adopted the following expenditures

Revenue	
Collective Contribution	\$ 66,000
CLSA Carryover from FY 20/21	\$ 39,245
CLSA Re-direct FY 21/22 (Estimate)	\$ 30,000
	\$ 135,245
Expenses	
Platform Fee	\$ 12,000
New & Re-Purchases	\$ 60,000
Holds & Lucky Day	\$ 51,000
Carryover for FY 22/23	\$ 12,245
	\$ 135,245

Magazines

Magazines were treated as a separate service and libraries could opt-out if the costs exceeded their budget.

The cost for magazine in Overdrive is a set fee: \$55,000. Unlike some other Simultaneous Use products, there is no other options to select a smaller subset of magazine titles for a lower cost: it's all or none.

In a Doodle Poll asking if they would continue with the service with the estimate provided³

- 11 of the 27 indicated they would consider it⁴
- 3 of the 27 indicated they would not
 - In addition to Folsom and Roseville, El Dorado opted-out

Michael Perry is continuing to reach out to the 13 libraries to confirm their position. But of the 13 non-respondents, only 3 did not re-direct CLSA funds to Overdrive this fiscal year:

- Sutter, Tehama and Woodland

³ The estimate did not include Roseville and Folsom who had already opted-out early in the discussion

⁴ Alpine County, Benicia, Humboldt County, Modoc County, Napa County, Placer, Plumas County Library, Shasta, Siskiyou County, St. Helena, Trinity County

Magazine Cost-Share

Assuming the yet-to-respond library systems will opt-in, the cost-share

Library	FY 21/22 (Magazines)
Alpine County Library	\$ 98
Benicia Public Library	\$ 2,346
Butte County Library	\$ 4,555
Colusa County Library	\$ 146
Del Norte County Library District	\$ 390
El Dorado County Library	\$ -
Folsom Public Library	\$ -
Humboldt County Library	\$ 6,792
Lassen Library District	\$ 246
Lincoln Public Library	\$ 2,962
Modoc County Library	\$ 147
Mono County Library	\$ 789
Napa County Library	\$ 6,915
Nevada County Library	\$ 6,840
Orland Free Library	\$ 301
Placer County Library	\$ 8,827
Plumas County Library	\$ 492
Roseville Public Library	\$ -
Shasta Public Library	\$ 5,393
Siskiyou County Library	\$ 1,334
St. Helena Public Library	\$ 952
Sutter County Library	\$ 1,706
Tehama County Library	\$ 863
Trinity County Library	\$ 215
Willows Public Library	\$ 265
Woodland Public Library	\$ 2,114
Yuba County Library	\$ 311
	\$ 55,000

These figures may change as libraries that have not responded opt-out. If so, the costs will be calculated again and shared with the remaining members.



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www.northnetlibs.org

To: NLS Executive Committee
From: Carol Frost
Subject: CLSA Funds for FY 2020/21
Date: April 28, 2021

Background

In FY 2020/21, the Governor's approved budget included a 50% reduction of California Library Services Act (CLSA) funds. NLS was able to hold some funds back from the FY 2019/20 allocation and use it for FY 2020/21 to lessen the impact.

The current FY 2021/22 Governor's preliminary budget includes a 50% reduction of CLSA funds. The systems, along with the CLA Legislative and Advocacy Committee and several library boards, have written letters to their legislators requesting a full restoration of funds. The Governor's next budget draft will be released on about May 14. At that time, it will be revealed if the funds have been restored.

The purpose of this memo is to discuss options for the NLS Executive Committee to provide direction for the FY 2021/22 budget should the full funding not be restored.

Review of CLSA Allocations

In FY 2019/20, NLS had \$200,000 plus \$89,116 of previous year CLSA funds. The \$89,116 was added to the OverDrive budget, and the \$200,000 was allocated back to the libraries to choose how they would like to allocate the funds. Many of the libraries chose to redirect the funds to OverDrive.

At the April 2020/21 NLS Executive Committee meeting, the Committee chose to greatly curtail the spending of the OverDrive allocations, and to hold back \$120,000 for the FY 2020/21 budget, in anticipation of the 50% reduction.

NLS does not have any additional CLSA carry-over funds to apply to the FY 2021/22 budget. The loss of funds results in the following:

- The use of membership funds to close the gap for the system administration funds. To achieve this, NLS last year decided to cut:
 - The typical \$1,000 allocation to each library for staff development
 - The paid membership for all libraries to Califa
- An allocation reduction for the member libraries to apply to the menu of services
- A possible reduction in the OverDrive and RBDigital allocations

Below is a chart that outlines the 50% reduction and the budget implications.

NLS CLSA	FY 2019/20	FY 2020/21 50% reduction	FY 2021/22 50% reduction	Notes
Total Funding				
System Admin	\$156,716	\$83,586	\$84,433	use membership fee to cover difference
Communication and Delivery	\$663,402	\$334,343	\$337,730	
TOTAL CLSA ALLOCATION	\$820,118	\$417,929	\$422,163	

DETAIL Communication & Delivery)	FY 2019/20	FY 2020/21 50% reduction	FY 2021/22 50% reduction	Notes
Office supplies, web hosting, Zoom, postage	\$5,500	\$5,450	\$5,450	
Delivery	\$146,548	\$158,542	\$162,500	Annual CPI adjustment
OverDrive	\$86,600	\$30,000		Shared platform fee FY21/22 \$12,000
RBDigital	\$56,249	\$32,000		FY16/17 was \$32,268
Allocated to libraries	\$368,505	\$108,351		
Roll-over funds used*	\$169,116	\$120,000	\$0	no additional roll-over funds
Total C&D Baseline	\$832,518	\$454,343	\$377,730	
Amount to be budgeted			\$209,780	

**In FY 2019-20, \$200,000 plus \$89,116 prior year CLSA funds were budgeted, and \$120,000 was held back for FY 2020/21*

In FY 2020/21, the Administrative Council approved a \$56,000 reduction in funds towards OverDrive, after examining the past several years of additional allocations back to this service from libraries. Over the past three years, it has averaged about \$78,000 in additional funds back to OverDrive. NLS OverDrive budget has benefitted these last two years from libraries additional allocations and NLS as a whole receiving one-time emergency funds for eBooks from the State Library. It is not known at this time if additional one-time funds would be available in FY 2021/22.

Recommendation

It is recommended that the NLS Executive Committee provide direction for the allocation of \$209,780 CLSA funds for FY 2021/22.



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To: NLS Executive Committee
From: Carol Frost
Subject: Review and Approval of Amendment to FY 2020/21 NLS/PLP Contract for Administrative and Fiscal Services
Date: April 28, 2021

BACKGROUND

The NLS Executive Committee approved the FY 2020/21 NLS/PLP contract for fiscal and administrative services for \$310,366.

NLS annually receives a Public Library Staff Education Program (PLSEP) grant to support library staff in their pursuit for their Masters in Library Science. In FY 2020/21, the California State Library allowed staff time to be charged to the grant.

The PLP staff time to perform the work for this grant is \$3,697. The attached contract amendment is for this amount.

This fiscal year, NorthNet received \$6,604 of Indirect for this grant. NLS will keep all of this Indirect.

RECOMMENDATION

It is recommended that the Executive Committee approve the additional \$3,697 contract amendment for a total contract of \$314,063.



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1st Amendment Proposed Work: PLP / NorthNet Contract FY 2020/21

TOTAL APPROVED CONTRACT \$310,366

The following additional services were provided to NLS for FY 2020/21:

Increased work related to the NLS PLSEP grant - staff time

Staff	Additional Hours	Total
Controller	2.08 hours at \$104.98 /hour	\$218
Operation Manager	45 hours at \$64.30 /hour	\$2,894
Accounting Clerk	10 hours at \$48.01/hour	\$480
Adminstrative Assistant	5 hours at \$21.07/hour	\$105
Total Staff Time Costs		<u>\$3,697</u>
TOTAL AMENDED CONTRACT		<u><u>\$314,063</u></u>



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To: NLS Executive Committee
From: Carol Frost
Subject: Review and Approval of FY 2021/22 NLS/PLP Baseline Contract for Administrative and Fiscal Services
Date: April 28, 2021

Background

When PLP was awarded the NLS/PLP contract for fiscal and administrative services on February 26, 2018, it was agreed that a contract with baseline services would be provided, and that PLP would discuss with the Executive Committee the work which NLS foresees in the upcoming fiscal year which is beyond the baseline and negotiate additional costs for that work. The purpose of this memo is to present the baseline contract for FY 2021/22.

At the writing of this memo, NLS has not been notified of any decision regarding the NLS LSTA FY 2021/22 grant. Should NLS be awarded that grant, a contract for additional work will be presented at the next NLS Executive Committee meeting reflecting that work, and any additional work.

Discussion of Baseline Budget

The FY 2021/22 baseline contract includes preparing and monitoring budgets and contracts such as OverDrive eBooks and eMagazines, Link+, Proquest Heritage Quest, and Gale subscriptions; contracts with delivery vendors; oversight of PLSEP, filing regular CalPERS paperwork; invoice payment, billing and distribution of CLSA funds, preparing meeting agenda packets for NLS as well as the three legacy systems, and other general support. It includes 8 hours per week of the Coordinator's time.

The FY 2021/22 baseline contract is \$130,563 which is the same amount as FY 2021/22.

Note About NLS Contract with PLP for Fiscal and Administrative Services

The current contract will expire at the end of FY 2021/22, and NLS will need to issue an RFP in the Fall 2021 for a new contract. NLS may consider changing the terms of the contract from a two-year term, with up to two one-year renewals, to a longer term, with 3 years with two one-year renewal options.

Recommendation

It is recommended that the NLS Executive Committee consider approval of the baseline contract of \$130,563 for FY 2021/22, and recommend approval to the NLS Administrative Council

PLP / NorthNet Baseline Contract FY 2021/22

<u>Staff</u>	<u>FTE</u>		<u>Total</u>
<u>Administration</u>			
CEO	0.05	2 hours/week at \$123.71/hour <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$12,866
Office Manager	0.20	8 hours/week @ \$63.32/hour <i>Manage website, listservs and rosters. Point of contact for System Delivery and PLSEP grant. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, set up conference calls for committees.</i>	\$26,341
Administrative Assistant II	0.04	1.50 hours/week @ \$50.72/hour <i>Prepare system contracts, open mails, mail ILL materials coordinate Form 700s.</i>	\$3,956
Subtotal - Administration	0.29		\$43,163
<u>Fiscal Accounting</u>			
Controller	0.10	4 hours/week @ \$101.51 <i>Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services</i>	\$21,114
Account Clerk	0.08	3 hours/week at \$43.81 <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$6,834
Fiscal/Admin Services Spec.	0.09	3.5 hours/week at \$ 63.32 <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$11,524
Administrative Assistant	0.10	4 hours/week at \$21.40 <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$4,451
Subtotal - Fiscal Acctg	0.36		\$43,924
Total Administration/Fiscal Accounting			\$87,087
Coordinator	0.20	8 hours/week at \$75/hour <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agenda with Executive Council committee, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports</i>	\$31,200
Total Staffing			\$118,287
<u>Mileage</u>			
3 round trips @242 mile@ 56 cents per mile			\$407
Total			\$118,694
10% Overhead			\$11,869
Total FTE	0.85	Grand Total	\$130,563



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To: NLS Executive Committee
From: Suzanne Olawski, Chair
Subject: NLS Standing Committees and Chair Rotation
Date: April 28, 2021

The NLS Executive Committee recently surveyed the NLS membership to determine priorities for CLSA funds as related to existing consortia resources including the Library to Go OverDrive and RB Digital services. The survey results also pointed to new consortia resources to consider including streaming services. In the course of this review, it has come to our attention that the Library to Go Standing Committee may be due for a rotation in the committee chairmanship.

According to NLS Bylaws (June 2018), Section 5. Standing Committees section: "meetings of NLS Standing Committees are to be conducted in accordance with Article V, Sections 1-4 of the Bylaws." Section 5.2 states that "Executive Committee members serve a two-year term and may serve no more than two consecutive terms."

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

e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms, not to include terms as Vice-Chair and/or Chair. 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.

History of Library to Go Chairmanship

Jeannie Amos, El Dorado County, and Lisa Dale, Sacramento Public Library, co-chaired the *Library to Go* Committee from approximately 2013 to 2016. Jeanne Amos chaired the Committee from 2016 until approximately July 2018. Michael Perry, Siskiyou County, assumed the Chairmanship approximately July 2018 and has been serving as Chair since.

Recommendation

Currently, NLS has just one standing committee, in addition to the NLS Executive Committee. The rules of the Bylaws apply to all standing committees. It is recommended that the *Library to Go* Standing Committee adhere to the Bylaws for the rotation of Chair. The Chair would rotate commencing in FY 2022/23.



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To: NLS Executive Committee
From: Jacquie Brinkley, NLS System Coordinator
Subject: Nominating Committee for FY 2021/2022 NLS Executive Committee Members
Date: April 28, 2021

Three members of the current board of 9 Executive Committee members will be terming out on June 30, 2021.

Requesting the NLS Chair and Executive Committee to appoint an Ad Hoc Nominating Committee to create a slate of candidates to fill the 3 open Executive Committee positions and to present to the Administrative Council at their Annual Meeting on June 16, 2021.

Per NLS Bylaws, the Chair shall appoint an Ad Hoc Nominating Committee consisting of at least two sitting EC members and at least one Council member that is not serving on the EC.

The following Executive Committee members will be terming out of their positions on 6/30/2021:

- Lori Easterwood, Folsom Public Library, MVLS
- Lindsay Fuchs, Plumas County Library, NSCLS
- Christopher Veach, Lake County Library, NBCLS

Continuing to serve on the Executive Committee are (term ends 6/30/22):

- Carolyn Brooks, El Dorado County Library, MVLS
- Anthony Halstead, Napa County Library, NBCLS
- Nick Wilczek, Nevada County Library, MVLS

Continuing to serve as NLS Executive Committee Officers for FY 2021/2022 are:

- Suzanne Olawski, NLS Chair, Solano County Library, NBCLS
- Mark Fink, NLS Vice Chair, Yolo County Library, MVLS
- Todd Deck, Past Chair, Tehama County Library, NSCLS