

NLS Executive Committee Meeting

May 27, 2021

9:30 a.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 April 28, 2021 | Brinkley | Attachment 1 pg. 3 |
| C. Correspondence: May 18, 2021 Letter from NLS Chair to Senate Finance Chair Requesting Restoration of CLSA Funds | Olowski | Attachment 2 pg. 9 |
| D. Correspondence: Memo from Michael Perry Requesting CLSA Funds for OverDrive | Olowski | Attachment 3 pg. 11 |
| 4. Old Business | | |
| A. Development of Subcommittee Assignments/Chair Rotation Schedule (Action Item) | Olowski | Attachment 4 pg. 13 |
| B. Update on Survey Regarding CLSA Funds and eMagazines | Brinkley | |
| C. Update on Next Steps from CLSA Survey | Wilczek | Attachment 5 pg. 14 |
| D. Annual Meeting Planning for June 16, 2021 Administrative Council Meeting | Brinkley | |
| E. FY 2020/21 Preparing to Recover Together LSTA Grant Update | Brinkley | |

5. New Business

- | | | |
|--|----------|---------------------|
| A. Accept LSTA Award for NLS FY 2021/22 "California Libraries Preparing to Respond and Recover Together" (Action Item) (to be distributed separately) | Brinkley | |
| B. Review and Approval of NLS/PLP FY 2021/22 Contract Amendment for Additional Work (Action Item) | Frost | Attachment 6 pg. 15 |
| C. Review and Approval of Proposed NLS FY 2021/22 Budget (Action Item) | Yon | Attachment 7 pg. 17 |
| D. Approve NLS FY 2019/20 Financial Audit (Action item) (to be distributed separately) | Yon | |
| E. Review and Approval of NLS FY 2021/22 CLSA Plan of Service and Recommend Adoption to the NLS Administrative Council (Action Item) | Brinkley | Attachment 8 pg. 29 |
| F. Approve Slate of Nominees for Executive Committee Members (Action Item) | Olawski | Attachment 9 pg. 41 |

6. System Chair Report

7. General Announcements

- | | | |
|---|----------|----------------------|
| A. State Library Report for Cooperative Library Systems | Brinkley | Attachment 10 pg. 42 |
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8. Next Executive Committee Meeting Date and Items

9. 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).



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DRAFT MINUTES

NLS Executive Committee Meeting

April 28, 2021

1. **Welcome and Roll Call** – Chair, Suzanne Olawski, Solano County, called the meeting to order at 1:00 p.m. Also present were NLS Executive Committee members: Lori Easterwood, Folsom Public Library; Lindsay Fuchs, Plumas County; Christopher Veach, Lake County; Anthony Halstead, Napa County; Nick Wilczek, Nevada County; Carolyn Brooks, El Dorado County, and Mark Fink, Yolo County. Also attending were Michael Perry, Siskiyou County Library, 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. **Approval of Consent Calendar** - Olawski requested that Item A., the Adoption of the Agenda, be pulled from the Consent Calendar. With this change, Olawski asked for a Motion to approve the Consent Calendar.

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

Approval of Agenda - Olawski requested to move Item 5.B.1. to be presented before Item 4.A.
Fuchs moved; Brooks seconded, Agenda approved.

4. **CLSA Funds for FY 021/22** - Perry presented a budget proposal for the FY 2021/22 Library to Go OverDrive eBook and eMagazine consortia and discussed the cost-share formula proposed for continuing consortia services. Perry surveyed the OverDrive participants, and 18 of the 27 members voted for the \$66,000 OverDrive eBook budget (\$12,000 for platform fees and \$54,000 for content). Perry is attempting to contact the other 9 member libraries to obtain their approval. Perry explained that the \$55,000 eMagazine subscription cost, which is higher than the current year due to the switch from RBDigital to OverDrive, would not be feasible for some consortia members, and members could opt out of subscription to the eMagazine services. Perry noted that there is no platform fee for the eMagazines, as it is shared with the eBooks. Perry stated that the current proposed eMagazine cost per library is dependent on the number of members in the consortia and that costs share would be impacted if one or more libraries drop out. Perry stated that there were no firm commitments from members on the eMagazine subscription at this time and would depend on CLSA funds and local budgets.
Perry asked the Executive Committee to consider how consortia purchases could be made in the future as new products become available that the consortia may have interest in purchasing, once the FY budget is allocated.
Frost stated that if the Executive Committee approved, new products could easily be added and libraries would be invoiced accordingly, or NLS Administration could negotiate with vendors on behalf of members if requested.

There was discussion of what is tipping point of interest among members for new products. Frost asked Perry if staff could be of assistance in reaching out to consortia members regarding their interest in eMagazine subscription. Olawski thanked Perry for presenting the consortia budget proposal and confirmed that this would be discussed in the Executive Committee for budget consideration.

5. OLD BUSINESS

- A. **Update on Link+ Regional Resource Sharing Grant** - Olawski presented an update on the NLS Link+ grant and reported that eight libraries and one CLSA System were awarded funds to join or continue Link+ services. There was a slight variance in courier costs awarded to libraries that resulted in a \$132 balance. Olawski asked the Executive Committee to approve the return of the \$132 to NLS and that amount to be applied to the next Link+ contract.

Motion to accept the \$132 from the grant and have it applied to the next Link+ contract. Fink moved; Brooks seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

- B. **Review Next Steps from NLS CLSA Survey** - Wilczek reported on the CLSA Priorities ad hoc committee next steps and recommendations included on Attachment 5. Wilczek asked if there were expectations that all recommendations be implemented immediately or if they could be phased in as appropriate.

Frost suggested that the ad hoc committee create a Scope of Work that would detail how the recommendations would be implemented and suggested that items #1 & #2 be combined and these together would inform #4.

Fuchs reported that she believed the NLS Library to Go consortia has started work on a Collection Development Policy.

Olawski stated that she supports the creation of a Collection Development Policy and wants to address Perry's question regarding interest in new products as they become available. She stated that a goal for FY 2021/22 would be to create a Collection Development Policy. Olawski suggested a working group to explore streaming services. She asked Wilczek to review the intent of Recommendation #4.

Wilczek said that as budgets are finalized for FY 2021/22, member libraries may be opting out of consortia participation.

Halstead posed the questions that as funds diminish and participation in the consortia increases, where is the tipping point. For example, when are the benefits greater of having an individual subscription than paying into a consortia where you lose ability to have more control over the branding, selection, etc.

Fink reported that Yolo County Library considered the consortia but there were concerns regarding issues such as the collection development policy, collaborative purchasing, and promotion. Libraries need to know what they can expect and what their role is as a consortia member. Fink stated that he believes having this framework established would keep more

libraries in the consortia. In addition, many libraries have no other place to invest their CLSA funds and could not afford OverDrive on their own.

Frost stated that she was not aware of any formal mechanism for the Library to Go consortia to report back on activities such as collection development, although statistics are collected to report in the NLS annual Plan of Service and Annual Report. She suggested the Executive Committee establish a formal way for the Library to Go Chair to provide a written report to the EC Chair for review and to be added to meeting agendas, as well as an Annual Report to include in the Annual NLS Administrative Council agenda packet.

Olawski stated that she supports a formal reporting process for consortia activities. She expressed concern about communications with the libraries who did not respond to the eMagazine inquiry and asked if CLSA funds were approved to allocate as proposed, does the majority of libraries benefit?

Discussion ensued regarding cost of eMagazine subscription fee and how that compares to other smaller consortia pricing models.

Olawski recommended that the Executive Committee approve establishing a Collection Development Policy and a formal reporting mechanism. She asked that the ad hoc committee consider looking into other services to get quotes for consideration by the Executive Committee, including streaming services for consideration in FY 2022/23.

Fuchs stated that, as a reminder, OverDrive was selected over Flipster by the consortia committee as cost and product were preferable.

Wilczek recommended that consideration of any new services be held off until FY 2023/24.

Olawski requested that the value of consortia services to libraries be determined and asked how best to derive that value.

Frost suggested that the number of participating libraries and usage statistics could be used to express value.

Discussion of a Consortia Annual Report to include: Impact; Cost-Share; Tipping Point for Libraries Participation.

Olawski will work on getting information together to include Library to Go statistics on eBooks, AudioBooks and eMagazines.

- C. **FY 2020/21 Preparing to Respond & Recover Together Grant Update** - Brinkley provided an update on the current LSTA *Preparing to Respond and Recover Together* grant. The Cohort Culmination Meeting was held December 8, 2020 – 10 library cohorts and invited guests including State Library staff were in attendance (approximately 65 total). March 9, 2021 – NLS hosted a second Statewide panel presentation with a focus on Mental Health Supports in disaster preparedness and recovery. There were 75 people in attendance representing library staff, library and city and/or county administrators and stakeholders from across the state. The CLA Conference workshop will be held May 13 (pre-recorded, but live Chat with presenters available). Shasta Public Libraries, Elizabeth Kelley and Kimberlee Wheeler, Butte County

Library, will be speaking on their experience as frontline library staff in disaster preparedness, response and recovery.

New resources and content continue to be posted to the LibraryRecovery.org project website through shared posts from NLS and other libraries and content updates of the project team.

The Buddy System teams and contact information have been recently updated –3 new libraries have been to the Buddy lists. Currently there are 29 of the 40 NLS member libraries matched with one or more buddies in NLS.

6. NEW BUSINESS

- A. **FY 2021/22 LSTA Grant Application** - Brinkley reported that NLS has submitted an LSTA grant application to request funding of an expansion of the *Recovering Together* project and to take the model statewide. The expansion will include new cohort communities of practice and a train-the-trainer format to allow for greater number of participants and to increase sustainability of the best practices. The proposal also includes statewide disaster preparedness meetings for all libraries on topics that will be determined by survey responses. A particular focus throughout the new proposal is on services and outreach to vulnerable populations. The complete application is attached in this meeting packet (Attachment 6).

Notification of FY 2021/22 Awards is to be made on May 20, 2021.

- B. **FY 2021/22 CLSA Preliminary Allocation** - Frost presented the FY 2021/22 CLSA Preliminary Allocation and provided detail on how this compares to the FY 2020/21 budget. The FY 2021/22 preliminary allocation is again at 50% of the FY 2019/20 allocation. While a one-time roll-over of funds from the prior year was available In FY 2020/21, paid Califa membership was dropped and Staff Training funds were eliminated to balance the budget.

Frost reviewed the NLS budget detail and history, and the OverDrive proposal presented by Perry. Frost noted that Perry's proposed OverDrive budget reflects 33% of FY 2021/22 CLSA available funds, where in the past 16-18% of CLSA funds had been allocated to OverDrive and eMagazines.

Veatch stated that he felt the eMagazine cost is too high and unbalanced as compared to the OverDrive eBook cost.

Frost stated that it has been the case that in past years, CLSA funds that were allocated back to the libraries allow the libraries the discretion to allocate their CLSA funds back to OverDrive.

Discussion ensued regarding the concern of equity in CLSA funds taken off the top of the NLS budget to pay for services to a limited number of libraries.

Fink suggested a survey to query all libraries of their interest in eMagazines and if they would support if NLS was to pay.

Frost requested direction from the Executive Committee to build the NLS budget. Staff could work with Perry to determine who needs to be contacted to get more information. Fink

suggested that eMagazines be included in the building of the budget. The Executive Committee agreed by show of hands.

Olawski agreed that she wanted to hear from the majority of the consortia members as to their position and that the eMagazines should be kept in the budget at this time. Upon follow-up from the libraries, NLS can revise the budget if needed.

Brooks stated that it was important to be framed within the context of the whole budget.

Fuchs stated that the CLSA priorities survey had asked about eMagazines and if the costs were to increase would the library be willing to stay in.

Frost suggested creating budget scenarios to illustrate various options.

Discussion of a preliminary motion. Halstead asked if funds could be reallocated if members did not approve of proposed budget.

Motion to approve the allocation of \$209,780 CLSA funds for FY 2021/22 including the following:

- \$55,000 for RBDigital
- \$66,000 total for OverDrive (comprised of \$26,755 of FY 2021/22 CLSA funds and \$39,245 of the carry-over FY 2020/21 funds)
- Balance allocated to member libraries
- Also, Office Supplies and Delivery

If NLS decides not to fund RBDigital, the \$55,000 would be redistributed to all NLS libraries according to CLSA allocation formula.

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

Easterwood noted that Folsom dropped out of the RBDigital subscription 2 years ago and received only one complaint about the discontinuation of this service.

- C. **NLS/PLP FY 2020/21 Contract Amendment** - Frost presented a contract amendment to the NLS/PLP FY 2020/21 administrative contract to allow for PLP to include staff time in administering the PLSEP grant for NLS. The State Library now allows for fiscal administrators to include staff time in managing this grant. NLS will retain these funds as indirect. Frost noted that the number of PLSEP applicants has doubled with recent expansion in this project funding. NLS will receive all FY 2021/22 funds for PLP to administer this grant.

Motion to approve the additional \$3,697 contract amendment for a total contract of \$314,063. Fuchs moved; Brooks seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

- D. **NLS/PLP FY 2021/22 Contract-** Frost presented the FY 2021/22 NLS/PLP Baseline Contract for NLS Administrative and Fiscal Services for review. She noted that the NLS Administrative Contract will require a Request for Proposal to be released in Fall 2021 and recommended that

an ad hoc committee be formed at the next Executive Committee meeting to begin drafting the RFP.

Motion to approve the Baseline Contract of \$130,563 for FY 2021/22 and recommend approval to the Administrative Council. And, that an ad hoc committee will be formed at the next Executive Committee meeting to develop an RFP for Administrative and Fiscal Services.

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

- E. **Development of Subcommittee Chair Rotation Schedule** - Olawski presented memo regarding recommendation to review NLS Subcommittee Chair rotation schedule and to enact NLS Bylaws that would rotate the Chair position for the Library to Go Committee to begin FY 2022/23. Olawski asked for a subcommittee to work on this to recruit new Chair candidates.

Halstead asked if this item could be carried over to next meeting.

Agreed to defer to May 27, 2021 Executive Committee meeting. NO ACTION taken.

- F. **Creation of Nominating Committee** - Olawski asked for a Nominating Committee to create slate of new Executive Committee members for FY 2021/22. Three members will term out and need to be replaced.

Easterwood volunteered. Olawski will reach out to a non-Executive Committee director to sit as third person on Nominating Committee per Bylaws.

- G. **Annual Meeting** - Discussion of Annual Meeting agenda. Meeting to include annual business, LSTA update from project consultants, and an Open Forum with breakout discussions.

Breakout discussion prompts will include:

- Lessons learned during past year
- What would you do differently?
- What are you doing differently moving forward?

Format: Breakout in small groups. 2 groups do each question (one question for each group). Report back to the whole group.

7. No Announcements.

8. Meeting adjourned at 3:34 p.m.

May 19, 2021

The Honorable Toni Atkins
Senate President pro Tempore
State Capitol, Room 205
Sacramento, CA 95814

The Honorable Nancy Skinner
Chair Senate Budget Committee
State Capitol, Room 5094
Sacramento, CA 95814

The Honorable John Laird
Chair Senate Budget Subcommittee on Education Finance
State Capitol, Room 4A4A
Sacramento, CA 95814

RE: Budget Item 6120-211-0001

Dear Senate Pro Tem Atkins, Senator Skinner, and Senator Laird,

On behalf of the 40 public library systems from the northern, mostly rural counties that make up the NorthNet Library System (NLS), we would like to thank you for your ongoing financial commitment to libraries in the State Budget. NLS respectfully requests that \$3 million be reinstated to the cut made to the California Library Service Act (CLSA), bringing the baseline total for the program to \$4.8 million. In our opinion, last year's cut to CLSA funds was unwarranted in light of the state's currently robust surplus and the CLSA was inexplicably excluded from any "trigger" restoration last year or in the Governor's January Budget.

The 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 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 residents. The other 36% include several large library systems with numerous branches. Library budgets for NLS members range from a few thousand to several million dollars.

Today, CLSA funds are often used for large digital subscription services, eResources such as eBooks, eAudiobooks, and eMagazines to promote a broader collection of digital resources for libraries which aids students with homework, vulnerable populations who can't get to the library, and people learning new skills for workforce development. In 2020, despite the physical closure of most library facilities, California libraries experienced a 100% increase in demand for these resources.

Our libraries rely on CLSA funds to pay for shared resources. At one time, the CLSA was funded at \$24 million to provide financial support for 180 public library systems in California. Unfortunately, over the last few years, CLSA funding has been cut drastically. The approved funding in the State Budget has been \$3.63 million. That funding was included in the preliminary State Budget for 2020-21, and then was reduced to \$1.88 million.


While all libraries are facing economic challenges, the state's rural, frontier, and tribal libraries are more severely impacted by the proposed reduction to CLSA funding. The effect of a 50% reduction in CLSA funds will mean libraries that are most reliant on this funding will face the most drastic cuts to the essential informational, educational, and literacy services they provide to their communities. On a related note, we'd like to thank the Senate Democratic Caucus for their leadership on the "Build Back Boldly" proposal and ask that of the \$1 billion for the Public Library Plan's Infrastructure Package, \$3 million be set aside for restoration of the CLSA cut.

The Infrastructure Package is a perfect source for the funding, as it is intended to address not only infrastructure needs, but broadband connectivity and tablet and wifi hotspot loaning. Since the CLSA now primarily focuses on cooperative digital lending and loaning, it will marry up perfectly with the Infrastructure Package.

Finally, this CLSA restoration is also supported by the California Library Association, who has been working with Senate Budget staff on this issue.

Thank you for considering our request, and please let us know if you have further questions or would like more information about our services.

Respectfully,



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

cc: Anita Lee, Consultant, Senate Budget Subcommittee on Education Finance
Katerina Robinson, Legislative Director, Office of Senator Nancy Skinner
Megan Baier, Policy Consultant, Senate President pro Tempore Toni Atkins
Samantha Samuelsen, Senior Legislative Aide, Office of Senator John Laird
Mike Dillon and Christina DiCaro, CLA Lobbyists, KP Public Affairs

Overdrive Budget Re-Consideration

On March 23rd, a Doodle poll was sent out seeking responses from the 27 libraries about the Overdrive eBook/Audiobook budget. Three options were proposed (with cost-share amounts shown for each proposal) to help determine if any pressure points existed:

1. Proposal #1 - \$30,000 (same budget level as FY 20/21)
2. Proposal #2 - \$48,000 (increase of \$18,000 from current baseline)
3. Proposal #3 - \$66,000 (increase of \$18,000 from Proposal #2)

As of May 19th, all but 2 libraries have affirmed their support the \$66,000 budget.

Library System	Response on Proposal #3
Alpine	Doodle
Benicia	Doodle
Butte County	Email – May 11 th
Colusa	Email – May 10 th
Del Norte	Email – May 19 th
El Dorado	Doodle
Folsom	Doodle
Humboldt	Doodle
Lassen	Doodle
Lincoln	Pending
Modoc	Doodle
Mono	Email – May 6 th
Napa County	Doodle
Nevada	Pending
Orland	Doodle
Placer	Doodle
Plumas	Doodle
Roseville	Doodle
St. Helena	Doodle
Shasta	Doodle
Siskiyou	Doodle
Sutter	Email – April 28 th
Tehama	Doodle
Trinity	Doodle
Willows	Doodle
Woodland	Doodle
Yuba	Email – May 6 th

Original Budget Submission

\$135,245		
\$66,000	\$39,245	\$30,000
Cost-shared by all 27 systems in FY 21/22	Reserve from 18 systems re-directing FY 20/21 CLSA funds	CLSA re-directed amount in FY 21/22 (Estimate)

At a time when electronic resources are at their highest demand for the consortia, the EC decision to lower the collective budget from \$66,000 to \$26,755 (and use the reserve to make up the difference) will negatively impact all of our patrons: fewer new titles and longer holds queues for all.¹

The Overdrive group recognizes what the impact the small collective budget had in FY 20/21. And the \$66,000 budget reflects their intent to improve the Overdrive service in FY 21/22.

If 25 of the 27 Overdrive systems support the original budget as presented to the EC on April 28, 2021, **on behalf of the Overdrive group, I request that the EC respect their assessment and their collective submission and restore the original proposed budget of \$66,000 for FY 21/22.**

¹ Between July 1, 2020 and January 4, 2021, our budget allocation was \$1,500 per month. During this period, the median wait times for a hold request increased from 28 days to 35 days.



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To: NLS Executive Committee
From: Suzanne Olawski, Chair
Subject: NLS Standing Committees and Chair Rotation
Date: May 27, 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: Nick Wilczek, ad hoc Committee
Subject: Update on NLS CLSA Priorities Survey and Follow-up
Date: May 27, 2021

At their meeting of April 28, 2021, the NLS Executive Committee reviewed recommendations of the ad hoc committee regarding priorities for the NLS Library-to-Go consortia.

The following tasks were identified to continue this work:

- Draft a Scope of Work that would detail how the recommendations of the ad hoc Committee will be implemented.
- Create a consortia Collection Development Policy that will include how to determine interest in new products as they become available.
- Create a working group to explore streaming services.
- Review the intent of Recommendation #4 - *Revisit continued participation in NLS services. NLS will continue this discussion upon approval of library budgets at the local and state level.*
- Establish a formal way for the Library-to-Go Chair to provide a written report to the NLS Executive Committee Chair for review and to be added to meeting agendas, as well as an Annual Report to include in the Annual NLS Administrative Council agenda packet.
- Establish how the value of consortia services to libraries is to be determined and how best to derive that value. This will include: Impact; Cost-Share; Tipping Point for libraries participation.

Recommendation

Request that the ad hoc committee continue their work to address the identified tasks.
 Recommend that the ad hoc committee draft a summary for the NLS Administrative Council.

Ad hoc committee members are: Nick Wilczek, Mark Fink, Lindsay Fuchs, and Anthony Halstead.



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To: NLS Executive Committee
From: Carol Frost
Subject: Review and Approval of FY 2021/22 NLS/PLP Contract Amendment for Administrative and Fiscal Services
Date: May 27, 2021

Background

When PLP was awarded the NLS/PLP contract for fiscal and administrative services in 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. At the April 2020 meeting, the Committee approved the FY 2021/22 baseline contract for \$130,563.

The purpose of this memo is to present the additional services for FY 2021/22 and associated costs.

Discussion of Additional Work

As is the case from previous years, it is anticipated that NLS will be in need of work above and beyond the baseline services. For FY 2021/22, those activities include general assistance for the legacy systems regarding delivery, CalPERS obligations and cost share formulas; additional work to support NLS regarding their budget and associated advocacy with the State Library and California Library Services Board. For this work, it is estimated one additional hour per week by the PLP CEO, and 5 hours per week by the NLS Coordinator, for a total of \$28,526.

NLS has also applied for an LSTA grant, California Libraries Preparing to Respond and Recover Together, which includes \$16,050 of the System Coordinator's time and 52 hours for the PLP CEO's time, for a total of \$22,483. These funds are part of the grant award.

These two activities total a contract amendment of \$51,009 of additional work.

It should be noted that the Governor's FY 2021/22 budget includes \$1M for the Zip Book Statewide Grant. NLS remains hopeful that it will once again be the fiscal administrator for this grant. If awarded, another contract amendment will be done to reflect the staff time for the work of the grant.

Recommendation

It is recommended that the NLS Executive Committee consider approval of the Contract for Additional Work for FY 2020/21 of \$51,009, for a total contact of \$181,572, and recommend approval to the NLS Administrative Council



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Additional Proposed Work: PLP / NorthNet Contract FY 2021/22

The following additional services will be provided to NLS for FY 2021/22

General assistance for legacy systems regarding Delivery, CalPERS obligations and cost share formulas; additional support to NLS regarding budget.

<u>Staff</u>	<u>Additional Hours</u>	<u>Total</u>
CEO	General Assistance: 1 hour/week at \$123.71/hour	\$6,433
CEO		
Coordinator	5 hours/week at \$75/hour	\$19,500
Subtotal		\$25,933
	10% Indirect	\$2,593
	TOTAL ADDITIONAL WORK	\$28,526

Work related to the LSTA regional grant "California Libraries

Preparing to Respond and Recover Together"

<u>Staff</u>	<u>Additional Hours</u>	<u>Total</u>
CEO	1 hour/week at \$121.37/hour	\$6,433
NLS System Coordinator	214 hours at \$75/hour	\$16,050
	Grant Subtotal Staff	\$22,483
	TOTAL ADDITIONAL WORK	\$51,009
FY 2020/21 Baseline Contract		\$130,563
TOTAL CONTRACT		\$181,572



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To: NLS Executive Committee
From: Andrew Yon, Controller
Subject: Review and Approval of Proposed FY2021/22 NLS Budget
Date: May 27, 2021

Background

The purpose of this memo is to provide the NLS Executive Committee with highlights of the NLS FY 2021/22 Proposed Budget. The proposed budget is \$1,126,198, which represents a 10.3% decrease from the previous fiscal year's \$1,255,717.

ADMINISTRATION BUDGET

Revenues:

In 2017, the NLS Administrative Council approved an annual CPI increase to the membership fees, using the December Consumer Price Index (CPI). The CPI in December 2020 was 2%, which is reflected on the attached FY 2021/22 membership fees of \$83,416. In FY2019/20 NLS also approved that any contract over \$100,000 include a 5% administrative fee, and contracts below \$100,000 should include a 10% administrative fee. This modified fee structure has been applied to this schedule.

Membership base allocations are based in part on population. The proposed budget includes the most current certified population figures, which are for 2020-21, provided by the California State Library (CSL). The CSL generally releases the latest numbers in mid-June. When the population figures are released, the schedule will be updated to reflect that information.

The Governor's May Revised Budget includes an approximate 50% reduction to CLSA funding. As such, the Revenue includes \$84,433 of CLSA System Administration funds. The Administration revenue budget shows a credit towards Fund Balance of \$35,092. Revenue from grants includes the LSTA California Prepare to Recover LSTA and PLSEP grants.

NLS remains hopeful that Governor's final budget will continue to include the \$1M for Zip Books. NLS will work with the State Library to request to again to be the fiscal agent for this grant. Should that be approved, NLS will garner additional revenue.

Expenditures:

Contractual Services reflects the \$181,572 for the FY2021/22 NLS/PLP baseline contract and additional work.

Last year, because of the reduction in CLSA funds, the Executive Committee chose not to fund the Califa membership fee (\$12,060) and did not allocate \$1,000 to each library for staff training (up to \$50K in FY19/20). It is recommended that these two items continue to be unfunded. Should the Committee choose to fund these, it may use the Fund Balance credit of \$35,092.

COMMUNICATIONS AND DELIVERY AND LOCAL

The FY 2020/21 CLSA allocation has been reduced by half to \$337,730 for Communications and Delivery. Per the direction of the Executive Committee's decisions at the April 2021 meeting, the budget includes the following elements:

- The budget reflects local library contributions of \$162,694 for delivery within NBCLS and MVLS.
- Revenue reflects \$39,245 of roll-over OverDrive funds.
- The costs for Communications, Office Supplies and Postage have been modified to reflect the annual costs more accurately.
- For the shared OverDrive collection, the \$66,000 allocation includes the \$39,245 of roll-over funds and \$26,755 of CLSA funds.
- \$55,000 is allocated for the shared eMagazine collection. Per the April Executive Committee meeting, the Committee directed a survey to be issued to the libraries participating in this service to see if this cost will prohibit their participation. If it does, and should the service be cancelled, it was agreed that these funds be distributed to member libraries to choose how they will allocate their funds.
- The budget reflects \$170,180 to be distributed to libraries for local C&D costs, including Link+, other local eResources, local delivery, telecommunications, etc.

GRANTS

As noted earlier, NLS has not yet been asked to administer the CLSA Zip Books grant for another year. Should NLS be awarded as the fiscal agent, the budget will be updated to reflect those additional funds.

The budget reflects the funding for the statewide expansion of the current disaster planning LSTA grant, and includes indirect as well as funds to support the NLS System Coordinator and some of the PLP CEO's time. Revenue is included for the PLSEP program.

FUND BALANCE and OPERATING RESERVE

The 6/30/21 NLS Fund Balance is estimated to be \$1,236,607. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operating Reserve is \$71,730.

The Fund Balance includes \$24,000 reserved for attorney fees related to CalPERS work. This was approved by the NLS Executive Committee at the August 13, 2019 meeting, with \$8,000 for each legacy system. Should any system like to use these funds, it will be approved by the legacy system's council and reported back to the NLS Executive Committee. To date, no system has requested use of the funds.

It is recommended that the NLS Executive Committee approve the FY 2021/22 budget and recommend approval to the NLS Administrative Council.

FY 2021-22 NorthNet Libraries Dues and Fees

Revised Date:5/18/21

Library & Academic	CSL Certified 2020-21 Population Figures	CSL FY19-20 Total Operating Expenditures	Base Dues	Delivery Admin Fee (5%>\$100K, 10%<\$100K)	OverDrive Admin Fee (10%<\$100K)	eMagazine Admin Fee (10%<\$100K)	GALE Database Admin Fee (10%<\$100K)	Link+ Admin Fee (5%>\$100K)	Total Member Dues	NBCLS and MVLS Deliveries (Incl. 2% CPI)	OverDrive	eMagazine	GALE Chilton Library	**Link+	NBCLS CalPERS Cost Share
Alpine County Library	1,142	\$ 367,440	\$ 555		\$ 8	\$ 10			\$ 573		\$ 83	\$ 98			
Bel-Tiburon Public Library	11,664	\$ 2,555,925	\$ 2,218						\$ 2,218					MARINet	\$ 1,457
Benicia Public Library	27,175	\$ 2,435,214	\$ 2,218	\$ 1,181	\$ 199			\$ -	\$ 3,598	\$ 23,615	\$ 1,988	\$ 2,346		SPLASH	\$ 1,848
Butte County Library	210,291	\$ 3,471,111	\$ 3,328		\$ 387	\$ 456			\$ 4,170		\$ 3,872	\$ 4,555			
CSU Chico			\$ 555						\$ 555						
Colusa County Library	21,902	\$ 1,103,235	\$ 1,109	\$ 511	\$ 12	\$ 15			\$ 1,647	\$ 5,110	\$ 124	\$ 146			
Del Norte County Library Dis	27,298	\$ 327,848	\$ 555		\$ 33	\$ 39			\$ 627		\$ 332	\$ 390			
El Dorado County Library	193,227	\$ 4,029,104	\$ 3,328	\$ 256	\$ 800	\$ -		\$ 749	\$ 5,131	\$ 2,555	\$ 7,998			\$ 14,971	
Folsom Public Library	81,610	\$ 1,942,427	\$ 1,109	\$ 1,022	\$ 482				\$ 2,613	\$ 10,220	\$ 4,823				
Humboldt County Library	133,302	\$ 3,988,656	\$ 3,328		\$ 578	\$ 679			\$ 4,585		\$ 5,780	\$ 6,792			
Lake County Library	64,040	\$ 1,074,639	\$ 1,109	\$ 2,527		\$ -			\$ 3,636	\$ 50,542					\$ 2,304
Larkspur Public Library	12,253	\$ 918,363	\$ 555						\$ 555					MARINet	\$ 754
Lassen Library District	13,717	\$ 257,752	\$ 555		\$ 21	\$ 25			\$ 600		\$ 210	\$ 246			
Lincoln Public Library	49,317	\$ 799,070	\$ 555	\$ 256	\$ 252		\$ -		\$ 1,062	\$ 2,555	\$ 2,518	\$ 2,962			
Marin County Free Library	142,424	\$ 18,321,233	\$ 4,437					\$ -	\$ 4,437					MARINet	\$ 12,126
Mendocino County Library	87,946	\$ 3,776,192	\$ 3,328	\$ 3,727					\$ 7,055	\$ 74,549					\$ 4,175
Mill Valley Public Library	14,674	\$ 2,457,874	\$ 2,218					\$ -	\$ 2,218					MARINet	\$ 1,500
Modoc County Library	9,570	\$ 269,151	\$ 555		\$ 13	\$ 15			\$ 582		\$ 126	\$ 147			
Mono County Free Library	13,464	\$ 1,210,740	\$ 1,109		\$ 67	\$ 79			\$ 1,255		\$ 670	\$ 789			
Napa County County Library	133,015	\$ 8,479,188	\$ 4,437		\$ 585	\$ 692		\$ 634	\$ 6,348		\$ 5,851	\$ 6,915		\$ 12,687	\$ 7,531
Nevada County Library	98,114	\$ 4,410,356	\$ 3,328		\$ 581	\$ 684		\$ 379	\$ 4,971		\$ 5,812	\$ 6,840		\$ 7,575	
Orland Free Library	15,757	\$ 509,286	\$ 555		\$ 26	\$ 30			\$ 610		\$ 257	\$ 301			
Placer County Library	202,343	\$ 7,755,875	\$ 4,437	\$ 256	\$ 750	\$ 883			\$ 6,324	\$ 2,555	\$ 7,496	\$ 8,827			
Plumas County Library	21,461	\$ 601,459	\$ 555		\$ 42	\$ 49			\$ 646		\$ 419	\$ 492			
Roseville Public Library	145,163	\$ 4,645,433	\$ 3,328	\$ 256	\$ 645		\$ 59		\$ 4,288	\$ 2,555	\$ 6,454		\$ 593		
Sacramento Public Library	1,473,755	\$ 45,573,653	\$ 5,437	\$ 1,278				\$ 3,178	\$ 9,892	\$ 12,775				\$ 63,556	
Sacramento Law			\$ 555						\$ 555						
St. Helena Public Library	6,073	\$ 1,156,749	\$ 1,109	\$ 858	\$ 81			\$ -	\$ 2,048	\$ 17,163	\$ 809	\$ 952		SPLASH	\$ 682
San Anselmo Public Library	12,757	\$ 874,114	\$ 555					\$ -	\$ 555					MARINet	\$ 749
San Rafael Public Library	59,807	\$ 4,486,395	\$ 3,328					\$ -	\$ 3,328					MARINet	\$ 3,682
Sausalito Public Library	7,252	\$ 881,401	\$ 555					\$ -	\$ 555					MARINet	\$ 595
Shasta Public Libraries	178,045	\$ 2,569,466	\$ 2,218		\$ 459	\$ 539			\$ 3,217		\$ 4,590	\$ 5,393			
Siskiyou County Library	44,461	\$ 603,158	\$ 555		\$ 114	\$ 134			\$ 802		\$ 1,136	\$ 1,335			
Solano County Library	389,856	\$ 19,211,588	\$ 5,437	\$ 2,513	\$ -			\$ -	\$ 7,950	\$ 50,266				SPLASH	\$ 19,594
Sonoma County Library	492,980	\$ 28,515,784	\$ 5,437	\$ 2,483				\$ 1,317	\$ 9,237	\$ 49,656				\$ 26,345	\$ 26,633
Sutter County Library	100,750	\$ 1,611,577	\$ 1,109	\$ 1,022	\$ 145	\$ 171	\$ -		\$ 2,447	\$ 10,220	\$ 1,451	\$ 1,706			
Tehama County Library	65,129	\$ 537,812	\$ 555		\$ 73	\$ 86			\$ 714		\$ 734	\$ 863			
Trinity County Library	13,548	\$ 375,467	\$ 555		\$ 18	\$ 22			\$ 594		\$ 183	\$ 215			
Willows Public Library	13,643	\$ 288,827	\$ 555		\$ 23	\$ 27			\$ 604		\$ 226	\$ 265			
Woodland Public Library	60,742	\$ 2,044,920	\$ 1,109	\$ 1,022	\$ 179	\$ 211		\$ 497	\$ 3,019	\$ 10,220	\$ 1,794	\$ 2,114		\$ 9,945	
Yolo County Library	160,963	\$ 6,694,437	\$ 4,437	\$ 64				\$ 687	\$ 5,188	\$ 639				\$ 13,747	
Yuba County Library	78,887	\$ 856,334	\$ 555		\$ 26	\$ 31			\$ 612		\$ 264	\$ 311			
Total	4,889,517	\$ 191,989,253	\$ 83,416	\$ 19,230	\$ 6,600	\$ 4,874	\$ 59	\$ 7,441	\$ 121,621	\$ 325,194	\$ 66,000	\$ 55,000	\$ 593	\$ 148,826	\$ 83,629

Source: California State Library Statistics

- 2019-2020 budget (total expenditures from California State Library website)
- 2020-2021 CSL Certification of Population Figures

Base Dues	FY20/21 (2.5% CPI)	FY21/22 (2% CPI*)
Under 100,000 Pop. And Under \$1,000,000 Budget	\$544	\$555
Under 300,000 Pop. And Under \$2,000,000 Budget	\$1,087	\$1,109
Under 300,000 Pop. And Under \$3,000,000 Budget	\$2,175	\$2,218
Under 200,000 Pop. And Over \$3,000,000 Budget	\$3,262	\$3,328
Under 300,000 Pop. And Over \$5,000,000 Budget	\$4,350	\$4,437
Over 300,000 Pop. Or \$5,000,000 Budget	\$5,305	\$5,437

*BLS Dec 2020 CPI

\$ 66,545	Invoice (incl. 5% Admin.Fee) will be sent to MARINet
\$ 41,846	Invoice (incl. 5% Admin.Fee) will be sent to SPLASH

New Admin Fee for Services (Adopted NLS Exec. Comm. Mtg 8/13/19)

- 5% Fee for Contracts ≥ \$100K - NBCLS Delivery and Link+
- 10% Fee for Contracts < \$100K - MVLS Delivery, OverDrive, and Databases

NorthNet Library System

FY 2021-22 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$10,000			\$10,000
3661	Membership Fees	121,621			121,621
3667	State Library CLSA	84,433	337,730		422,163
3668	LSTA-Indirect	14,210			14,210
3674	Reimbursable from Members		162,694	391,225	553,919
3000	Fund Balance	(35,092)	39,245	132	4,285
Total Revenue		\$195,172	539,669	391,357	\$1,126,198

<u>Expenditure</u>					
4212	Communication		4,000		4,000
4219	Professional Services				-
4220	Contractual Services	191,572	325,194		516,766
4230	Office Expense		600		600
4233	Postage		450		450
4235	Special Departmental		209,425	252,187	461,612
4301	Insurance	2,500			2,500
4302	Membership Fees/Dues	-			-
4303	Travel & Meeting	1,000			1,000
4373	Service Fees	100			100
4445	Reimbursable from Members			139,170	139,170
TOTAL EXPENDITURE		\$195,172	\$539,669	\$391,357	\$1,126,198

Fund Balance and Reserve	Ending 6/30/2020	Ending 6/30/2021	
Fund Balance	\$ 1,090,607	\$ 1,236,607	
Operating Reserves	71,730	71,730	
Legacy Systems Legal Fund (\$8K Per Sys.)		24,000	
Total	\$ 1,162,337	\$ 1,332,337	<i>Estimated</i>

NORTHNET LIBRARY SYSTEM
FY 2021-22 PROPOSED BUDGET

ADMINISTRATION (918)

		Adopted FY 20/21	Proposed FY 21/22	Note
<u>GL Acct</u>	<u>Revenue</u>			
3510	Interest Earned	\$35,000	\$10,000	State Treasurer's LAIF Investment
3661	Membership Fees	117,426	121,621	NorthNet Members Dues (with 2% CPI)
3667	CLSA-State Library	83,586	84,433	CLSA System Admin Funds
3667	State Library Grants-Indirect	68,070		
3668	Federal Grants-LSTA Indirect	3,680	14,210	Indirect Costs: Prepare to Recover Grant (\$10,573); PLSEP (\$3,637)
3000	Budgeted Fund Balance	16,154	(35,092)	Fund Balance (Credit)
	TOTAL REVENUE	\$323,916	\$195,172	(39.75%)
	<u>Expenditure</u>			
4220	Contractual Services	\$310,366	\$181,572	NLS/PLP Baseline Contract \$130,563; Addendum \$51,009
4220	Contractual Services	10,000	10,000	Annual Single Audit Services; Eliminated Staff Training to Libraries
4301	Insurance	2,500	2,500	Professional Liability Insurance
4302	Membership Fees & Dues	0	0	Califa Membership Fees for Members
4303	Travel & Meeting	1,000	1,000	Annual Meeting
4373	Service Fees	50	100	Bank Fees
	TOTAL EXPENDITURE	\$323,916	\$195,172	(39.75%)

NORTHNET LIBRARY SYSTEM
FY 2021-22 PROPOSED BUDGET

COMMUNICATION & DELIVERY (916)

		Adopted FY 20/21	Proposed FY 21/22	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$334,343	\$337,730	CLSA C & D Funds
3674	Reimbursable Costs	160,270	162,694	NBCLS & MVLS Deliveries (\$325,194 - \$162,500 CLSA Funds)
3000	Fund Balance - CSLA	120,000	39,245	FY19/20 Roll-Over Unused CLSA Funds
	TOTAL REVENUE	\$614,613	\$539,669	(12.19%)
	<u>Expenditure</u>			
4212	Communication	\$4,000	\$4,000	Conferencing Services; Website Hosting \$2,500
4220	Contractual Services	325,194	325,194	MVLS (\$59,402) and NBCLS (\$265,792) Delivery Services
4230	Office Supplies	450	600	NLS Checks and Envelopes
4233	Postage	1,000	450	USPS, UPS, FedEx, USPS
4234	Special Departmental	\$170,345	\$170,180	CLSA allocation for members (including the \$26,755 for OverDrive & \$55,000 eMagazine)
4234	Special Departmental	120,000	39,245	Add'l CLSA allocation for OverDrive
	TOTAL EXPENDITURE	\$620,989	\$539,669	(13.10%)

NORTHNET LIBRARY SYSTEM
FY 2021-22 PROPOSED BUDGET

LOCAL (915)

		Adopted FY 20/21	Proposed FY 21/22	Note
<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursable Costs	\$62,000	\$121,000	OverDrive Collection \$26,755 + \$39,245 (Roll-Over CLSA Fds); eMagazine \$55,000
3674	Reimbursable Costs	18,638	18,170	Gale Databases-Chilton Library \$652; ProQuest \$17,518
3674	Reimbursable Costs	236,550	252,055	Member Libraries Link+ Cost Reimbursements
3000	Fund Balance		132	FY19/20 NLS Link+ Resource Grant -Remaining Funds
TOTAL REVENUE		<u>\$317,188</u>	<u>\$391,357</u>	23.38%
 <u>Expenditure</u>				
4445	Reimbursable-Library Expenses	\$62,000	\$121,000	OverDrive Collection \$66,000; eMagazine \$55,000
4445	Reimbursable-Library Expenses	18,638	18,170	Gale Databases-Chilton Library \$652; ProQuest \$17,518
4234	Special Departmental	\$236,550	\$252,187	Link+ Year 3 Cost
TOTAL EXPENDITURE		<u>\$317,188</u>	<u>\$391,357</u>	23.38%

NORTHNET LIBRARY SYSTEM
FY 2021-22 PROPOSED BUDGET

Grants

Preparing to Respond and Recover Together

		Adopted FY 20/21	Proposed FY 21/22	Note
<u>GL Acct</u>	<u>Revenue</u>			
3668	Federal Grants-LSTA	\$86,320	\$185,448	LSTA Grant
	TOTAL REVENUE	\$86,320	\$185,448	100.00%
	<u>Expenditure</u>			
4220	Contractual Service	\$86,320	\$185,448	
	TOTAL EXPENDITURE	\$86,320	\$185,448	100.00%

NorthNet Library System
NBCLS, MVLS, & NSCLS
FY 2021-22 Proposed Budget Summary

Acct		NBCLS	MVLS	NSCLS	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$20	\$150		\$170
3674	Reimbursable from Members	83,629		\$85,000	168,629
3000	Fund Balance	3,661	200	(8,047)	(4,186)
Total Revenue		\$87,310	\$350	\$76,953	\$164,613
<u>Expenditure</u>					
4448	Reimbursable-Retiree Benefits	\$87,310	\$350	\$76,953	\$164,613
TOTAL EXPENDITURE		\$87,310	\$350	\$76,953	\$164,613

NorthNet Library System
NBCLS, MVLS, & NSCLS
FY 2021-22 Proposed Budget

North Bay Cooperative Library System (921)

		Adopted FY 20/21	Proposed FY 21/22	Note
<u>GL Acct</u>	<u>Revenue</u>			
3000	Budgeted Fund Balance	\$80,822	\$3,661	NBCLS Fund Balance (Remaining Balance)
3510	Interest Income	1,100	20	
3674	Reimbursement-Retirees	2,100	-	
3674	Reimbursement-Member Libraries		83,629	Libraries CalPERS Cost Share Distribution
	TOTAL REVENUE	\$84,022	\$87,310	3.91%

Expenditure

4448	Reimbursable-Retiree Benefits	\$84,022	\$87,310	CalPERS Prepay UAL \$84,260, Medical \$225/mo or \$2,700/Yr and GASB 68 Report \$350
	TOTAL EXPENDITURE	\$84,022	\$87,310	3.91%

Note: CalPERS Unfunded Liability cost reflects the \$84,260 for lump-sum prepayment by July 2021

Fund Balance as of 6/30/20	\$	90,415	
Interest Income	\$	15	
FY20/21 Expenditure	\$	(86,769)	
Fund Balance as of 6/30/21	\$	3,661	<i>Estimated</i>

NorthNet Library System
NBCLS, MVLS, & NSCLS
FY 2021-22 Proposed Budget

Mountain Valley Library System (922)

		Adopted FY 20/21	Proposed FY 21/22	Note
<u>GL Acct</u>	<u>Revenue</u>			
3000	Fund Balance	\$214	\$200	MVLS Fund Balance
3510	Interest Income	136	150	
	TOTAL REVENUE	\$350	\$350	0.00%
	<u>Expenditure</u>			
4448	Reimbursable-Retiree Benefits	\$350	\$350	GASB Report \$350
	TOTAL EXPENDITURE	\$350	\$350	0.00%
	Fund Balance as of 6/30/20	\$ 40,455		
	Interest Income	\$ 136		
	FY20/21 Expenditure	\$ (1,132)		
	Fund Balance as of 6/30/21	\$ 39,459		
	FY20/21 CalPERS Contingency	\$ (20,000)		Per 7/21/20 MVLS AC Meeting
	Revised Fund Balance 6/30/21	\$ 19,459		<i>Estimated</i>

Note: CalPERS Unfunded Liability may emerge in future years due to changes to actuarial projections.

NorthNet Library System
NBCLS, MVLS, & NSCLS
FY 2021-22 Proposed Budget

North State Cooperative Library System (923)

		Adopted FY 20/21	Proposed FY 21/22	Note
<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursement from Members	\$77,524	\$85,000	CalPERS Prepay UAL \$76,603; CalPERS Res. \$8,047; GASB Report \$350
			(\$8,047)	Fund Balance -NSCLS CalPERS Reserve
	TOTAL REVENUE	\$77,524	\$76,953	(0.74%)
	<u>Expenditure</u>			
4448	Reimbursable-Retiree Benefits	\$77,524	\$76,953	CalPERS Prepay UAL \$76,603; GASB Report \$35
	TOTAL EXPENDITURE	\$77,524	\$76,953	(0.74%)

Note: CalPERS Unfunded Liability cost reflects the \$76,603 for lump-sum prepayment by July 2021

System Information

FY 2021/2022

System Name: NorthNet Library System			
Director: Carol Frost		Email: frost@plpinfo.org	
Address: 32 West 25 th Ave., Suite 201		City: San Mateo	State: Zip: CA 94403
Phone: 650-349-5538		Fax: 650-349-5089	

System Chair for FY 2021/2022 (if known): Suzanne Olawski	Fiscal Agent: Pacific Library Partnership
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Date approved by Administrative Council:
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X	
Signature of System Administrative Chair for FY 2021/2022	Date
Print Name:	

Demographics of System Service Area

System Population Profile, FY 2021/2022

Total Population of System Service Area: 4,912,710

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	629,180	12.81%
Institutionalized	64,469	1.31%
Aged (65+)	829,881	16.89%
Children & Youth:	282,683	5.75%
• Under 5		
• 5 to 9	301,748	6.14%
• 10 to 14	307,649	6.26%
• 15 to 19	308,222	6.27%
Handicapped	618,950	12.60%
Speakers of limited English or English as a Second Language	451,521	9.19%
Non-English Speaking	1,166,957	23.75%
Ethnicity	262,432	5.34%
• Black		
• Hispanic	1,071,441	21.81%
• Asian	472,045	9.61%
• Native American	55,578	1.13%
• Other (specify)	29,507	0.60%
Geographically Isolated (RURAL) * see note	694,227	14.13%
Functionally Illiterate	391,178	7.96%
Shut-In	235,103	4.79%

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

^a Total Population – California State Library – Certified Population Figures

^b Economically Disadvantaged - 2015-2019 American Community Survey 5-Year Estimates

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

^d Age Demographics - 2015-2019 American Community Survey, Demographic and Housing Estimates (DP05)

^e Handicapped - 2015-2019 American Community Survey, Disability Characteristics (S1810)

^f Speakers of Limited English - 2015-2019 American Community Survey, Selected Social Characteristics in the US (DP02). (Based on population 5 years and over who "Speak English less than 'very well'")

^g Non-English Speaking – 2015-2019 American Community Survey 5-Year Estimates

^h Ethnicity - 2015-2019 American Community Survey 5-Year Estimates

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

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

^k Shut-In - American Fact Finder/ 2015-2019 American Community Survey, Disability Characteristics (based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

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

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

Comments/ Additional Information:

*** Geographically Isolated/ Rural**

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

C&D Service Program Budget Request FY 2021/2022 (Section 18745)

System Administration

(a) Personnel (Salaries & Personnel)

<u>Classification</u>	<u>FTE/NO of positions</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
NLS Coordinator	.33 / 1	\$50,700	\$	\$50,700
PLP CEO	.06 / 1	\$12,505	\$2,959	\$15,464
PLP Controller	.05 / 1	\$8,963	\$2,203	\$11,166
PLP Operations Manager	.02 / 1	\$2,382	\$785	\$3,166
PLP Accounting Clerk	.04 / 1	\$2,996	\$941	\$3,937
Total of (a)	0.51 / 1	\$77,545	\$6,888	\$84,433

(b) Planning, Coordination, & Evaluation (PC&E)

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	\$

(c) Indirect Cost (Do not include PC&E and provide description of services)

(c) Indirect Cost (Do not include PC&E and provide description of services)	
Total of (c)	\$

Total of (a-c) \$84,433

Baseline Budget

(d) Operations	
------------------------	--

1. Office supplies	\$600
2. Duplication/Photocopy	\$
3. Training (C&D program related)	\$
4. E-Resources (Enki, Zinio, OverDrive, etc.)	\$121,000
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) \$450 Postage, \$162,500 Delivery	\$162,950
6. System van/vehicle (fuel/insurance/maintenance)	\$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)	\$
Specify what funds were used for: Zoom, toll-free number, website hosting and support	\$4,000
8. Resource Sharing (Zipbooks, Link+, document depository)	\$49,180
* Breakdown of cost i.e. software/subscription/delivery Link+	
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	\$
Total of (d)	\$

(e)Capital Outlay		
1. Equipment (specify)	\$	
2. Equipment revolving fund	\$	
Total of (e)	\$	

(f)Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund	
	\$

Total of (a-e)	\$337,730
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2021/2022 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	\$84,433
PC&E	
Indirect	
Sub-total	\$84,433
Operations	\$337,730
Equipment	
Sub-total	\$337,730
TOTAL	422,163

C&D FUNDING: System Administration 20%
System Baseline 80%

Funding for Communications and Delivery – FY 2021/2022

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

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	900,000	0	900,000
b. Non-public libraries in System area	0	0	0
TOTAL	900,000		900,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			4
d. Frequency/schedule of physical delivery service			1-5 days
e. Percentage of items to be physically delivered by:			
U.S. Mail	UPS	System Van	Contracted Van
18%	.5%	%	81.5%
			Other %

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

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/ streamed, etc.) by residents of System member libraries	2,165 titles and 30,250 circulations
g. Percentage of CLSA funds to be spent on e-resources?	35%
h. Percentage of CLSA funds to be used for Broadband technology improvements	0%
i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list) Some of the NLS libraries may choose to use their disbursements on Broadband, but it is not known at this time which may choose this.	

Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

Delivery – In FY 2021/22, CLSA funds will continue to support the physical movement of resources from one library to another. This delivery system enables resource sharing among System members which is a high priority for most NorthNet Library System (NLS) libraries. For FY 2021/22, the total cost of delivery for NLS member libraries that includes two contract courier services totals \$325,194. Forty-eight per cent of the NLS FY 2020/21 CLSA Operations budget (or \$162,500) will support contracted delivery services. Libraries participating in the contracted delivery services are billed for the balance and pay from their individual CLSA allocation or from local funds.

Shared e-resources remain a priority for all NLS members, especially those in smaller, more geographically remote areas. NLS surveyed member libraries to determine funding priorities for their CLSA shared e-resources. In response to the survey results and based on the 50% reduction in CLSA funding for FY 2021/22, the NLS Executive Committee approved the allocation of CLSA funds to the e-resources consortia of OverDrive eBooks/eAudiobooks and eMagazines. For **OverDrive ebooks/eAudiobooks**, the investment in the shared collection among 27 member library systems has proven to be very successful, and usage continues to increase, particularly during the pandemic. For **OverDrive eMagazines (formerly RB Digital)**, the shared consortium purchase allows members to receive significant discounted subscription rates on electronic periodicals. Consortia participant libraries will have the option to allocate additional funds from their individual CLSA allocations to increase the consortia budget. Shared e-resources will account for \$121,000 of the C&D budget or 35%.

Resource Sharing - In FY 2021/22, NLS will allocate \$49,180 of CLSA funds to support Link+, Zip Books (in addition to State funds). **Link+** - In FY 2019/2020, NLS completed two years of negotiations to establish a Link+ master contract with Innovative Interfaces Inc, absorbing the contracts of the 14 existing NLS Link+ libraries and adding four new NLS libraries (El Dorado County, Sonoma County, Woodland Public and Nevada County libraries). The shared contract is saving NLS participating libraries nearly \$17,000 annually.

Knowledge Sharing/Document Repository - NLS, in cooperation with the other eight CA cooperative library systems, continues to support the on-going development of CLSA-INFO, a knowledge-sharing database for systems and libraries statewide. This document sharing tool was created as a direct result of one strategic priority (knowledge-sharing) identified by five of the eight systems. Documents created in response to COVID-19 regarding protocols of library closures and reopening practices continue to be posted to CLSA-INFO.

ILL statistics will continue to be tracked and reported to evaluate if C&D expenditures are meeting the goals of NLS and the communities they serve. Use of shared e-resources will be

measured and compared to the most recent fiscal year to demonstrate that aspect of the C&D program for FY 2021/22. We continually monitor effectiveness of services through feedback from member libraries.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

The Communication and Delivery baseline funds are allocated into two categories. The first category includes baseline services for NLS, including office supplies, postage and basic communications. Last year, because of the pandemic, the use of Zoom for communication has increased significantly, and the baseline costs include Zoom, a toll-free 800 number phone line, as well as costs for the website support. The budget includes \$5,050 for these baseline services.

The second category is allocating a portion of CLSA funds back to the libraries for them to choose their own priority for expending CLSA funds, based on an approved menu for the libraries to choose from, with the expectation that all members will benefit equally from CLSA funding. The NLS CLSA distribution formula is based on 50% service population and 50% library budget. Member libraries contribute additional local resources to support communications and delivery on local level. All NLS member libraries participate in some level of shared resources. The approved menu includes Link+; purchasing Overdrive or CloudLibrary eMaterials in a shared environment; funds to support SimplyE; software which supports curbside pick-up for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year; and for three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk. The budget allocates \$33,130 for member libraries to choose from the menu of services.

NLS libraries have determined that delivery remains a priority expenditure of their CLSA C&D allocation. CLSA and local funds support delivery services within two of the NLS regions. The delivery is handled through couriers and the contracts and funds are managed centrally. In FY 2021/22, \$162,500 is allocated to support the contracted services of two couriers serving the Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with individual CLSA allocations and/or local funding. Libraries who do not use delivery contracts (non-available or cost prohibitive in most remote areas) utilize UPS or US Postal Service to move materials and share resources among other library jurisdictions.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

NLS member libraries will contribute \$162,694 in local funds to support 5-day delivery. In addition, local funding is dedicated to supplement CLSA to enable effective resource sharing. NLS libraries are committed to continue supporting e-resources with local funding, as well as the physical

delivery of items within the system, even as delivery costs have increased significantly over the past few years.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

Shared e-resources include OverDrive (eBooks and eAudiobooks) with FY 2020/2021 circulation among 27 member library systems at 922,385 (thru April 30, 2021). Also used among NLS members is an eMagazine resource with circulation among 23 member libraries at 63,658 (through March 31, 2021). Effective July 2020, RB Digital merged with OverDrive and significantly expanded their content including video and have moved to a flat-rate pricing model giving NLS patrons an expanded choice of formats and subject areas to select from.

Formats

Format	% of Circulation
eBooks	58%
eAudiobooks	40%
eMagazines	1%
eVideo	<1%

Note that eMagazines only started in fully in Overdrive on Apr 1. These numbers reflect only the circulation under the original RB Digital platform.

Audience

Audience	% of Circulation
Adults	76%
Young Adult	9%
Juvenile	15%

5. Describe the System’s current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

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

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

Because of the variations in delivery demand and method, the costs differ from one region to

another. For contracted services, costs are based on volume, number of stops and distance. Cost of shipping items through package delivery is determined based on weight and other variables. Approximately 16 of the 40 NLS member libraries utilize a contract courier service to move items, in addition to their local branch-to-branch delivery.

Administrative funding is allocated to .33 FTE of the Coordinator's salary, .06 FTE of the CEO salary, .06 FTE of the Controller's salary, .02 of the Operations Manager's salary, and .04 of the Accounting Clerk's salary. The allocated time supports coordination of and attendance at 10-12 Council and Committee meetings annually to support the three legacy systems of NLS as well as the NLS Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; work with accounting staff to ensure all CLSA budgets and reports are submitted and ensure compliance; payment of invoices; liaison with California Library Staff, attend California Library Service Board meetings. The funding is allocated across all programs, including applying for and administering local, regional and statewide grants.

7. Will the System be using any of the communications funding to address broadband connectivity issues? If so what were the funds used for and what were the connectivity issues?

Broadband is of great interest, and several NLS libraries continue to benefit from the original California Public Library's Broadband Project. That grant funding allowed several NLS member libraries to leverage local funding in order to apply for State funds and to significantly increase their broadband capabilities.

The geographic span of NLS and the large number of members (40), however, means that broadband connectivity will not come to all members at the same time or in the same way. NLS staff will encourage member libraries to apply for any new Broadband funding offered through the California State Library as many NLS libraries would qualify under the targeted "hard to connect library locations."

The expansion of eligible C&D costs regarding Broadband expenditures approved by the CLSB in 2020 assisted NLS libraries to enhance hardware and security on their networked systems in FY 2020/21. While we do not yet have member libraries' plans on those expenditures, we anticipate that several will continue to make use of their CLSA funds to bolster and protect their telecommunications systems.

Future Plans for Cooperative System

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

The FY 2021/22 CLSA budget for NLS has been developed using the 50% reduction (reduced from FY 19/2020) of CLSA allocation based on the Governor's May Revision to the State Budget and with guidance from the NLS Executive Committee and NLS membership. While delivery remains an NLS priority expenditure for CLSA, reductions were made in administrative staff support, as well as allocations to the consortia budgets of OverDrive. Also discontinued again in the FY 2021/22 budget was an allocation of \$1,000 per member to apply for staff training and professional development. Members directed this prioritization of budget expenditures. Due to the budget shortfall, Member Dues will cover the reduced System Administration funds. Should an increase to CLSA funding be approved later in the year, staff will seek direction from the NLS Executive Committee as to how to allocate funds.

Grants: NLS has submitted an LSTA application to the CA State Library for FY 2021/22 to expand and further develop the successful FY 2020/2021 disaster preparedness and recovery project, *Preparing to Respond and Recover Together*. The goals of the expanded LSTA project are to take what was learned from the best practices developed by the cohort of 10 NorthNet libraries and create a train-the-trainer model for statewide implementation. Libraries across the state will be invited to develop disaster plans with a focus on services to vulnerable populations in this coming year. Participating libraries will have access to mentorship and guidance of directors who have experience with crisis management and recovery. Subject specific statewide trainings will also be developed using expertise from library and community partners. The project will continue to build content for the interactive library of resources to share among NLS, as well as throughout the state.

NLS Website: The NLS website will continue to maintain the website that allows for sharing of initiatives and communication with members regarding current meeting notifications, as well as historical documentation.

To: NLS Executive Committee
From: Ad Hoc Nominating Committee (Suzanne Olawski, Lori Easterwood, Stacey Costello)
Subject: Nominations for FY 2021/22 NLS Executive Committee Members & Recommendation to the Administrative Council at Annual Meeting of June 16, 2021
Date: May 27, 2021

We nominate the following Executive Committee members for 2-year term ending 6/30/2023:

Christopher Cooper, Humboldt County Library (NSCLS)
Christopher Platt, Mono County Free Library (MVLS)
Deb Fader Samson, Mendocino County Library (NBCLS)

Continuing to serve on the Executive Committee with terms ending 6/30/2022 are:

Carolyn Brooks, El Dorado County Library (MVLS)
Anthony Halstead, Napa County Library (NBCLS)
Nick Wilczek, Humboldt County Library (NSCLS)

Continuing in Current Positions are:

Suzanne Olawski, Solano County, Chair (2 year term through 6/30/2022)
Mark Fink, Yolo County, Vice Chair (2 year term through 6/30/2022)
Todd Deck, Tehama County, Past Chair (2 year term through 6/30/2022)

Terming out 6/30/2021 of their Executive Committee Positions are:

Lori Easterwood, Folsom Public Library
Lindsay Fuchs, Plumas County
Christopher Veach, Lake County

**California State Library, Library Development Services
Cooperative System Report, May 6th, 2021**

Build Back Boldly outlet update

At the request of the Legislature, the State Library opened the outlet section of the Public Libraries Survey last week so that libraries could update their infrastructure needs. The California Research Bureau created a [tool to track the deferred maintenance and modernization needs of each library building by legislative district](#). As of Monday, April 26, 2021, the State Library had received responses representing about 55% of California's 1,129 library buildings showing a combined cost of \$3.8 billion for deferred maintenance and modernization improvements and current internet speed each building is able to offer.

The survey will remain open for the next few week, and we will update the tool periodically as more libraries submit information. You can access the survey in [LibPAS](#). Please contact [Meg DePriest](#) if you need assistance or have questions.

Research Institute for California Public Libraries (RIPL)

RIPL is open for registration, and seats are filling quickly! This two-day virtual event, **happening May 25-26**, will NOT be your typical online conference or webinar. Instead, it will provide an immersive learning experience, with interactive sessions that include application and discussion, and opportunities to form connections with other library staff interested in data and evaluation. Registration is limited to 125 participants. Learn more and register here: <https://www.ripleffect.org/ca2021/> or contact [Meg DePriest](#) for more information.

California Library Literacy Services

Applications from returning CLLS adult and family literacy programs opened May 3, 2021, and are due no later than Wednesday, June 3, 2021, at 11:59 p.m. For more information, contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov or Annly Roman at annly.roman@library.ca.gov. A Zoom information session will take place on Monday, May 10 at 11:30 a.m.; register at <https://zoom.us/join/zoom/register/tJckc-qurzkgHtLOq1qTXnvFEVgkgCn5fxYJ>.

California Libraries Learn (CALL)

CALL now has its own newsletter, CALL Letters, and users can subscribe directly for up-to-date information on staff professional development needs. Please do take a moment and [subscribe today](#). Also encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#).

California Libraries Learn (CALL), a joint project of the California State Library and the California Library Association, offers a comprehensive, no-cost training portfolio for your library staff members, including 24/7 online professional development. Visit www.callacademy.org and check the frequently updated [calendar](#) to explore the options. Upcoming opportunities include courses from Library Journal, Infopeople, and Library Juice Academy, plus multiple live webinars and workshops each week.

Public Library Directors Forum

The Public Library Directors Forum took place online on the last four Thursdays in April, beginning April 8. The Forum focused on racial equity and inclusion, preparing for and recovering from crises and disasters, and creating authentic community connections. If you have questions, please contact natalie.cole@library.ca.gov.

Funding Recently Announced: Hotspots and Chromebooks for CIPA compliant libraries

108 CIPA compliant library jurisdictions will be eligible for funds or equipment to help bridge the digital divide with Hotspots and Chromebooks. This CAREs act funded project will total 1.6 million dollars. For more information contact Chris Durr at chris.durr@library.ca.gov

Interactive Family Learning in California's Libraries

California public libraries are designing and delivering high quality, interactive learning opportunities to engage young children and their families all across the state. The newly published report [**Together, Learning More! Interactive Family Learning in California's Libraries**](#) highlights innovative programs that encourage social interaction and provides a research-backed lens on the impact on children's life-long learning and social-emotional development. The April webinar with the report's author will be posted as a self-guided learning module on CALL Academy this spring, joining the earlier webinar Embracing Risk-Friendly Learning, available at <https://my.nicheacademy.com/callacademy/course/28672> . For more information, contact [Shana Sojoyner](#).

Lunch at the Library and Summer @ Your Library

Please contact Summer @ Your Library / Lunch at the Library project staff for assistance with starting a library summer meal program, or for assistance with your already established summer meal programs. Program staff can assist with helping to connect with meal providers and/or community partners; or can assist with questions about reimbursement funds or with any other summer meal program needs. Send us an email and let's start a conversation! Contact:

- Trish Garone, Lunch at the Library Program Manager, pgarone@cla-net.org
- Kari Johnson, Lunch at the Library Meals and Partnerships Coordinator, kjohnson@cla-net.org.

Summer @ Your Library provides California public library staff with program planning resources, training, a set of quality principles and indicators, and a framework and support for presenting outcomes-based summer programs. All California public libraries are eligible to receive:

- Free iREAD summer reading & learning resource guides.
- A free premium subscription to the Beanstack online literacy tool and platform (through May 2023).

Please contact Summer @ Your Library project staff at summeratyourlibrary@cla-net.org to request your iREAD resource guides, or to get started with Beanstack.

California Revealed

California Revealed previews three upcoming grant opportunities for work with historical records, images, and outreach. For more information, visit www.californiarevealed.org and <https://californiarevealed.org/content/news>.

[California Revealed: Digitization and Preservation Assistance](#)

Application due: Friday, August 13, 2021

[Cataloging California: Description Assistance](#)

Application due: Friday, December 3, 2021

[Our Collections, Our Communities: Outreach Assistance](#)

Application due: Friday, December 3, 2021

Public Library Staff Education Program

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. Financial and Tracking [Reports](#) are due from grantees by 4/30/21. For questions, please contact Lena.pham@library.ca.gov

Developing Leaders in California Libraries

In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the Leadership Cohort, New Leaders Cohort, and Leadership Challenge Cohort programs, the Developing Leaders in California Libraries project is offering a series of “My Leadership Journey” webinars open to all staff to attend:

- May 21st @ 4pm John Szabo

To register for webinars, please visit [DLCL WEBINARS | CLA Leadership](#)

Networking Conversations

Networking conversations for California libraries continue, are posted on CLA’s calendar as they are scheduled (https://www.cla-net.org/events/event_list.asp), and we encourage you to register to attend. There are calls for a variety of interest groups, including frontline staff, youth services staff, branch supervisors, assistant directors, and marketing and PR professionals. Directors’ calls occur once a month in 2021. Upcoming calls include:

- Tuesday, May 18, 3:30-5 p.m., **Library Directors**
- Wednesday, May 19, 2-3:30 p.m., **CLLS**

Grant Recently Closed: Programs for School-Aged Youth

49 Libraries recently applied for \$12,000 in funding to support the creation of virtual programming in their library. The opportunity has recently closed (February 16th) and grantees are being notified. This grant also featured partnerships with the State Park system, the California Department of Education, and the California School Libraries Association.

LSTA Updates: CopyCat Grants

For 2020-21 CopyCat Grants, 36 applications out of 46 were awarded. Congratulations to selected libraries and thank you to all libraries that took the time to apply! Mid-year reports for project activities from Dec 2020-April 2021 are **due by 5/31/21**. Report forms can be found at [Copycat Grant Toolkits - California State Library](#) under “Manage Your Grant.” Grantees first point of contact are their project advisor. Other questions? Contact lena.pham@library.ca.gov

JobNow and VetNow

Segmented statistics are available for specific databases for each library system. They are available with a unique log-in that was sent to the person at each library designated at sign-up. Questions about this or anything else related to JobNow/VetNow/LearnNow can be directed to Jody.Thomas@library.ca.gov.

If there is interest in having a personal training for staff on some of the features of these databases, please direct your request to Jody Thomas.

California COVID Diaries

Californians can share the impact the COVID-19 pandemic on their lives through a community-based archive. The aim of [California COVID Diaries](#) is to collect, preserve and make available to the public materials created by Californians, documenting their personal experiences during the COVID-19 pandemic. A [Spanish-language version](#) of the submission form is also available. Visit <https://covididiaries.library.ca.gov/> or e-mail covididiaries@library.ca.gov for more information.

New Staff Member

We are very pleased to announce that Reed Strege is the new Assistant Bureau Chief in Library Development Services. Please join us in welcoming Reed to the team.