

**NorthNet Library System
Administrative Council Annual Meeting
Wednesday, June 16, 2021 -10:00 a.m.**

Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/86461492320?pwd=aFJHMG9XMhmWnFxYlF3MlFtOW9tQT09>

Meeting ID: 864 6149 2320

Passcode: 646082

Phone Access: +1 669 900 6833

- | | | |
|---|----------------|--------------------|
| 1. Welcome and Roll Call | Olawski, Chair | |
| 2. Public Invited to Address the Council | Olawski | |
| 3. Approval of Consent Calendar (Action Item) | | |
| A. Approval of the Agenda | Olawski | |
| B. Approval of Minutes of January 29, 2021
Administrative Council Meeting | Brinkley | Attachment 1 p. 3 |
| C. Correspondence: January 26, 2021 Letter to Governor:
"RE:2021-22 State Budget: 6102 State Library California
Library Services Act" | Olawski | Attachment 2 p. 10 |
| D. Correspondence: Letter Dated February 2, 2021 to
Congressman Garamendi Requesting Support of the
Federal COVID-19 Emergency Relief Bill | Olawski | Attachment 3 p. 12 |
| E. Correspondence: May 19, 2021 Letter Requesting
Restoration of CLSA Funds | Olawski | Attachment 4 p. 13 |
| 4. Presentation | | |
| NLS Preparing to Respond and Recover Together FY 2020-21 Grant
Presentation by Common Knowledge: Susan Clark and William Cooley
will lead discussion on project accomplishments, feedback on cohort training,
website resources, and next steps for NLS. | | Attachment 5 p. 15 |
| 5. State Library Report | Lena Pham | Attachment 6 p. 16 |

6. Old Business

- | | | |
|--|---------|--------------------|
| A. CLSA ad hoc Committee Recommendations | Wilczek | Attachment 7 p. 21 |
|--|---------|--------------------|

7. New Business

- | | | |
|---|----------|---------------------|
| A. Election of Executive Committee Members (Action Item) | Olawski | Attachment 8 p. 23 |
| B. Accept LSTA Regional Grant: "California Libraries Preparing to Respond and Recover Together" (to be distributed separately) (Action Item) | Olawski | |
| C. Approve FY 2021-22 NLS/PLP Administrative Baseline Contract and Additional Work (Action Item) | Frost | Attachment 9 p. 24 |
| D. Discussion about CLSA Funds | Olawski | Attachment 10 p. 27 |
| E. Approve FY 2021-22 CLSA Plan of Service and Budget (Action Item) | Brinkley | Attachment 11 p. 31 |
| F. Approve the FY 2021-22 NLS Budget, Membership Dues and Fees (Action Item) | Yon | Attachment 12 p. 43 |

8. Break-Out Rooms with Follow-up Discussion in Large Group

Break-out discussion prompts will be:

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

(Group members self-select A, B or C)

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).



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

www.northnetlibs.org

DRAFT MINUTES

NLS Administrative Council Annual Meeting

January 29, 2021

Zoom Meeting – All votes taken by roll call

Meeting called to order by NLS Chair, Suzanne Olawski, 10:02 a.m.

Olawski welcomed attendees and roll call taken.

Name	Library
Rita Lovell	Alpine County Library
David Dodd	Benicia Public Library
Narinder Sufi	Butte County Library
Patrick Newell	CSU Chico
Beth Austen	Del Norte Library District
Carolyn Brooks	El Dorado County Library
Lori Easterwood	Folsom Public Library
Christopher Veach	Lake County Library
Franklin Escobedo	Larkspur Public Library
Heather Blevins	Lassen Library District
Kathryn Hunt	Lincoln Public Library
Sara Jones	Marin County Free Library
Deborah Fader	Mendocino County Library
Cheryl Baker	Modoc County Library
Christopher Platt	Mono County Library
Anthony Halstead	Napa County Library
Nick Wilczek	Nevada County Library
Jody Meza	Orland Free Library
Mary George	Placer County Library
Lindsay Fuchs	Plumas County Library
Kathy Barsotti	Roseville Public Library
Rivkah Sass	Sacramento Public Library
Linda Kenton	San Anselmo Public Library
Henry Bankhead	San Rafael Public Library
Michael Perry	Siskiyou County Library
Bonnie Katz	Solano County Library
Suzanne Olawski	Solano County Library
Ann Hammond	Sonoma County Library
Chris Kreiden	St. Helena Public Library
James Ochsner	Sutter County Library

Jody Meza	Willows Public Library
Greta Galindo	Woodland Public Library
Mark Fink	Yolo County Library
Lena Pham	California State Library
Carol Frost	NorthNet/Pacific Library Partnership
Jacquie Brinkley	NorthNet/Pacific Library Partnership

Also attending: Susan Clark (Presenter, Common Knowledge), and William Cooley (Presenter, Common Knowledge), Danis Kreimeier (Presenter, LSTA Project), Sharon Tani (Presenter, LSTA Project)

Danis Kreimeier, as “Public” expressed her appreciation to all NLS Directors for working together through such challenging times. She said that, as a Director, she always appreciated the group effort of NorthNet as a large system versus the former three smaller systems and stated that she enjoyed working with all.

Olawski thanked Kreimeier for her years of leadership in NLS and her continued support to this System.

Motion to approve Consent Calendar.

(Meeting Agenda, Minutes of AC Meeting of June 12, 2020)

Dodd moved; Escobedo seconded.

Vote taken by roll call, all votes in favor, motion passed unanimously.

Old Business

Olawski provided an update on the FY 2020/21 NLS LSTA Preparing to Respond and Recover Together project, referring to the memo included in this meeting’s packet (Attachment 2). She added that her experience participating in the Cohort Learning Community was positive and valuable for her library.

Olawski provided an update on the suggestion and on-going discussion that NLS form a CLA Interest Group on Disaster Preparedness. The topic was discussed by the NLS Executive Committee in November. The Executive Committee proposed deferring to the Administrative Council for review and consideration. Olawski noted that since the last discussion, a new CLA Interest Group on Climate Justice was formed and that there may be an opportunity to join with this Interest Group to bring a Disaster Preparedness focus. Brinkley talked with the co-chair of that group, Juliann Robbins, and she invited NLS to attend the Orientation meeting to learn more about the Climate Justice mission and determine if there could be benefits to collaborate. Brinkley will attend the Climate Justice Orientation meeting and report back to the Executive Committee.

Dodd asked if an Institutional Membership was to form an Interest Group, would this give more clout to CLA approval.

Frost stated that CLA provided NLS with the Interest Group requirements and noted only that an Individual Membership was required for forming and joining an Interest Group.

Bankhead stated that he was not sure of the connection between the Climate Justice mission and the NLS project, stating that while many of the disasters the NLS project covers are environmentally related, there are some that are not (COVID, human). He also stated that he feels “Response” should be used in title of an NLS Disaster Preparedness Interest Group, versus “Recovery” (i.e., Disaster Preparedness and Response Interest Group).

Olawski asked if there was interest from the members to form a CLA Disaster Preparedness Interest Group, or to join with the Climate Justice Interest Group, should the goals be in alignment. She asked members to contact her directly or other Executive Committee members with their interest or suggestions. If there is no interest expressed, the discussion will be discontinued.

No Action taken on this Item. Item was tabled to the next Executive Committee Meeting for any further discussion, or to remove from further agendas.

Presenter Susan Clark noted that members may have thoughts about forming an Interest Group after the Common Knowledge presentation at the end of this meeting.

New Business

5. A. Olawski invited Frost to present on the update of the State Budget. Frost welcomed new NLS Directors. Frost introduced NLS Directors who participate with her on the CLA Legislative Committee – Fink, Sass and Deck.

Frost presented the “Update on the State Budget and NLS CLSA Funds” memo included in the meeting packet and noted that the CLA lobbyists had lobbied to reinstate CLSA funding to FY 2019/2020 levels (fully funded), as well as for the state-funded Lunch @ the Library and Zip Books projects. The current preliminary Governor’s budget includes a 50% reduction of CLSA funds for a second year in a row. Frost stated that it was important for NLS Administrative Council to review the CLSA funding history and current status to understand the financial impact of possible continued reductions to CLSA funding.

Frost noted that since the writing of her memo, both CLA and NLS had written letters to the Governor’s office and to the Finance Committee, asking for a restoration of CLSA funds. Frost noted that Fink spearheaded the California County Librarians Association to also submit letters for restoration of CLSA funds. Other cooperative library systems also submitted letters to state leadership. Frost reported that the State Librarian encourages letter-writing to get the attention of the Legislature and their staff. Frost continued to note that NLS has a compelling story in that it is primarily very rural, and the libraries provide critical services to their communities.

Frost reviewed the CLSA Funds Chart on page 14 of the packet and pointed out that no carryover funds remain for FY 2021/2022, which will significantly impact the NLS budget should CLSA funds remain at the FY 2020/2021 level as currently proposed. Frost noted that the Governor's office will release a May Budget Revision.

Olawski opened the floor for questions.

Sass expressed frustration with the loss of CLSA funding, yet the continued requirement to provide services of sharing for any person with a library card. She noted that the continued funding reductions harm the residents the Legislators represent.

Bankhead thanked Sass for her comments. He noted that San Rafael Library's eBook collection is not open to all residents of CA and hopes that direction from the State Librarian would address this.

Kreimeier (Public) stated that the de-funded TBR (Transaction-Based Reimbursement) and PLF (Public Library Funding) programs once did partially reimburse to libraries the costs to offer Universal Borrowing, but with loss of funding these sections were removed from the law.

Dodd remarked that he supports comments of Sass, Bankhead and Kreimeier, but asked if CLSA funds were reduced at the expense of continued funding for Zip Books and Lunch @ the Library, neither of which the Benicia Library benefits from. Dodd asked if perhaps the Legislature is mis-informed as to what services CLSA funds provide to a library.

Platt stated that Zip Books provides 25% of the Mono County Library acquisitions in a year and if Zip Books funding was eliminated, this would be the most visible change in Mono County Library services. Platt suggested there be a macro-conversation among NLS libraries of what shared services provide and stated that NLS has unique needs among its membership.

Dodd asked to clarify his previous comments and that restored funding of CLSA should not be a loss to the other programs, but he thinks the Legislature may be thinking this way and may not understand the impact of reductions to CLSA. Dodd emphasized that libraries and support organizations need to advocate for more funding to support all services libraries provide to the public.

George stated that Universal Borrowing needs to be defined and discussed in an open forum and with all California public libraries, noting what are the costs with and without Universal Borrowing. George remarked that Universal Borrowing is a covenant of the library profession. George suggested that NLS select three articulate members to draft a statement on Universal Borrowing so that NLS could speak in one voice on this issue.

Sass stated that Zip Books is extremely popular with Sacramento Public Library (SPL) patrons and this program has created a huge demand. SPL also receives funding for Lunch @ the Library. She continued to say that SPL benefited greatly from the TBR and PLF funding. She is mindful of what the State Library is saying and observes the direction they are taking. She supported the value of speaking in one voice and suggested a statewide messaging and asked what the message should be.

Fink reported that at the CLA Legislative Committee meeting, priorities were discussed with Zip Books being downgraded. The Committee looked at greatest needs across the state. Fink stated that the CLA lobbyists are of great help in coaching the Legislative Committee on what to ask for and the likelihood of programs getting funded.

Platt remarked that in regard to messaging, Zip Books is very “sexy” and appealing to the Legislature, whereas delivery is not. Platt suggested that it would be beneficial to have the Legislature see the impact over years of reduced funding to library services. He supported a unified message of what library services should be and recommended that it not be the State Library to craft this message. The messaging should come from the libraries.

Olawski asked the Members if NLS should draft a message to share with other Systems with the intent to strengthen all library voices in advocating for CLSA. Olawski stated that she would like to take action to move this idea forward. Platt volunteered to work on this ad hoc committee.

Frost asked Pham if this discussion could be added to the Public Library Director Forum agenda since all Directors as well as the State Librarian would be in attendance. Frost asked Members what universal message NLS and other Systems need to convey.

Olawski stated that she supports Frost’s suggestion of common messaging for all CLSA Systems.

Pham stated that she will take the request to include this discussion at the PLDF to the planning team, but was unsure if it would fit on the planned agenda. She noted that if not able to include at PLDF, will explore other ways to host the discussion statewide.

Bankhead thanked the State Library for hosting the Director Networking meetings over the last year. He continued with a comment regarding shared requirements including contiguous borders and asked if allowing sharing among non-contiguous libraries would be more productive. Bankhead also noted that while the State Library purchased databases for libraires (i.e., Beanstack and ProQuest), his library was not asked if they needed or wanted these services.

Frost responded noting that contiguous borders and removal of that requirement was discussed a few years ago by the CLSB. Libraries advocated to retain this requirement to save CLSA funds.

Frost suggested that an ad hoc committee be appointed to draft the priorities and messaging for CLSA and Universal Borrowing. She urged that action be taken today, as there is limited time for advocating for the coming fiscal year budget. She emphasized the value of having this discussion at the PLDF so that the State Librarian and CSL staff would be in attendance.

Olawski asked for other volunteers for the ad hoc committee. George volunteered.

Ad hoc committee will include Olawski, George, Platt, Lovell and Bankhead. This committee will draft a Universal Borrowing definition and messaging for use in advocacy before the May Revision of the State Budget.

5.B. and C. Wilczek reviewed the memo included in the meeting packet (Attachment 5) with the explanation of CLSA Communications and Delivery funding and allowable use. He thanked the ad hoc committee of Fink, Fuchs and Halstead in working with him to develop and analyze the CLSA Priorities Survey responses and to create recommendations from results of the survey. Wilczek noted highlights of the survey results including that 85% of respondents were satisfied with the choices available for their CLSA funds. He also noted that based on respondents' comments, a collection development policy for consortia purchases would be a good idea and to include a library that does not participate in the NLS consortia in developing that policy. Wilczek mentioned that there were questions regarding how NLS will work with RBDigital moving forward with the acquisition by OverDrive. Wilczek continued to say that he hoped to bring in more non-participating libraries in the future to the NLS consortia. He also mentioned that comments from survey respondents asked that statistics reporting be improved for greater transparency. Wilczek suggested to reconvene the NLS ad hoc committee to revisit recommendations with all NLS consortia participants once the FY 2021/22 budget is finalized.

Wilczek opened the floor for discussion. No discussion.

Olawski thanked Wilczek and the ad hoc committee for their work to review and make recommendations from the survey results and stated that she supported an OverDrive Collection Development Policy for the NLS consortia. Olawski said that NLS will continue this discussion when the budget is finalized.

Motion to accept the recommendations of CLSA Priorities proposed by the ad hoc committee:

1. Create an OverDrive collection development policy to include one non-participating library.
2. Accurately measure RBDigital usage.
3. Explore shared video streaming services.
4. Revisit continued participation in NLS services. NLS will continue this discussion upon approval of library budgets at the local and state level.

Fink moved; Perry seconded.

Vote taken by roll call, all votes in favor, motion passed unanimously.

Olawski opened the floor to discussion regarding current quarantine guidelines. For brevity, Olawski requests that members place their guidelines and comments in the Chat, and that those notes would be included as part of the Minutes (See Chat Notes attached).

Sass noted a recent approval from the Sacramento County Public Health Department of a 4-hour quarantine period. Sass offered to share with all NLS members. Brinkley will distribute.

Dodd expressed his frustration with no common criteria or advocacy from the State Library.

Sass noted that a library colleague from Washington State shared the downside of a one-size criteria developed by the Washington State Library that was not working for all libraries. Sass continued to say that libraries want to be open and available to serve their communities. Libraries need to be available. Sacramento Public Library has established internal protocols and has implemented to allow for public access on limited basis.

Fuchs asked that the California State Library set guidelines for materials quarantine.

Fink commended his staff and all libraries how they have responded to the year of unprecedented challenges. He asked that the State Library acknowledge and celebrate how adaptable libraries have been to be available to their communities.

Kenton expressed concern that the State Library may not have much influence with the State Legislature. She asked if libraries could advocate or write letters to support State Library actions.

Pham presented Attachment 7 with updates on grant opportunities from the State Library. She stated that she would be reporting back to the State Library on this meeting's comments and concerns as part of her NLS liaison role.

Common Knowledge presented on the current LSTA Preparing to Respond and Recover Together project and discussed outcomes of the Cohort Training, updates to the project website, and upcoming Statewide Panel on Mental Health Supports in Disaster Planning.

George suggested that NLS identify funding sources for disaster preparedness and that libraries should consider how they can share their resources to provide mutual aide to other libraries in times of disaster. She noted sending a bookmobile to a neighboring county that had experienced wildfire destruction to physical library buildings in order to provide essential services.

Olawski opened the floor for library sharing.
Meeting adjourned at 12:38 p.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



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

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.

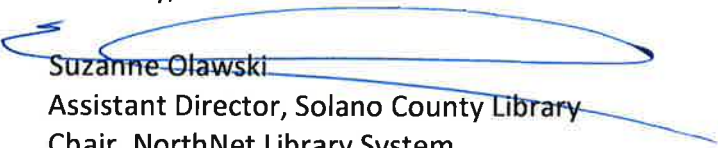
It's time for Congress to recognize that libraries are a critical partner in keeping our citizens safe and our economy thriving. As your constituent on the front lines, I am calling on you to stand by our libraries. America's libraries must be included in the next COVID-19 relief bill. Specifically,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

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

PREPARING TO RESPOND AND RECOVER TOGETHER

June 2021 Project Update

In 2019, the NorthNet Library System launched a regionwide initiative to help libraries better prepare, respond and recover from natural disasters. In addition to supporting NLS members with resources at [LibraryRecovery.org](https://libraryrecovery.org) and a disaster preparedness training cohort for 10 library teams, the project has strengthened NLS connections with statewide partners and reached nearly 280 library staff members, through two statewide panel discussions. Thank you to those who have supported the project over the past two years. Under your guidance, the project has reached library staff from across the state, representing 41 counties that serve more than 37.5 million Californians.

Statewide Panel Discussion on Mental Health

During recent disasters, libraries have played a crucial role in community mental health, providing vital human connection and recovery assistance. To share mental health resources and lessons learned, this past March, NLS hosted a statewide panel discussion on Mental Health Supports for Disaster Preparedness and Recovery. Panelists Misty Wright of the Butte County Library, Azalea Ebbay of the San Diego Public Library and Rachel Sher of the Alameda County Library shared ways that their libraries have supported the mental health of staff, volunteers and patrons during COVID-19 and recent disasters. The session and supporting resources were designed with input from NLS members, including Carolyn Brooks from El Dorado County Library, whose perspective was captured in [this interview](#). Mental health resources and session materials, including a recording of the March panel discussion, are available at [LibraryRecovery.org](https://libraryrecovery.org).

Public Library Directors Forum

Given the priority placed on disaster preparation and response, the NLS Preparing to Respond and Recover Together project was invited to help shape and co-facilitate parts of the April 2021 Public Library Directors Forum series, alongside the California Libraries Cultivating Race, Equity and Inclusion Initiative. NLS leaders Suzanne Olawski, Mark Fink and Todd Deck provided helpful framing comments about their experiences with disaster response and recovery that supported reflection about the intersection with equity and inclusion. Several NLS members added important perspectives to the four-part series, which concluded with coaching for communicating with patrons, partners and community leaders.

CLA Conference 2021

To continue sharing what has been learned in the NorthNet region, the project also hosted a session at the 2021 CLA Conference in May. Thank you to Kimberlee Wheeler of the Butte County Library and Elizabeth Kelley of Shasta Public Libraries for sharing their wisdom. The workshop received positive feedback, reached 114 attendees and generated more than 660 page views. Through [LibraryRecovery.org](https://libraryrecovery.org) and events like CLA, libraries statewide will continue to benefit from NorthNet's preparedness leadership.

A special thank you also goes to those who are helping their libraries prepare before the next disaster. At this point, LSTA funding for a proposed third year of the project is not yet confirmed. In the interim, these are priority topics for June 16 discussion:

- What conversations should our libraries be having ahead of the upcoming fire season?
- How can NLS members and "buddy libraries" best support each other?
- How can the [LibraryRecovery.org](https://libraryrecovery.org) website serve the needs of NLS members?

**California State Library, Library Development Services
Cooperative System Report, June 10, 2021**

***Workforce Development**

We recently met with Summer @ your Library folks to introduce them to a [folder of materials](#) available to use at summer reading sites, lunch sites, and any curbside or grab and go locations. The materials invite patrons to use the tools for job seeking. Questions about this or anything else related to JobNow/VetNow/LearnNow can be directed to Jody.Thomas@library.ca.gov.

A(nother) snapshot survey was sent out to better understand what tools and platforms public libraries are using for skill building, adult learning, and workforce development, and what tools and platforms you would like to have if money were not an impediment. The survey was sent out on the Directors' listserv and it is not too late to take it. [Here is the link](#).

***Statewide Library Branch Map**

The State Library has developed a [statewide library branch map](#) that provides contact information, opening status, and services available for every library branch building in California. Please [contact Meg DePriest](#) if you have not had a chance to update your library; she will provide you a link to the update form.

***Lunch at the Library and Summer @ Your Library**

Summer @ Your Library

The First Partner's Summer Book Club has launched! The Book Club encourages families to take part in their local library's summer reading program. It includes:

- Weekly, online story times read by First Partner, Jennifer Seibel Newsom
- Booklists of diverse children's books, with a focus on social emotional learning, for pre-schoolers and elementary-aged children – selected in partnership with California public librarians!
- A book shelf of titles from the list for every California public library, provided by CLA's LSTA-funded Summer @ Your Library project
- A Book Club badge in Beanstack that kids can earn by watching one of the storytimes or reading a book from the list
- A Book Club website

We will send libraries:

- Social media-ready posts for libraries to encourage children and families to take part in the book club
- Information about how to share the storytimes with families

Is your library on the summer reading map? <https://www.library.ca.gov/summer-reading/>

The First Partner's Office is promoting California public libraries' summer reading and meals programs with this interactive map developed by the State Library. You can add or update your library's information using the following link: <https://arcg.is/1inDnK>

Summer @ Your Library also 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.

Lunch at the Library

You can be part of Lunch at the Library if you:

- Take learning and enrichment materials (pop-up libraries) out to community meal sites
- Serve meals at your library

If you're not already receiving project funds and you plan to take pop-up libraries to meal sites or serve summer meals at the library, please contact project staff. Staff can also assist with helping to connect with meal providers and/or community partners 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: garone@plpinfo.org
- Kari Johnson, Lunch at the Library Meals and Partnerships Coordinator: johnson@plpinfo.org

***California Libraries Learn (CALL)**

Look forward to a summer of great free learning opportunities through CALL. In a few weeks, CALL will open applications for teams to join The Partnership Project pilot, a three-session learning experience about engaging and developing stronger community partners. Registration for October's Association for Rural and Small Libraries 2021 conference also opens soon. Also look for courses and training from: The Grantsmanship Center, supporting you in preparing stronger proposals for funding opportunities; Dare to Lead, helping develop brave leaders and courageous cultures; and a new series for those who are "Curious about Supervision." Visit www.callacademy.org and check the frequently updated [calendar](#) to explore the options.

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](#).

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 webinar with the report's author is available as a self-guided learning module on CALL Academy - <https://my.nicheacademy.com/callacademy/course/29106>. For more information, contact [Shana Sojoyner](#).

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

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 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. Information and reports can be found at [Public Library Staff Education Program - California State Library](#). 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) presented 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 offered a series of “My Leadership Journey” webinars open to all staff to attend. To view past webinars, please visit <https://claleadership.org/webinars/>

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:

- Wednesday, June 16, 3:30-5 p.m., **Library Directors**
- Wednesday, July 14, 3:30 – 5 p.m., **Library Directors**
- Wednesday, Aug 18, 3:30 – 5 p.m., **Library Directors**

CopyCat Grants

[Copycat Grants](#) are intended to help libraries easily implement tried-and tested-programs and extend the impact of previously funded, successful LSTA projects. This opportunity is open to all public libraries, and it is well suited to those with limited capacity for developing and testing new programming. 2020/21 report forms can be found at [Copycat Grant Toolkits - California State Library](#) under “Manage Your Grant.” For questions, contact lena.pham@library.ca.gov

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.

***Notice from the State Librarian about the Governor’s May Revision**

Good Morning –

Gov. Newsom’s revised budget that he is announcing today includes more than \$100 million in new spending on California’s libraries.

Among the key spending items:

- \$50 million to modernize library facilities
- \$35 million to work with public schools and other partners to expand broadband to hard-to-connect areas

- \$15 million to add English Language learning to the range of services offered by local library literacy programs.
- \$6 million to continue the State Library's existing broadband connectivity grants
- \$3 million partnership with State Parks to make Park Passes available through more libraries

Other additions to the budget:

- Expansion of the online resources the state provides to students – all of which are available through libraries – to include more STEAM offerings.
- Modernizing the technologies offered to visually impaired Californians using Braille and talking book library services offered by the Braille Institute and the State Library. The governor's January budget includes \$500,000 in annual ongoing support for operation of the Braille Institute's library.
- A two-year pilot project to provide online tutoring services statewide to any student who needs them in English, Spanish and Mandarin.

These additions come on top of the governor's January budget plan, which included:

- \$5 million to increase early learning opportunities and afterschool academic assistance. (The State Library's Shared Vision grant program)
- \$3 million to better deliver library services to those who can't come to the physical library, often a community's most vulnerable residents.
- \$1 million on ongoing funding for Zip Books and
- \$800,000 in ongoing funding for Lunch-at-the-Library (Lawmakers approved emergency legislation in April to provide an additional funding to serve meals this summer.)

Budget funds also help defray costs for the more than 900 local libraries already connected to the same high-speed broadband network as the University of California, the state university system, community colleges, and public schools.

Best –

Greg Lucas, State Librarian

To: NLS Administrative Council
From: Nick Wilczek, Ad Hoc Committee Chair
Subject: Review of Activities and Recommendations from CLSA Priorities Survey
Date: June 16, 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 Committee (members Nick Wilczek, Lindsay Fuchs, Mark Fink, and Anthony Halstead):

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.

SUMMARY OF 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.

ACTIVITIES OF AND PLANS FOR THE AD HOC COMMITTEE SINCE JANUARY 2021

- 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. The Library-to-Go group is currently working on this policy.
- 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. It is recommended that this be revisited in FY 2022-2023 when post-COVID budgets have normalized.
- 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.

The ad hoc Committee will continue to address other items as directed by the Executive Committee and the Administrative Council.



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

www.northnetlibs.org

To: NLS Administrative Council
From: Ad Hoc Nominating Committee (Suzanne Olawski, Lori Easterwood, Stacey Costello)
Subject: Nominations for FY 2021/22 NLS Executive Committee Members
Date: June 16, 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



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

www.northnetlibs.org

To: NLS Administrative Council
From: Carol Frost
Subject: Review and Approval of FY 2021/22 NLS/PLP Baseline Contract for Administrative and Fiscal Services
Date: June 16, 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. 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.

Support of PLP to NorthNet

As the NLS fiscal agent, PLP provides the fiscal and administrative support for NorthNet. Beyond that administrative support, it is our belief that we are actually stronger when we work together. During this last year, we have done the following, which benefits both NLS and PLP:

- During the last year, we worked with the NLS Ad Hoc Committee to complete the CLSA Link+ Regional Grant. As a multi-year grant, four NLS libraries joined the NLS Link+ contract (Woodland Public Library, Sonoma County Library, El Dorado County Library, and Nevada County Library) and 4 non-NLS libraries also joined Link+ (Rancho Cucamonga Public Library, Alameda Free Library, Coronado Public Library and Glendale Public Library). We worked extensively with the NLS Chair to prepare and present written and oral updates to the California Library Services Board. This project was completed in February 2021.
- We have performed the work of the NLS Regional LSTA "Preparing to Respond and Recover Together Grant," and have presented several statewide webinars, and have also coordinated

the presentation at the California Library Association annual conference. We have also worked with the Executive Committee and the consultants to submit the FY 2021-22 LSTA proposal, "California Libraries Preparing to Respond and Recover Together," which expands the grant statewide.

- Our staff have worked with each of the legacy systems on their CalPERS obligations. Each system is unique, and we have worked with each of them to establish a unique formula that suits their system for members to contribute to the obligations once the systems' Fund Balances are expended.
- We have supported the activities of the Zip Books grant and worked with libraries and stakeholders to develop a plan to wind down the grant. With restored funding, NLS hopes to be able to apply to be the fiscal agent for this grant once again.
- Under advisement of the NLS Executive Committee staff has facilitated research and communication among and between NLS member libraires to ensure equitable allocation of CLSA funds.
- As a member of the Legislative and Advocacy Committee, we have work with the committee, as well as with the NLS Chair and Vice Chair to advocate for restoration of funding for Zip Books, Lunch at the Library, and California Library Services Act funds. We have assisted in writing letters for the NLS Chair, and have also coordinated letter writing in conjunction with the other system cooperatives in support of these initiatives. To ensure that NLS provided feedback regarding CARES and other pandemic-related funds, we have worked with the NLS Chair to provide letters to the appropriate state and national stakeholders.
- We have attended the California Library Service Board meetings, and ensured that NLS priorities have been expressed.

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

The NLS Executive Committee approved the baseline contract of \$130,563 for FY 2021/22 and recommends 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



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

www.northnetlibs.org

To: NLS Administrative Council
From: Suzanne Olawski, NLS Chair
Subject: CLSA Funds for FY 2021-22
Date: June 16, 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 budget it for FY 2020-21 to lessen the impact.

The January and May versions of the FY 2021-22 Governor's preliminary budget includes a continued 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 full budget will be released on June 15. At that time, it will be revealed if the funds have been restored.

Based on the information provided in the Governor's budgets, the NLS Executive Committee discussed the allocations for FY 2021-22. The purpose of this memo is to review with you the effect of a 50% CLSA reduction on NLS, and the proposed allocations by the NLS Executive Committee.

REVIEW OF CLSA ALLOCATIONS

In FY 2019-20, NLS received full CLSA funds, and also had \$289,116 of prior year CLSA funds. Of those prior year funds, \$89,116 was added to the OverDrive budget, and \$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.

When it was known that the FY2020-21 CLSA allocation would be reduced by 50%, the NLS Executive Committee worked with the Library-to-Go group to reserve \$120,000 for the FY 2020-21 budget. At the approval of the NLS Administrative Council meeting, those funds were distributed back to libraries per the formula.

The loss of funds resulted in the following:

- The use of membership funds to close the gap for the system administration funds.
- Elimination of the \$1,000 allocation to each library for staff development.
- Elimination of the paid membership for all libraries to Califa.
- Reduction of funds allocated to the Library-to-Go, to \$30,000.
- Reduction of the funds allocated to RBDigital eMagazine to \$32,000.
- Reduction to all public library members of CLSA allocations.

The CLSA budget is broken down into two sections: System Administration (20%) and Communications and Delivery (80%). The Communications and Delivery (C&D) supports systemwide costs, such as the website, the Zoom and 800 numbers, postage, etc.

The chart below represents the loss of CLSA funds, and the decisions for allocation.

NLS CLSA	FY 2019-20	FY 2020-21 50% reduction	FY 2021-22 50% reduction	Notes
Total Funding Allocation				
System Admin (20%)	\$156,716	\$83,586	\$84,433	use membership fee to cover difference
Communication and Delivery (80%)	\$663,402	\$334,343	\$337,730	
Use of C&D Prior Year Funds	\$169,225	\$120,000	\$39,245	
Subtotal Communication and Delivery	\$832,627	\$454,343	\$376,975	
TOTAL CLSA ALLOCATION	\$989,343	\$537,929	\$461,408	

DETAIL Communication & Delivery	FY 2019-20	FY 2020-21 50% reduction	FY 2021-22 50% reduction	FY 2021-22 Notes
Office supplies, web hosting, Zoom, postage, telecommunications	\$5,500	\$5,450	\$5,050	
Delivery	\$146,548	\$158,542	\$162,500	Annual CPI adjustment
Library-to-Go OverDrive	\$86,600	\$30,000	\$26,755	Will use \$39,245 of prior year funds, \$66,000 total
Shared eMagazine Collection	\$56,249	\$32,000	\$44,000	
Allocated to libraries	\$368,505	\$108,351	\$138,670	Cost distribution will include \$ for Delivery, OverDrive and eMagazines
Remaining CLSA funds to roll-over	\$169,116	\$120,000	\$0	
TOTAL	\$832,627	\$454,343	\$376,975	

The NLS Executive Committee made the decision for the allocation amounts for the Library-to-Go and eMagazine collections based on feedback from Library-to-Go Committee Chair, from a survey they issued to the participants, the acknowledgement of libraries allocating about \$30,000 of their CLSA funds back to the Library-to-Go collection, as well as attempting to balance the percentage with what past allocations were, so that there was an equitable distribution of the limited funds.

It would be ideal to allocate more funds towards the shared OverDrive collection; however, the NLS Executive Committee needs to balance this shared resource with the other shared costs, including delivery, Link+, and other shared eCollections from some of the sub-groups within NorthNet.

There is a possibility that CLSA funding will be restored, however we will not know until June 15th. If this occurs, NorthNet will be able to reevaluate these CLSA allocations.

FY 2021-22 PROPOSED CLSA MENU FOR NLS

Below is the proposed menu of items which libraries to choose from, which are approved uses of CLSA funds:

- Shared NLS Library-to-Go OverDrive Collection
- Shared NLS eMagazine Collection
- Delivery
- Link+
- Other shared eResources among 3 or more libraries (enki, Bibliotheca Cloud Library, Northern California Digital Library, etc.)
- Broadband hardware costs
- CENIC telecommunication costs and expenses for covering warranties in data centers
- Software which supports curbside pick-up, which is either a primary or one of their primary methods of delivery
- For three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk

FY2021-22 CLSA C & D Funds Distribution

Revised 5/25/2021

Library	CSL Certified Population FY20/21	50% of Total FY21/22 \$332,680 CLSA Fund/Equally Distributed \$166,340	50% of Total FY21/22 \$332,680 CLSA Funds/Base on Population \$166,340	Total CLSA Allocation (Rounded)	NBCLS* and MVLS Deliveries	OverDrive	eMagazine	Total Delivery, OverDrive & eMagazine	C & D Funds Local Distribution or Amount to be Invoiced**
Alpine County Library	1,142	4,159	39	\$ 4,197		\$ 34	\$ 78	\$ 112	\$ 4,086
Bel-Tiburon Public Library	11,664	4,159	397	\$ 4,555				\$ -	\$ 4,555
Benicia Public Library	27,175	4,159	924	\$ 5,083	\$ 23,615	\$ 806	\$ 1,877	\$ 26,298	\$ (21,215)
Butte County Library	210,291	4,159	7,154	\$ 11,313		\$ 1,570	\$ 3,644	\$ 5,214	\$ 6,099
Colusa County Library	21,902	4,159	745	\$ 4,904	\$ 5,110	\$ 50	\$ 117	\$ 5,277	\$ (374)
Del Norte County Library Dist.	27,298	4,159	929	\$ 5,087		\$ 135	\$ 312	\$ 447	\$ 4,641
El Dorado County Library	193,227	4,159	6,574	\$ 10,732	\$ 2,555	\$ 3,242		\$ 5,797	\$ 4,935
Folsom Public Library	81,610	4,159	2,776	\$ 6,935	\$ 10,220	\$ 1,955		\$ 12,175	\$ (5,240)
Humboldt County Library	133,302	4,159	4,535	\$ 8,693		\$ 2,343	\$ 5,434	\$ 7,777	\$ 916
Lake County Library	64,040	4,159	2,179	\$ 6,337	\$ 50,542			\$ 50,542	\$ (44,205)
Larkspur Public Library	12,253	4,159	417	\$ 4,575				\$ -	\$ 4,575
Lassen Library District	13,717	4,159	467	\$ 4,625		\$ 85	\$ 197	\$ 282	\$ 4,343
Lincoln Public Library	49,317	4,159	1,678	\$ 5,836	\$ 2,555	\$ 1,021	\$ 2,370	\$ 5,946	\$ (109)
Marin County Free Library	142,424	4,159	4,845	\$ 9,004				\$ -	\$ 9,004
Mendocino County Library	87,946	4,159	2,992	\$ 7,150	\$ 74,549			\$ 74,549	\$ (67,399)
Mill Valley Public Library	14,674	4,159	499	\$ 4,658				\$ -	\$ 4,658
Modoc County Library	9,570	4,159	326	\$ 4,484		\$ 51	\$ 118	\$ 169	\$ 4,315
Mono County Free Library	13,464	4,159	458	\$ 4,617		\$ 272	\$ 631	\$ 903	\$ 3,714
Napa County Library	133,015	4,159	4,525	\$ 8,684		\$ 2,372	\$ 5,532	\$ 7,904	\$ 780
Nevada County Library	98,114	4,159	3,338	\$ 7,496		\$ 2,356	\$ 5,472	\$ 7,828	\$ (332)
Orland Free Library	15,757	4,159	536	\$ 4,695		\$ 104	\$ 241	\$ 345	\$ 4,349
Placer County Library	202,343	4,159	6,884	\$ 11,042	\$ 2,555	\$ 3,039	\$ 7,061	\$ 12,655	\$ (1,613)
Plumas County Library	21,461	4,159	730	\$ 4,889		\$ 170	\$ 394	\$ 564	\$ 4,325
Roseville Public Library	145,163	4,159	4,938	\$ 9,097	\$ 2,555	\$ 2,616		\$ 5,171	\$ 3,926
Sacramento Public Library	1,473,755	4,159	50,137	\$ 54,295	\$ 12,775			\$ 12,775	\$ 41,520
St. Helena Public Library	6,073	4,159	207	\$ 4,365	\$ 17,163	\$ 328	\$ 761	\$ 18,252	\$ (13,887)
San Anselmo Public Library	12,757	4,159	434	\$ 4,592				\$ -	\$ 4,592
San Rafael Public Library	59,807	4,159	2,035	\$ 6,193				\$ -	\$ 6,193
Sausalito Public Library	7,252	4,159	247	\$ 4,405				\$ -	\$ 4,405
Shasta Public Libraries	178,045	4,159	6,057	\$ 10,216		\$ 1,861	\$ 4,314	\$ 6,175	\$ 4,041
Siskiyou County Library	44,461	4,159	1,513	\$ 5,671		\$ 461	\$ 1,068	\$ 1,529	\$ 4,143
Solano County Library	389,856	4,159	13,263	\$ 17,421	\$ 50,266			\$ 50,266	\$ (32,845)
Sonoma County Library	492,980	4,159	16,771	\$ 20,930	\$ 49,656			\$ 49,656	\$ (28,726)
Sutter County Library	100,750	4,159	3,427	\$ 7,586	\$ 10,220	\$ 588	\$ 1,365	\$ 12,173	\$ (4,587)
Tehama County Library	65,129	4,159	2,216	\$ 6,374		\$ 298	\$ 690	\$ 988	\$ 5,387
Trinity County Library	13,548	4,159	461	\$ 4,619		\$ 74	\$ 172	\$ 246	\$ 4,373
Willows Public Library	13,643	4,159	464	\$ 4,623		\$ 92	\$ 212	\$ 304	\$ 4,319
Woodland Public Library	60,742	4,159	2,066	\$ 6,225	\$ 10,220	\$ 727	\$ 1,691	\$ 12,638	\$ (6,413)
Yolo County Library	160,963	4,159	5,476	\$ 9,634	\$ 639	\$ -		\$ 639	\$ 8,995
Yuba County Library	78,887	4,159	2,684	\$ 6,342		\$ 107	\$ 249	\$ 356	\$ 6,487
Total	\$ 4,889,517	\$ 166,340	\$ 166,340	\$ 332,680	\$ 325,194	\$ 26,755	\$ 44,000	\$ 395,949	\$ (63,269)

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
--	--

Date approved by Administrative Council:
--

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: 4,890,345

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	12.87%
Institutionalized	64,469	1.32%
Aged (65+)	829,881	16.97%
Children & Youth:	282,683	5.78%
• Under 5		
• 5 to 9	301,748	6.17%
• 10 to 14	307,649	6.29%
• 15 to 19	308,222	6.30%
Handicapped	618,950	12.66%
Speakers of limited English or English as a Second Language	451,521	9.23%
Non-English Speaking	1,166,957	23.86%
Ethnicity	262,432	5.37%
• Black		
• Hispanic	1,071,441	21.91%
• Asian	472,045	9.65%
• Native American	55,578	1.14%
• Other (specify)	29,507	0.60%
Geographically Isolated (RURAL) * see note	694,227	14.20%
Functionally Illiterate	391,178	8.00%
Shut-In	235,103	4.81%

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)

Total (b)	\$

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

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
-----------------------	------------------

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.



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

www.northnetlibs.org

To: NLS Administrative Council
From: Andrew Yon, Controller
Subject: Approval of Proposed FY2021-22 NLS Budget, Membership Dues and Fees
Date: June 16, 2021

Background

The purpose of this memo is to provide the NLS Executive Committee with highlights of the NLS FY2021-22 Proposed Budget. The proposed budget is \$1,115,198, which represents a 11% 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 \$35,709. 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. This is based on NLS receiving the LSTA statewide grant, which has not yet been awarded.

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 FY2019-20). It is recommended that these two items continue to be unfunded. These remain unfunded.

COMMUNICATIONS AND DELIVERY AND LOCAL

The FY 2021-22 CLSA allocation has been reduced by half to \$337,730 for Communications and Delivery. Per the direction of the Executive Committee, 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.
- \$44,000 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. Should NLS not be awarded these grants, the contracts will not be executed.

FUND BALANCE and OPERATING RESERVE

The 6/30/21 NLS Fund Balance is estimated to be \$1,332,337. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operating Reserve is \$71,730.

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

RECOMMENDATION

The NLS Executive Committee has approved the FY 2021-22 budget and recommends that the NLS Administrative Council adopt the budget.

FY 2021-22 NorthNet Libraries Dues and Fees

Revised Date:6/8/21

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)	ProQuest Admin Fee (10%<100K)	Link+ Admin Fee (5%>\$100K)	Total Member Dues	NBCLS and MVLS Deliveries (Incl. 2% CPI)	OverDrive	eMagazine	GALE Chilton Library	ProQuest Heritage Quest**	Link+	NBCLS CalPERS Cost Share
Alpine County Library	1,142	\$ 367,440	\$ 555		\$ 8	\$ 8				\$ 571		\$ 83	\$ 78				
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	\$ 1,877			SPLASH	\$ 1,848
Butte County Library	210,291	\$ 3,471,111	\$ 3,328		\$ 387	\$ 364				\$ 4,079		\$ 3,872	\$ 3,644				
CSU Chico			\$ 555							\$ 555							
Colusa County Library	21,902	\$ 1,103,235	\$ 1,109	\$ 511	\$ 12	\$ 12				\$ 1,644	\$ 5,110	\$ 124	\$ 117				
Del Norte County Library Dist.	27,298	\$ 327,848	\$ 555		\$ 33	\$ 31				\$ 619		\$ 332	\$ 312				
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	\$ 543				\$ 4,449		\$ 5,780	\$ 5,433				
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	\$ 20				\$ 595		\$ 210	\$ 197				
Lincoln Public Library	49,317	\$ 799,070	\$ 555	\$ 256	\$ 252		\$ -			\$ 1,062	\$ 2,555	\$ 2,518	\$ 2,370				
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	\$ 12				\$ 579		\$ 126	\$ 118				
Mono County Free Library	13,464	\$ 1,210,740	\$ 1,109		\$ 67	\$ 63				\$ 1,239		\$ 670	\$ 631				
Napa County County Library	133,015	\$ 8,479,188	\$ 4,437		\$ 585	\$ 553			\$ 634	\$ 6,209		\$ 5,851	\$ 5,532			\$ 12,687	\$ 7,531
Nevada County Library	98,114	\$ 4,410,356	\$ 3,328		\$ 581	\$ 547			\$ 379	\$ 4,835		\$ 5,812	\$ 5,472			\$ 7,575	
Orland Free Library	15,757	\$ 509,286	\$ 555		\$ 26	\$ 24				\$ 604		\$ 257	\$ 241				
Placer County Library	202,343	\$ 7,755,875	\$ 4,437	\$ 256	\$ 750	\$ 706				\$ 6,148	\$ 2,555	\$ 7,496	\$ 7,062				
Plumas County Library	21,461	\$ 601,459	\$ 555		\$ 42	\$ 39				\$ 636		\$ 419	\$ 393				
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	\$ 761			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	\$ 431				\$ 3,109		\$ 4,590	\$ 4,314				
Siskiyou County Library	44,461	\$ 603,158	\$ 555		\$ 114	\$ 107				\$ 775		\$ 1,136	\$ 1,068				
Solano County Library	389,856	\$ 19,211,588	\$ 5,437	\$ 2,513	\$ -			\$ 736	\$ -	\$ 8,686	\$ 50,266				\$ 7,355	SPLASH	\$ 19,594
Sonoma County Library	492,980	\$ 28,515,784	\$ 5,437	\$ 2,483				\$ 857	\$ 1,317	\$ 10,094	\$ 49,656				\$ 8,570	\$ 26,345	\$ 26,633
Sutter County Library	100,750	\$ 1,611,577	\$ 1,109	\$ 1,022	\$ 145	\$ 137	\$ -			\$ 2,413	\$ 10,220	\$ 1,451	\$ 1,365				
Tehama County Library	65,129	\$ 537,812	\$ 555		\$ 73	\$ 69				\$ 697		\$ 734	\$ 690				
Trinity County Library	13,548	\$ 375,467	\$ 555		\$ 18	\$ 17				\$ 590		\$ 183	\$ 172				
Willows Public Library	13,643	\$ 288,827	\$ 555		\$ 23	\$ 21				\$ 598		\$ 226	\$ 212				
Woodland Public Library	60,742	\$ 2,044,920	\$ 1,109	\$ 1,022	\$ 179	\$ 169			\$ 497	\$ 2,977	\$ 10,220	\$ 1,794	\$ 1,691			\$ 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	\$ 25				\$ 606		\$ 264	\$ 248				
Total	4,889,517	\$ 191,989,253	\$ 83,416	\$ 19,230	\$ 6,600	\$ 3,899	\$ 59	\$ 1,593	\$ 7,441	\$ 122,238	\$ 325,194	\$ 66,000	\$ 44,000	\$ 593	\$ 15,925	\$ 148,826	\$ 83,629

**SPLASH Cost Shown Under Solano County Library (incl. Benicia Public Library and St. Helena Public Library)

Source: California State Library Statistics

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

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

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

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	122,238			122,238
3667	State Library CLSA	84,433	337,730		422,163
3668	LSTA-Indirect	14,210			14,210
3674	Reimbursable from Members		162,694	380,225	542,919
3000	Fund Balance	(35,709)	39,245	132	3,668
Total Revenue		\$195,172	539,669	380,357	\$1,115,198

<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			128,170	128,170
TOTAL EXPENDITURE		\$195,172	\$539,669	\$380,357	\$1,115,198

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	Proposed	
		FY 20/21	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	122,238	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	(35,709)	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 & \$44,000 for 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	\$110,000	OverDrive Collection \$26,755 + \$39,245 (Roll-Over CLSA Fds); eMagazine \$44,000
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>\$380,357</u>	19.92%
 <u>Expenditure</u>				
4445	Reimbursable-Library Expenses	\$62,000	\$110,000	OverDrive Collection \$66,000; eMagazine \$44,000
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>\$380,357</u>	19.92%

NORTHNET LIBRARY SYSTEM
FY 2021-22 PROPOSED BUDGET

Grants

Preparing to Respond and Recover Together

		Adopted FY 20/21	Proposed FY 21/22	Note
<hr/>				
<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%
<hr/>				
	<u>Expenditure</u>			
4220	Contractual Service	\$86,320	\$185,448	
	TOTAL EXPENDITURE	\$86,320	\$185,448	100.00%
<hr/>				