

**NorthNet Library System
Administrative Council Mid-Year Meeting
Friday, January 28, 2022 -10:00 a.m.**

Zoom Meeting

<https://us02web.zoom.us/j/81948077027?pwd=YW0wdE10TkNPWGhiRmM2Ykx4Q3kvZz09>

Meeting ID: 819 4807 7027

Passcode: 495949

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 June 16, 2021
Administrative Council Meeting | Brinkley | Attachment 1 p. 4 |
| 4. Presentations | | |
| A. Advocacy Presentation, Jayanti Addleman, Hayward
City Library Director, Past President, CLA | | Attachment 2 p. 11 |
| B. Statewide Palaces Project, Presentation by
Michele Kimpton and Heather Teysko, Lyasis | | Attachment 3, p. 18 |
| C. Update on the NorthNet CLSA Allocation Study,
Diane Satchwell, Library Solutions | Olawski | Attachment 4, p. 22 |
| 5. Old Business | | |
| A. Approval of the Library-to-Go Committee Chair Job
Responsibilities and Approval of New Chair (Action Item) | Fink | Attachment 5 p. 32 |
| B. Explanation of NLS Reserves | Olawski | Attachment 6, p. 35 |
| C. Recovering Together Update | Brinkley | |
| 6. New Business | | |
| A. NLS LSTA Proposal Concept | Olawski | Attachment 7, p. 38 |
| B. Review of NLS Strategic Priority Accomplishments and
Appointment of Ad Hoc Committee for Next Priorities | Fink/Olawski | Attachment 8, p. 39 |
| C. Discussion of OverDrive Reciprocal Lending with NLS
Library-to-Go Collection | Perry/Fink | Attachment 9, p. 42 |

7. State Library Report

Lena Pham

Attachment 10, p. 44

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

Break-out discussion prompts will be:

- A. NLS priorities and the future, including professional development
- B. Support to emergency funding and on-going support for the Recovering Together website

(Group members self-select A or B)

9. Adjournment

Brown Act: 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) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body; (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public; (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations

NLS Administrative Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

Alpine County Library, 270 Laramie St, Markleeville, CA 96120

Belvedere-Tiburon Public Library, 1501 Tiburon Blvd, Tiburon, CA 94920

Benicia Public Library, 150 East L Street, Benicia, CA 94510

Butte County Library, 1820 Mitchell Avenue, Oroville, CA 95966

Colusa County Library, 738 Market Street, Colusa, CA 95932

Del Norte County Library District, 190 Price Mall, Crescent City, CA 95531

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

Folsom Public Library, 411 Stafford Street, Folsom, CA 95630

Humboldt County Library, 1313 3rd Street, Eureka, CA 95501

Lake County Library, 1425 N. High Street, Lakeport, CA 95453

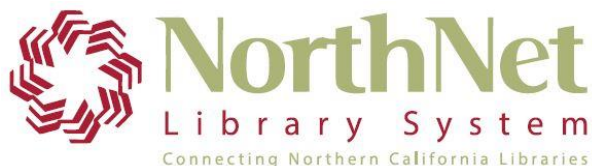
Larkspur Public Library, 400 Magnolia Avenue, Larkspur, CA 94939

Lassen Library District, 1618 Main Street, Susanville, CA 96130

Lincoln Public Library, 485 Twelve Bridges Drive, Lincoln, CA 95648

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

Mendocino County Library, 880 N Bush Street, Ukiah, CA 95482
Mill Valley Public Library, 375 Throckmorton Avenue, Mill Valley, CA 94941
Modoc County Library, 212 W. 3rd Street, Alturas, CA 96101-3913
Mono County Free Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546
Napa County Library, 580 Coombs Street, Napa, CA 94559
Nevada County Library, 980 Helling Way, Nevada City, CA 95959
Orland Free Library, 333 Mill Street, Orland, CA 95963
Placer County Library, 350 Nevada Street, Auburn, CA 95603
Plumas County Library, 445 Jackson Street, Quincy, CA 95971
Roseville Public Library, 225 Taylor Street, Roseville, CA 95678
Sacramento Public Library, 828 I Street, Sacramento, CA 95814
St. Helena Public Library, 1492 Library Lane, St. Helena, CA 94574
San Anselmo Public Library, 110 Tunstead Avenue, San Anselmo, CA 94960
San Rafael Public Library, 1100 E Street, San Rafael, CA 94901
Sausalito Public Library, 420 Litho Street, Sausalito, CA 94965
Shasta Public Libraries, 1100 Parkview Avenue, Redding, CA 96001
Siskiyou County Library, 719 4th Street, Yreka, CA 96097-3381
Solano County Library, 1150 Kentucky Street, Fairfield, CA 94533
Sonoma County Library, 6135 State Farm Drive, Rohnert Park, CA 94928
Sutter County Library, 750 Forbes Avenue, Yuba City, CA 95991
Tehama County Library, 545 Diamond Avenue, Red Bluff, CA 96080
Trinity County Library, 351 N. Main Street, Weaverville, CA 96093
Woodland Public Library, 250 First Street, Woodland, CA 95695
Yolo County Library, 226 Buckeye, Woodland, CA 95695
Yuba County Library, 303 Second Street, Marysville, CA 95901



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

June 16, 2021

Zoom Meeting – All votes taken by roll call

Meeting called to order by NLS Chair, Suzanne Olawski, 10:01 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
Stacey Costello	Colusa County Library
Carolyn Brooks	El Dorado County Library
Lori Easterwood	Folsom Public Library
Christopher Cooper	Humboldt County Library
Christopher Veach	Lake County Library
Franklin Escobedo	Larkspur Public Library
Heather Blevins	Lassen Library District
Kathryn Hunt	Lincoln Public Library
Chantel Walker	Marin County Free Library
Deborah Fader	Mendocino County Library
Anji Brenner	Mill Valley Public 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
Suzanne Olawski	Solano County Library
Ann Hammond	Sonoma County Library
Chris Kreiden	St. Helena Public Library
James Ochsner	Sutter County Library
Todd Deck	Tehama 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
Andrew Yon	Pacific Library Partnership

Also attending: Susan Clark (Presenter, Common Knowledge) and William Cooley (Presenter, Common Knowledge)

1. Approval of Consent Calendar

- A. Approval of Agenda
- B. Approval of Minutes of January 29, 2021 Administrative Council meeting
- C. Correspondence: Letter to Governor
- D. Correspondence: Letter to Congressman Garamendi
- E. Correspondence: Letter requesting restoration of CLSA funds

Olawski asked to remove Item **3.A. Approval of Agenda** from Consent Calendar to be approved separately. Requested that Agenda Item 7. E. be moved to after 7. F.

- **Motion to approve Consent Calendar Items B. – E. Perry moved; Platt seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**
- **Motion to approve revised Agenda Item A. Perry moved; Lovell seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

2. Presentation by Common Knowledge on NLS Preparing to Respond and Recover Together Grant

The FY 2020-21 LSTA project and deliverables have been completed. Consultants reviewed project outputs and discussed outcomes of the project. Consultants thanked all NLS libraries for their commitment to supporting this project and encouraged all to continue contributing to the project website, LibraryRecovery.org.

The Administrative Council discussed the value of supporting this project moving forward. George volunteered to chair a new NLS ad hoc Committee to continue with the work and activities from this grant and committed Placer County to participating in the next cohort training (pending LSTA FY 2021-22 grant funding). In addition, George committed to continuing work on the project website and the creation of a CLA Interest Group. She also

requested that Danis Kreimeier stay involved should grant funding be approved. Lovell and Perry volunteered to work with George on this ad hoc Committee.

Lovell suggested that the Buddy Lists be re-sent to all NLS libraries for updating. Brinkley will send out Buddy List and request updates and encourage those not participating to identify a library Buddy.

3. State Library Report

Pham reported that there were no updates from the Attachment provided in the meeting packet. Olawski asked if Pham had any updates regarding the State Budget. Pham had none and reported that she only knew what the last CLA report provided. The Governor and the Legislature are still in negotiations on the FY 2021-22 State Budget.

Dodd asked if full restoration of CLSA funding was included in the budget. Frost reported that the Assembly and the Senate approved a budget which did include full CLSA funding, noting that the Governor will need to approve this addition. Frost thanked NLS and individual libraires for their letter writing to support CLSA.

Deck acknowledged support from NLS and member libraries with their letter writing. Deck asked Pham how the State Library would be looking at an Equity, Diversity and Inclusion focus in the future. Pham reported that she was not sure of any specific projects, but noted that an EDI lens would be incorporated into future grant making.

Old Business

4. CLSA ad hoc Committee Recommendations

Wilczek reviewed the NLS CLSA Priorities and ad hoc Committee recommendations. Wilczek reported that Perry, Chair of the Library-to-Go Committee, is working with that Committee to develop a consortia Collection Development Policy. Wilczek requested that Recommendation #4 regarding "Revisit continued participation in NLS services" be tabled at this time and until member library budgets are stabilized. Wilczek noted that OverDrive has announced it will purchase Kanopy. NLS's consideration to add streaming services to the consortia may also be put on hold until a new pricing model for Kanopy is released by OverDrive.

Olawski thanked the ad hoc Committee for the update.

New Business

5. Election of Executive Committee Members for FY 2021-22

- **Motion to approve Slate of Nominees to Executive Committee: Christopher Cooper, Deborah Fader and Christopher Platt. Dodd moved; Walker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

6. Accept FY 2021-22 LSTA Regional Grant

Olawski reported that this item was included on the Agenda as a placeholder, and that NLS has not yet received notification from the State Library. Should the Award be made, this Item will be included on the Mid-Year Administrative Council Agenda for approval. Item deferred.

7. NLS/PLP Baseline Contract

Frost presented the NLS/PLP Baseline contract and noted that this had been reviewed and approved by the NLS Executive Committee at their May 2021 meeting. Frost explained that a Baseline contract was developed to cover on-going tasks to support NLS fiscal and administrative services as detailed in Attachment 9. Frost reviewed the activities from the past year of PLP support to NLS and stated that PLP is very pleased for the opportunity to work with NLS and feels that working together has made both Systems stronger. Frost also noted that the current contract with PLP for fiscal and administrative services to NLS will expire at end of FY 2021-22 and an RFP will need to be issued in the Fall of 2021 for a new contract. Frost suggested that NLS may consider changing the terms of the new contract from a two-year term, with up to two one-year renewals, to a longer term of 3 years with two one-year renewal options. Frost invited any questions.

George thanked PLP for their services. George asked about the NLS Budget on Page 47 of the packet and the Addendum amount included under Contractual Services. Frost explained that this amount relates to the anticipated amount of additional contract work that would be added if the LSTA grant is funded. At this date, only the Baseline contract amount is being approved. If the grant is not funded, the contract for additional work related to the grant will not be brought to the Executive Committee for approval.

Fink thanked Frost and Brinkley for their proactive work and guidance to NLS.

- **Motion to approve the NLS/PLP FY 2021-22 Administrative Baseline contract of \$130,563. George moved; Fink seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

8. CLSA Funds Discussion

Olawski presented Attachment 10 regarding CLSA Funds for FY 2021-22 and asked for questions.

George asked how decisions regarding CLSA were made by the Executive Committee. Olawski reviewed the memo and the history of CLSA allocation for NLS members.

Blevins asked for clarification on how CLSA funds she had allocated to OverDrive were expended in FY 2020-21. Frost explained that member libraries who have surplus CLSA funds in any year can designate that amount to an allowable Resource Sharing option. The NLS Executive Committee approves the total amount of annual funding for OverDrive and eMagazines, so any amount over the approved budget that was designated by an NLS member library is rolled over to the same designated service in the following year. At the June 2020 NLS Administrative Council meeting, the Council agreed, because of extenuating circumstances of the 50% reduction in CLSA funding, to allocate the roll-over funds to the general distribution, and in the FY 2021-22 budget, those roll-over OverDrive funds are designated for OverDrive purchases.

Fink noted that the Executive Committee's goal was to fund the requested \$66,000, but was operating under the assumption of CLSA funding at 50%, and took into consideration whether the Library-to-Go Committee was aware of the 50% reduction of CLSA funds when making their recommendation, and also considered the long-term perspective for the funding of that collection.

George asked the Executive Committee to review the OverDrive and eMagazine budget after the 2021-22 CLSA budget is finalized. Fink and Olawski agreed that the budget will be reviewed.

Perry asked that the Executive Committee give all OverDrive participants direction as to how they want to see the funds allocated and at what amount.

Olawski recommended that the Executive Committee establish funding criteria to include with the consortia reporting mechanism to be implemented in FY 2021-22. Olawski suggested that the OverDrive Committee suggest criteria they want considered and may include that all members are fully informed and that Directors are fully informed.

Fink reported that the CLSA Priorities ad hoc Committee was tasked to review the budget and make recommendations, and to enhance communications and clarity of expectations between participating libraries and the Library-to-Go Committee members. Tasks for this Committee in the coming year include review of the OverDrive cost sharing formula options, review of the CLSA funding formula, and review of the NLS CLSA priorities. This Committee is also to develop reporting expectations with the goal to enhance communications between the Executive Committee and the Library-to-Go Committee. Fink invited other NLS members to participate on this Committee.

George asked if there were other NLS committee budgets that the Executive Committee had authority to change or override. Olawski stated she was not aware of any.

Frost asked Perry if the eMagazine Committee would be folding into the OverDrive Library-to-Go Committee. Perry confirmed that for simplicity the Committees will merge.

Olawski noted that the \$11,000 savings from the renegotiated eMagazine subscription was approved to be allocated back to libraries, but she would consider recommending those funds be added to the FY 2021-22 OverDrive budget for additional support.

Perry responded that waiting until the final CLSA budget is approved would be reasonable. Perry requested that the ad hoc committee include in the framework of a reporting

mechanism an outline to codify how CLSA funds that are redirected are treated. He noted that when redirected funds intended to augment the OverDrive collection are held and then used to cover payment of the subscription fee, it makes it difficult to encourage libraries to redirect funds to OverDrive in the future. He stressed that as the Library-to-Go Committee Chair, he would like to ensure that libraries who redirect their CLSA funds to OverDrive can see that their augmentation is supporting the OverDrive resources.

Olawski thanked Perry for his input and stated that his comments will be given consideration. She noted that the decisions made were difficult under the current State Budget, but will be reviewed should the CLSA funds be restored for FY 2021-22.

Platt expressed his appreciation to Perry and the Executive Committee for their work on this item and applauds the move to greater transparency and greater communication around the decision making. Platt continued to say that he was confident in the OverDrive Committee and their decision making and hopeful for the full restoration of CLSA funding.

9. NLS Proposed FY 2021-22 Budget and Membership Dues and Fees

Yon presented Attachment 12 and reviewed the proposed NLS Budget and Membership Dues and Fees.

Perry asked Yon if the Membership Dues and Fees can be used to make up any NLS budget shortfall. Yon confirmed that Dues and Fees can be used for that purpose. Yon noted this budget was developed using the 50% reduction in CLSA funds. He noted that if the State Budget is approved and CLSA funds are restored, a new budget will be drafted and presented to the Executive Committee.

Discussion ensued in Chat notes regarding deferring the approval of the NLS budget until after the State Budget is approved.

Frost reported that it would be in NLS's best interest to approve the annual budget at their June Annual Meeting, as there are contracts to be signed that begin July 1, 2021 and that without a budget, invoices cannot be paid. When asked what the budget process would look like if additional CLSA funds are added to the Governor's budget, Frost noted that in FY 2016-17, additional CLSA funds were released. The process at that time required each of the cooperative systems to submit an amended budget in the Fall to the California Library Services Board in order to accept the additional funding approved for CLSA. Frost stated that the Administrative Council could provisionally approve the NLS budget in this packet and the Administrative Council could adopt the revised budget at their Mid-Year meeting if any additional CLSA funds were approved. Another option would be to hold a Special Administrative Council meeting to approve modifications to the budget.

There was discussion regarding Link+ libraries and CLSA allocations of those libraries.

Perry asked about the NLS Fund Balance and Reserve and their purpose. Frost and Yon explained that this amount reflects a blend of funds including CLSA, encumbered funds, and grant funding at a point in time.

PLP was directed to clarify the Fund Balance detail for the next Administrative Council meeting.

- **Motion to adopt the proposed NLS FY 2021-22 Budget and Membership Dues and Fees with a Special Administrative Council meeting to be called if CLSA funds are restored and the NLS budget is augmented. Perry moved; George seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

10. NLS FY 2021-22 Plan of Service

Frost presented the NLS FY 2021-22 Plan of Service noting that this Plan had been reviewed by the Executive Committee at their May 2021 meeting and recommended for approval by the Administrative Council. Frost stated that the Plan of Service is reviewed by the California Library Services Board at their Fall meeting. When the Plan is approved, CLSA funds are released to the Systems. The Plan would be revised should CLSA funds be restored and a provisional Plan of Service would be approved by the Executive Committee with adoption by the Administrative Council at their Mid-Year meeting (date to be determined).

- **Motion to approve the NLS FY 2021-22 Plan of Service. Platt moved; Dodd seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

11. Announcements

Olawski invited members for an open discussion.

Dodd announced his retirement on February 14, 2022. Sass announced her retirement for December 2021.

12. Adjournment

Meeting adjourned at 12:32 p.m.



2022 LEGISLATIVE PRIORITIES

The California Library Association — through its members and advocates — works to make a difference for all Californians by providing adequately funded libraries, which transform lives through their programs and services.

At the state level, CLA actively advocates for the following.

1. New and Ongoing Funding Requests

- a. \$1.4 million to reach \$5,000,000 in ongoing funding for the California Library Services Act (CLSA) that fosters resource sharing among libraries, particularly in rural areas where funding challenges persist.
- b. \$450,000 to reach \$1,250,000 in ongoing funding for Lunch at the Library to provide literacy-rich programs to blunt the impact of the summer slide to more than 47,000 children who receive 300,000+ free and nutritious lunches at hundreds of libraries across the state.
- c. \$785,000 for JobNow, VetNow, and LearnNow, to support economic recovery and education for vulnerable populations.
- d. Maintain ongoing funding to support the diverse informational needs of people in rural and underserved populations who cannot get to a physical library through Zip Books.

2. Equitable Access to Critical Library and Information Services

- a. Broadband equity for unserved and underserved communities.
- b. Support the freedom to read and access to material with diverse points of view.
- c. Accessible buildings, including upgrades to critical infrastructure and support in times of disaster such as wildfires and extreme heat.
- d. Early literacy, school readiness, adult literacy, career development, vocational support, and assistance to vulnerable populations.
- e. Mandate credentialed Teacher Librarians in all California Public Schools.
- f. Support for libraries to purchase eBooks and e-audiobooks at the same price as consumers.

CLA supports positive action in key areas, including, but not limited to:

- **Equity, inclusion and anti-racism**
- **Intellectual Freedom**
- **Privacy**
- **Net Neutrality**

CLA also monitors all state legislation that may impact items on the above list or that are identified as having an impact on libraries, library funding and/or library staff.

Approved and adopted by the CLA Executive Board on November 23, 2021.

Tips for Talking with Your Legislator

Keeping in mind that your goal is to develop an ongoing personal relationship with your elected representative, as well as to influence their position on specific issues or bills, here are a few things to remember when speaking to them:

- Know who your legislator is before making initial contact on an issue.
- Find out what legislative committees your legislator serves on.
- Do not be intimidated. Legislators will view you as the expert on the issue.
- Share your personal story if it helps to make your point.
- Do not assume that your legislator understands libraries and their impact on the community. Take the time to educate him/her. Do not use jargon.
- Know your issue. Provide facts and figures to back up your position. Refer to talking points and other materials.
- Remember all causes are good causes. You must convince your legislator that there is something extra special about yours.
- Put the legislator at ease by convincing him/her that you are there to serve as a resource. Act like a partner, not an adversary.
- Be a good listener and hear out what your legislator has to say on the issue.
- Be sure to thank the legislator for taking the time to hear your position.
- Do not be disappointed if your legislator sends an aide. Aides are critical to the process.
- Be brief; prepared; clear; honest; accurate; persuasive; timely; persistent; and grateful.
- Always follow up with a written thank you note, and amplify your main points.

How to Conduct a Virtual Library Tour



Here are the steps you'll need to host a successful virtual library tour!



1. SCHEDULE THE VIRTUAL VISIT. ☐

- You can find the website links and contact information for your federal, state and local elected officials utilizing [ALA's Action Center](#).
- Send an email to the legislator using the provided website contact form or email address. In your email, be sure to confirm that you are a constituent, mention the name of your library, and briefly describe the purpose of the virtual library tour.
- Decide if the virtual tour is something you want to be recorded. If so, you will need to ask for consent from the staff beforehand, and be clear on how you will utilize the footage.
- Follow up as needed until a date and time are finalized. Once finalized, confirm who will be hosting the virtual meeting. The legislator's office may have a preferred platform. If you will be hosting, send a calendar invitation to the office with the appropriate link.

• SAMPLE E-MAIL:

*My name is ____, and I am a librarian at the (**Library Name**). As a constituent, I am writing to invite you to join me for a virtual tour of our library. While the pandemic has put constraints on us, we have pivoted to provide services even when our doors have been closed. We would like to share our work with you as well as what we have learned about our community's needs and how we can continue to address them, during the pandemic and beyond. We would be pleased to host you for a 15-minute virtual tour at a time that works best for you, using your preferred online meeting platform. With your consent, we also would like to record our virtual visit and share highlights with our patrons on our website and social media.*

*Thank you for your consideration. I can be reached at (**provide contact information**).*

2. PREPARE FOR THE TOUR. ☐

Content:

Create a script or outline to ensure that you are staying on task during the virtual tour.

- Introduce yourself, the library, what you do.
- Thank the legislator/their staff for their time.
- Show them around, highlighting strategic people, programs and places that will appeal to your VIP visitor, including:
 - Other staff (showing the job opportunities/human face/dedication to your library)
 - Projects that are supported by IMLS and other funding sources
 - Sections of your library that might be of interest to your elected leader, depending on their background: makerspace, early literacy programs, job assistance center, etc.

Content (Continued):

Repeat the core message of the visit: the desire for collaboration and the need for continued resources for libraries.

- Allow legislator/their staff to ask any questions.
- Offer the legislator your library's resources – physical space for town hall meetings, research assistance, etc. – if your library can be of service to them, their staff, or their constituents.
- Thank them again, and remind them that you would love to continue working together to address the community's needs through strong library services, throughout the pandemic and beyond.

Do a practice run beforehand!

- Familiarize yourself with the key messages.
- How does the video look? How is the lighting, the sound? Is there any background noise that can be eliminated? How is the internet connection?

Logistics:

Decide who will host the tour.

- If you are hosting the virtual tour, what online platform will you be using (ie. Zoom, Google Meet, etc.)? Familiarize yourself with the legislator's preferred platform.

Important things to consider:

- Be sure to have a backup plan in case you experience any technical difficulties (another staff person on standby, or another platform to migrate to).
- Who will conduct the tour? Will any other library staff members be present? Do your staff members reflect the diversity of your community?
- **What are the main areas you would like to show to the legislator/their staff, and why? How will these resonate with the legislator and highlight what your library provides for the community?**
- Remember to keep the tour brief (aim for no more than 10-15 minutes, with time for questions).
- What do you know about your legislator? **Research them before the visit.** How have they supported your library or libraries? What are their main interests? What is their alma mater? Make the visit personal.

3. HOST THE VIRTUAL TOUR. □

4. SAY THANK YOU. □

- Send a thank you email to the legislator and their staff shortly after the visit, and be sure to include any helpful resources about your library (website link, one-pager, etc.) so that their office can follow up with you.
- **Contact ALA's PPA office and [let us know how it went!](#)**

 **Tweet thanks to your elected official after the tour, tagging them and [@LibraryPolicy!](#)**

From Awareness to Funding

Voter Perceptions and Support of Public Libraries in 2018

A new survey of US voters commissioned by OCLC, the American Library Association, and its Public Library Association division offers valuable insights on current voter perceptions as public libraries continue to strategize for the future. Read on for a selection of key survey findings.

Public libraries are essential to communities



55%

view the public library as an essential local institution



58%

believe public libraries advance education for any community

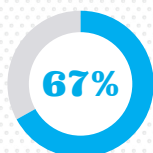
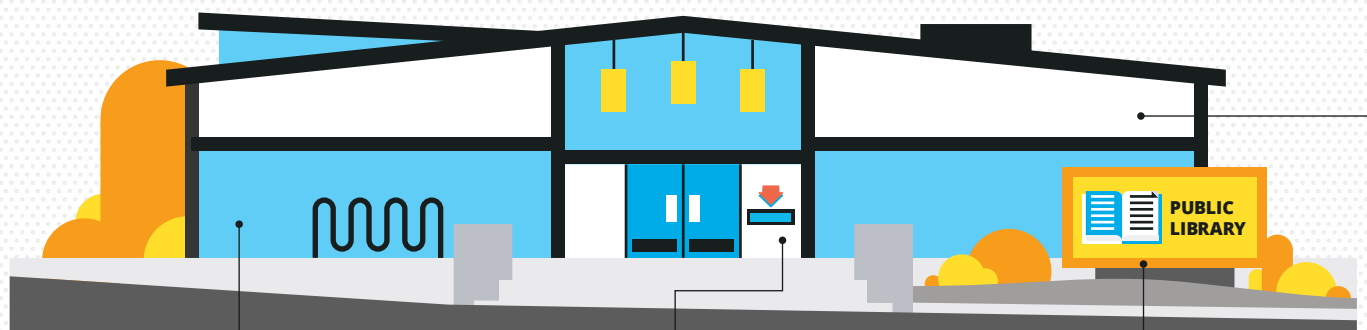


44%

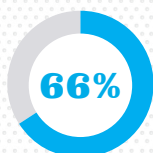
view the library as a gathering place for community members

2 in 3 voters

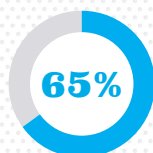
place high importance on foundational library services, including:



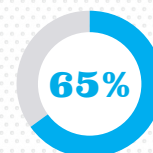
quiet areas



books and technology

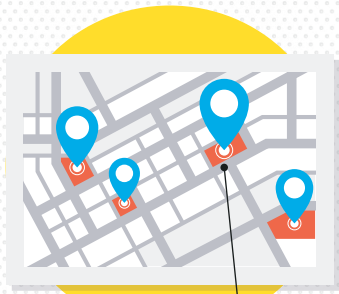


a broad range of materials to explore



computers and internet

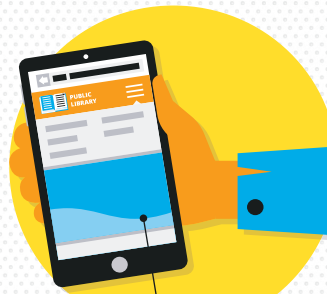
Voters frequently visit libraries in person and online



70%

of voters have visited a public library in the last year, an average of

8.6 visits



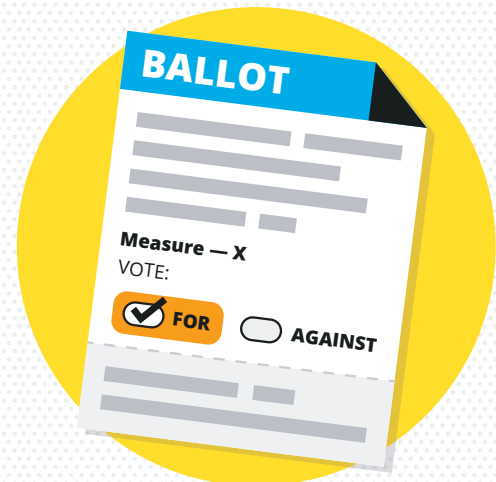
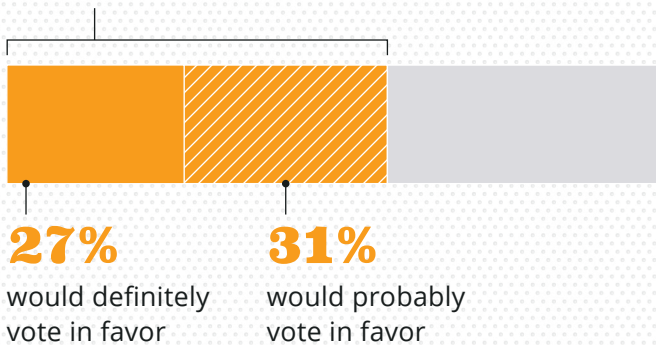
52%

have visited the library's website in the last year, an average of

7.6 visits

Majority of voters support local funding for libraries

58% would vote favorably for libraries at the ballot box



Most voters are confused about library funding sources



59% of voters think most library funding comes from nonlocal sources
(e.g., state, federal, donations, fines, and fees)

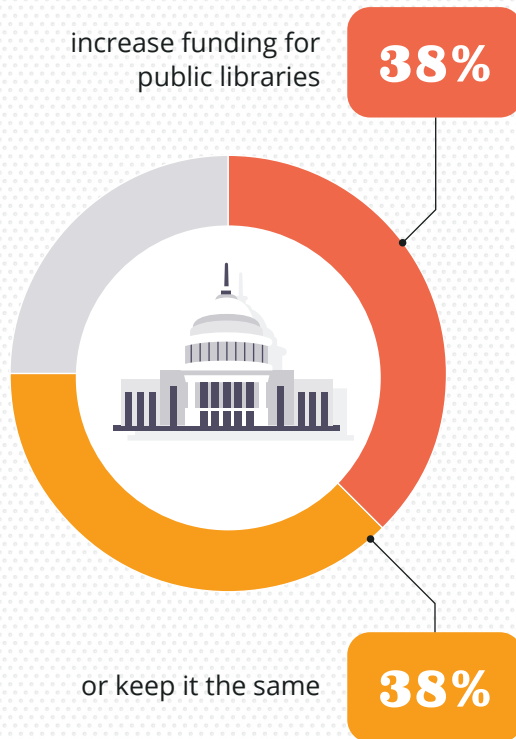


In reality,
86% of funding comes from local sources (IMLS, 2015)

Voters support other funding options

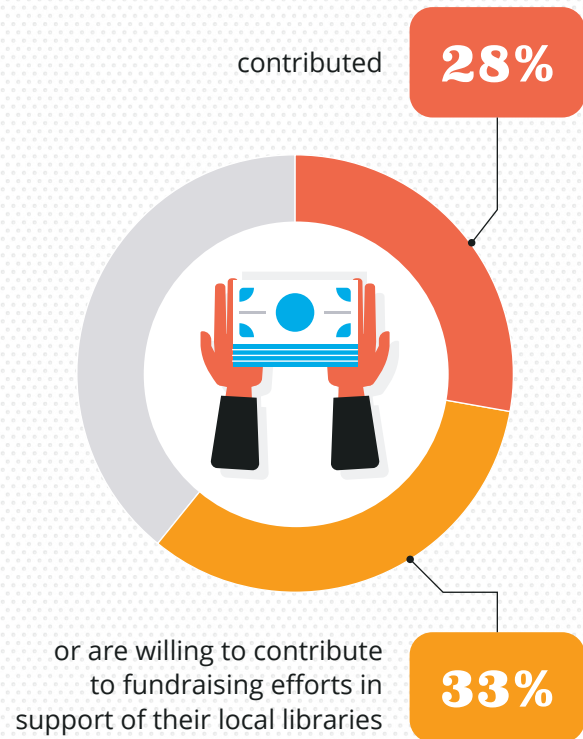
Most voters support federal funding

76% say the federal government should either...



The majority of voters are willing to donate money to libraries

61% have either...



Read the full report to learn more!

Visit oc.lc/awareness2018

to discover the variations in attitudes, perceptions, and behaviors among different segments of the voting public over the past ten years and how that drives their support for libraries today.



Sources:

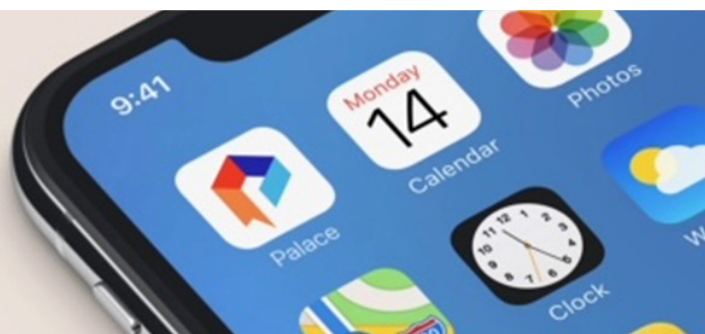
Data from a survey panel of 2,000 US voters ages 18 to 69 living in areas with populations of fewer than 300,000, administered by Leo Burnett USA between September 29 and October 4, 2017. This research and report is a project led by OCLC, the American Library Association, and its Public Library Association division.

The Institute of Museum and Library Services, 2015 library funding data

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The Palace Project lets patrons find all your digital content in one place



The Palace Project is a library-driven platform and service focused on providing equitable access to a diverse and broad range of ebooks and audiobooks for libraries and their patrons.

The Palace Project is a division of LYRASIS, and expands on the rich and transformational collaboration between Digital Public Library of America (DPLA) and LYRASIS over the last several years building on the foundational software Library Simplified/SimplyE platform.

Palace puts all your digital content in one place, and is open to working with all your content providers.

Features of The Palace Project

The Palace App

- Patrons can access your library's digital holdings with ease using their library card
- Meets accessibility standards
- eBooks and audiobooks from all the library's providers available in one app

Palace Marketplace

- A not-for-profit Marketplace informed by library needs
- Offers flexible licensing models for over 100k ebooks and audiobooks
- Includes access to all Bibliolabs collections and titles (now a Division of LYRASIS)

Palace Manager

- Manage and curate your library's e-content holdings from multiple providers in one unified interface
- Create custom lists of content for your patrons to be highlighted in the Palace app
- Monitor e-content use by patrons in single interface

Palace Community Engagement and Activation

- Libraries will be able to participate in a growing group of Palace libraries from across the country where we engage in meaningful conversations about the project, share best practices, and learn from colleagues
- Regular online office hours and training events
- A growing collection of turnkey marketing materials provided, including press release text, social posts, and customizable newsletter templates, flyers, bookmarks, and more for your patrons

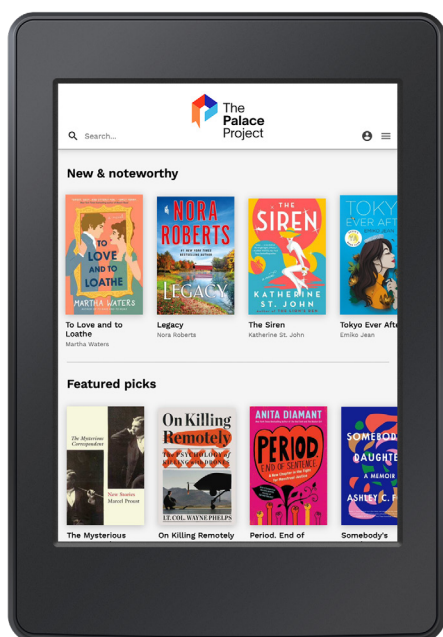
Palace Bookshelf

- Curated content by librarians from all over the country
- Includes over 10K titles and growing of free and open access content

**Libraries are palaces
for the people**

LYRASIS Hosting

LYRASIS makes hosting The Palace Project and sourcing content from other platforms, such as the Palace Marketplace, easy. This hosted option allows libraries to take control of their e-content shelves, merge open content with that from many providers, and deliver it in Palace. Hosting with LYRASIS makes it turnkey and seamless.



LYRASIS Palace Project Hosting benefits include:

- Your library logo and branding in the Palace mobile application
- Included client support, training, and outreach and promotion assistance
- A community of library adopters sharing best practices and expertise
- Hosting solutions for all library types, including independent systems, consortia, and state libraries



**The library really is
a palace. It bestows
nobility on people
who otherwise
couldn't afford a
shred of it.**

- Eric Klinenberg (author)



New Youth-Centered Free Statewide eBook Library To Be Created

\$1.5 million investment by the California State Library inaugurates a digital library open to all Californians

For Immediate Release: December 15, 2021

Contact: Alex Vassar

(916) 603-7177

press@library.ca.gov

[Sacramento, Calif.] Using \$1.5 million in one-time federal emergency COVID-relief funds, the California State Library is creating a statewide collection of over 40,000 eBooks for early learners and school-age children that will be available to every Californian with a library card. Through this project, every California resident – regardless of zip code -- can access thousands of digital fiction and nonfiction books – even if they aren't physically able to visit their local library.

"This is the kind of 24-7 access Californians both expect and need, particularly as we recover from the pandemic," said State Librarian Greg Lucas. "Childhood access to reading materials is fundamental to success later in life, and this project aims to expand that access to all Californians in an equitable and meaningful way."

The initial eBooks in the eLibrary are paid for through American Rescue Plan Act funds and will be available through the Palace Project eBook platform and app supported by the non-profit LYRASIS and strategic partner Digital Public Library of America. The State Library has partnered with the Black Gold Cooperative Library System in administering the new eLibrary. Future funds, if available, will be provided to add new titles, based on local library requests and the needs of their communities.

Providing – and growing -- a statewide eBook collection that is accessible regardless of where one lives or the budget of their local library, ensures youth impacted by a lack of physical access to reading materials are more fully supported. Over time, California's statewide eLibrary will grow to include fiction and nonfiction titles for adults

This program is part of a broader set of projects the California State Library is implementing to aid Californians in recovery from the pandemic. Other initiatives support residents with internet connectivity and devices at home, provide tech support for seniors, and provide an array of digital workforce support platforms through libraries across the state.

Public libraries are community hubs that bring people together and close the opportunity gap by connecting people to essential services and resources. This statewide eBook collection and shared Palace reading app are another way in which libraries support early literacy, build and encourage communities of lifelong learners, increase digital equity, and support the information needs of a 21st Century society.

These projects were supported in whole or in part by the U.S. Institute of Museum and Library Services (IMLS) under the provisions of the American Rescue Plan Act, administered in California by the State Librarian. IMLS advances, supports, and empowers America's museums, libraries, and related organizations through grantmaking, research, and policy development.

About the State Library: Founded in 1850, the [California State Library](#) has an extensive collection of art, books, diaries, maps, newspapers, periodicals, photographs, and posters from throughout California's rich history. The State Library is also California state government's information hub and holds federal and state publications, is home to the Bernard E. Witkin State Law Library and the Braille and Talking Book Library, and serves as the lead state agency for library-related services throughout California.

About Black Gold Cooperative Library System: Founded in 1964, the Black Gold Cooperative Library System is one of nine cooperative library systems in California and serves member libraries throughout San Luis Obispo, Santa Barbara, and Ventura Counties. Black Gold Cooperative was created for the purpose of sharing resources amongst its members and has successfully been doing so for 57 years.

About the Palace Project: [The Palace Project](#) is a suite of content, services, and tools for the delivery of eBooks, audiobooks, and other digital media to benefit public libraries and their patrons. Funded by a \$5 million investment from the John S. and James L. Knight Foundation, The Palace Project is a division of LYRASIS, working in strategic partnership with Digital Public Library of America (DPLA).

NorthNet Library System

Study of California Library Services Act (CLSA)
Cost Share Formula and Allocation of Funds

NLS Administrative Council Meeting
January 28, 2022



1

Consultant

Library Solutions
Diane Satchwell

2

Overview

The study includes the following steps:

- Review of NLS documents (surveys, spreadsheets, etc.)
- Survey the remaining eight system cooperatives
- Release a questionnaire for each public member library
- Conduct one-on-one interviews
- Analyze results and make recommendations

3

NLS CLSA Review

- NLS received \$815,134 for 2021/2022 (20% administration, 80% baseline)
- NLS divides the baseline funds by
 - 50% of funds divided by population of each member library
 - 50% of funds divided among each member library
- Funds are used for delivery and eResources
- Funds are distributed to each public member library
- Funds from State are not guaranteed year to year

4

Summary of Cooperative Systems Survey Conducted December 2021

The other eight cooperatives were sent a survey. Their CLSA funds are used as follows:

- Seven systems use funds for delivery
- Five systems use remaining funds for eResource suggestions
- Four of the nine cooperatives are staffed
- Five cooperatives require contracting for administrative services

5

December 2021 NLS Members Questionnaire Results

- 35 responded to the questionnaire, but not everyone answered all the questions due to new directors and/or needing more information
- Some libraries do not participate in shared resources due to technology and/or small budgets
- Overall, 70% of respondents like the current model
- Some respondents asked for more detail to make an informed decision

6

December 2021 NLS Members Questionnaire Results - Changes to Menu

- Suggestions for new shared eResources included:
 - video streaming (44%)
 - e-newspaper (27%)
 - e-comics (22%)
 - Cloud eBook (3%)

7

December 2021 NLS Members Questionnaire Results - Changes to Formula

- "Off the top" was split- 38% in favor; 34% not in favor
- New metrics for consideration for a different formula included population, library budget and geographical isolation
- Something to note is using only one metric causes a larger discrepancies within NLS

8

One-on-One Interviews

- Nine libraries were recommended by Chair and Vice Chair
- Libraries included Alpine County, Lake County, Larkspur, Mendocino County, Mono County, San Rafael, Siskiyou County, Yolo County and MARINET

9

One-on-One Interviews - Comments

- Overall satisfaction with additional resources
- Physical delivery of material is important
- Supports consistency year to year, but funds are not guaranteed
- Suggested opt in with no preset costs process for participation
- Proposed reaching out to libraries impacted by cost of services for input

10

Other Data

There were responses outside the scope of work for this contract.
That data will be included in the final report.

11

Recommendations

- Included in the report will be
 - Suggested variations of formulas
 - Graphs communicating alternate shared resources of interest
 - Data collected from other eight cooperatives
 - Brief summary from worksheets

Draft report will be reviewed at February Executive Committee and final presented during June Administrative Council meeting.

12

Questions/Comments

Contact info
diane@librarysolutions.net

**CLSA Study
NorthNet Library System
Questionnaire – NLS Directors November 2021**

A brief reminder of CLSA funds:

1. Funds are determined by the Governor each year when the budget is developed. There is no guarantee from year-to-year that CLSA funds will be included in the Governor's budget. For example, in FY 2020/21, the funds were reduced by 50%.
2. The Governor's CLSA allocation is divided up by a formula developed by the California Library Services Board (CLSB), and then approved at their meeting. CLSA funds can only be distributed to the nine library cooperatives. Each cooperative has three years to spend the funds.
3. The use of CLSA funds is restricted based on the CLSA Rules and Regulations in California law. To protect the use and ensure transparency, an annual report with a budget detail report is required to be submitted by each cooperative. By law, CLSA funds may only be used for specific shared resources if at least three libraries participate in that resource.
4. Each cooperative typically receives its CLSA funds in December or January. Consideration of the timing of funding requires some cooperative systems to retain a reserve to pay for services before the funds are received. This is the case for NorthNet for systemwide contracts such as shared delivery contracts, OverDrive Library to Go, and Link+.
5. Each cooperative has the autonomy to develop its own parameters for use and allocation of CLSA funds. The NorthNet Executive Committee annually develops a menu for services for individual libraries to choose from. This is reviewed at its annual June Administrative Council meeting, along with any new services or changes. NorthNet uses a formula which was developed in approximately 2012 to distribute its funds. You may find the memo from the June 16, 2021 Administrative Council meeting discussing CLSA funds [here](#), on p. 27. A background of the NLS CLSA funds was presented at the January 2021 Administrative Council meeting. A copy of that memo is on p. 15 of that [packet](#).

Please respond to the following questions. If a question does not apply, please write N/A.:

1. Library Name:
2. Contact person responding to questionnaire:
3. Currently, the NLS CLSA formula includes 50% by population and 50% by number of libraries participating. Are there other metrics or data points which you think should be considered if the formula were to change? (Examples- remote/rural/frontier, library's budget, card holders)
4. Which metric or metrics is/are the most important to you in determining a formula for allocations?

5. When thinking about how NLS allocates its use of CLSA funds, the current model includes a cost distribution model for the following: the shared Library to Go OverDrive Collection, the shared OverDrive eMagazine collection, and Delivery. Once those costs are distributed, libraries then choose from a menu of items if they have funds remaining. For the systemwide subscription for Link+, the participating libraries may choose to use CLSA funds to pay for part of their subscription. Please answer the following questions:
- A. Do you like the way this model is working now?
 - B. What do you not like about the model right now?
 - C. Thinking about ways to change this model, would it be appealing to you if there were not the pre-set costs that are identified, and instead, every library would receive a menu of services and have local control to identify how they want to use their CLSA funds, knowing that if they participate in a shared service, such as delivery, they would still be required to contribute to that service.
 - D. Thinking about ways to change this model, one suggestion that had come up in the past was to take the total costs 'off the top' and then redistribute the remainder of the funds to individual libraries. When this was analyzed, it was determined that, on average, it would cost \$635,000 for Library to Go, the shared eMagazine collection, Delivery, and Link+. If NLS receives full CLSA funding, this would leave approximately \$22,000 to be distributed to libraries for them to choose from the menu of items for local use. Can you please provide comments about whether you think this is appealing or not.
 - E. The libraries participating in the shared Library to Go collection typically add, on average, about \$70,000 of their excess CLSA funds to this service. Do you like this model? Can you think of ways in which this model could be modified? For instance, would it be more helpful to not have a set amount, and you can choose how much you would like to allocate? Or, for instance, would it be appealing for the budget to be set higher? Are there any factors that need to be considered for libraries that are participating in this shared collection that also pay into other shared services, such as delivery?
 - F. In looking at how libraries allocate their CLSA funds using the menu they can choose from, many libraries are choosing to have their CLSA funds allocated back to them for them to paid for regional shared services such as shared OverDrive collections which are not part of the Library to Go, or for other courier services related to Link+. How important is it to your library to have the ability to use CLSA funds to pay for these types of services?

- G. Thinking about ways to change this model, can you think of other ways in which we might modify the current model?
6. In looking at the data of how libraries spend their CLSA funds, 2 libraries participate in no shared service, 9 libraries use one service, 21 libraries use 2 of the shared services and 9 libraries use three services. Based on this data, it seems that there is value in having shared services. The survey in January 2021 indicates that libraries might be interested in purchasing another shared collection. There was not one clear service which showed more interest than another, but the services which directors showed interest are included below. Please indicate which of the following are important to you by assigning numbers (1 being the highest priority):
- ☐ [SimplyE](#): an open source eReader app where a library can have all of its virtual content from various vendors available through just one app.
 - ☐ One NorthNet subscription to a software assessment tool which helps libraries analyze their communities. The tool may indicate the changes in populations, demographics, and needs of the communities. This data will allow libraries to modify their various ways of community engagement. (e.g. Analytics on Demand or OrangeBoy)
 - ☐ A shared video streaming service through OverDrive or another vendor
 - ☐ A shared eComics collection
 - ☐ A shared eNewspaper such as Press Reader or Gale Archives
 - ☐ A shared Bibliotheca Cloud eBook collection
 - ☐ Other ideas not mentioned above
 - ☐ I would not participate in any of these
 - ☐ Comments
7. Thinking about the menu of services that you can choose from (see attached), the menu has changed in the last few years to now include: Broadband hardware costs, CENIC telecommunication costs, costs for covering warranties in data centers , software to support curbside pickup, and software shared among 3 or more libraries for remote reference. NLS is able to add these items because NLS requested that the California Library Services Board consider expanding the definition of the use of CLSA funds for these items. Are there other items which you can think of which you would like to see added, knowing that an item needs to be shared among 3 or more libraries to support resource sharing?
8. Is there anything you would like to add?



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www.northnetlibs.org

To: NLS Administrative Council
From: Mark Fink
Subject: Rotation of NLS Library-to-Go Chair Rotation
Date: January 28, 2022

Background

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

Section 5. Standing Committees

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

5.2 Executive Committee

e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms, not to include terms as Vice-Chair and/or Chair. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

At the May 2021 NLS Executive Committee meeting, it was noted that Library-to-Go Committee is the only current standing committee without rotation. Jeanne Amos, El Dorado County, and Lisa Dale, Sacramento Public Library, co-chaired the Library-to-Go Committee from approximately 2013 to 2016. Jeanne Amos chaired the Committee from 2016 until approximately July 2018. Michael Perry, Siskiyou County, assumed the Chairmanship approximately July 2018 and has been serving as Chair since.

Mark Fink, Lindsay Fuchs and Carolyn Brooks volunteered to work on a subcommittee to develop a Scope of Work and reporting requirement for the Library-to-Go Chair and to identify a candidate to assume the position of Chair on July 1, 2022, and to be approved by the Administrative Council at the NLS Mid-Year meeting in January 2022. Michael Perry also agreed to sit on the subcommittee.

Attached are the NLS Library-to-Go Chair Responsibilities, which have been approved by the NLS Executive Committee, and recommended for approval for the NLS Administrative Council. The subcommittee was unable to find a volunteer for a replacement prior to the January NLS Administrative Council meeting.

Recommendation

It is recommended that that NLS Administrative Council approve the NLS Library-to-Go Chair Responsibilities, and select a Library-to-Go chair or co-chairs, per the assigned rotation schedule set forth by the NLS Bylaws.

NLS Library-to-Go Chair Responsibilities

The Library-to-Go Chair position shall be for a two-year term, and may be renewed for an additional two years.

The Library-to-Go Chair position must be approved by the NLS Executive Committee and adopted by the NLS Administrative Council. The Chair position may be shared by two Co-Chairs.

The responsibilities of the Chair/Co-Chairs include:

1. Library-to-Go Member Libraries
 - Ensure effective communication through the list-serv
 - Work with the Library-to-Go Committee to establish and/or clarify expectations for libraries that participate in the shared NLS OverDrive collection regarding the length of their commitment
 - Work with the Library-to-Go Committee to develop a scope of work for its members
 - Ensure for succession planning and preservation of institutional knowledge
 - Update the contacts on the list-serv on a regular basis (annually or more frequently)
2. Monthly meetings
 - Set the agenda, and identify a note taker
 - Ensure the work of the Committee reflects the NLS priorities and assigned budget
3. NLS OverDrive Consortia Coordination
 - Work with the Library-to-Go Committee to write a Collection Development Policy to be reviewed by the Executive Committee that includes selection criteria, priorities for the overall collection that reflects the diverse needs of the NLS populations, including selection in at least English and Spanish and procedures for challenged materials
 - Work with the Library-to-Go Committee to write a Collection Management Policy to be reviewed by the Executive Committee that includes content selector assignments for participating library jurisdictions, practices for library jurisdictions to promote titles related to local themes, practices for library jurisdictions to integrate local branding into their promotion of content for review by the Executive Committee
 - Coordinate the collection and reporting of statistics to the Executive Committee on a quarterly basis, including: global circulation statistics; number of patrons by library system and by youth/adult (if possible); borrowing statistics broken down

into formats, including eBooks, eAudiobooks, eMagazines, and other formats available in the collection; fiction circulation, and nonfiction circulation

- At the direction of the NLS Executive Committee, work with the Library-to-Go Committee to review and evaluate other shared digital content platform options

4. OverDrive Consortia Budget (eBooks, eAudio and eMagazines)

- Solicit input from and provide preliminary budget information to the Library-to-Go Committee related to funding the shared NLS OverDrive collection
- Reach out to and communicate with participating libraries and library directors regarding budget decisions to ensure their opinions are being included prior to meetings
- Develop an annual budget working with the NLS fiscal administrator and with the Library-to-Go Committee. Write a budget memo for review and presentation at the May NLS Executive Committee
- Provide written quarterly reports to the NLS Executive Committee, outlining the number of titles purchased, the budget expenditures to date, and other related activities
- Be familiar with the California Library Services Act (CLSA), the allowable use of CLSA funds, and the NLS CLSA budget. This can be achieved by meeting with the NLS Coordinator
- Work with the NLS fiscal administrator to track any additional OverDrive CLSA allocations by libraries to ensure the funds are budgeted, tracked, and any unspent funds are accounted for, and identified for the Executive Committee to consider roll-over or future use for the upcoming budget by the May Executive Committee meeting

5. OverDrive Portal

- Access the OverDrive portal as needed to ensure orders are being placed by NLS selectors
- Work with the NLS fiscal administrator on approving invoices for payments
- Track orders and expenditures to ensure budget expenditures are on track

6. Communication

- Correspond with the NLS Executive Committee Chair and Library-to-Go Committee
- Develop other policies/procedures per the NLS Executive Committee direction or for the needs of the Library-to-Go Committee (e.g. explore implementation of an Instant Digital Card)
- Provide statistics to the NLS Coordinator for CLSA reports

The Chair/Co-Chairs would not be responsible for the actual purchases or collection management.



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www.northnetlibs.org

To: NLS Administrative Council
From: Suzanne Olawski
Subject: Explanation of NLS Reserves
Date: January 28, 2022

Background

At the June 2021 NLS Administrative Council meeting there was a request to have an explanation of the NLS fund balance and operating reserves. The NorthNet Executive Committee discussed this item at their October 2021 meeting.

The purpose of this memo is to provide that information.

NorthNet's Operating Reserve Policy

An Operating Reserve Policy was approved at the August 2017 NLS Executive Committee and adopted by the NorthNet Administrative Council at the January 2018 meeting. **Exhibit A** is that policy. Per the policy:

The Operating Reserves Fund is intended to provide an internal source of funds for situations such as sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time nonrecurring expenses that will build long-term capacity, such as staff development or research and development. Other purposes for the use of the Operating Reserves may be established as necessary, if funds are available.... Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of NorthNet Library System for Operating Reserves to be used and replenished within a reasonably short period of time. ... The target minimum Operating Reserves Fund is equal to three months of the operating budget costs.

Page Break

The fund balance includes a blend of funds, which may include any roll-over CLSA funds, funds relating to unexpended balances from grants, and funds not encumbered.

For FY 2021-22, the estimated carry-over fund balance includes the following:

Estimated Fund Balance:	\$1,316,285
Operating Reserves:	\$71,730
Legacy System Legal Funds:	<u>\$24,000</u> (\$8,000 per system)
TOTAL	\$1,412,015

Most LSTA grants have an end date which does not align with the fiscal year, and so the Fund Balance is used to hold the remaining funds until the grant is completed. For instance, the FY2020-21 Public Library Staff Program (PLSEP) and Preparing to Respond & Recover LSTA grants ended in August 2021, with \$22,554 of those funds reflected in the Fund Balance until the grant was completed. Additionally, the Fund Balance includes the \$39,245 CLSA roll-over funds for the OverDrive. There are additional expenses using the Fund Balance which have not yet been posted.

NLS uses membership fees and Fund Balance to pay for operating expenses until CLSA funds are received. Examples include the monthly invoices from the shared Library to Go collection, the courier contracts, and the shared Link+ contract. Therefore, it is necessary to have ample funds in the Fund Balance to cover these costs. Particularly in years, such as this year, when NLS will receive CLSA funds very late in the fiscal year (in late February or March), the Fund Balance is used to pay invoices until those funds are received.

During any fiscal year, any funds not spent fall to the Fund Balance. In FY 2021-22, NLS is not administering any grants, which will result in fewer funds falling to Fund Balance.

Use of Fund Balance by Other Systems

In checking with other cooperative systems, most have a Fund Balance and a restricted use of funds. The Inland Library System in past years decided to use all of its restricted and unrestricted Fund Balance to pay for services which depleted the funds. The result was a need to invoice libraries individually for ongoing services, such as the CalPERS unfunded liability. When CLSA funds were zero'd out during lean years by the Governor, Inland resorted to discontinuing its courier service and other shared resources. Inland has since re-established its policies for Fund Balance and Reserves.

The Serra system investigated drawing down or eliminating their fund balance. The system ultimately determined that a healthy fund balance was needed to ensure that there were funds available to pay for services should the Governor reduce or eliminate CLSA funds, which has happened several times in the last ten years.

Exhibit A

NorthNet Operating Reserves Fund Policy

PURPOSE

The purpose of the Operating Reserves Fund Policy for NorthNet Library System is to ensure the stability of the mission, bylaws, and ongoing operations of the organization. The Operating Reserves Fund is intended to provide an internal source of funds for situations such as sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time nonrecurring expenses that will build long-term capacity, such as staff development or research and development. Other purposes for the use of the Operating Reserves may be established as necessary, if funds are available.

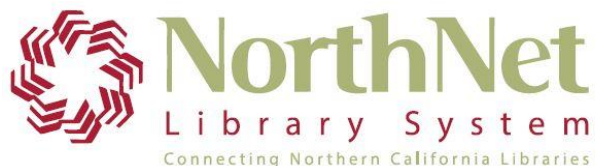
Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of NorthNet Library System for Operating Reserves to be used and replenished within a reasonably short period of time. Operating Reserves Fund policy will be implemented in concert with the other governance and financial policies of NorthNet Library System and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

DEFINITIONS AND GOALS

The Operating Reserves Fund is defined as the designated fund set aside by action of the NLS Administrative Council. The minimum amount to be designated as the Operating Reserves will be established in an amount sufficient to maintain ongoing operations for a set period of time, measured in months. The Operating Reserves serve a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Operating Reserves Fund is equal to **three months** of the operating budget costs. The calculation of operating budget costs includes all recurring, predictable expenses such as contracts that support communication and delivery products and services, fiscal and administrative services, insurance, and ongoing professional services. Reimbursable or pass-through programs, depreciation, in-kind, and other non-cash expenses are not included in the calculation.

The amount of the Operating Reserves Fund target minimum will be calculated each year after approval of the annual budget, reported to the Executive Committee, and included in the regular financial reports.

Adopted by NLS Administrative Council, January 19, 2018



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To: NLS Administrative Council
From: Suzanne Olawski
Subject: NLS LSTA Proposal Concept
Date: January 28, 2022

The LSTA proposal window for FY 2022-23 is open until February 3, 2022. The NLS Executive Committee discussed ideas at its last meeting, and it was suggested that NLS pursue the idea of expanding a program which Tehama County developed, called Hidden Heroes, Historic Places.

As community anchors, libraries support the community we serve through materials we purchase, support our staff give, programs we host, and our physical spaces. After the call to action from the George Floyd killing and the overwhelming community response to Black Lives Matter, greater consideration needs to be done with how libraries can be engaged with our communities, and harness our communities' passion, curiosity and thinking in historical events and how it affects social justice and brings about social change.

Mainstream culture historically and presently excludes and marginalizes communities of color, low socioeconomic status, women, LGBTQIA, disabled, rural, and others. Libraries play an integral role in this representation in the materials we purchase, the educational opportunities we present, and the programs we curate. Libraries supporting learning about local heroes and historical locations in one's community helps empower libraries to broaden the representation of our communities and also, gives people a deeper understanding towards historical events and how these events create the culture we live in today.

Los Angeles Public Library and Tehama County Library have both employed the Hidden Heroes, Historic Places approach as an invitation for communities to wonder and be inspired by coloring pages that celebrate and amplify the unheard voices of people who have done amazing things.

NLS represents the largest geographical region of the California library systems. It is truly serving urban, suburban and rural communities. The Hidden Heroes, Historic Places project is an opportunity for libraries to be content creators via the lens of equity, diversity, and inclusion. Additionally, the project approach cultivates and inspires community pride.

If approved, this project will build a community of practice where librarians shift from history holders to content creators. Participants will learn the following tools.

1. Research, cultivate and communicate local history stories via the lens of social justice.
2. Become content creators by telling their communities history via the lens of social justice.
3. Create coloring pages and write short biographies that tell equitable and diverse stories from their community.
4. Learn different platforms on how to tell these stories (coloring pages, story walks and digitally).



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NorthNet Library System Strategic Priorities

The initial NLS strategies and goals were adopted in May 2010. In light of continually changing economic support, new service trends and new NLS leadership, a fresh look at system activities focused on clarifying and identifying strategic priorities was undertaken in FY 2015/16. These priorities are extremely useful in identifying impactful services for member libraries and are informing recommendations to the California Library Services Board, the board that determines the services provided by NLS and other California Library Services Act (CLSA) systems.

The NLS Administrative Council, at its January 25, 2016, adopted five key strategic directions for NLS:

- **Member Asset Mapping**
- **Sharing People and Knowledge Platform**
- **Zip Books**
- **Training and Development/ Facilitation and Capacity**
- **Budget Cycle Alignment for Increased Collaboration/Purchasing**

Since this list was developed the NLS libraries, through discussion at the Administrative Council meetings, have developed additional priorities, including:

- **CalPERS Obligations of Legacy Systems**
- **Disaster Recovery and Response Training**
- **Shared Link+ Contract**
- **Shared eResources**
- **CLSA Study**

Review of Activities Related to Strategic Priorities

Since the development of these priorities, the following has been done:

Member Asset Mapping/Sharing People and Knowledge Platform: The Black Gold Library System has developed the "CLSA Knowledge Base," <http://clsainfo.org>. This is a repository where libraries throughout California can share policies, procedures and best practices, allowing convenient access to information about specific skills of staff and knowledge-sharing of best practices. NLS libraries may use this service for free and share their policies, RFPs and other documents with libraries throughout the state.

Training and Development/Facilitation and Capacity Building: In prior years, the California State Library (CSL) offered the opportunity for libraries to participate in the Harwood Turning Libraries Outward training. Several NLS libraries participated and have shared their knowledge at NLS Administrative Council meetings. NLS with the Pacific Library Partnership (PLP) as a collaborator, was awarded an FY 2016/17 CSL Pitch-An-Idea grant for “Community Engagement and Facilitation Skills for NLS and PLP Libraries,” where several NLS libraries participated in this training led by Susan Clark, well-known for her work in adult literacy and community engagement. Project outcomes can be found on the NLS website, [Libraries Lead the Way](#). NLS has also included in past budgets \$1,000 to libraries for staff training and development, funneling dollars to local systems to use for specific training and development needs.

Budget Cycle Alignment for Increased Collaboration/Purchasing Power: NLS system contracts have been shifted to align with the system and member library fiscal years which, for the most part, are July 1 – June 30.

CalPERS Obligations of Legacy Systems: With CalPERS’ change to accelerate the timeline for repayment of unfunded liability, each system has developed a schedule for member libraries to contribute to those annual costs. NLS hired an attorney that provided an analysis for each system, particularly as it relates to AB1912. These findings can be found on the [NLS](#) website.

Disaster Response & Recovery Training: Within the last few years, NLS libraries have experienced a variety of disasters (including fires, flood, earthquakes, etc.). Training was held at the Sacramento Library to address how to handle a situation once a crisis has occurred. The NLS Libraries expressed desire for further resources, which resulted in NLS receiving FY 2019/20 and FY 2020/21 LSTA funding for “Preparing to Respond & Recover: How Libraries Strengthen Communities After a Disaster.” Recovery resources were developed and are available at <https://www.libraryrecovery.org/>

Shared Link+ Contract: In 2016, NLS used some CLSA funds to hire a consultant to explore a shared NorthNet Link+ contract. This resulted in the adoption of a shared Link+ contract by participating NorthNet Libraries and a total of four new libraries joined, with seventeen NLS libraries participating in the shared contract. Through an NLS request, NLS was awarded a CLSA Grant to fund the year 1 costs for the four new libraries, as well as for several other libraries throughout the state to join Link+.

Shared eResources: The NLS adopted budget has included subscriptions to Califa. NLS offers member libraries a shared OverDrive collection consisting of eBooks, eMagazines, and eAudiobooks, called Library to Go. In FY 2021-22, NLS has begun modifying the NLS eContent strategies. A task force was formed to work with the Library-to-Go Committee. At the NLS

Executive Committee meeting of September 21, 2021, the task force recommended the following priorities for the Library-to-Go Committee for FY 2021/22:

1. Draft a Collection Development Policy;
2. Establish a formal quarterly reporting process for consortia to report to the Executive Committee;
3. Draft a Collection Management Policy;
4. Appoint Co-Chairs for the Committee; and,
5. Obtain input from the NLS Executive Committee of preliminary budget information related to funding of the shared NLS OverDrive collection.

CLSA Study

Ongoing discussions about the use of CLSA funds has led to the NLS Executive Committee approving a third-party consultant to perform an analysis of the current CLSA member cost share formula, the current CLSA shared services cost allocation plan, and the current CLSA menu of services. The analysis will include a review of the recent surveys and results from the NorthNet System, surveys and interviews with NLS directors, analysis of formulas from other cooperatives, and other data points. A study update will be presented to the NLS Administrative Council at their January 2022 Mid-Year Meeting. A draft report with an analysis and recommendations for modifications to the existing program will be presented to the NLS Executive Committee at their February 2022 meeting.

Conclusion

NLS is a very active system with strong collaboration, leadership and a huge knowledge base among our member libraries. These priorities are used to develop the priorities listed in the CLSA Plan of Service and will be monitored on an annual basis to develop an action plan for effective service to our members. We will also use these priorities to help inform statewide services or projects that are currently under consideration for funding by the California Library Services Board.

Overdrive Reciprocal Lending Agreement (RLA)

What is it?

Overdrive's Reciprocal Lending Arrangement (RLA) program will allow NorthNet consortia patrons to search and borrow titles from another consortium's collection. At the moment, potential partner consortia are MARINet and PLS.

Cost

There is no cost to enter into an RLA with a partner.

Collection Budget

The Overdrive agreement does include a "maintenance of effort" condition where participating consortia will need to maintain a spending level of at least 95% of the previous fiscal year.

We could clarify that this reference budget would be the consortia's contribution (i.e. the budget that NLS approves each year that is cost-shared by all members) and not include *all* expenditures made by participating libraries.

Advantages

Expands access

According to Overdrive, there are

- 112,000 titles across all 3 consortia collections that exist in only *one* of the consortia collection;
- a further 18,000 titles that are found in all 3 collections

NLS current collection size is 77,000 unique titles (including consortia and Advantage titles, shared or not). Entering into a RLA would increase access to a minimum 35,000 titles not currently available to NLS patrons.

Maximizes content use

As the trends in e-resources continues to be timed-based licenses, joining an RLA would minimize the amount of time that a title remains idle.

Increased checkout limits

The checkout limit for the patrons account would be tied to the collection the items is checked out from, not just the consortia they belong to. So NLS patrons would be able to checkout 10 items from NLS collections (NLS current maximum) and an 25 titles from MARINet collection (MARINet's maximum).

Considerations

Maintaining annual contribution level

Since Overdrive budget is contingent on the State Library budget, it could be a challenge to maintain a consistent budget if there were dramatic cuts, similar to the cuts in the FY 20/21 budget year.

Advantage Shared titles would also be shared

Any title purchased by a local library system and shared with the consortia would also be available to the patrons in the partnering consortia.

Harmonizing circulation and sharing parameters

While not a requirement that each consortium have the same RLA parameters, it might be more beneficial to bring NLS's circulation and sharing rules in line with the partner consortia so all access is as equal as possible.

Recommendation

The Overdrive group did discuss this at the January meeting and there was general consensus by the 10 participants (of the 26 membership) to move forward with this agreement.

**California State Library, Library Development Services
Cooperative System Report, January 14, 2022**

Zip Books

The California State Library invites all CA public libraries to apply for funding to establish a Zip Books program. The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local community. Program information and application can be found at [Zip Books - California State Library](#)

To apply for Zip Books funding, please use the Submittable application link at [California State Library Application Manager - 2021-22 Zip Books Application R2 \(submittable.com\)](#) Applications are due into Submittable by **January 14, 2022 5 p.m.**

Libraries new to Zip Books can request up to \$35,000. Please note: For California libraries that previously had a Zip Books program and weren't able to apply in the first round in November 2021, we invite you to apply for this second round of funding. For Zip Books questions, please contact Lena Pham at lena.pham@library.ca.gov

Book to Action

The California State Library is pleased to offer Book to Action, a Library Services and Technology Act (LSTA) funding opportunity for public libraries to provide book-themed programming to encourage lifelong learning. Book to Action 2021 initiatives tackle important issues in the community and encourage reading, community discussion, and action.

For instructions and the application, please visit our [Book to Action webpage](#). For more information, join us for an information session via Zoom on Wednesday, January 19 from 1:00 p.m. to 2:00 p.m. Register [here](#).

LSTA 2022-23 Grant Program

The online application for the LSTA 2022-2023 Local and Collaborative Competitive Grants program is now live on the California State Library website!
<https://www.library.ca.gov/grants/library-services-technology-act/competitive/>

The application deadline is March 1, 2022. The timeline, instructions, application materials, and link to the online application are all available on the site. Email ltagrants@library.ca.gov for more information.

Ebooks for All CA

The State Library recently [announced an ARPA grant to Black Gold](#) to purchase an eBook collection and eBook platform for every public library in CA. This project will bring more eBooks to every California library card holder, but more importantly provide an infrastructure through which libraries can purchase materials that can be shared between library jurisdictions across the entire state.

This topic was recently discussed at the December's Library Director's Networking Call. Right now, there is an initial cohort that is forming to beta test the process for CA. In March, it is expected that the process will be streamlined and open for all for a rolling, open onboarding. Contact arpa@library.ca.gov for further details.

Home Connectivity Kits

Last year, the state library gave out funds and equipment to help CIPA compliant libraries bridge the digital divide through the lending of hotspots and Chromebooks. That project is back in the works again, this time including templates for instructions and funds for accessories such as bags, mice and headsets.

Libraries have claimed approximately 1 million dollars in funds for these pieces of equipment and it is expected that another approximately 500K will go out over the next 2 months. Contact arpa@library.ca.gov for more information.

Networking Conversations

Networking conversations for California libraries continue, and we encourage you to register to attend. Directors' calls occur once a month and an invitation to participate is sent out on the directors' listserv as dates are scheduled.

We hope you will participate in the next public library directors networking call on **Wednesday, January 19**, 2022 from 3:30 to 5:00 p.m. This call is an important one where you'll have the chance to offer your thoughts on the next five-year LSTA plan.

Join Linda Braun and Sandra Hughes Hassell to actively engage and share your thoughts about the development of the next California State Library LSTA five year plan. At this session, Linda and Sandra will ask library directors to contribute ideas and opinions on significant issues related to the future of public libraries. You will have the chance to consider and talk with each other and Linda and Sandra about organizational opportunities and concerns and the role of the State Library in addressing and supporting those. Please register using [this form](#).

Stronger Together: Out of School Time Grants

The California State Library is pleased to announce that the [Stronger Together: Out of School Time Grants](#) opportunity is officially open. This grant opportunity is designed to support and expand the critical role that libraries play for children and teens when they are out of school. Funded projects are encouraged to focus on one of the following topics:

- Social-emotional development
- Workplace preparedness of teens
- Youth voice and leadership
- Academic / technological advancement of youths
- A replication project of a previous Shared Vision grant (see opportunity page for details)

For full grant and application details, please visit the [opportunity webpage](#). An information session will be held on January 12, 2022 at 10am ([Register here](#)). Completed applications are due by **Friday, February 11, 2022 at 5pm**. Contact strongertogether@library.ca.gov with any questions.

Funding opportunities through the California State Library

Please visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities.

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. The call for 2021/22 applications have closed and applications were reviewed by a panel. Award news sent Dec 2021 to early January 2022. Report forms can be found at [Manage Your Current Grant - California State Library](#) (look under “CopyCat” section). For questions, contact copycat@library.ca.gov

California Library Literacy Services

For current CLLS programs, the 2021-2022 mid-year report and 2022-2023 pre-application will be combined this year, and is projected to open later in January and to be due in February. Please contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov for more information. Round I applications for ESL funds closed Dec. 24, 2021, and Round II applications (for ESL services starting July 2022) will open this spring.

Digital Learning Platforms for All California Public Libraries.

We are hoping the learning platforms Coursera, GetSetUp, LearningExpress (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare are being set up on your websites. The vendors have contacted the identified library staff with information needed for set up. Each platform has a different access model. The link to information sessions, marketing materials, and FAQs is <https://my.nicheacademy.com/callacademy/course/39032>. If you or your team has not heard from one of the vendors, or if you have changed your mind about adding one of the platforms, please email jen.lemberger@library.ca.gov. NOTE: If you did not register interest in accessing LinkedIn due to connection issues with SIP2 or Patron API, please contact jen.lemberger@library.ca.gov. We are working on a solution.

Building Forward Infrastructure Funding for California Libraries

The Building Forward infrastructure grant program was made possible by the California Budget Act for the 2021-2022 fiscal year, which contains \$439 million in one-time funds to create an

equity-focused matching infrastructure grant program to support local library maintenance, capital projects, broadband and technology upgrades, and purchasing of devices.

As stated in SB 129, Section 215 the California State Library:

1. Shall prioritize project requests submitted by local libraries in high-poverty areas of the state. No grant amount shall exceed \$10,000,000.
2. Shall prioritize grants for life-safety and other critical maintenance and infrastructure projects.
3. May support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.

A link to a recorded information session is available at:

<https://www.library.ca.gov/grants/infrastructure/>

The preliminary application period, which was an optional step in applying, closed October 27, 2021. Next steps will be announced shortly. If you have questions, please email BuildingForward@library.ca.gov.

California Libraries Learn (CALL)

California Libraries Learn is busier than ever. Start planning your team's professional development by visiting www.callacademy.org and check the frequently updated [calendar](#) to explore the options. Free courses, weekly webinars, and cohort-based continue.

CALL has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Please [subscribe today](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). This year, CALL's special focus areas are, as requested by CA library staff: mental health and workplace wellbeing; customer service; equity, diversity, inclusion, and belonging; and community engagement.

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 can be found at [Public Library Staff Education Program - California State Library](#). 2021/22 PLSEP grant report information can be found at [Manage Your Current Grant - 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) is presenting another year of exciting new Leadership Development opportunities for library staff

in California. In addition to the Leadership training program, the Developing Leaders in California Libraries project is offering a series of “My Leadership Journey” webinars open to all staff to attend.

For more information on upcoming events and previous MLJ recordings, please visit <https://claleadership.org/webinars/>