

Guidebook to the NorthNet Library System



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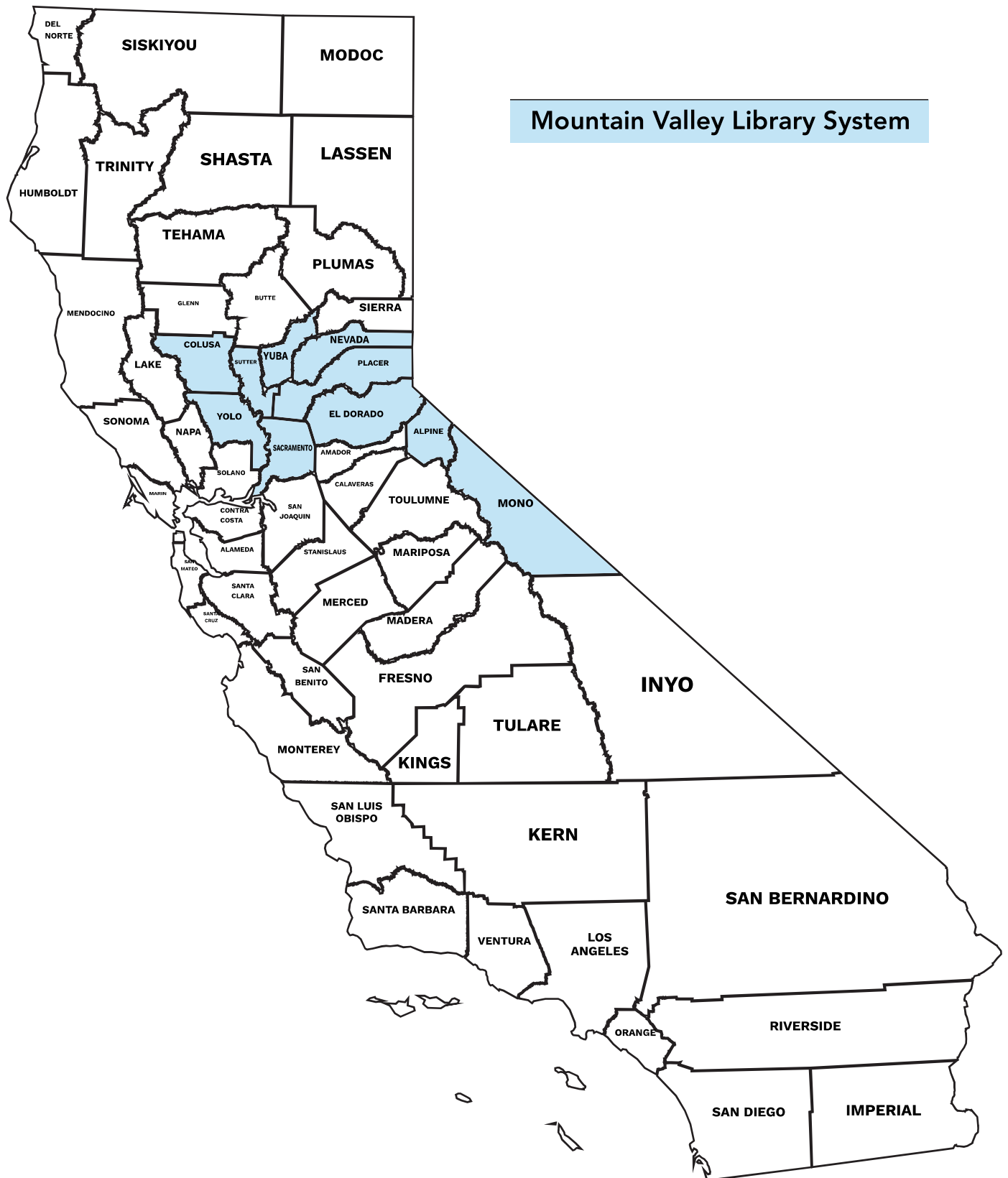
North State
Cooperative Library
System
(NSCLS)

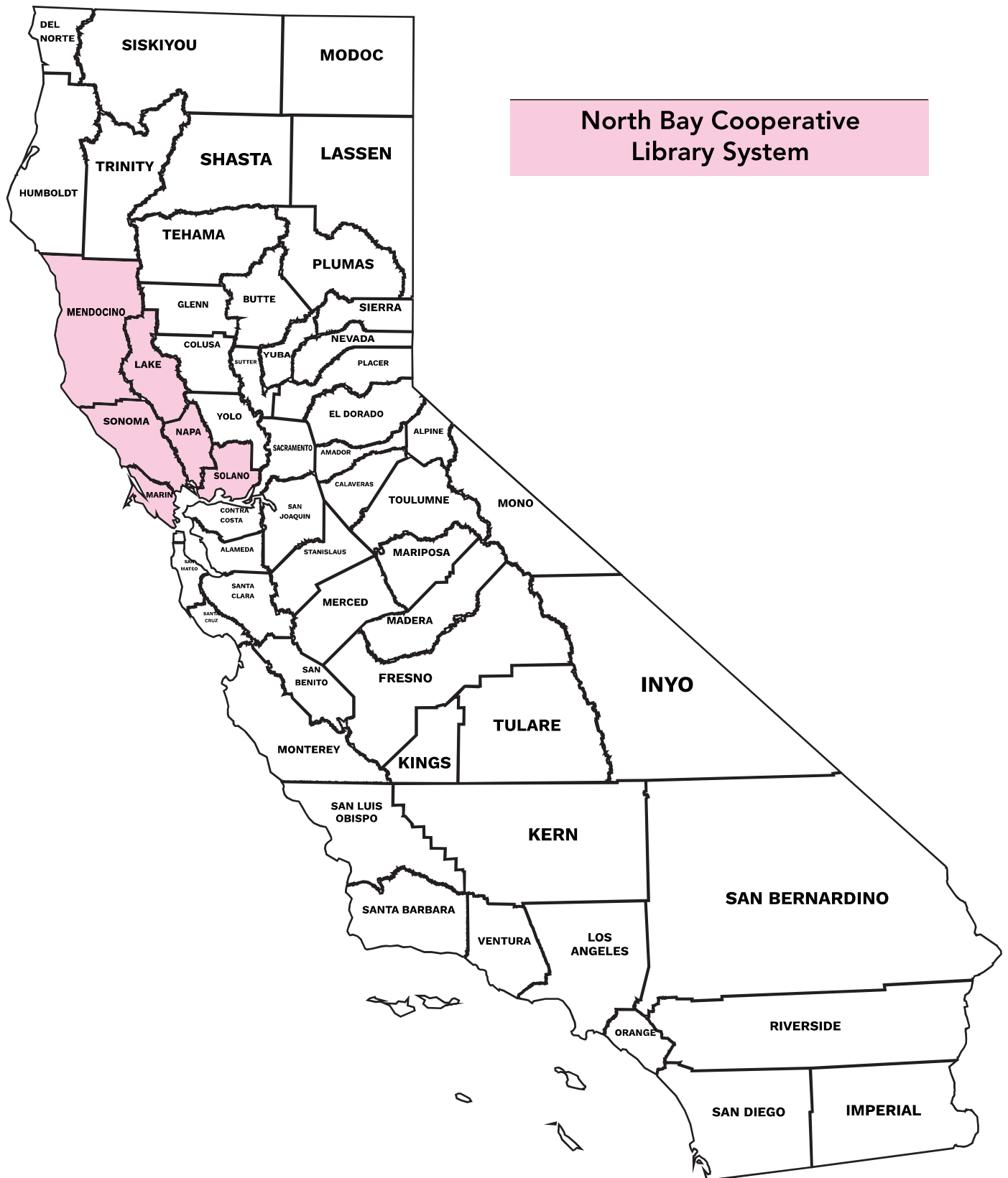


North Bay
Cooperative Library
System
(NBCLS)



Mountain Valley
Library System
(MVLS)









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SYSTEM INFORMATION

NorthNet Library System (NLS) is a consolidation of three library systems, MVLS (Mountain Valley Library System, serving Alpine, Colusa, El Dorado, Mono, Nevada, Placer, Sacramento, Sutter, Yolo and Yuba Counties; NBCLS (North Bay Cooperative Library System), serving Lake, Marin, Mendocino, Napa, Solano and Sonoma Counties; and NSCLS (North State Cooperative Library System), serving Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama and Trinity Counties.

PURPOSE

The purpose of this consolidated regional system is to improve the services of its constituent member libraries by maintaining existing CLSA (California Library Services Act) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing.. NLS develops broader goals and scope than the CLSA mandated programs in communications, delivery, and resource sharing, which are legislated by current law. The regional system improves and enhances services formerly provided by the three local systems. A local system may continue local best practices to meet its own needs.

GOVERNANCE AND FINANCING OF NLS

The governance model for the NLS is a Joint Powers Agreement (JPA). Each of the three systems that comprises NLS operated under either a JPA or a JRA. The NLS JPA is an overarching structure leaving the three systems' JRAs and JPAs intact. The JPA, bylaws, and standing rules are available for review. An Executive Committee is responsible for the ongoing operations of NLS.

FINANCING OF NLS

NLS is funded through a combination of California Library Services Act funds and member dues and fees. The Fiscal Administrator drafts an annual membership fee schedule and budget that is presented for recommendation to the Executive Committee. The fee schedule and budget are presented for approval by all NLS members at the Annual Meeting.

BENEFITS OF NLS

- Achieve economies of scale by investing in a set of shared resources in programs and services that will benefit people served by the communities in the region.
- Facilitate the ability of member libraries to work together to increase the quantity and quality of the services and programs for the people in this broad geographic area.
- Enable each member to be responsive to the changing needs and expectations of its community.
- Create a common approach to marketing and public relations and have a shared capability for this work.
- Enable resource sharing to work better and more seamlessly.
- Allow member libraries to have a strong, effective and unified voice.
- Capitalize on the talents and competencies of a large group of member library staff and increase the opportunity to share and learn from each other.
- Collaborate to invest in research and development of new initiatives and pool resources to support development of these initiatives.
- Extend the network and communities of practices among the people who work in the member libraries.
- Provide the structure and support for member libraries with common interests to communicate and share in a broader geographical arena.

PRIORITY SERVICES BEING PROVIDED BY OR OF INTEREST TO NLS

- Programming
- Expanded materials delivery
- Staff development and continuing education
- Support for research and development
- Technology opportunities
- Communities of Interest on such topics as Friends activities, facilities (both new and aging), new technologies
- Self-selected communities of interest
- Social marketing
- Leadership development
- New model for resource sharing



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- Shared models for the “behind the scenes” library work, centralized acquisitions, collection development, cataloging, processing of media and books, including specialized collections, i.e., foreign language

California Library Services Act – A Brief History

Library cooperation in California has a long history. The California County Library Law which was passed in 1911 formally established the framework of statewide library service in California. The County Library Law mandated that each county should form a county library system that would serve each and every member of the county, no matter how isolated they were.

Cooperation has been a hallmark of library service across the country. Trial projects involving cooperation among public libraries began nationwide in the late 1950's and 1960's, frequently using federal Library Services and Construction Act (LSCA) funds. In many states, those federally-funded demonstration projects paved the way for State-funded public library systems. California's own Public Library Services Act, the predecessor to the California Library Services Act (CLSA), was passed in 1963 and supported the creation of cooperative public library systems statewide.

CLSA was passed in 1977 and established fifteen public library systems that cooperated in many ways, including State support for both local and statewide programs. At the local level, services included reference, communication and delivery, interlibrary loans (mediated borrowing between a wide variety of libraries) and direct loans (unmediated borrowing by patrons from libraries within the same system and, in some cases, from any public library in California that belonged to one of these fifteen systems). At the statewide level, services included statewide databases, state reference centers and statewide communications and delivery.

Of course, California is always striving for better programs and services. The cooperative library systems were primarily focused on public libraries and funded for services to public libraries, yet, over the years, some systems began to include other types of libraries as their members, without any state support for non-public libraries. The concept of multi-type library systems or networks was developing in the 1980's in other states; and in California, under the leadership of former State Librarian Gary Strong, the first California Networking Task Force was established in 1989. Various task forces worked until 1995 to develop a plan for multi-type library cooperation in California. This initiative was dubbed the Library of California by former State Librarian Kevin Starr. The plan anticipated that the fifteen public library systems would become five mega-systems that somewhat aligned with the existing system configuration. Legislation enacting the Library of California was passed in 1999 at the very end of Governor Pete Wilson's term. Governor Gray Davis succeeded Governor Wilson; and his administration had little background or commitment to this new program. The initiative did not receive the funding necessary for it to be successful or to support multi-type resource sharing and was repealed in 2012.

Throughout the Library of California's development and limited implementation, public libraries continued to cooperate through the existing cooperative library systems. State support for the public library systems was being reduced; and the costs to manage these entities and provide necessary services began to outstrip the revenue allocated to the systems. In the late 2000's, the existing fifteen public library systems began to plan the most effective way to reorganize and merge themselves to make the best use of limited funding. The result of this realignment was a reduction to nine systems, somewhat similar to the five proposed regions for the Library of California.

Under Governor Jerry Brown, funding for all CLSA programs other than Communication and Delivery was eliminated in FY 2011/12. Although resources are very limited, members of the current CLSA systems continue to work together to share resources, leverage their assets, share in development of new trends and services to provide better service to Californians.

With advocacy, funds were restored, and after several years, the annual total amount of CLSA funds to be shared among systems was approximately \$3,630,000 annually. In FY 2020/21, due to the pandemic, the amount was reduced by 50%, to \$1,880,000 to be shared among all the nine cooperative systems. In FY 2021/22, again due to the novel coronavirus pandemic, the Governor's budget included a 50% reduction. With advocacy, the funds were restored to \$3,600,000 annually to be shared among all of the cooperative systems.

To: NLS Administrative Council
From: Carol Frost
Subject: Explanation of CLSA Funds and How Funds Can Be Spent
Date: December 8, 2020

OVERVIEW

The NorthNet Library System(NLS) is one of the nine cooperative library systems in California. NLS receives funds from the California Library Services Act (CLSA), and the funds are distributed by an agreed-upon menu of items. Some members have asked for a review of how these funds are distributed and requested that NLS review the menu of items. The NLS Executive Committee has asked that this document be developed to explain this background.

The purpose of this memo is to provide the members with an overview of the CLSA and how funds can be spent, so that they can feel more confident in making decisions on how CLSA funds are allocated to the public libraries within NLS.

BACKGROUND OF CLSA FUNDS

One of the major reasons that the nine library cooperatives throughout the state were formed was to receive funds from the California Library Services Act to support resource sharing. Only cooperatives can receive these funds – an individual library may not directly receive them. In or about 2008, the California State Library requested that cooperatives consolidate to form larger cooperatives. The North State Cooperative Library System, Mountain Valley Library System and North Bay Cooperative Library System joined together to form the NorthNet Library System in 2009.

The California Library Services Act is defined in Title 5 of the California Code of Regulations, sections 20100 – 20265. The distribution and oversight of the funds is done by the California Library Services Board. Only public libraries may receive these CLSA Communication and Delivery funds.

CLSA funds can only be spent as defined in the Communications and Delivery section of California Law.

Beginning in FY 2011/12, funding for CLSA began to shrink, with the loss of a central System Reference and reimbursement for Transaction Based Reimbursement (TBR). In FY 2011/12, there was no funding for CLSA, and much hard work was done by several stakeholders and the CLA Lobbyists to restore funding, although at a significantly reduced level.

In FY 2016/17 and 2017/18, the cooperative systems and the California State Library staff worked with the California Library Services Board to update the regulatory language. The references to funding to support system reference and inter-library loans has been removed, and the definition of Communications and Delivery was updated. This allowed the systems to be more flexible in sharing resources and expand sharing of digital items.

By law, the funds are distributed as follows:

- 20%** System Administration
- 80%** Baseline for Communications and Delivery (C&D)

Each section is clearly defined for allowable costs. Below is a very brief checklist of how CLSA funds may and may not be used. The list is used for illustrative purposes, and if a system wants to use funds in a new way, it must first be approved by the State Library staff, and, in some cases, approved by the California Library Services Board.

20% System Administration

Can be used to pay for some of the staff time for oversight of a system. For NLS this includes some of the time of the System Coordinator, PLP CEO and PLP Controller for administering CLSA activities.

80% Baseline Communications and Delivery (C&D)

Yes	No
Includes several items 'off the top,' before funds are then distributed to shared services. These include: office supplies, web hosting, 800 number, Zoom subscription, postage.	
Resources must be shared between 3 or more libraries.	Library cannot use the funds for their individual needs.
Funds can be used for courier costs between 3 or more libraries, as long as the courier is a primary way of sharing physical materials.	Funds cannot be used for courier costs between branches of a single library system.
Funds can be used to purchase shared digital resources between 3 or more libraries.	Funds cannot be used for one library's digital collection. It must be a shared collection.
The cooperative can use the funds for shared eResources, as long as the vendor can ensure the entire collection is shared among those libraries.	Digital archives, articles, newspaper and research databases are not eligible; daily news subscriptions are not eligible.
Funds can be used to support the cost of a library assessment tool subscription, which will assist the libraries in developing services and shared resources for the cooperative.	The library assessment tool must benefit 3 or more libraries, and CLSA funds can only be used for a limited duration (e.g. 2-3 years).

<p>CLSA funds may be used for an individual library or a cooperative to support the network, “which may also include telecommunications equipment and its installation along with service fees.” This was clarified at the June 2020 CLSB meeting to include one-time use of funds for network hardware purchases, and, <u>for rural libraries only</u>, for CENIC telecommunications costs and costs for covering warranties for network security software and hardware in data centers.</p>	<p>Based on the latest interpretation by the CLSB, libraries should not claim funds on an annual basis for ‘broadband.’ The NLS FY 2020/21 CLSA Claim form has been updated to reflect this, and to clarify that only rural libraries can claim funds ongoing to support their CENIC telecommunications and networking costs/warranties.</p>
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Although the law provides a framework for allowable expenses, it is up to each of the nine cooperative systems to determine the best way to allocate their funds. No two systems allocate them exactly the same.

Annually each of the nine cooperative library systems must submit a preliminary budget to the State Library for the CLSB approval by June. A full budget is submitted by September 1. An Annual Report and budget expenditure are also submitted by September 1.

ANNUAL AWARD AMOUNTS TO SYSTEMS FROM CLSB

At the August 2013 California Library Services Board meeting, the Board approved allocating the funds to the nine cooperative systems using the following formula:

- 30% awarded on the basis of the first three members of each System, equally;
- 45% for each System’s combined portion of the total state population and System membership, excluding the first three members per System;
- 25% of each System’s combined portion of full membership and round-trip mileage of the System’s service area.

Notes: The phrase ‘first three members’ is a complicated explanation that is not needed for the purpose of this memo. It has to do with the structure of the legacy systems within each of the nine cooperative systems. The round trip mileage in the third bullet pertains to the sharing of physical materials. This is why the law specifies that members in a system need to have contiguous borders between participating libraries, and not geographically distant.

In FY 2011/12, there was no funding for CLSA. With advocacy, funds were restored, and after several years, the annual total amount of CLSA funds to be shared among systems was approximately \$3,630,000 annually.

In FY 2020/21, due to the pandemic, the amount was reduced by 50%, to \$1,880,000 to be shared among all the nine cooperative systems. NLS's FY 2019/20 allocation was \$820,118, which included \$164,024 allocated to System Administration (20%) and \$656,094 for the Baseline Budget (80% C&D). In FY 2020/21 NLS's allocation was \$417,929, with \$83,586 allocated to System Administration (20%), and \$334,343 allocated to the Baseline Budget (80% C&D).

It is important to note that library systems have three years from the receipt of funds to spend the CLSA funds.

NLS CLSA FORMULA FOR LIBRARIES

In reviewing past NLS documents, it is not clear when NLS developed the cost share formula but it does appear that it has been in existence since FY 2012/13:

- 50% of funds divided by population of each member library
- 50% of funds divided among each member library

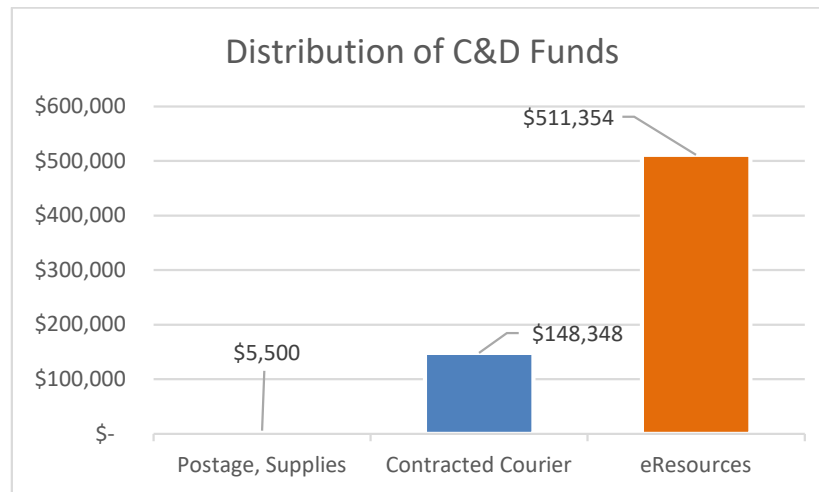
With the NLS distributed model, libraries may choose to allocate their portion as follows:

Consortia-managed Service – a library's allocation is primarily directed to fund this	Local Resources – libraries may choose from these items after they have allocated funds from the items in the first column
OverDrive	Additional OverDrive funds
RBDigital (Zinio)	Additional RBDigital funds
Delivery for NBCLS and MVLS using a shared contract for couriers.	Local courier costs for shared resources among 3 or more libraries
	Link+ (note: this is a consortia-managed purchase but is listed under local resources)
	enki, CloudLibrary, or other shared eResource between 3 or more members
	Local Broadband hardware costs (not recurring)

For each library, once costs for Delivery, Overdrive & Zinio are claimed, the library may choose a disbursement to be used for limited, specific approved uses. If a library doesn't have enough CLSA allocations to cover their costs, they are invoiced for the difference. In most cases, this is because the cost of delivery exceeds their allocation.

CLSA FUNDS AND THE NLS BUDGET

The NLS FY 2019/20 CLSA allocation was \$820,118, with \$156,716 for System Administration, and \$663,402 for Baseline Communications and Delivery (C&D). Below is the budgeted allocation. eResources includes Link+.



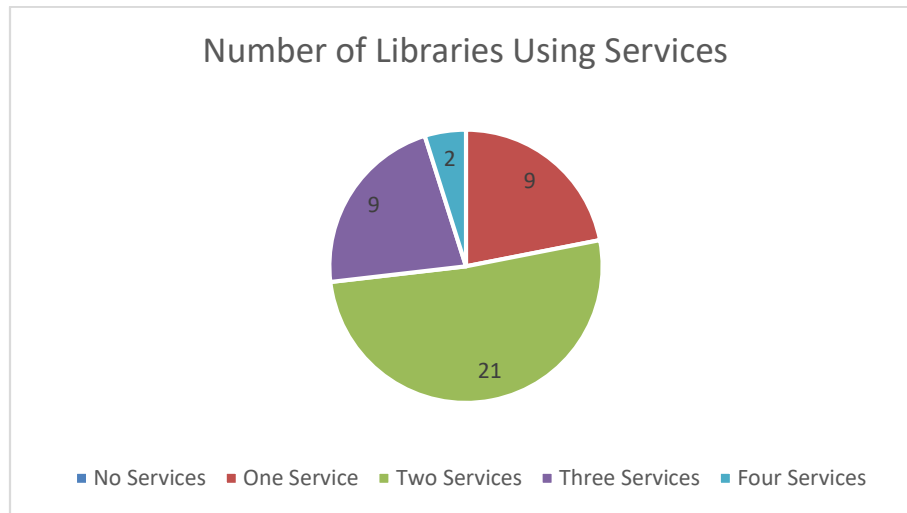
Below is an overview of the number of libraries participating in one of the choices.

	FY 2019/20	# Libraries	# Libraries allocating additional funds	Total additional CLSA Funds	Total Additional Local Funds
OverDrive	\$86,600	28	17	\$73,022	
Zinio	\$56,249	22	1	\$200	
Delivery	\$232,424	17	7		\$85,875
Link+	\$230,570	17			\$230,570
Broadband	\$19,632	3			
Other eResources	Data not quantified	9			
Other Courier	Data not quantified	Data not quantified			
OCLC ILL	\$519	1			

Note the entire cost of delivery is not covered by CLSA funds for seven libraries. The additional revenue from the libraries to cover the remainder of costs.

In FY 2019/20, the OverDrive allocation was increased by the Committee as indicated above. Two libraries decided not to continue participation in Zinio due to the increase in OverDrive.

One library decided not to continue participation in OverDrive. Below is a chart which indicates, of the 41 NLS public libraries, the number of libraries claiming CLSA funds for OverDrive, Zinio and Delivery services.



DEVELOPING AN NLS CLSA SURVEY TO REVIEW/AMEND CURRENT MENU

Michael Perry approached the NLS Executive Committee in the spring of 2019 to suggest that NLS review its formula. The NLS Executive Committee agreed and placed this on the June 2019 NLS Administrative Council agenda for discussion.

At the June 2019 NLS Administrative Council meeting, Michael Perry posed the following questions:

1. *Can changing how we allocate CLSA funds better meet local library needs?*
2. *Can we increase participation in consortia-services by changing how those services are paid (and cost assessed at a local library level)?*
3. *How do members view the CLSA C&D allocation funds?*
 - a. *Do they see it as funding to be distributed to the individual library system?*
 - b. *Do they see it as funding at the consortia-level?*
4. *What services may be better served with the proposed model?*
5. *Which ones would be less suited?*
6. *Does the proposal provide any advantages if the State Library suddenly decides to “boost” funding (as they did with the recent one-time funding)?*

After discussion, an ad hoc group was formed to review the NLS CLSA menu. The group met once on November 18, 2019. It was agreed that a survey would be sent out to the membership. Michael Perry issued a survey and provided an oral report at the NLS Administrative Council meeting in January 2020.

Below is a brief summary of that survey results:

What items are you interested in using CLSA funds for allocation (note: the list on the survey was not inclusive of everything that NLS offers today, such as Link+):

- ✓ Members were most interested in using funds for eAudiobooks, eMagazines, and video streamlining
- ✓ Some members were interested in data analytics services
- ✓ Delivery remains a key interest
- ✓ Some members reported 'nothing seems like what we need'

When asked reasons that preclude your library from joining an existing consortia-level service:

- ✓ Cost-sharing formula makes it too expensive (8 libraries)
- ✓ Do not want to lose decision-making at a local level (6 libraries)
- ✓ Not interested in the service (6 libraries)
- ✓ Service would not be flexible enough to respond to local demand (4 libraries)
- ✓ Able to get it cheaper than through the consortia-assigned cost (3 libraries)
- ✓ Geography prohibits joining Link+ (1 library)
- ✓ All my funds go to support physical delivery (1 library)

Which of the current services can your library system offer because it is only available through the consortia's collective efforts?

- ✓ OverDrive (11 libraries)
- ✓ RBDigital (7 libraries)
- ✓ Delivery (7 libraries)
- ✓ Link+ (4 libraries)

Do you think there is an advantage in paying for online services collective before assessing your library's CLSA distribution? In other words, to pay first for services like OverDrive, Zinio, etc., and then use the remainder to determine your library's CLSA allocation?

- ✓ Yes (9 libraries)
- ✓ No (9 libraries)

Would you support a budgeting process that paid for a resource sharing service first – even if you opted out from the service?

- ✓ Yes (10 libraries)
- ✓ No (9 libraries)

What recommendations to our budgeting and cost-sharing process would you offer to encourage more library systems to opt-in and participate in a resource-sharing service?

- ✓ If joining together to purchase eBooks, for example, gave us astronomical buying power that we could call some shots, that would be appealing. As it is, we are at the whim of publishers and we could improve our patrons' experience by offering shorter wait times. Maybe some things can't be scaled up, though.
- ✓ Transparency in the process of searching for the best costs for products to help keep the overall cost low.
- ✓ Explore shared ILS.
- ✓ It seems like most opt-in if there is significant savings in time or cost.
- ✓ Find ways to allow more local control and local promotion of specific collections.
- ✓ Maybe expand the number of available resources to choose from so there's something for every library/community? Or loosen restrictions on the ways CSLA allocations can be used?

SECOND SURVEY – DECEMBER 2020

The results of the survey were presented as part of the discussion at the NLS Executive Committee meeting in July 2020. An ad hoc group was formed with Anthony Halstead, Mark Fink, Lindsay Fuchs and Nick Wilczek. The group met and requested that a memo be developed that explains how CLSA funds work. This memo was reviewed at the November NLS Executive Committee meeting, along with a draft survey. The survey and this memo were requested to be issued in December 2020 so that the NLS Administrative Council could review the survey results at the January 20201 Administrative Council meeting.

NorthNet Library System (NLS) 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 Training**
- **Shared Link+ Contract**

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.

Shared eResources and a Shared Link+ Contract. NLS shares an OverDrive and Zinio collection, where members may opt in to participate in the shared eBook and eMagazine collections. During the last year, members have discussed expanding or changing the NLS eContent strategies. In 2016, NLS used some CLSA funds to hire a consultant to explore a shared NorthNet Link+ contract. This resulted in 2018 of a shared NLS contract with the existing Link+ libraries and a total of four new libraries. Through an NLS request, NLS was awarded a CLSA Grant to fund the year 1 costs for the four new libraries.

Zip Books is an initiative that replaces ILL with a “buy v. borrow” procurement model. If a patron in good standing of any of the participating libraries wants a book the library does not

own, the library buys it from Amazon, as long as it costs less than \$50 or \$75 for audio and foreign language books. The book is shipped directly to the patron, without a finite lending period. When they are done, patrons simply return the book to their local branch, where the librarian evaluates the item as to whether it will be added to the collection, given to another Zip Books library, or sold at the library book sale, etc. This program has expanded statewide, and NLS has been the fiscal agent for the grant for the last few years.

Training and Development/Facilitation and Capacity Building: For the last few years, the California State Library (CSL) has offered the opportunity for libraries to participate in the Harwood Turning Libraries Outward training. Several NLS libraries are participating 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.

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’ recent change to accelerate the time line for repayment of unfunded liability, each system will need to develop a schedule for member libraries to contribute to those annual costs. NLS hired an attorney which has provided an analysis for each system, particularly as it relates to AB1912. These finding can be found on the NLS website.

Disaster 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 has resulted in NLS receiving a FY 2019/20 LSTA funding for “Recovering Together: How Libraries Strengthen Communities After a Disaster.” Recovery resources will be developed and placed on the NLS website.

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.

Services Provided With Your Administrative Contract with the Pacific Library Partnership

NorthNet Library System (NLS) contracts with the Pacific Library Partnership (PLP) for administrative oversight. The activities of the contract include the following:

California Library Services Act

As a cooperative library system, NLS must adhere to the laws and regulations of a cooperative system, and prepare and submit specific documents to the California State Library. Those include the annual Plan of Service and Preliminary Budget, System Detailed Budget, System Program Annual Report, and System Expenditure Report. These reports reflect the system's intent for expenditure of the California Library Services Act (CLSA) allocations within the confines of the law, as well as a regular accounting of the entire budget for NLS.

Staff work with the NLS Executive Committee regarding the distribution of CLSA funds to NLS public libraries. Claim forms are sent to libraries, and staff ensure the monies are correctly appropriated among the 41 public libraries.

Staff attend the California Library Services Board (CLSB) meeting and work with the Executive Staff in advocating for NorthNet. This may include advocating for funding, changes in the regulatory language regarding CLSA funds, or other issues.

Meeting Support

Staff support the NLS Executive Committee, which generally meets four times a year, as well as the Administrative Council, which may meet once or twice a year. Staff also support the meetings of the 3 legacy systems: Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). These groups all meet a minimum of one time a year, with most meeting several times a year. Staff also support the 2 standing committees (Library to Go and Zinio). Meeting support includes preparation and distribution of agenda packets, ensuring adherence to the Brown Act, attendance at meetings, and in many cases, minute taking.

Grant Oversight

Staff perform the work of the grants and ensure all grants are monitored and expended in accordance with the guidelines. NLS has the annual PLSEP grant from the State Library. NLS is also administering the multi-year statewide Zip Books grant. All grants require reporting, budgeting, acquisition of goods and services, and financial tracking.

Fiscal and Other Oversight

Staff annually prepare and administer the budget for NLS and ensure all contracts and invoices are paid and current. NLS is required to undergo annual audits, which PLP coordinates. Staff coordinates with all members regarding membership fees, the distribution of funds for CLSA allocations, and distribution of funds to support staff training.

Negotiations with vendors are done centrally. One such example is the contract for delivery services, which was negotiated during this last fiscal year. The administrative contract also includes the management and payment of vendors such as Zinio and Overdrive.

Staff handle correspondence and payment of CalPERS for each of the legacy systems. Staff also handle any other official correspondence.

The NorthNet website is also maintained by staff and includes updating the membership, posting agenda and minutes from meetings, and ensuring other pertinent data stays current.

Special Projects

Staff have worked on the NLS CalPERS issues, including communications with CalPERS regarding account status of NLS legacy systems, and working with the CalPERS attorney hired by NLS. We anticipate continued work regarding CalPERS.

Staff will continue to work to fully expend the CLSA Link+ Resource Sharing grant to allow other libraries in the state to join and provide Link+ resources in their communities.

Updated March 2020

THE JOINT POWERS AGREEMENT
OF THE NORTHNET LIBRARY SYSTEM

THIS joint powers agreement between cooperative library systems to form the NorthNet Library System (hereinafter called "NLS") made and entered into this 8th day of May, 2009, by and between the undersigned signatories herein.

WITNESSETH

WHEREAS, the NORTH BAY COOPERATIVE LIBRARY JOINT POWERS AGENCY, the NORTH STATE COOPERATIVE LIBRARY JOINT RESOLUTION AGENCY, the MOUNTAIN-VALLEY LIBRARY JOINT RESOLUTION AGENCY (hereinafter, "the parties") desire to consolidate some of their activities and form a new joint powers agency for that purpose; and

WHEREAS, Government Code section 6500 *et.seq.* authorizes several public agencies to form a separate joint powers agency,

NOW THEREFORE IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS, effective the date last signed by any party hereto:

I. PURPOSE

The purpose of this Joint Powers Agreement ("Agreement") is to provide for the exercise of the common power of each of the parties hereto to provide library services, through a new and separate public agency known as NorthNet Library System ("NLS"), which shall be responsible for administering this Agreement. This common power shall be exercised in a manner consistent with and in furtherance of the objectives of the California Library Services Act (Education Code, §18700 *et.seq.*), hereinafter referred to as "Library Services Act", and in such a manner that the entity created hereby shall be eligible for any grant funds that may be payable pursuant to said Act and such other laws of a similar nature both state and federal that now exist or that may from time to time be enacted. This Agreement shall be construed in a manner consistent with these objectives. The foregoing, however, shall not be deemed to limit the extent of the powers conferred on the public entity created hereby. NLS shall possess all the powers, prerogatives and authority necessary to plan, operate, and administer a cooperative library system, and those powers necessary to establish, improve and extend library services, held by its members, and those powers designated in Government Code section 6508, and as more specifically set forth herein

It is further intended by the parties hereto to enter into this Agreement in order to enjoy the joint sharing of benefits and costs in any and all activities they are authorized to undertake.

The parties shall have equal access to the full range of services available from NLS and jointly make decisions regarding the implementation and management of NLS, in accordance with the terms of this Agreement, to the maximum extent provided by law.

II. NAME AND POWERS

The official name of the entity shall be the NorthNet Library System. Said entity shall have the powers granted to such library systems under the Government and Education Codes of the State of California and such other powers as may be necessary to accomplish the purpose of this Agreement, including, without

limitation, to make and enter contracts, to employ agents or employees, to contract for legal services, to acquire, hold or dispose of property, and to sue or be sued on its own name

III. ADMINISTRATIVE COUNCIL

Administrative Council (hereinafter referred to as "Council") is the governing body of NLS. The powers, composition, duties, officers, activities, and procedures for conducting the business of the Council shall be established in the Bylaws of the Administrative Council, NorthNet Library System.

IV. BYLAWS

NLS shall operate pursuant to the Bylaws adopted by each party upon its adoption of this Agreement, a copy of which is attached hereto as Exhibit A. The Agreement shall control, in the event of any inconsistency between it and the Bylaws.

V. TREASURER/FISCAL AGENT

(a) The North Bay Cooperative Library System Executive Officer or his/her designee shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS, and perform those duties required by Government Code sections 6505 and 6505.5.

(b) The Council shall designate its fiscal year, maintain a current inventory of the property owned by NLS, and provide for an annual audit of the accounts and records of NLS by a certified public accountant or public accountant. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. NLS shall bear the costs of the audit.

VII. RESPONSIBILITIES OF PARTIES

Parties of NLS:

(a) Agree to participate in the programs which are a requirement of the California Library Services Act.

(b) Shall pay all monies owed NLS when due.

(c) Will regularly participate in the meetings and deliberations of the Council.

FAILURE TO COMPLY with these rules and regulations will constitute a breach of this Agreement by a party and, as such, shall be subject to the remedial provisions of the Agreement.

VIII. MANAGEMENT AND CONTROL OF INDIVIDUAL LIBRARIES, PROPERTY AND ASSETS

Nothing contained herein shall be deemed to limit the right of parties to administer, manage, direct and control their own libraries and library resources, independently, select their own books and other library materials, hire their own personnel, and operate according to the policies and rules established by their own joint powers agreements, bylaws and their governing bodies. Nothing contained herein shall operate or be interpreted as a pledge by parties of their own assets or property to NLS. Except as specifically stated in

Section IX the assets and property of each party shall remain its own.

IX. FUNDING

NLS shall provide for strict accountability of all funds and reports and disbursements. NLS may apply for and receive such grants as may be provided for by the laws of the state of California and the Federal Government. However, in recognition that start up funding is necessary, within ten (10) days of its execution hereof, each party hereto shall contribute a minimum of the sum of \$100,000.00 (one hundred thousand dollars), cash, to the general fund of NLS, which shall be non-refundable except pursuant to Article XVIII.

X. COST ALLOCATION PLAN

The Council shall determine the annual membership fee that shall be contributed by each participating party for the operation of the activities and programs of NLS. Each member's fee shall be according to a formula which the Council determines to be fair and equitable. This formula shall be reviewed annually. Exhibit B, attached hereto and made a part hereof, is the existing formula which shall be used until modified or amended by the Council.

XI. CORRECTIVE AND REMEDIAL MEASURES

Whenever a majority of the Council believes that a participating party has committed a remediable breach of any material obligation set forth in this Agreement, it may give the party notice to that effect with reasonable specificity. The participating party shall use its best efforts to promptly remedy the breach and shall inform the Council of the nature of the remedial action planned and taken or will respond to any such notice, with an explanation that sets forth reasonable cause of the breach. When a breach does exist that is not remedied within thirty (30) days after notice of it, the Council may seek relief under Section XIII hereof.

XII. APPLICABLE LAW

This Agreement shall be governed by, subject to, and construed according to the laws of the State of California.

XIII. DISPUTE RESOLUTION PROCEDURE

If any party considers that any act or decision by NLS is unfair and injurious to it, or if the Council determines that a party's material breach has not been remedied, the process for resolving disputes will be mediation, then if necessary, binding arbitration pursuant to Code of Civil Procedure section 1280 *et seq.*, with each side to bear its own attorney's fees but with the non-prevailing party to pay the arbitrator's fees. If mediation does resolve the dispute, expenses for mediation will be shared by each side equally.

XIV. ADMISSION OF NEW PARTIES

Any California Cooperative Library System operating as a joint powers agency or joint resolution agency may join NLS upon the application of its governing body and upon the consent of the Council, provided that such agency has agreed to abide by all the terms of this Joint Powers Agreement and Bylaws. The Council shall prescribe the amount of money, if any, that shall be paid by the new agency as a prerequisite to its becoming a participant.

XV. MUTUAL HOLD HARMLESS AND INDEMNIFICATION

(a) It is agreed that each party hereto shall defend, hold harmless and indemnify NLS and its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of any other party, their officers, agents and/or employees, except to the extent NLS has procured liability insurance covering such claim.

(b) It is further agreed that NLS shall defend, hold harmless and indemnify any party, its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of NLS, its officers, agents and/or employees.

(c) In the event of concurrent negligence of one or more parties, their officers and/or employees, and NLS, its officers, agents and/or employees, then the liability for any and all claims for injuries to persons or damage to property which arise out of the terms of this Agreement shall be apportioned under the California theory of comparative negligence as established presently, or as may be hereafter modified.

XVI. INSURANCE

NLS shall not commence work under this Agreement until all insurance required under this paragraph has been obtained. NLS shall maintain certificates of insurance evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to NLS of any pending change in the limits of liability or of any cancellation or modification of the policy. Provided, however, NLS can satisfy these insurance obligations by providing for coverage through any of its members.

In the event of the non-fulfillment of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or cancelled, the System Administrator and/or Chair, at her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately suspend all further work pursuant to this Agreement, pending direction from the Council.

(a) Workers' Compensation and Employer's Liability Insurance: NLS shall have in effect during the entire life of this agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage, if required.

(b) Liability Insurance: NLS shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from NLS's operations under this Agreement, whether such operations be by itself or by any sub-contractor or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. All parties and their officers, agents, employees and servants, shall be named as additional insureds on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the parties, and their officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, such other insurance shall be excess insurance only.

Such liability policy shall also provide errors and omissions coverage for all members of the Council.

Except to the extent required by Article X, NLS, alone or through insurance, shall be responsible for defending third party actions against NLS.

(c) Property Insurance: NLS shall acquire and maintain all-risk property insurance to cover full replacement value of all NLS equipment and property. Such insurance shall include but not be limited to fire and extended coverage, business interruption and extra expense.

XVII. AMENDMENTS

This Agreement may be amended by approval of two-thirds of the governing bodies of the parties hereto.

XVIII. DISSOLUTION OF NLS

NLS shall be dissolved by approval of two-thirds of the governing bodies of the parties hereto. Disposition of assets or debts of NLS as determined by the Council shall be made in accordance with the process set forth in the bylaws. After the completion of its purpose any surplus money on hand shall be returned to the members in proportion to the contributions made. For the purposes of this Agreement the "conclusion of its purpose" shall occur upon dissolution of NLS.

XIX. WITHDRAWALS

Any party wishing to withdraw from this Agreement must do so effective on July 1, of any succeeding year and must provide at least nine months written notice to the Council. Notice shall be in the form of a resolution adopted by the governing body of the party wishing to withdraw and presented in writing to NLS. Withdrawing party shall not be entitled to any refund of its contributions, nor to any share of NLS assets unless NLS dissolves.

XX. TERMS OF AGREEMENT

This Agreement shall continue perpetually until modified or terminated by the parties hereto. The debts and obligations of NLS shall not be the debts and obligations of the parties hereto except as provided in Section XV.

IN WITNESS WHEREOF the parties hereto have set their hand the day and year written.

NORTH BAY COOPERATIVE LIBRARY SYSTEM ATTEST:
JOINT POWERS AGENCY

By: [Signature] By: Annette Miller-DeBach
System Chair System Clerk

Date: 6/15/09 Date: 6/15/09

NORTH STATE COOPERATIVE LIBRARY ATTEST:
SYSTEM JOINT RESOLUTION AUTHORITY

By: [Signature] By: Annette Miller-DeBach
System Chair System Clerk

Date: 5/11/2009 Date: 5/11/2009

MOUNTAIN-VALLEY LIBRARY SYSTEM ATTEST:

SYSTEM JOINT RESOLUTION AUTHORITY

By: [Signature] By: Annette Miller-DeBach
System Chair System Clerk

Date: 5/29/09 Date: 5/29/09

NORTHNET LIBRARY SYSTEM
JOINT POWERS AGENCY

By: William H. Miel By: Annette Miller-DeBach
System Chair System Clerk

Date: 5/20/2009 Date: 5/20/2009

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FIRST AMENDMENT TO JOINT POWERS AGREEMENT
OF THE NORTHNET LIBRARY SYSTEM

This First Amendment to the NORTHNET LIBRARY SYSTEM is made and entered into to be effective July 1, 2012, by and among the NORTH BAY COOPERATIVE LIBRARY SYSTEM JOINT POWERS AUTHORITY, the NORTH STATE COOPERATIVE LIBRARY JOINT RESOLUTION AGENCY, and the MOUNTAIN VALLEY LIBRARY JOINT RESOLUTION AGENCY (hereinafter, "the parties").

THE PARTIES HEREBY AGREE AS FOLLOWS:

Subsection (a) of Section V. is hereby amended to read as follows:

V. Treasurer/Fiscal Agent

(a) The Peninsula Library System Executive Director or Finance Director shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS and perform those duties required by Government Code sections 6505 and 6505.5.

Except as provided above, all of the terms and conditions of the Joint Powers Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Joint Powers Agreement of the NorthNet Library System to be effective on the date first above written.

**NORTH BAY COOPERATIVE LIBRARY
SYSTEM JOINT POWERS AGENCY**

ATTEST:

By: [Signature]
System Chair

By: Annette Miller DeBacker
System Clerk

Date: 5/30/12

Date: 5/30/2012

**NORTH STATE COOPERATIVE LIBRARY
SYSTEM JOIN RESOLUTION AUTHORITY**

ATTEST:

By: [Signature]
System Chair

By: Annette Miller DeBacker
System Clerk

Date: 6/14/12

Date: 5/30/2012

**MOUNTAIN VALLEY LIBRARY SYSTEM
JOINT RESOLUTION AUTHORITY**

ATTEST:

By: Wendy Burke
System Chair

By: Annette Miller DeBacker
System Clerk

Date: 6/18/12

Date: 5/30/2012

**NORTHNET LIBRARY SYSTEM
JOINT POWERS AGENCY**

By: Wendy Burke
System Chair

By: Annette Miller DeBacker
System Clerk

Date: 6/18/12

Date: 5/30/12

BYLAWS OF THE NORTHNET LIBRARY SYSTEM

Article I. Name

The Joint Powers Agreement of the NorthNet Library System dated May 8, 2009 ("Agreement"), establishes a Joint Powers Authority to be known as the NorthNet Library System (NLS).

Article II. Objectives

NLS is a Regional Library Network as defined in Education Code Section 18810(s). The objectives of NLS shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member organizations consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Power), formed under the terms of the California Library Services Act (California Education Code, Section 18700 *et seq.*) and continuing under successor acts, and to otherwise accomplish the purpose and goals of the Agreement.

Article III. Membership

Section 1. Qualifications

A member of NorthNet Library System is any cooperative library system that has the power to provide library services and is organized as a joint powers authority or a joint resolution agency (hereinafter, "System"), or any public library eligible to join Cooperative Library Systems as specified in the California Library Services Act (hereinafter, "Public Library"). A System or Public Library may join NLS upon the application of its governing body and upon a majority vote of the NLS Administrative Council, provided that such agency has agreed to abide by all the terms of the Joint Powers Agreement and these Bylaws; and upon doing so shall be a member of NLS ("Member"). The individual libraries that comprise the cooperative library systems in NLS shall hereafter be referred to as "constituent libraries." While these constituent libraries shall have voting authority as described in these Bylaws, they shall not individually be considered Members of NLS. Public libraries that have applied individually to NLS shall be considered Members, and shall hereafter be referred to as "member libraries". A library may not be both a constituent library and a member library at the same time, but a former constituent library may apply to be a member library if its affiliated System has withdrawn from NorthNet Library System.

Section 2. Fees, Dues and Assessments

- a. The NLS fiscal year is defined as July 1 to June 30, and membership fees payable to NLS by the constituent or member libraries shall be in such amount as determined annually by action of the Administrative Council and in light of the Consumer Price Index (CPI). In addition, the Council may adopt additional fees for specific services to Members or constituent libraries.
- b. Constituent and member libraries are billed at the beginning of the fiscal year for the entire year. If after 90 days no payment has been received, the constituent or member library will be sent a letter informing the library that it needs to pay or submit a formal request for a waiver or reduction to be considered by the Executive Committee. Within 90 days of receiving the letter, the Executive Committee will notify the library if a reduction or waiver has been approved. If no payment or waiver request has been submitted by January 1, services to the constituent or member library will be terminated.
- c. The waiver or reduction of membership fees may be requested by a constituent or member library when it has experienced a significant reduction in operating funds through the reduction of budget allocation from the local funding authority, the

automatic termination of a local special tax or benefit assessment, or catastrophic loss such as flood, earthquake damage or fire.

Section 3. Withdrawal

A Member may withdraw by submitting a written notice of termination to the Chair of NLS, provided that such notice is received between July 1 and September 1 of any year. In the event that a timely notice of termination is received, the termination shall take place effective July 1 of the succeeding year. Constituent libraries wishing to withdraw from any NLS Member System shall do so in accordance with the Bylaws of that individual System.

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called "Council," shall comprise the head librarian or duly authorized alternate of each constituent library and member library.

Section 2. Administrative Council Duties

Pursuant to Section 18747(a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Council to: oversee and administer the business of NLS; formulate policy and goals; adopt an annual plan of service; adopt an annual budget, and elect a Chair-Elect who shall be Vice-Chair and members of the Executive Committee. Any officer may resign or may be removed with or without cause by the Council at any time. The Council shall also perform additional duties imposed by law or defined in these Bylaws.

Section 3. Council Officers

a. Chair

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's second year of service as Vice-Chair. The Chair shall hold office for two years or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. It shall be the duty of the Chair to preside at meetings of the Council; to prepare the agendas for meetings of the Council in consultation with the System Administrator; to execute contracts and other instruments on behalf of NLS as authorized by the Council or Executive Committee; to appoint committees as authorized by the Council; and to represent NLS as occasion demands. If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she shall hold office as Vice-Chair for two years or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the year following his or her second year of service. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Executive Committee shall appoint a Chair-Elect who shall serve until the next regular meeting, when the appointment shall be confirmed by the Council. If the appointee is not confirmed, a Chair-Elect shall then be elected by the Council.

Section 4. System Administration

The Council shall provide for System Administration either by contracting with an agency or company or by employing personnel to conduct the business of NLS and serve as the System Administrator. The System Administrator shall be responsible for administration of all NLS services and activities that have not been assigned to Members or constituent libraries.

- a. The System Administrator shall be responsible for the preparation of documents, grant applications and reports, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required.
- b. It shall also be the duty of the System Administrator to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council and Executive Committee meetings; to certify official documents of the Council; and to maintain such official records as are required.
- c. The System Administrator shall maintain an office that will be the principal office for the transaction of the NLS business.
- d. If neither a contract is in force nor personnel are employed, the Chair or designee shall assume the duties usually assigned to the System Administrator.

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

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.
- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- 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.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent or member libraries that are not members of Council.

a. Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee. The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS. A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

Section 7. Communities of Interest

- a. Communities of Interest may be established by the Executive Committee as needed. Their purposes are
 - To encourage networking and information exchange among library staff;
 - To serve as a forum for discussion and ideas related to their particular needs;
 - To provide leadership development opportunities to member library staff.
- b. Communities of Interest will be responsible for
 - Electing their own chairs;
 - Scheduling and running their own meetings;
 - Choosing their information exchange topics and tools.
- c. The System Administrator will assist the Communities of Interest as appropriate.

Article V. Meetings

Section 1. Generalities

The Council shall hold regular meetings at least annually, in order to evaluate the progress and goals of NLS, to adopt an annual budget and plan of service and to conduct elections for Chair-Elect and Executive Committee. The meeting at which elections are conducted shall be designated as the Annual Meeting.

Meetings of the Council, Executive Committee and Finance Committee may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator.

Section 2. Changes in Time and Place and Cancellation of Meetings

A meeting may be changed as to time or location or canceled upon approval of Chair of the Council at least 24 hours prior to the regular time of meeting, provided that written notice of such change of time or location is given to all Council members at least 24 hours prior to meeting time.

Section 3. Special Meetings

Special meetings may be called by the Chair of the Council. Notification of such special meetings shall be made to each Council member at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Special meetings shall also be announced to the public under the terms of the Brown Act.

Section 4. Adjournment

The Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the System Administrator or Chair may declare the meeting adjourned to a stated time and place. Written notification of such adjournment shall be made in accordance with law.

Section 5. Rules of Order

The rules contained in Roberts Rules of Order, latest revised edition, shall govern all meetings of the Council, except in instances of conflict between said Rules of Order and these Bylaws or the Agreement or provisions of law, in which case Rules of Order shall to that extent not control.

Section 6. Minutes

- a. A complete set of minutes as approved by the Council shall remain on file at the principal office of NLS, and shall be open to inspection by any person at all reasonable times during office hours.
- b. The approved minutes of every Council meeting and Executive Committee meeting shall be made available by posting on the NLS website for a period of at least three years.

Section 7. Voting

The Council shall be composed of the head librarian or duly authorized alternate of each constituent library which is that of any Member System, as well as of each member library. Each constituent and member library shall have one vote to be cast by its representative, except as specified herein.

Only public library Council members shall vote on the disposition of funds restricted to public library purposes under the California Library Services Act (CLSA) or other laws or agreements. All Council members shall vote on issues that do not relate to CLSA. Decisions shall be made by a majority vote of the members present at Council meetings, except as provided herein.

25% of the total number of Council members shall constitute a quorum for the transaction of business.

Votes shall be taken by voice subject to the requirements of the Brown Act, except that a vote shall be repeated by tally at the request of the Chair or any Council member.

Article VI. Resolutions

An official copy of every resolution passed by the Council shall be attested by the System

Administrator and shall remain on file at the principal office of NLS and shall be open to inspection by any person at all reasonable times during office hours. All resolutions shall bear the date of passage and shall be numbered consecutively. Copies of any resolution shall be provided to any Council member upon request.

Article VII. Execution of Documents

The Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of NLS, and such authority may be general or confined to specific instruments; and unless so authorized by the Administrative Council, no officer, agent, or other person shall have any power or authority to bind NLS by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Article VIII. Adoption of Bylaws

New Bylaws may be adopted or these Bylaws may be amended or repealed by majority vote at any meeting of the Council at which a simple majority of Council members eligible to vote is represented. These Bylaws, and any Bylaws which may be adopted, shall be distributed within seven working days of their adoption to each Council member and to the System Administrator, and to such other persons, firms or agencies as may request them. The System shall keep in its principal office the original or a copy of these Bylaws as amended or otherwise altered to date, certified by the System Administrator, which shall be open to inspection by any person at all reasonable times during office hours.

Article IX. Termination of Agreement

The Agreement shall remain in effect until rescinded by all of the remaining parties, or until the withdrawal of all except one party; the occurrence of either event shall result in dissolution of NLS. In the event of acts constituting dissolution, the members of the Council remaining at that date shall continue as the governing board of the agency for the purpose of settling its affairs ("winding down"), and during the course of such winding down, shall exercise all powers granted by these Bylaws, as may be necessary or convenient in the accomplishment of its duties. When all agency affairs have been finally settled, the Council shall by resolution so declare, at which point the Agreement shall be of no further force or effect. In such winding down all assets of NLS will be converted to cash, or to forms of property converted for division and distribution, and following the payment of all just claims against the System, shall be distributed as follows:

- a. To the Federal and State governments if any applicable law requires the distribution of assets to these governments.
- b. Any remaining balance will be used to pay each member which has ever belonged to the System the amount of the dues and contributions of its constituent libraries, and if the balance is not sufficient, such payments shall be made on a pro rata basis.
- c. Any balance yet remaining shall be distributed among the parties which have belonged to the System on a pro rata basis of one point to each member for each full year of membership.

Adopted by NorthNet Administrative Council, June 15, 2018

CALIFORNIA LIBRARY SERVICES ACT
2020/21 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

NorthNet Library System

System Name

Pacific Library Partnership

System Fiscal Agent Jurisdiction

Report submitted by: Suzanne Olawski Digitally signed by Suzanne Olawski
Date: 2021.09.23 14:50:13 -07'00' (Suzanne Olawski)
Signature of System Chair

Contact person : Carol Frost Phone: 650-349-5538

Fiscal Approval: I certify that this report is a true and accurate account of the expenditures made in support of the indicated California Library Services Programs and that supporting invoices, contracts, and other documents and necessary records are on file and available for audit and will remain so for the four years of accountability.

Carol Frost Digitally signed by Carol Frost
Date: 2021.09.23 15:11:53 -07'00' 09/23/2021
Signature of agent of fiscal authority responsible for accuracy of fiscal accounting and reporting Date

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	N/A
b. Internet (web hosting, domain name, Zoom, etc.)	\$2,982
c. Other (Office Supplies, postage)	\$1,414
Total	\$4,396

Count all items (including envelopes) for the two-week survey period. This would be the item going to the library (one way). Record the number in the appropriate date below, then multiply the totals by 6.5 to get the number of items representing the full year.

INTRASYSTEM DELIVERY ACTIVITY, FY 2020/21					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 24-Sep. 7, 2020	October 12-26, 2020	Jan. 11- Jan. 25, 2021	April 26- May 10, 2021	Total multiplied by 6.5
a. System member public libraries	171,437.50	179,868	234,611	216,788	802,704.50
b. Non-public libraries in System area	0	0	0	0	0
Total					802,704.50
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles				0	4
d. Number of miles traveled by all System vehicles				0	195,627
e. Percentage of items delivered by:					
U.S. Mail _03_% UPS _01_% System Van _0_% Contracted Van _99.96_% Other _____%					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds					7,421 eBooks purchased 679,142 eBooks circulated 82,662 eMagazines circulated

Section 2

Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service, if not why?

The goals for the NorthNet Library System (NLS) Communication and Delivery programs were met through the on-going CLSA funding. NLS completed all the funding objections described in the Plan of Service.

The NorthNet Library System distributes its CLSA funds back to the libraries, for them to choose to use the funds for shared courier delivery services, a shared eMagazine collection, a shared OverDrive collection, local shared OverDrive collections among 3 or more libraries, broadband hardware, and Link+.

Shared e-resources remain a priority for all members, especially those in smaller, more geographically remote areas. The Library-to-Go consortium-shared OverDrive shared eBook, eMagazine, and eAudio collection which can be accessed 24/7 through a custom library portal continues to be popular with NLS patrons, and particularly valued during the COVID conditions where eResources were for several weeks the only access patrons had to their library's collection. Each library builds their individual library collection from the OverDrive catalog of more than 3.3 million titles from over 5,000 publishers and shared the collection with the other NLS participating libraries. In FY 2020-2021, the total OverDrive circulation among 27 member library systems totaled 1.2 million items, an increase of 26% over that of FY 2019-2020. In addition, the monthly average of over 1,200 *new* users joining OverDrive indicated the continued high demand for eResources. The dramatic increase in usage over the past two years is attributed due to the on-going impact of the pandemic and online resources being a highly valued library resource. Libraries participating in the NLS Library-to-Go OverDrive consortium use a combination of CLSA C&D funds as well as investing local resources to support this service.

NLS also has a shared eMagazine collection through OverDrive (formerly RBDigital). The shared eMagazine collection circulation among 23 member library systems totaled 82,662 items.

NLS has delivery contracts with two courier services, funded with a combination of CLSA and local funds, which moves physical materials among two thirds of the NLS member libraries. Remote libraries that are not served by contract delivery vendors, primarily in the North State region, use the US Postal Service and/or UPS and are reimbursed for their costs.

After several years of work to research the interest and feasibility for an NLS system-wide Link+ network, as well as a study to determine delivery capabilities for the most remote of NLS members, 17 NLS libraires now offer Link+ services to their communities. The shared contract is saving NLS participating libraries nearly \$17,000 annually. Six (6) NLS libraries allocated \$39,650 towards Link+.

Four member libraries allocated CLSA funds to help cover their CENIC costs. One member library allocated CLSA funds to support their Broadband hardware costs, now allowable under C&D permitted expenditures.

2. How much of the System's funding for the FY 2019/20 has been spend? If not all the funds have been spend are you on track to expend funds by June 2021, please explain.

All FY 2019/20 Funds have been spent by June 30, 2021.

3. If you are using CLSA funding from previous fiscal years and/or are rolling over CLSA funding from the current or previous fiscal years please list below which fiscal year (2017-2018, 2018-2019, and 2019-2020) the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason why funds are in a rollover category?

In FY 2020-21, NLS used \$120,000 of FY 2019-20 funds, which were held back based on the Governor's adoption of a budget which included a 50% reduction of CLSA funds. All of the \$120,000 was expended in FY 2020-21. In anticipation of a second year of 50% reduction of CLSA funds, NLS held back \$36,817 of FY 2020-21 funds to be used in FY 2021-22.

4. What related non-CLSA activities were provided for C&D?

NLS is a 40-member cooperative system and covers a vast amount of geography and wide diversity of resources.

Twenty-seven NLS libraries use Zip Books as an alternative to traditional inter-library loan. With Zip Books, patrons can submit requests for the library to purchase an item not available in their library's collection. The cost of purchasing the item and having it shipped at no charge directly to the patron's home is a significant cost savings over the traditional inter-library loan methods.

While Zip Books was originally federally funded (LSTA), it now has dedicated on-going state funding under CLSA. NLS administered the Zip Books project under contract for the past three years. In the past year, NLS worked with the Zip Books Advisory Group and the State Library to develop an expenditure tracking system for Zip Books member libraries and explore sustainability of funding resources at the local level.

Effective August 2021, NLS was notified that the State Library would assume administration of Zip Books and manage the grant funding moving forward. NLS will work with the State Library to transfer Zip Books administrative and fiscal records and all website content.

The ILL/Link+ contracts that are in place at this time will allow NLS Link+ members the opportunity to review additional ILL options and identify long-term and sustainable means of continuing to improve and enhance resource sharing among all member libraries.

One member library used local funds to subscribe to enki, a shared eBook platform.

NLS Amended Plan of Service
Updated October 7, 2021

System Information
FY 2021/2022

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

System Chair for FY 2021/2022 (if known): Suzanne Olawski	Fiscal Agent: Pacific Library Partnership
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Date approved by Administrative Council: Approved by Executive Committee on September 21, 2021

X	
Signature of System Administrative Chair for FY 2021/2022	Date
Print Name: Suzanne Olawski	

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 (updates are in red)

(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	.08 / 1	\$15,606	\$3,693	\$19,299
PLP Controller	.11 / 1	\$19,174	\$4,239	\$23,413
PLP Operations Manager	.2 / 1	\$19,814	\$6,227	\$26,041
PLP Accounting Clerk	.08 / 1	\$5,207	\$2,167	\$7,374
Administrative Assistant II	.04 / 1	\$2,793	\$1,163	\$3,956
Administrative Assistant	.1 / 1	\$3,952	\$499	\$4,451
Fiscal Admin. Svs. Specialist	.09/1	\$8,669	\$2,856	\$11,524
Total of (a)	1.03 FTE	\$110,501	\$16,326	\$146,758

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

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

Contracted services to PLP for fiscal and administrative support and services (preparation of system for audit, budgeting, accounts receivable and payable, contract negotiations, preparation and submission of reports, fiscal accountability.) Includes overhead costs.	
Total of (c)	\$14,716

Total of (a-c) \$161,474

Baseline Budget

(d) Operations		
1. Office supplies	\$600	
2. Duplication/Photocopy	\$	
3. Training (C&D program related)	\$	
4. E-Resources (Enki, Zinio, OverDrive, etc.)	\$335,610	
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) Postage (\$450), Delivery (\$162,500)	\$162,950	
6. System van/vehicle (fuel/insurance/maintenance)2	\$	
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); Broadband hardware and CENIC costs, libraries (\$25,500)	\$29,500	
8. Resource Sharing (Zipbooks, Link+, document depository)	\$125,000	
* Breakdown of cost i.e. software/subscription/delivery Link+ (75,000); Future Purchases (\$50,000)		
9. Other (with prior approval) and Planning, Coordination, & Evaluation (PC&E) not used in System Administration	\$	
Total of (d)	\$653,660	
(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)	\$653,660	

2021/2022 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	\$146,758
PC&E	
Indirect	\$14,716
Sub-total	\$161,474
Operations	\$653,660
Equipment	
Sub-total	\$653,660
TOTAL	\$815,134

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?	50%
h. Percentage of CLSA funds to be used for Broadband technology improvements	.03%
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 were 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. **Twenty-four percent** of the NLS FY 2021/22 CLSA budget (or \$162,500) **is allocated 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 local funding.**

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. The NLS Executive Committee approved a portion of the FY 2021-22 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. **Using the menu of choices for libraries (described in #2 below), libraries may allocate CLSA funds to support the NLS shared OverDrive collection, or to allocate funds to other shared eCollections. Shared e-resources will account for an estimated \$335,610 of the FY 2021/22 C&D budget or 50%. In addition, \$36,817 of prior year CLSA funds will be allocated for the NLS shared OverDrive collection.**

Resource Sharing - In FY 2021/22, NLS will allocate **\$75,000** of CLSA funds to support **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. **NLS has also allocated \$50,000 for possible future eResource sharing opportunities and will discuss these funds in more detail at a meeting during this year.**

Broadband – Using the menu of choices for libraries (described in #2 below), libraries may allocate and estimated \$25,500 of CLSA funds to broadband hardware and CENIC costs.

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 the 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 **\$486,110 (including \$36,817 of prior year CLSA funds) 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 of CLSA funds are budgeted 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 approximately \$162,000 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 April 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, .08 FTE of the CEO salary, .11 FTE of the Controller's salary, .2 of the Operations Manager's salary, .08 of the Accounting Clerk's salary, .04 of the Administrative Assistant II's salary, .1 of the Administrative Assistant's salary, and .09 of the Discal and Administrative services Specialist'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 2021/22, it is estimated that a few of the rural libraries may use approximately \$25,500 of their CLSA allocation to support broadband hardware costs (such as the purchase of network switches), and CENIC telecommunication costs for covering warranties in data centers.

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 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. **With the restoration of funds, NLS restored the subscription for libraries to Califa, using membership fees.**

Grants: NLS 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*. **This project was not funded. NLS will use some of its membership fees to support the website, <https://www.libraryrecovery.org/>. NLS will continue to support its 'buddy system' for disasters, such as the recent wildfires.**

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.

Evaluation of Formulas:

Through membership discussion, NLS decided to explore hiring a consultant to review its current formula for CLSA funds, with the acknowledgement that this formula has not been reviewed in more than ten years.

Administrative Calendar specific to individual libraries

- NLS Dues and Membership Fees – Due October 1
- CLSA Allocation: Amount and/or if appropriated will depend on annual approval by the California Library Services Board and amount may vary from year to year. Filing date for NLS public library members is on or around December 31.
 - FY 2021/22 CLSA Allocation Chart
 - FY 2021/22 CLSA Allocation Claim Form

Various Claim Forms that need to be filed -

- NLS FY 2021 Travel Reimbursement Form, if used

FY2021-22 CLSA C & D Funds Distribution (Updated 12/08/2021)

Library	CSL Certified Population FY20/21	50% of Total FY21/22 \$593,310 CLSA Fund/Equally Distributed \$296,655	50% of Total FY21/22 \$593,310 CLSA Funds/Base on Population \$296,655	Total FY21/22 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	7,416	69	\$ 7,486		\$ 83	\$ 78	\$ 161	\$ 7,325
Bel-Tiburon Public Library	11,664	7,416	708	\$ 8,124				\$ -	\$ 8,124
Benicia Public Library	27,175	7,416	1,649	\$ 9,065	\$ 23,615	\$ 1,988	\$ 1,877	\$ 27,480	\$ (18,415)
Butte County Library	210,291	7,416	12,759	\$ 20,175		\$ 3,872	\$ 3,644	\$ 7,516	\$ 12,659
Colusa County Library	21,902	7,416	1,329	\$ 8,745	\$ 5,110	\$ 124	\$ 117	\$ 5,351	\$ 3,394
Del Norte County Library Dist.	27,298	7,416	1,656	\$ 9,073		\$ 332	\$ 312	\$ 644	\$ 8,429
El Dorado County Library	193,227	7,416	11,723	\$ 19,140	\$ 2,555	\$ 7,998		\$ 10,553	\$ 8,587
Folsom Public Library	81,610	7,416	4,951	\$ 12,368	\$ 10,220	\$ 4,823		\$ 15,043	\$ (2,675)
Humboldt County Library	133,302	7,416	8,088	\$ 15,504		\$ 5,780	\$ 5,434	\$ 11,214	\$ 4,290
Lake County Library	64,040	7,416	3,885	\$ 11,302	\$ 50,542			\$ 50,542	\$ (39,240)
Larkspur Public Library	12,253	7,416	743	\$ 8,160				\$ -	\$ 8,160
Lassen Library District	13,717	7,416	832	\$ 8,249		\$ 210	\$ 197	\$ 407	\$ 7,842
Lincoln Public Library	49,317	7,416	2,992	\$ 10,408	\$ 2,555	\$ 2,518	\$ 2,370	\$ 7,443	\$ 2,965
Marin County Free Library	142,424	7,416	8,641	\$ 16,057				\$ -	\$ 16,057
Mendocino County Library	87,946	7,416	5,336	\$ 12,752	\$ 74,549			\$ 74,549	\$ (61,797)
Mill Valley Public Library	14,674	7,416	890	\$ 8,307				\$ -	\$ 8,307
Modoc County Library	9,570	7,416	581	\$ 7,997		\$ 126	\$ 118	\$ 244	\$ 7,753
Mono County Free Library	13,464	7,416	817	\$ 8,233		\$ 670	\$ 631	\$ 1,301	\$ 6,932
Napa County Library	133,015	7,416	8,070	\$ 15,487		\$ 5,851	\$ 5,532	\$ 11,383	\$ 4,104
Nevada County Library	98,114	7,416	5,953	\$ 13,369		\$ 5,812	\$ 5,472	\$ 11,284	\$ 2,085
Orland Free Library	15,757	7,416	956	\$ 8,372		\$ 257	\$ 241	\$ 498	\$ 7,874
Placer County Library	202,343	7,416	12,276	\$ 19,693	\$ 2,555	\$ 7,496	\$ 7,061	\$ 17,112	\$ 2,581
Plumas County Library	21,461	7,416	1,302	\$ 8,718		\$ 419	\$ 394	\$ 813	\$ 7,905
Roseville Public Library	145,163	7,416	8,807	\$ 16,224	\$ 2,555	\$ 6,454		\$ 9,009	\$ 7,215
Sacramento Public Library	1,473,755	7,416	89,415	\$ 96,831	\$ 12,775			\$ 12,775	\$ 84,056
St. Helena Public Library	6,073	7,416	368	\$ 7,785	\$ 17,163	\$ 809	\$ 761	\$ 18,733	\$ (10,948)
San Anselmo Public Library	12,757	7,416	774	\$ 8,190				\$ -	\$ 8,190
San Rafael Public Library	59,807	7,416	3,629	\$ 11,045				\$ -	\$ 11,045
Sausalito Public Library	7,252	7,416	440	\$ 7,856				\$ -	\$ 7,856
Shasta Public Libraries	178,045	7,416	10,802	\$ 18,219		\$ 4,590	\$ 4,314	\$ 8,904	\$ 9,315
Siskiyou County Library	44,461	7,416	2,698	\$ 10,114		\$ 1,136	\$ 1,068	\$ 2,204	\$ 7,910
Solano County Library	389,856	7,416	23,653	\$ 31,070	\$ 50,266			\$ 50,266	\$ (19,196)
Sonoma County Library	492,980	7,416	29,910	\$ 37,326	\$ 49,656			\$ 49,656	\$ (12,330)
Sutter County Library	100,750	7,416	6,113	\$ 13,529	\$ 10,220	\$ 1,451	\$ 1,365	\$ 13,036	\$ 493
Tehama County Library	65,129	7,416	3,951	\$ 11,368		\$ 734	\$ 690	\$ 1,424	\$ 9,944
Trinity County Library	13,548	7,416	822	\$ 8,238		\$ 183	\$ 172	\$ 355	\$ 7,883
Willows Public Library	13,643	7,416	828	\$ 8,244		\$ 226	\$ 212	\$ 438	\$ 7,806
Woodland Public Library	60,742	7,416	3,685	\$ 11,102	\$ 10,220	\$ 1,794	\$ 1,691	\$ 13,705	\$ (2,603)
Yolo County Library	160,963	7,416	9,766	\$ 17,182	\$ 639			\$ 639	\$ 16,543
Yuba County Library	78,887	7,416	4,786	\$ 12,203		\$ 264	\$ 249	\$ 513	\$ 11,690
Total	4,889,517	\$ 296,655	\$ 296,655	\$ 593,310	\$ 325,195	\$ 66,000	\$ 44,000	\$ 435,195	\$ 158,115
FY20/21 Roll-Over CLSA OverDrive Funds						\$ 36,817			
Total FY21/22 OverDrive						\$ 102,817			

FY 2021-22 CLAIM FORM FOR CALIFORNIA LIBRARY SERVICES ACT (CLSA) FUNDS

Library: _____

Accompanying this Claim Form is the approved CLSA funding distribution spreadsheet for NLS member libraries. Your allocation is listed, as well as your portion for the shared NLS eMagazine, OverDrive, and delivery costs. If your library has a balance of CLSA funds remaining after shared costs are deducted, please indicate which shared resource you would like to apply the remainder of funds. If costs exceed CLSA allocation, your library will be invoiced for any amount due.

The spreadsheet included with this form shows:

- Your library's FY 2021-22 allocation of CLSA funds
- Your library's delivery costs, if participating, of a delivery contract managed by NLS
- Your library's cost, if participating, of the OverDrive eBook/eAudiobook shared collection
- Your library's cost, if participating, of the OverDrive eMagazine shared collection
- Your library's cost, if participating, of the Link+ Services contract managed by NLS

DIRECTIONS FOR COMPLETING THIS FORM

✓ If you are participating in the shared NLS delivery, OverDrive eBook/eAudio, or shared OverDrive eMagazine collection, please complete **Section 1**. If your library has a balance of CLSA funds remaining after shared costs are deducted, please indicate which shared resource you would like to apply the remainder of funds by completing **Section 2 and/or Section 3**. **If costs exceed CLSA allocation, your library will be invoiced for any amount due.**

✓ If you are participating in the shared NLS delivery, OverDrive eBook/eAudio, or shared OverDrive eMagazine collection, please complete **Section 3**.

Per the accompanying spreadsheet, my CLSA allocation is \$ _____. These funds will be used for my FY 2021-22 allocation of services as indicated on the spreadsheet.

SECTION 1: Participating Libraries' Approved Allocations in NLS Shared Services:

\$ _____ Annual fee for OverDrive eBook/eAudiobook shared collection

\$ _____ Annual fee for OverDrive eMagazine consortium subscriptions

\$ _____ Delivery *(Please note that if the library participates in an NLS-managed delivery contract, I understand that the library's share of the delivery contract will be paid by NLS from these funds.)*

Remaining Available Allocation: \$ _____

SECTION 2: Participating Libraries May Redirect Additional Allocations to NLS Shared Services:

My library has remaining CLSA funds, and I am choosing to distribute them as follows:

\$ _____ Additional OverDrive eBook/eAudiobook contribution for consortium materials

\$ _____ Additional OverDrive eMagazine contribution for consortium subscriptions

(Please see other side for more options and for signature)

Library: _____

SECTION 3: Allocation will be used for my Library Local Resources:

\$ _____ Link+ Software Subscription Fee (for Link+ Courier costs, please use line below)

\$ _____ Additional Delivery costs (**Circle Choice:** Link+ Courier or NSCLS Postage for Delivery)

\$ _____ Other Shared eResources (enki; Bibliotheca Cloud Library consortia product, Northern California Digital Library or other eResources shared between three or more libraries). If you have chosen Other Shared eResources, please indicate the estimated number of titles to be purchased, and the estimated circulation of those purchased titles for FY 2021-22.

This statistical information below is needed for accountability reporting to the California State Library. Please fill-in required fields.

_____ # of Titles _____ Circulation _____ Name of eResource

\$ _____ To purchase software which supports curbside pick-up, for either your primary or one of your primary methods of delivery of material to patrons.

\$ _____ For three or more libraries to jointly purchase remote reference software, such as ZenDesk.

\$ _____ Broadband hardware costs (this should not be claimed multiple years in a row).

\$ _____ CENIC telecommunication costs, costs for covering warranties in data center (only by rural libraries)

Please ensure that the full amount of your approved allocation has been designated. **Only options included on this form are allowable.**

If remaining funds are due to your library for communications and delivery and eResources costs that are not included in NLS managed shared services contracts, a check will only be issued to your library upon receipt of the completed and signed claim form.

Certification

I hereby certify that the library named above shall use these funds for CLSA approved purposes that facilitate resourcing sharing among the NLS Members in FY 2021-22.

Signature: _____ Title: _____

Name: _____ Date: _____
Print Name

.....
For Staff use:

Approved By: Andrew Yon

Signature: _____ Date: _____

.....
The **completed** and **signed** CLSA Claim form can be submitted as a PDF attachment (**must be legible**) via email to: NLSCLSAclaims@plpinfo.org or by mail with an original signed signature by **February 28, 2022** to:

NorthNet Library System
Attn: Accounting Dept
32 W. 25th Avenue, Suite 201
San Mateo CA 94403

REIMBURSEMENT REQUEST FORM FY21/22 (Travel Only)

EVENT / PROJECT NAME:			
LOCATION:		DATE:	

TRAVEL (Transportation other than personal car)

Item	Category	Description	Cost
1.			
2.			
Sub-Total:			\$0.00

PERSONAL CAR (not to exceed cost of airfare)

Miles:		X \$0.585 (IRS Mileage Rate)	\$0.00
Tolls:			
Parking:			
Sub-Total:			\$0.00

OTHER (Specify)

1.		
2.		
3.		
Sub-Total:		\$0.00

TOTAL AMOUNT OF REIMBURSEMENT REQUESTED:	\$0.00
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Reimbursement will be made by check payable to the name requested below and sent to the following address (please type or print clearly)

Name:					
Address:					
City:		State:		Zip Code:	
Email:			Phone #:		
Signature:			Date:		
Print Name:					

NOTE: ALCOHOL, ENTERTAINMENT (MOVIES, etc.) ARE NOT REIMBURSABLE EXPENSES.
Please attach all Invoices, Receipts, Presenter Contracts, Packing Slips, or related documentation.

The completed and signed claim form can be submitted as a PDF attachment (**must be legible**) via email to:

NLSClaimReimbursements@plpinfo.org

or by mail with an original signed signature to:

NorthNet Library System
Attn: Accounting Department
32 W. 25th Ave., Suite 201,
San Mateo CA, 94403

FY 2021/22 NLS Executive Committee

Chair, Suzanne Olawski, NBCLS, Solano County Library

SEOlawski@solanocounty.com

Chair-elect/Vice-Chair, Mark Fink, MVLS, Yolo County Library

mark.fink@yolocounty.org

Past Chair Todd Deck, NSCLS, Tehama County Library

todd@tehamacountylibrary.org

Executive Committee members 2-year term ending 6/30/2021:

Carolyn Brooks, MVLS, El Dorado County Library

carolyn.brooks@eldoradolibrary.org

Anthony Halstead, NBCLS, Napa County Library

anthony.halstead@countyofnapa.org

Nick Wilczek, MVLS, Nevada County Library

nick.wilczek@co.nevada.ca.us

Executive Committee members, 2-year term ends 6/30/22:

Christopher Cooper, NSCLS, Humboldt County Library

ccooper1@co.humboldt.ca.us

Christopher Platt, MVLS, Mono County Free Library

cplatt@monocoe.org

Deb Fader Samson, NBCLS, Mendocino County Library

faderd@mendocinocounty.org

Member Libraries

PUBLIC LIBRARIES

Alpine County Library

Rita Lovell
PO Box 187
270 Laramie St.
Markleeville, CA 96120
Office: 530.694.2120
rl Lovell@alpinecountyca.gov

Belvedere-Tiburon Public Library

Crystal Duran
1501 Tiburon Boulevard
Tiburon, CA 94920
Office: 415.789.2665
cduran@beltiblibrary.org

Benicia Public Library

Jennifer Baker
150 East L Street
Benicia, CA 94510
Office: 707.746.4340
jbaker@ci.benicia.ca.us

Butte County Library

Narinder Sufi
1820 Mitchell Avenue
Oroville, CA 95966
Office: 530.538.7525
nsufi@buttecounty.net

Colusa County Library

Stacey Costello
738 Market Street
Colusa, CA 95932
Office: 530.458.0372
scostello@countyofcolusa.org

Del Norte County Library District

Phyllis Goodeill
190 Price Mall
Crescent City, CA 95531
Office: 707.464.9793
pgoodeill@delnortecountylibrary.org

El Dorado County Library

Carolyn Brooks
345 Fair Lane
Placerville, CA 95667
Office: 530.621.5546
carolyn.brooks@edcgov.us

Folsom Public Library

Lori Easterwood
411 Stafford St.
Folsom, CA 95630
Office: 916.985.8195
leasterwood@folsom.ca.us

Humboldt County Library

Christopher Cooper
1313 3rd Street
Eureka, CA 95501
Office: 707.269.1930
Ccooper1@co.humboldt.ca.us

Lake County Library

Christopher Veach
1425 N. High Street
Lakeport, CA 95453
Office: 707.263.8816
christopher.veach@lakecountyca.gov

Larkspur Public Library

Franklin Escobedo
400 Magnolia Avenue
Larkspur, CA 94939
Office: 415.927.5110
fescobedo@cityoflarkspur.org

Lassen Library District

Heather Blevins
1618 Main Street
Susanville, CA 96130
Office: 530.257.8113
lassenlibrary@citlink.net

Lincoln Public Library

Kathryn Hunt
485 Twelve Bridges Dr.
Lincoln, CA 95648
Office: 916.434.2406
Kathryn.Hunt@lincolnca.gov

Marin County Free Library

Lana Adlawan
3501 Civic Center Drive, #414
San Rafael, CA 94903
Office: 415.473.6053
ladlawan@marincounty.org

Mendocino County Library

Deborah Fader Samson
Admin Office
880 N. Bush St.
Ukiah, CA 95482
Branch Library Address
105 North Main Street
Ukiah, CA 95482
Office: 707.234.2872
faderd@co.mendocino.ca.us

Mill Valley Public Library

Anji Brenner
375 Throckmorton Avenue
Mill Valley, CA 94941
Office: 415.389.4292 x 115
abrenner@cityofmillvalley.org

Modoc County Library

Kris Anderson – Interim Director
212 W. 3rd Street
Alturas, CA 96101-3913
Office: 530.233.6340
kanderson@co.modoc.ca.us

Mono County Free Library

Christopher Platt
PO Box 1120
Mammoth Lakes, CA 93546
Office: 760.934.8670
cplatt@monocoe.org

Napa County Library

Anthony Halstead
580 Coombs Street
Napa, CA 94559
Office: 707.253.4208
anthony.halstead@countyofnapa.org

Nevada County Library

Nick Wilczek
980 Helling Way
Nevada City, CA 95959
Office: 530.388.8830
nick.wilczek@co.nevada.ca.us

Orland Free Library

Jody Meza
333 Mill Street
Orland, CA 95963
Office: 530.865.1640
jodymeza@gmail.com

Placer County Library

Mary George
350 Nevada Street
Auburn, CA 95603
Office: 530.886.4550
Mgeorge@placer.ca.gov

Plumas County Library

Lindsay Fuchs
445 Jackson Street
Quincy, CA 95971
Office: 530.283.6575
LindsayFuchs@countyofplumas.com

Roseville Public Library

Natasha Martin
225 Taylor Street
Roseville, CA 95678
Office: 916.774.5234
nmartin@roseville.ca.us

Sacramento Public Library

Peter Coyl
828 I Street
Sacramento, CA 95814
Office: 916-264-2830
pcoyl@saclibrary.org

St. Helena Public Library

Chris Kreiden
1492 Library Lane
St. Helena, CA 94574
Office: 707.967.2805
chris@shpl.org
director@shpl.org

San Anselmo Public Library

Linda Kenton
110 Tunstead Avenue
San Anselmo, CA 94960
Office: 415.258.4656
lkenton@townofsananselmo.org

San Rafael Public Library

Henry Bankhead – Interim Director
1100 E Street
San Rafael, CA 94901
Office: 415.485.3325
Henry.Bankhead@cityofsanrafael.org

Sausalito Public Library

Abbot Chambers
420 Litho Street
Sausalito, CA 94965
Office: 415.289.4123
achambers@sausalito.gov

Shasta Public Libraries

Patricia Crosby – Interim Director
1100 Parkview Avenue
Redding, CA 96001
Office: 530.245.7255
patricia.crosby@lsslibraries.com

Siskiyou County Library

Michael Perry
719 4th Street
Yreka, CA 96097-3381
Office: 530.842.8805
mperry@co.siskiyou.ca.us

Solano County Library

Suzanne Olawski
1150 Kentucky Street
Fairfield, CA 94533
Office: 707.784.1504
seolawski@solanocounty.com

Sonoma County Library

Ann Hammond
6135 State Farm Drive
Rohnert Park, CA 94928
Office: 707.545.0831
ahammond@sonomalibrary.org

Sutter County Library

James Ochsner
750 Forbes Ave.
Yuba City, CA 95991
Office: 530.822.7140
JOchsner@co.sutter.ca.us

Tehama County Library

Todd Deck
545 Diamond Ave
Red Bluff, CA 96080
Office: 530.529.2483 x101
todd@tehamacountylibrary.org

Trinity County Library

Kacy Guill
351 N. Main St.
Weaverville, CA 96093
Office: 530.623.1399
kguill@trinitycounty.org

Willows Public Library

Jody Meza
201 N. Lassen Street
Willows, CA 95988
Office: 530.934.5156
jodymeza@gmail.com

Woodland Public Library

Greta Galindo
250 First Street
Woodland, CA 95695
Office: 530.661.5980
greta.galindo@cityofwoodland.org

Yolo County Library

Mark Fink
226 Buckeye
Woodland, CA 95695
Office: 530.666.8002
mark.fink@yolocounty.org

Yuba County Library

Michael Lee
303 Second Street
Marysville, CA 95901
Office: 530.749.5430
mlee@co.yuba.ca.us

ACADEMIC LIBRARIES

CSU Chico Library

Patrick Newell
400 West First Street
Chico, CA 95929
Office: 530.898.5394
pnewell@csuchico.ed

Sacramento Co. Public Law Library

Pete Rooney
609 9th Street
Sacramento, CA 95814
Office: 916-874-6011
prooney@saclaw.org



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

NorthNet Library System Staff and Contact Information

Mailing address:

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

NLS System Coordinator – Jacquie Brinkley
System communications and general information
Email: brinkley@plpinfo.org
Phone: (916) 873-2640

Pacific Library Partnership
CEO – Carol Frost
Email: frost@plpinfo.org

Accounting – Andrew Yon
Controller
Email: yon@plsinfo.org

Administration – Wendy Cao
Email: caow@plsinfo.org