

**NLS Administrative Council Annual Meeting**  
**Wednesday, June 28, 2023**  
**9:00 a.m.**

Fairfield Cordelia Library  
5050 Business Center Drive, Fairfield, CA 94534  
and via Zoom

<https://zoom.us/j/93641130037?pwd=QnEzemw4bHpDRnZzSXdDNmxjRVN1QT09>

Meeting ID: 936 4113 0037 Passcode: 1=VWWt

Call-in Option: (669) 900 6833

- |  |                 |                      |
|--|-----------------|----------------------|
| <b>1. Welcome and Roll Call</b>  | Halstead, Chair |                      |
| <b>2. Public Invited to Address the Council</b>  | Halstead        |                      |
| <b>3. Approval of Consent Items (Action Item)</b>  | Halstead        |                      |
| A. Approval of Agenda  |                 |                      |
| B. Approval of January 26, 2023 mid-year<br>Administrative Council Meeting Minutes                       |                 | Attachment 1, pg. 3  |
| <b>4. Old Business</b>   |                 |                      |
| A. Approve Recommendations from Strategic<br>Priorities Ad Hoc Committee <b>(Action Item)</b>            | Perry           | Attachment 2, pg. 10 |
| B. Update on Assistant Director List-serv<br><b>(Action Item)</b>  | Halstead        | Attachment 3, pg. 12 |
| C. Review and Approval of Revised Format of<br>CLSA Claim Form and Menu of Services <b>(Action Item)</b> | Frost           | Attachment 4, pg. 13 |
| <b>5. New Business</b>   |                 |                      |
| A. Nomination of Executive Committee Members<br><b>(Action Item)</b>                                     | Halstead        | Attachment 5, pg. 19 |
| B. Approve FY 2023-24 CLSA Plan of Service and<br>Budget <b>(Action Item)</b>                            | Frost           | Attachment 6, pg. 20 |
| C. Approval of NLS/PLP FY 2023-24 Fiscal and<br>Administrative Services Contract <b>(Action Item)</b>    | Frost           | Attachment 7, pg. 35 |
| D. Approve FY 2023-24 Library-to-Go Budget<br><b>(Action Item)</b>                                       | Platt           | Attachment 8, pg. 38 |
| E. Approve the FY 2023-24 NLS Budget,<br>and Membership Dues and Fees <b>(Action Item)</b>               | Yon             | Attachment 9, pg. 43 |

## 6. State Library Report

Durr

Attachment 10, pg. 51

## 7. Adjournment

**Brown Act:** This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- (A) All votes taken during a teleconferenced meeting shall be by rollcall.
- (B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

### Meeting Locations

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

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

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

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

Mill Valley Public Library, 375 Throckmorton Avenue, Mill Valley, CA 94941

Nevada County Library, 980 Helling Way, Nevada City, CA 95959

Placer County Library, 145 Fulweiler Avenue Suite 150, Auburn, CA 95603

Plumas County Library, 445 Jackson Street, Quincy, CA 95971

Roseville Public Library, 316 Vernon Street, Suite 400, Roseville CA 95678

Sacramento Public Library, 828 I Street, Sacramento, CA 95814

Trinity County Library, 351 N. Main Street, Weaverville, CA 96093

Yuba County Library, 303 Second Street, Marysville, CA 95901

1546 N. 11th Street, Cambridge, OH 43725

691-400 Janet Way, Susanville, CA 96130



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### DRAFT MINUTES

NLS Administrative Council Mid-Year Meeting

January 26, 2023

Zoom Meeting – All votes taken by roll call

Meeting called to order by NLS Chair, Anthony Halstead, 9:06 a.m.

#### 1. Welcome and Roll Call

Halstead welcomed attendees and new and interim directors. Chair asked for the roll call.

Attending:

Name	Library
Rita Lovell	Alpine County Library
Crystal Duran	Belvedere-Tiburon Public Library
Jennifer Baker	Benicia Public Library
Narinder Sufi	Butte County Library
Stacey Costello	Colusa County Library
Phyllis Goodeill	Del Norte County Library District
Thomas Gruneisen	Folsom Public Library
Christopher Veach	Lake County Library
Heather Blevins	Lassen Library District
Kathryn Hunt	Lincoln Public Library
Lana Adlawan	Marin County Free Library
Deborah Fader Samson	Mendocino County Library
Anji Brenner	Mill Valley Public Library
Kris Anderson	Modoc County Library
Christopher Platt	Mono County Library
Anthony Halstead	Napa County Library
Nick Wilczek	Nevada County Library
Mary George	Placer County Library
Lindsay Fuchs	Plumas County Library
Natasha Martin	Roseville Public Library
Jarrid Keller (joined after Roll call)	Sacramento Public Library
Chris Kreiden	St. Helena Public Library
Linda Kenton	San Anselmo Public Library
Jill Tokutomi	San Rafael Public Library
Michael Perry	Siskiyou County Library
Suzanne Olawski	Solano County Library
Erika Thibault (joined after Roll call)	Sonoma County Library

James Ochsner	Sutter County Library
Jody Meza	Willows and Orland Public Libraries (at Willows)
Melinda Cervantes	Yolo County Library
Renee Forte	Library to Go Co-Chair
Reed Strege	California State Library
Chris Durr	California State Library
Diana Lopez (joined at 10:50 a.m.)	Incoming Director – Yolo County Library
Carol Frost	NorthNet/Pacific Library Partnership
Jacquie Brinkley	NorthNet/Pacific Library Partnership
Andrew Yon	Pacific Library Partnership

Note: Director Platt was required to change the location as it was posted for this meeting and therefore unable to vote. Also, Directors (or designees) who arrived after initial roll call was taken: Keller and Thibault

**2. Public Invited to Address the Council**

Reed Strege and Chris Durr, California State Library, in attendance to present (Item 4) and to report (Item 7).

Renee Forte, Library to Go Co-Chair, to present in Item 5.A.

Diana Lopez, in attendance as incoming Yolo County Library Director, joined at 10:50 a.m.

**3. Approval of Consent Calendar**

**A. Approval of Agenda**

**B. Approval of June 15, 2022 Administrative Council Meeting Minutes**

Motion to approve Consent Calendar: Olawski moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

**4. CSL Presentation: State Library Updates on Building Infrastructure Grants and Other Initiatives**

Reed Strege presented and provided status updates on the State Library’s Building Infrastructure Grants and noted that the Round #2 for funding announcement would be made soon and that eligibility parameters for participation have been expanded. Strege responded to questions from Directors. Strege noted that the Legislature gives authority to the State Librarian to waive the Match requirement and requests would be considered on a case-by-case basis. He also noted that the Poverty Level continues to be the priority of the Legislature and is determined by the location of the library facility. Also, the Governor’s proposed January budget has moved funds into the future and has divided proposed funding into 3 years to account for anticipated State budget shortfall. Strege reported that the LSTA FY 2023/24 Local Collaborative and Competitive Funding Opportunity

announcement will be made soon. LSTA funding for funding opportunities remains about the same as FY 2022/23. An Information Session will be held.

## 5. Old Business

### A. Update on Library-to-Go Shared Collection

Platt and Forte presented the current statistics of the Library-to-Go shared collection and the activity of the Library-to-Go Committee, noting that work on implementing the Reciprocal Lending Agreement took most of the Committee's time in this period. Platt noted that the Committee is reaching out across the country to ask about selector activity and priorities to compare to the NLS Library-to-Go selector work. Platt noted that the current selection practice is a rotation of selectors, which helps to distribute the work, but at times can cause a void in not being aware of what has been previously prioritized or ordered. Platt asked Directors about local promotion practices to patrons. There was discussion regarding the eMagazine subscription and usage, and the high price associated with it. Alternatives may be explored, such as PressReader.

### B. Adoption of Revised Strategic Priorities and Values, and Development of Ad Hoc Committee for Benchmarks and Timelines

Adlawan presented on the Revised Strategic Priorities and requested a Motion to adopt as recommended.

**Motion to adopt the Revised Strategic Priorities. Cervantes moved; Halstead seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

Adlawan asked for volunteers to form an Ad Hoc Committee to develop Benchmarks and Timelines for implementing the Strategic Priorities as adopted. Cervantes nominated incoming Yolo County Library Director, Diana Lopez. George (Placer County), Adlawan (Marin County) and Perry (Siskiyou County) volunteered.

Platt requested that library staff also be identified and invited to work on this Committee as it related to eMaterials.

### C. Review of CLSA Cost Share Study Revisions and Next Steps

Olawski provided background on the CLSA Study and subsequent requests from the Administrative Council and Executive Committee for additional funding models. New formula models requested included "vast geographic area" as a factor and for the most rural of members to receive a higher percentage of funding. Olawski reported that the Ad Hoc Committee did not come to a unanimous recommendation, rather, it recommended that the Administrative Council consider the proposed Options as detailed on Pages 28 and 29 in the packet to focus discussion of CLSA funding formula models. Olawski also noted that the Ad Hoc Committee recommended that any change to the current funding formula would not be implemented until FY 2024/25. Olawski opened the floor for discussion.

Discussion ensued regarding Options that were not recommended. Olawski stated that all Options were open for further discussion. Members thanked the Committee for their work on this project.

George noted that she has reviewed all options in depth and felt that CLSA funds were not a mechanism to support the most rural of libraries and most in need, and that if this were a priority, other funding sources should be explored.

Perry cautioned that allocating more funds to the most rural libraries presents more of a challenge for these libraries due to limited ways the CLSA funds can be expended.

Platt agreed with Perry and stated they were comfortable with Option 1.

Fuchs stated they agreed with Perry and Platt.

Samson asked to consider Option 5 and expressed her support for that Option, where all costs are taken off the top, and then each library is billed for services.

Frost commented that there were challenges with the geographic vastness of NLS and how needs within the regions of NLS and how use of CLSA funds varies by library. Frost noted that with Option 5, some members would be paying for services they are not receiving, i.e. NSCLS does not use any delivery.

Frost also noted that the Administrative Council approved Option 1 at their June 2022 Annual Meeting and that this formula will be used unless another Option is approved at this meeting.

Discussion continued regarding the pros and cons of Option 5.

**Motion to reaffirm the current CLSA allocation model (Option 1) moving forward and to revisit this decision in three (3) years. George moved; Baker seconded. Vote taken by roll call. One nay vote (Samson). Motion passed.**

## 6. New Business

### A. Appointment of New Vice-Chair and New Executive Committee Member

Brinkley presented the Executive Committee recommendation to appoint Cooper, Humboldt County, to vacant Vice-Chair position, and Martin, Roseville, to fill the vacancy on the Executive Committee. These new appointments were initiated upon the resignation of the Chair in August 2022. Vice-Chair, Halstead, assumed the Chair position at that time per NLS Bylaws and with the approval of the Executive Committee.

**Motion to approve appointment of Cooper as NLS Vice-Chair for 2-year term ending June 30, 2024, and Martin as Executive Committee Member to fulfill 1-year term ending June 30, 2023. Perry Moved; Fuchs seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

### B. Recommendation for Additional Shared Services Eligible for CLSA Funds

Fuchs presented her research and findings on available streaming resources based on interest of NLS directors. Kanopy is currently not eligible for use of CLSA funds for stand-

alone libraries but is offering an NLS group discount for new Kanopy members who join and pay with local resources. The group discount minimum has yet to be reached. Filmocracy streaming services are eligible for CLSA. Based on the quote from Filmocracy and NLS interest, if 7 systems of the 40 NLS members agree to sign up for Filmocracy, NLS administration will be asked to negotiate a shared contract and Filmocracy would be added as an option to the CLSA 2023/24 Claim Form.

Fuchs noted that Kanopy is part of OverDrive, while Filmocracy is independent. She also noted the Filmocracy is a new vendor and breaking into the library market. She anticipated that there may be challenges in working with this vendor.

Perry asked if there were any restrictions to membership in Filmocracy. Fuchs stated that she did not believe that would be an issue as she had discussed size of some NLS systems and there seemed to be no problem.

Members thanked Fuchs for the research and recommendations.

Halstead stated that Filmocracy and Kanopy offer products that provide value added services to the Napa County Library and to people who may not see the library otherwise valuable to them.

Frost and Platt will research PressReader as an alternate to the OverDrive shared eMagazine collection. If there is interest, this could be added to the FY 2023-24 NLS CLSA Claim Form.

Wilczek asked about downloading capabilities for offline viewing with either Kanopy or Filmocracy. Fuchs said she will include this in her discussion with the vendors.

**Motion to accept recommendation as stated in Memo:**

- 1) Fuchs schedules two planned demonstrations of Filmocracy during February 2023 and issue invitations to NLS libraries.**
- 2) Fuchs surveys NLS public libraries to gauge interest in Filmocracy.**
- 3) Should 7 of the 40 libraries agree that there is interest in joining a shared collection, NLS Administrator would negotiate a shared contract for those libraries.**
- 4) If there is a shared contract, Filmocracy would be added to the FY 2023/24 CLSA Claim Form.**

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

### **C. Development of Task Force to Revise the Format of the NLS Claim Form**

Halstead presented the memo regarding NLS members request to revise the format of the NLS CLSA Claim Form. Perry and Fuchs volunteered and will work with NLS staff to revise the format of the Claim Form for FY 2023/24.

### **D. Update on Use of NLS List-Serv for Assistant/Deputy Directors**

Brinkley presented memo on the status and use of the NLS Assistant and Deputy Director list-serv, reporting that no activity other than posting of messages by NLS staff had occurred since inception in July 2022. Brinkley noted that the cost to NLS to set up and maintain a list-serv runs \$90 per year.

Discussion ensued with members agreeing to continue the list-serv and to promote to staff to encourage use before any decision to terminate. Brinkley will report again on usage at the Annual Meeting in June 2023.

**Motion to continue support and promotion of the Assistant/Deputy Director list-serv. Fuchs moved; Kenton seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

### **E. Discussion of Governor's End of State of Emergency and Consideration of In-Person Meetings**

Frost reported that the Governor's State of Emergency is set to expire February 28, 2023 and noted that NLS meetings currently adhere to the Brown Act rules and would continue if NLS chooses to continue meeting virtually. The June Annual Meeting would be an opportunity to meet in person if NLS members elected to do so.

Duran asked for historical context of NLS meetings. Frost reported that prior to the pandemic, NLS Administrative Council meetings were held in person, most recently hosted by Solano County Library at their Fairfield/Cordelia Branch Library. Frost also stated that NLS provides Travel Reimbursement to attend these meetings.

Discussion ensued regarding preference, cost, convenience of online attendance, value of meeting in person, and option to offer a hybrid meeting.

Perry stated that he supported NLS investing in equipment needed to host hybrid meetings. Halstead offered Napa's Owl Meeting equipment for any future hybrid meeting.

Cervantes suggested that at least one of the two Administrative Council meetings be held in person.

Frost recapped member comments and suggestions and reported that NLS staff would work with Solano County Library to provide a hybrid meeting for the NLS Annual Meeting on June 28, 2023. Baker asked if it was possible to host at multiple locations with hybrid meeting



format. Frost replied that in a hybrid meeting, the main location is where the meeting will be held in person. Any additional location would need to be listed on the agenda and be open to the public.

Brenner suggested that a professional development or training event be included should an in-person meeting format be approved.

Hunt suggested an Orientation for new directors be combined with an in-person meeting.

#### **F. Discussion of Local Funding**

Oschsner, Costello and Sufi lead a discussion of the dire impact their libraries are experiencing with local budget reductions in terms of library staffing, hours, programming, and overall library budget. Costello has been able to partner with other county departments to support some programming, but this will be on a short-term basis.

Discussion among members with suggestions for additional support locally and through tax initiatives as a long-term objective. Discussion on voting threshold required for library initiatives and interest to encourage the State Library or CLA to resume work on lowering of the threshold on measures that would benefit libraries.

George stated that she would discuss this situation with the California County Librarians Association and would inquire about available training for libraries.

#### **7. State Library Report**

Chris Durr, California State Library liaison to NLS, provided a review of current and soon-to-open state and federal funding opportunities, resources and training available to all libraries and staff. Durr noted the eBooks for All Summit on February 1 to discuss the statewide shared eBook collection and the “eBook ecosystem.” The keynote speaker is from Australia. More information on this summit can be found in CLA Talk and will be posted in CALL announcements. Durr responded to questions regarding the Parks Pass program and the NY Times subscription. Durr replied that both programs are likely to continue.

#### **8. Announcements**

Cervantes introduced Diana Lopez as incoming Yolo County Library Director.

#### **9. Adjournment**

Meeting adjourned at 12:14 p.m.



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**To: NLS Executive Committee**  
**From: Strategic Priorities Ad-Hoc Committee**  
**Subject: Strategic Priorities Ad Hoc Committee Updates**  
**Date: June 28, 2023**

### **Strategic Priorities Ad-Hoc Committee Members**

Mary George (Placer), Diana Lopez (Yolo), Michael Perry (Siskiyou), Lana Adlawan (Marin)

### **Background**

The NLS Administrative Council recently approved the Strategic Priorities and Values and, at the January 2023 Council meeting, formed an Ad Hoc Committee to *“identify measurable goals and timelines to track progress for those activities. The Ad Hoc Committee recommends that the newly formed Ad Hoc Committee start with Tier 1 and identify working groups from among all NLS members to get others involved.”*

#### *Currently Approved Tier One Priorities:*

1. Disaster Preparation
2. Future Shared Resources
3. Capacity Building for Staff
4. Investigate NorthNet Membership in Government Alliance on Race and Equity (GARE)
5. Shared Collection Management and Resource Sharing

### **Recommendations**

The Ad Hoc Committee determined that there would be efficiencies in assigning work to already established groups in NorthNet for each of the priorities and those groups could report back goals and timelines. These were discussed with the NLS Executive Committee, and based on that conversation, the following revised Tier One Priorities are being proposed:

#### *Proposed Revised Tier 1 Priorities:*

1. Disaster Preparedness and Response
2. Future of Shared eResources
3. Capacity Building for Staff - Our Most Valued Asset
4. Shared Collection Management and Resource Sharing

1. Disaster Preparedness and Response:

**Ad Hoc Committee recommends assigning this to the Chairs of the legacy systems:**

**MVLS, NBLCS, and NSCLS.** These legacy system Chairs would form working groups to identify measurable goals and timelines for their assignment and report back to the NLS Strategic Priorities Ad Hoc Committee or the Executive Committee.

2. Future of Shared eResources:

**Ad Hoc Committee recommends assigning this to the Executive Committee** to track as they represent the NLS body and are the main contact between NLS and the State Library.

3. Capacity Building for Staff - Our Most Valued Resource

**Ad Hoc Committee recommends assigning this to the Chairs of the legacy systems: MVLS, NBLCS, and NSCLS.** Once assigned, these legacy system Chairs would form working groups to identify measurable goals and timelines for their assignment and report back to the NLS Strategic Priorities Ad Hoc Committee or the Executive Committee.

This revised Priority will also encompass elements of Equity, Diversity and inclusion (EDI). NorthNet membership in GARE was originally recommended by the Ad Hoc Committee. Discussion with the Executive Committee at the May 2023 meeting determined that GARE is better suited for city and county use. NLS members are encouraged to check with their local jurisdictions to determine if GARE membership is offered and how they can participate. Additionally, the expectation from GARE is that membership requires a working EDI committee be formed by their member and remain active in GARE. NLS is not currently prepared to meet this requirement. The Executive Committee unanimously redirected the Ad Hoc to, "Broaden detail on this item to reflect an EDI focus without specifying NLS membership in GARE and identify EDI resources and membership and/or participation in EDI organizations." **The Ad Hoc Committee recommends assigning this Strategic Priority as broadened to the Chairs of the legacy systems: MVLS, NBLCS, and NSCLS.**

4. Shared Collection Management and Resource Sharing

**Ad Hoc Committee recommends the Library-to-Go Committee (and the collection development librarians working in that committee) to develop goals and timelines.**

There was some consensus by the Ad-Hoc Committee around first establishing a list of all the resources we currently share and defining a "minimum" sharing guideline for library systems.

### **Recommendation**

It is recommended that the NLS Administrative Council approve the revised Tier One priorities and associated recommendation. **The Ad Hoc Committee also recommends that the Tier 1 Priorities become a standing agenda item for future Executive Committee meetings** so that updates can regularly be provided and to ensure NLS is making progress to meet these priorities.



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**To: NLS Administrative Council**  
**From: Anthony Halstead, NLS Chair**  
**Subject: Recommendation to discontinue the Listserv for NLS Assistant and Deputy Directors**  
**Date: June 28, 2023**

## **Background**

NLS received a request in early 2022 from Ann Hammond, the Director of the Sonoma County Library, to establish an NLS listserv for Assistant and Deputy Directors. The request was made to the NLS Administrative Council for their consideration at the June 2022 Annual Meeting.

NLS staff provided an update at the January 2023 Administrative Council meeting and reported that to date, a total of 6 (six) names made up the listserv and that no activity had occurred since its creation other than postings from NLS staff. At this same meeting, the Administrative Council requested that NLS staff send another notice to Directors to remind them of the listserv as a resource for their Assistant and Deputy directors, and to report back to the Administrative Council at the June 2023 meeting.

Upon that reminder, another 8 (eight) individuals were registered for the listserv bringing the total to 14. Unfortunately, there continues to be no activity other than postings from NLS staff on this listserv.

NLS pays \$90 annually to maintain each listserv it hosts.

The continuation of the listserv was discussed at the May 2023 NLS Executive Committee meeting, and it was agreed that although this tool was a good idea to create space for collaboration and communication, it is clear that the participants have found other means and are not utilizing this tool. Therefore, they agreed that the listserv should be discontinued commencing in July 2023.

## **Recommendation**

The NLS Executive Committee recommends to the Administrative Council approve to discontinue the Assistant Director/Deputy Director listserv due to lack of activity.



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**To: NLS Administrative Council**  
**From: Carol Frost**  
**Subject: Review of NLS Revised CLSA Claim Form and Menu of Services**  
**Date: June 28, 2023**

## Background

Each year, NLS reviews the menu of services on the CLSA claim form. The menu is based on the allowable items as defined by the California Library Service Act and input from the member libraries.

At the January 2023 NLS Administrative Council meeting, an Ad Hoc Group was formed by Lindsay Fuchs and Michael Perry to update the format of the CLSA claim form, in response to a recommendation from the NLS report "Study of CLSA Cost Share Formula and Allocation of Funds," where some NLS members felt the CLSA claim form was 'confusing.'

The purpose of this memo is to update the CLSA menu of services for FY2023-24, and to review the revised CLSA claim form.

## Revised CLSA Claim Form

Fuchs and Perry have developed a redesigned claim form (**Exhibit A**). The significant changes include those on the second page, including:

- Creating sections for types of costs, and clarifying if those funds will be disbursed to libraries or go towards consortia initiatives.
- Combining the Link+ software and courier costs to make it more uniform with other cooperative claim forms.
- Shared Digital Content has been condensed, including a place for libraries to write in the less popular shared materials. The form has been updated to include Filmocracy, based on the State Library's review and the discussion below.

## Menu of Items on the CLSA Claim Form

Attached to this memo is the FY 2022-23 NLS CLSA claim form for public libraries (**Exhibit B**). Listed below are the current options, and in parentheses are the number of NLS libraries which claimed the item in FY 2022-23.

1. NLS Library-to-Go Shared OverDrive Collection (27 libraries)
2. NLS Shared OverDrive eMagazine Collection (27 libraries)
3. NLS Shared Delivery (for MVLS and NBCLS) (16 libraries)
4. Additional funds towards NLS Library-to-Go Shared OverDrive Collection (15 libraries)
5. Link+ Software Subscription Fee (7 libraries)
6. Additional Delivery costs (*Link+ Courier or NSCLS Postage for Delivery*) (2 libraries)
7. Other Shared Local Delivery (3 libraries)
8. Other Shared eResources (*enki; Bibliotheca Cloud Library consortia product, Northern California Digital Library or other eResources shared between three or more libraries*). (3 libraries)
9. Broadband hardware costs (0 libraries)
10. CENIC telecommunication costs, costs for covering warranties in data center (5 libraries)
11. Palace eBooks for All (1 library)
12. OCLS/ILL annual subscription fee (1 library)

### Consideration of Additional Item for Menu

There has been interest among NLS members about NLS contracting for video streaming services. Plumas County Library Director Lindsay Fuchs researched multiple streaming options and scheduled two demos and an interest survey of Filmocracy. Based on survey responses, it was determined that there were not enough interested libraries to pursue an NLS shared contract, but that a few libraries wanted to subscribe and want to use CLSA funds. Libraries are requesting that this be added to the menu of services on the FY 2023-24 Claim Form. NLS administration has confirmed with the State Library that Filmocracy is an allowable cost for CLSA funds.

PressReader was researched as an alternative to the OverDrive eMagazine collection. Due to high pricing, membership polling indicated a lack of interest in pursuing this further.

Since this memo was presented to the NLS Executive Committee, an email from Califa on June 13, 2023 noted “the *New York Public Library, the developers behind SimplyE, informed us that they will be sunsetting the opensource program on June 30, 2024. After that date, a little over a year from now, there will be no further support for the app. This news, combined with the loss of funding for enki Library, has led Califa to offer SimplyE and enki Library for free to current subscribers for the next year.*” Due to this, these items have been removed from the revised CLSA claim form.

### Recommendation

The NLS Executive Committee recommends the Council add Filmocracy to the FY 2023-24 CLSA Claim Form and approve the revised Claim Form and menu of items.



## CLAIM FORM FOR CALIFORNIA LIBRARY SERVICES ACT (CLSA) FUNDS

Library: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Accompanying this Claim Form is the approved CLSA funding distribution spreadsheet for NLS public member libraries.

The spreadsheet included with this form shows:

- Your library’s Fiscal Year allocation of CLSA funds
- Your library’s delivery costs, if participating, in a delivery contract managed by NLS
- Your library’s cost, if participating, in the Library-to-Go shared collection
- Your library’s cost, if participating, in the OverDrive eMagazine shared collection

Per the accompanying spreadsheet, your library’s CLSA allocation this fiscal year is \$\_\_\_\_\_.

### SECTION 1: Approved Allocations in NLS Shared Services

This section will be automatically filled in based on the NLS Shared Services your library participates in.

\$\_\_\_\_\_ Annual fee for OverDrive eBook/eAudiobook Library-to-Go shared collection

\$\_\_\_\_\_ Annual fee for OverDrive eMagazine consortium subscriptions

\$\_\_\_\_\_ Delivery

### COMPLETING THIS FORM

1. ***If your library has a remaining balance of CLSA funds after NLS Shared Services costs are deducted***, please indicate in Section 2 how your library would like to use the remainder of funds.
2. ***If your library costs exceed its CLSA allocation***, your library will be invoiced for any amount due.

Remaining Balance: \$ \_\_\_\_\_

Invoice Amount: \$ \_\_\_\_\_

The **filled out** and **signed** CLSA Claim Form should be submitted by \_\_\_\_\_

a) via email as a legible PDF attachment to [NLSclaims@plpinfo.org](mailto:NLSclaims@plpinfo.org)

OR

b) by mail with an original signed signature to

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

**SECTION 2: Approved CLSA Allocations in NLS Shared Services**

My library's remaining CLSA funds will be distributed as follows

<b>NorthNet Consortia Managed Services (Funds will be re-directed to the consortia)</b>
\$ _____ OverDrive Library-to-Go (consortium materials)
<b>Link + (Funds will be sent to the library system)</b>
\$ _____ Link+ Software and Associated Courier
<b>Other Delivery (Funds will be sent to the library system)</b>
\$ _____ NSCLS Postage for Delivery \$ _____ Other Shared Courier
<b>Telecommunication Costs (Funds will be sent to the library system)</b>
\$ _____ Broadband hardware (this should not be claimed multiple years in a row) \$ _____ CENIC telecommunication costs, costs for covering warranties in data center (only by rural libraries)
<b>Shared Digital Content (Funds will be sent to the library system)</b>
\$ _____ OverDrive ( <b>Library-to-Go</b> Advantage Plus materials that will be shared) \$ _____ OverDrive (Other shared OverDrive collections) \$ _____ Palace eBooks-for-All Project (materials that will be shared) \$ _____ Other valid resource (e.g. Filmocracy, Bibliotheca's CloudLibrary Consortia product etc.) Please name resource _____
For Shared Digital Content, please indicate the estimated number of titles to be purchased and circulation _____ # of Titles _____ Circulation

**Certification**

I hereby certify that our library system shall use this Fiscal Year's funds for CLSA approved purposes that facilitate resource sharing among the NLS Members.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**For Staff Use**

Approved by: Carol Frost: Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Updated June 14, 2023*





## FY 2022-23 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 2022-23 allocation of CLSA funds
- Your library's delivery costs, if participating, of a delivery contract managed by NLS
- Your library's cost, if participating, in the Library-to-Go 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 2022-23 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

***(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, NSCLS Postage for Delivery, Other Shared Courier*)

\$ \_\_\_\_\_ Other Shared eResources (*enki, Bibliotheca Cloud Library consortia product, Northern California Digital Library, Palace eBooks-for-All, OverDrive Advantage titles (if part of Library-to-Go and titles will be shared immediately) 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 2022-23.

**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

\$ \_\_\_\_\_ 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 2022-23.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print Name*

.....  
For Staff use:

Approved By: Carol Frost

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
.....

**The completed and signed CLSA Claim form can be submitted as a PDF attachment (*must be legible*) via email to: [NLSClaims@plpinfo.org](mailto:NLSClaims@plpinfo.org) or by mail with an original signed signature by **February 28, 2023** to:**

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



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

[www.northnetlibs.org](http://www.northnetlibs.org)

**To: NLS Executive Committee**  
**From: Anthony Halstead, NLS Chair**  
**Subject: Approval of Slate of Nominees for FY 2023/24 NLS Executive Committee**  
**Date: June 28, 2023**

**We nominate the following Executive Committee members for a 2-year term ending June 30, 2025:**

Natasha Martin, Roseville Public Library (MVLS)  
Christopher Platt, Mono County Library, (MVLS)  
Deborah Fader Samson, Mendocino County Library (NBCLS)

**Continuing to serve on the Executive Committee with terms ending June 30, 2024 are:**

Jennifer Baker, Benicia Public Library (NBCLS)  
Narinder Sufi, Butte County Library (NSCLS)  
Nick Wilczek, Nevada County Library (MVLS)

**Also continuing to serve as on the Executive Committee are:**

Anthony Halstead, Napa County Library (NBCLS), Chair (through June 30, 2024)  
Christopher Cooper, Humboldt County Library (NSCLS), Vice Chair (through June 30, 2024)  
Suzanne Olawski, Solano County, Past Chair (through June 30, 2024)

Thank you to the slate of candidates for their continued service to NorthNet Library System and the Executive Committee.



CALIFORNIA LIBRARY SERVICES ACT  
PLAN OF SERVICE AND BUDGET  
For use with 2023/2024 Communication & Delivery Program

California State Library  
Sacramento  
April 2023

Greg Lucas, Chief Executive Officer  
California Library Services Board

**System Information**  
**FY 2023/2024**

System Name: NorthNet Library System			
Director: Carol Frost		Email: frost@plpinfo.org	
Address: 32 W. 25 <sup>th</sup> Avenue, Suite 201		City: San Mateo	State: Zip: CA 94403
Phone: 650-349-5538		Fax:	

System Chair for FY 2023/2024 (if known): Anthony Halstead	Fiscal Agent: Pacific Library Partnership
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Date approved by Administrative Council: June 28, 2023
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X	June 28, 2023
Signature of System Administrative Chair for FY 2023/2024 Print Name: Anthony Halstead	Date

## Demographics of System Service Area

### System Population Profile, FY 2023/24

**Total Population of System Service Area: 4,897,952 <sup>a</sup>**

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

<b>Underserved Population</b>	<b>Number</b>	<b>Percentage of Total Population</b>
Economically Disadvantaged <sup>b</sup> (Below poverty level)	587,979	12.00%
Institutionalized <sup>c</sup>	64,436	1.32%
Aged (65+) <sup>d</sup>	868,351	17.73%
Children & Youth: <sup>d</sup>	278,976	5.70%
• Under 5		
• 5 to 9	301,838	6.16%
• 10 to 14	322,141	6.58%
• 15 to 19	316,088	6.45%
Persons with disabilities <sup>e</sup>	627,167	12.80%
Speakers of limited English or English as a Second Language <sup>f</sup>	454,536	9.28%
Non-English Speaking <sup>g</sup>	1,183,135	24.16%
Ethnicity <sup>d</sup>	264,325	5.40%
• Black		
• Hispanic	1,127,110	23.01%
• Asian	511,765	10.45%
• Native American	54,849	1.12%
• Other (specify)	29,818	0.61%
Geographically Isolated (RURAL) * see note		
Functionally Illiterate <sup>i</sup>	391,178	7.99%
Shut-In <sup>j</sup>	238,866	4.88%

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

<sup>a</sup> Use the CA State Certified Population Figures Jan 1, 2022, and 2023

<sup>b</sup> U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1701)

<sup>c</sup> U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)

<sup>d</sup> U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Demographic and Housing Estimates (DP05)

<sup>e</sup> U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (S1810)

<sup>f</sup> U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Selected Social Characteristics in the US (based on population 5 years and over who "Speak English less than 'very well'") (DP02)

<sup>g</sup> U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1601)

<sup>h</sup>

<sup>i</sup> U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy

<sup>j</sup> U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (Shut-in was 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 used for planning activities of our various committees and to serve all segments of the underserved.

**Comments/ Additional Information:**

**\* Geographically Isolated/ Rural**

"Rural" is essentially "that which is not named as urban." "Urban areas represent densely developed territory, and encompass residential, commercial, and other nonresidential urban land uses. Each urban area must encompass at least 2,000 housing units or at least 5,000 people. This is a change from the previous minimum of 2,500 people which had been in place since the 1910 Census."

## Funding for Communications and Delivery – FY 2023/2024

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	820,000	0	820,000	
b. Non-public libraries in System area	0	0	0	
<b>TOTAL</b>	<b>820,000</b>	<b>0</b>	<b>820,000</b>	
		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	Other
5%	.2%	%	94.8%	%

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

f. Estimated total number of e-resources to be purchased (circulated/downloaded/streamed, etc.) for residents of System member libraries	Est 1.1+ million circulated
g. Percentage of CLSA funds to be spent on e-resources?	42%
h. Percentage of CLSA funds to be used for Broadband technology improvements	6%



**“It is the intent of the California Library Services Act is to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.” (Education Code 18702)**

**When submitting your Library Systems’ proposals, they shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.**

**Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery, and resource sharing include the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.**

**Section 2 Funding Goal (What have you done, for whom, and for what benefit?)**

**1. How will the Library System determine the needs of their community. Please describe the goals for the Communication and Delivery funding for your Library System and how it addresses that need.**

The primary goals for NLS are to share materials and resources (both physical and electronic), and these goals are being met through using CLSA funds to support shared courier/delivery services and shared eMaterials including eBooks, eAudiobooks and eMagazines.

NLS leadership has conducted numerous member surveys over the past several years to understand how they can better serve all NLS libraries and their communities, and to determine how to most equitably distribute and allocate CLSA funding throughout the region. From the survey results and member recommendations, NLS hired a qualified consultant to study the existing cost share formula for California Library Services Act (CLSA) funds, as well as examine the priorities of services paid for using CLSA funds. The study included an analysis of the current CLSA member cost share formula, the current CLSA shared services cost allocation plan, and the current CLSA menu of services. The analysis also included a review of recent member surveys and results, surveys and interviews with NLS directors, analysis of formulas from other CLSA cooperatives, and other data points. At its Annual Meeting in June 2022, the Administrative Council approved the report and the funding formula which will support the needs of the diverse communities within NorthNet.

**2. Please specify how the Library System will spend its 2023-2024 CLSA allocation of funding and provide specifics amounts allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.**

**Delivery** – In FY 2023/24, 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 NLS libraries. For FY 2023/24, the total cost of delivery for NLS member libraries includes two contract courier services totals \$359,252. The NLS FY 2023/24 CLSA budget includes \$250,500 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 2023/24 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. For **OverDrive eMagazines**, the shared consortium purchase allows members to receive significant discounted subscription rates on electronic periodicals. Using the menu of choices for libraries (described in #6 below), libraries may allocate CLSA funds to support the NLS shared OverDrive collection, or to allocate funds to other shared eCollections. Shared e-resources (including eBook, eAudioBooks and eMagazines) will account for an estimated \$275,860 of the FY 2023/24 C&D budget.

**Resource Sharing** - In FY 2023/24, NLS will allocate \$93,550 of CLSA funds to support **Link+ and OCLC ILL**. 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.

**Broadband** – Using the menu of choices for libraries (described in #6 below), it is estimated that five libraries will allocate \$40,000 for CENIC or other service provider, subscription or hardware costs.

### **3. How did you determine the funding amounts per your C&D Service Program Budget Request?**

The funding amounts are based off the NLS priorities that are reviewed and approved annually by the NLS Executive Committee, and also the CLSA funding formula which divides the Baseline amount among libraries using a formula of population and operating budget expenditures.

### **4. If it will take you longer than 1 year to spend 2023-2024 funding specify why?**

It is not expected that the funds will take longer than one year to expend. However, should there be funds unexpended, it may be in relation to the shared OverDrive eMaterials budget. This is due to the CLSA funds not being received until halfway through the fiscal year, resulting in a limited time frame to expend the funds.

**5. If you plan on using roll-over funds from a previous year to supplement 2023-2024 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?**

We do not anticipate any roll-over funds.

**6. 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. Over the past several years, 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 \$4,000 for these Baseline services.

The second category is allocating a portion of Baseline 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 other shared eMaterials in a shared environment. Member libraries are able 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 2023/24, \$250,500 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.

**7. How will the System determine and evaluate that the funding goals for their community where met?**

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 2023/24. We continually monitor the effectiveness of services through feedback from member libraries.

**8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, how much, and 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 \$196,752 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.

**9. If the System is providing e-resources, what exactly are those e-resources? (How many libraries are you providing this service to)**

Shared e-resources include OverDrive (eBooks and eAudiobooks) with FY 2022/23 circulation among 27 member library systems at 966,279 total checkouts (thru April 26, 2023). Also used among NLS members is an eMagazine resource with circulation among member libraries at 80,843 (through April 26, 2023).

<b>Formats</b>	<b>% of Circulation</b>
eBooks	49%
eAudiobooks	43%
eMagazines	8%
eVideo	<1%

The audience breakdown is based on eBooks/eAudiobook circulation

<b>Audience</b>	<b>% of Circulation</b>
Adults	80%
Young Adult	8%
Juvenile	11%

**10. 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. There is no change from prior year to the NLS delivery model.

**11. 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, .10 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 Fiscal 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.

**12. 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? If this includes installation along or service fees, please specify the cost and which member libraries will benefit (please list libraries)?**

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 2023/24, it is estimated that five libraries may allocate an estimated \$40,000 for CENIC or other service provider costs.

## **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 2023/24 CLSA budget for NLS has been developed with guidance from the NLS Executive Committee and NLS membership. NorthNet continues to remain cautious regarding its budget as local and State budgets project significant deficits over the next few years. Delivery remains an NLS priority expenditure for CLSA.

**Strategic Priorities:** In FY 2021/22 NLS leadership undertook a review and revision to the Strategic Priorities developed in FY 2015/16. With the Executive Committee's recommendation to the to the Administrative Council at the January 26, 2023 Mid Year Meeting, the Strategic Priorities were approved and adopted to include the projects identified under Tier 1 and Tier 2 below. NLS directors and other staff will be engaged to carry out the proposed tasks under each priority.

### **Tier One Priorities:**

1. Disaster Preparedness and Response
2. Future of Shared eResources
3. Capacity Building for Staff – Our Most Valuable Asset a. Organizational culture
4. Investigate NorthNet joining the Government Alliance on Race and Equity (GARE)
5. Shared Collection Management and Resource Sharing

### **Tier Two Priorities:**

1. Monitoring CalPERS liability for the legacy systems
2. Advocacy
3. Maximizing the effectiveness of NLS training and communication practices, with an emphasis on:  
**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.

**California State Library**  
 C&D Service Program Budget Request FY 2023/2024  
 (Section 18745)

**System Administration**

<b>A) Personnel (Salaries &amp; Personnel)</b>				
Classification	FTE/NO of positions	Salary	Benefits	Total
Coordinator	0.33	\$ 50,700		50700
CEO	0.1	\$ 21,640	\$ 6,007	27647
Controller	0.11	\$ 20,026	\$ 6,065	26091
Operations Manager	0.2	\$ 21,532	\$ 7,567	29099
Accounting Clerk	0.08	\$ 5,658	\$ 2,468	8126
Administrative Assistant II	0.04	\$ 2,288	\$ 1,361	3649
Administrative Assistant	0.1	\$ 4,470	\$ 458	4928
Fiscal&Admin Services Specialist	0.09	\$ 9,420	\$ 3,311	12731
<b>Total of A</b>	<b>AMOUNT BUDGETED</b>			<b>\$ 162,971</b>

<b>B) Planning, Coordination, &amp; Evaluation (PC&amp;E)</b>		
<b>Total of B</b>	<b>AMOUNT BUDGETED</b>	<b>\$ -</b>

<b>C) Indirect Cost (Do not include PC&amp;E and provide description of services)</b>		
<b>Total of C</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 3,006</b>

<b>TOTAL OF A-C</b>		<b>\$ 165,977</b>
---------------------	--	-------------------

C&D Service Program Budget Request FY 2023/2024 (Section 18745)

**Baseline Budget**

**D) Operations**

<b>1. Office Supplies</b>		
duplication/photocopy		
postage		\$ 250
general office supplies		\$ 100
other		
	<b>AMOUNT BUDGETED</b>	<b>\$ 350</b>

<b>2. Training (C&amp;D program related)</b>		
	<b>AMOUNT BUDGETED</b>	

<b>3. E-Resouces:</b>		
ENKI		
Zinio		
OverDrive		\$ 205,860
Flipster		
Hoopla		
Bibliotheca Cloud Library		
E-books ( <b>Palace eBooks for All</b> )		\$ 15,000
E-Magazines ( <b>OverDrive</b> )		\$ 55,000
E-Audiobooks (please specify)		
PressReader		
Simply E		
Other not specified (name service):		
Other not specified (name service):		
Other not specified (name service):		
<b>Total of 3</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 275,860</b>

<b>4. Contracted Services for Delivery</b>		
UPS		
US Postal Service		
Contracted Van/ Courier		\$ 250,500
Software that supports Remote Reference		
Software that supports Curbside Pickup		
Other		
<b>Total of 4</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 250,500</b>

<b>5. System Van/Vehicle</b>		
Fuel		
Insurance		
Maintenance		
Other (specify)		
<b>Total of 5</b>	<b>AMOUNT BUDGETED</b>	<b>\$ -</b>



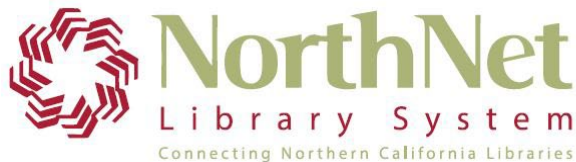
**C&D Service Program Budget Request FY 2023/2024 (Section 18745)**

<b>6. Telecommunications</b>		
Conferencing Services		
Support		
ZOOM		\$ 450
Internet		
Website updates/hosting		\$ 2,205
Phone/Fax		\$ 450
Telecommunications equipment		
Other (Doodle, SurveyMonkey)		\$ 545
<b>Total of 6</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 3,650</b>
<b>7. Broadband</b>		
Service Provider Fees (CENIC or other)		\$ 40,000
Connection Fees		
Disconnection Fees		
Hardware Cost (Specify)		
Warranty Cost For Data Centers/Firewalls/Routers/Switches		
<b>Total of 7</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 40,000</b>
<b>8. Resource Sharing</b>		
Link+		\$ 93,000
Document Depository		
Knowledge Sharing Database		
Other (OCLC ILL)		\$ 550
Other (Specify)		
<b>Total of 8</b>	<b>AMOUNT BUDGETED</b>	<b>\$ 93,550</b>
<b>9. Other (with prior approval) and Planning, Coordination, &amp; Evaluation (PC&amp;E) not used in System Administration</b>		
Audit		
Other (Specify)		
<b>Total of 9</b>	<b>AMOUNT BUDGETED</b>	<b>\$ -</b>
<b>Total of Items 1-9 Section D</b>		<b>\$ 663,910</b>
<b>Total from A-C from SysAdmin</b>		<b>\$165,977.00</b>
<b>TOTAL OF A-D</b>		<b>\$ 829,887</b>

**FY 2023-24 Proposed CLSA Budget  
BUDGET SUMMARY**

<b>Expense Category</b>	<b>Communication and Delivery Program</b>
<b>System Administration (PC&amp;E)</b>	
Salaries and Benefits	\$ 162,971
PC&E	\$ -
Indirect	\$ 3,006
<b>SUBTOTAL</b>	<b>\$ 165,977</b>
<b>Baseline</b>	<b>663910</b>
Operations	663910
Equipment	
<b>SUBTOTAL</b>	<b>\$ 663,910</b>
<b>TOTAL</b>	<b>\$ 829,887</b>

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



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**To: NLS Administrative Council**  
**From: Carol Frost**  
**Subject: Approval of FY 2023-24 NLS/PLP Contract for Administrative and Fiscal Services**  
**Date: June 28, 2023**

## **Background**

The NorthNet Library System (NLS) contracts with PLP for fiscal and administrative work. PLP was awarded the bid to administer NLS in February 2022, for a period of three years, from FY 2022-23 through FY 2024-25, with up to two two-year renewals.

## **Support of PLP to NorthNet**

During this last year, we have performed the following activities:

- Implemented the OverDrive Reciprocal Lending Agreement (RLA) between NLS, MARINet, and the Peninsula Library System, resulting in the participating libraries of the Library-to-Go collection having more than twice the size of the NLS current collection available for patrons to access.
- In collaboration with key NLS directors, performed an analysis of Filmocracy and PressReader as possible shared resources.
- Engaged an outside consultant to continue the exploration of the CLSA study, which was reviewed in January 2023 by the NLS Administrative Council.
- We worked with the NLS Executive Committee to explore ideas for a regional NLS LSTA grant. Several solid ideas were discussed, and ultimately the Executive Committee chose to not pursue one at this time.
- We have established orientations for new directors.
- As a member of the Legislative and Advocacy Committee, we have worked with the Committee, as well as with the NLS Chair and Vice Chair to advocate for CLA initiatives including funding for Zip Books, Lunch at the Library, and California Library Services Act funds.
- We have attended the California Library Services Board meetings and ensured that NLS priorities have been expressed. We have completed all CLSA reports on time, and have tracked the use of CLSA funds, including assisting in redesigning the CLSA claim form.
- Staff have worked with each of the legacy systems on their CalPERS obligations. Each system is unique, and we have worked with each of them to establish and utilize a formula that suits their system for members to contribute to the obligations once the systems' Fund Balances are expended. We also assisted MVLS in paying off part of their unfunded liability obligations.

- Under the direction of an Advisory Committee, we have maintained and updated the NLS Recovering Together website with current research and local resources to support NLS members in their disaster preparedness and recovery efforts. Staff have also consulted with an IMLS grant project team and provided recommendations for NLS members to interview for their research and pending publications.
- Maintain and update the NLS website to keep members informed of NLS governance, member roster changes, upcoming meeting agendas and other NLS related communications.

### **Recommendation**

The NLS Executive Committee approved the FY 2023-24 contract for \$188,575 and recommends approval to the NLS Administrative Council.

Should there be any additional work in the upcoming year, such as CalPERS activities, work related to grants, or any other activities not outlined in the contract, a separate proposal will be developed with the anticipated additional costs and a contract amendment will be developed.

In the upcoming year, we will also look for collaborative opportunities between PLP and NLS. It is our belief that we are actually stronger when we work together.

**PLP / NorthNet Contract FY 2023-24**

<u>Staff</u>	<u>FTE</u>	<u>Administration</u>	<u>Total</u>
CEO	0.10	4 hours/week at \$132.92/hour <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$27,647
Office Manager	0.20	8 hours/week @ \$69.95/hour <i>Manage website, listservs and rosters. Point of contact for System Delivery. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, committee Zoom, etc.</i>	\$29,099
Administrative Assistant II	0.04	1.50 hours/week @ \$46.78/hour <i>Prepare system contracts, open mails, mail ILL materials coordinate Form 700s.</i>	\$3,649
<b>Subtotal - Administration</b>	<b>0.34</b>		<b>\$60,395</b>
		<u>Fiscal Accounting</u>	
Controller	0.11	4.5 hours/week @ \$111.50 <i>Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services</i>	\$26,091
Account Clerk	0.08	3 hours/week at \$52.09 <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$8,126
Fiscal/Admin Services Spec.	0.09	3.5 hours/week at \$ 69.95 <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$12,731
Administrative Assistant	0.10	4 hours/week at \$23.69 <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$4,928
<b>Subtotal - Fiscal Acctg</b>	<b>0.38</b>		<b>\$51,875</b>
		<b>Total Administration/Fiscal Accounting</b>	<b>\$112,271</b>
Coordinator	0.33	13 hours/week at \$75/hour <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agenda with Executive Council committee, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports</i>	\$50,700
		<b>Total Staffing</b>	<b>\$162,971</b>
		<i>Dec 2022 All Urban Consumers 4.9%</i>	\$7,986
		<b>Mileage</b>	
		3 round trips @242 mile@ .655 cents per mile	\$476
		<b>Total</b>	<b>\$171,432</b>
		10% Overhead	\$17,143
<b>Total FTE</b>	<b>1.04</b>	<b>Grand Total</b>	<b>\$188,575</b>



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**To: NorthNet Library System Administrative Council**  
**From: Library-to-Go Committee Co-Chairs Christopher Platt and Renée Forté**  
**Subject: NLS Executive Committee's Recommended FY 23/24 Library-to-Go Budget**  
**Date: June 28, 2023**

## Background

Following are the NLS Executive Committee's recommended approved Library-to-Go budget for FY 23/24, year-to-date usage statistics through May, as well as the cost-share breakdown per participating library for the circulating Overdrive eBooks/audiobooks collection and the Overdrive eMagazine collection.

In preparing this recommended budget, the Committee included the following considerations and changes:

- Last year NLS signaled a desire to spend out the approved fiscal budget within the fiscal year rather than carrying over any monies into the following year. A complicating concern at the time was the need for a 'buffer' amount to carry us through in case the following year's budget was severely reduced. The implementation of the Reciprocal Lending Agreement, requiring a minimum materials spend of \$45,000, mitigates this concern. The Committee is spending down the 22/23 fiscal budget by June 30<sup>th</sup>, which will result in strong usage well into the Fall.
- It is still too soon to understand strategic budget ramifications of the RLA as NLS is still by far a net borrower. We will analyze trends to understand if we can safely and cooperatively adjust our budgets due to RLA use by NLS members, MariNET, or PLS members.
- 22/23's midyear CSLA redirects to the Overdrive collection came in under the target. We are proposing an even more conservative target for 23/24 as a result.
- Looking for an alternative to the 'all in or all out' model for Overdrive's shared eMagazine platform, we investigated PressReader as a possible substitute use of CSLA funds. We tabled this due to lack of overall participant interest and cost.

## Discussion

- Last year the Executive Committee used some of its set aside monies to augment spending on this collection. Depending on how the overall budget situation looks midyear, we may want to revisit either another contribution or conversely, setting aside a rollover into 24/25.

### Recommendation

- The NLS Executive Committee has reviewed this report and recommends that the NLS Administrative Council approve the recommended Library-to-Go FY 23/24 Budget as articulated below, with \$75,000 to Overdrive eBooks/audiobooks and \$44,000 to eMagazines.

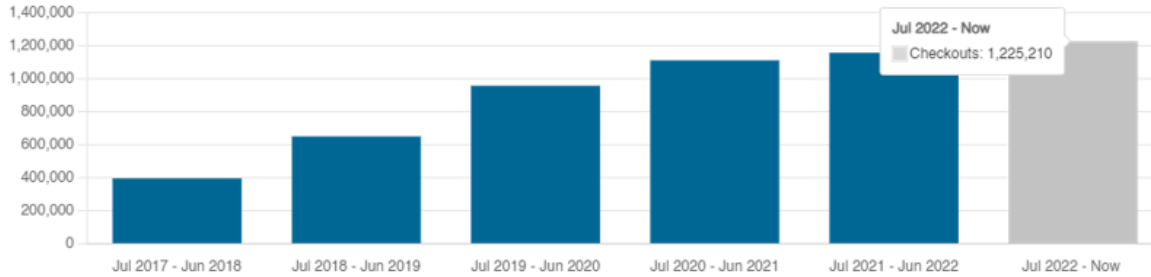
### Proposal for NLS Library To Go Budget FY 23-24

<u>Revenues</u>	<u>Budget</u>	<u>Comments</u>
<b>Previous Fiscal Year</b>		
Local Funds - Materials Carryover (FY 22/23)	\$0	<i>This is a change: shift to spend out within current fiscal year since the RLA guarantees us a minimum spend amount any year. Last year \$42,479 rolled over.</i>
<b>23/24 Fiscal Year</b>		
Local Funds		
Platform	\$12,000	<i>Same as last year</i>
Materials	\$63,000	<i>This includes the \$45,000 RLA min spend requirement</i>
CLSA C&D Funds (FY 23/24)	\$45,000	<i>Conservative estimate based on 22/23's actual redirects which came in approx \$5k short of \$60k estimate</i>
Exec Committee Contribution	\$0	<i>Last year Exec contributed an extra \$25k.</i>
<b>Total</b>	<b>\$120,000</b>	<i>\$77,479 less than last year for reasons cited above.</i>

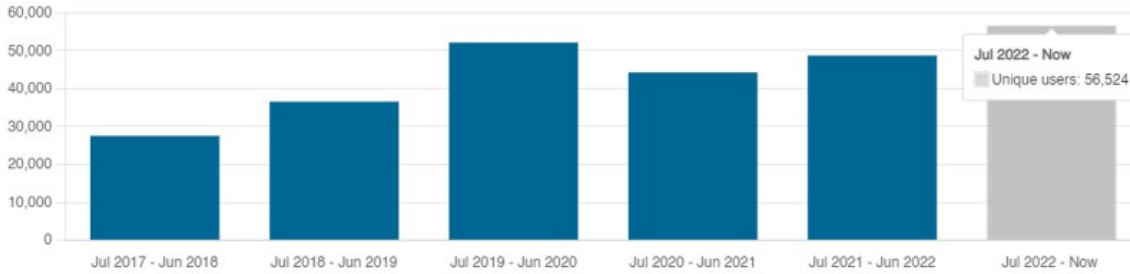
<u>Expenditures</u>	<u>Budget</u>	<u>Comments</u>
Platform Fee (standard)	\$12,000	
Material Orders (eBook, Audiobook)		
English	\$39,847	
Spanish Language	\$6,870	<i>New category</i>
Other Languages	\$1,992	<i>Availability still an issue</i>
Re-purchase MA titles	<u>\$9,962</u>	
<b>Sub-Total</b>	<b>\$58,672</b>	
Holds Management		
High Holds	\$42,206	
Lucky Day Purchases	<u>\$4,122</u>	
<b>Subtotal</b>	<b>\$46,328</b>	
Simultaneous Use		
Audiobooks	<u>\$3,000</u>	<i>prepackaged price</i>
<b>Sub-Total</b>	<b>\$3,000</b>	
Reserve for Materials from FY 23/24	\$0	<i>Will revisit with NLS mid-year when we know larger CSLA \$s situation better.</i>
<b>Total</b>	<b>\$120,000</b>	

**Library to Go Statistics, 7/1/22 to 6/12/23**

**Checkouts: 1,225,210**



**Unique users: 56,524**



**Reciprocal Lending Agreement**

LENDING	Checkouts from NorthNet	Unique Users at NorthNet
MARINet	1,326	157
Peninsula Library System	1,335	185
<b>TOTAL</b>	<b>2,661</b>	<b>342</b>

BORROWING	Checkouts	Unique Users
MARINet	18,271	1,416
Peninsula Library System	11,265	1,061
<b>TOTAL</b>	<b>29,536</b>	<b>2,477*</b>

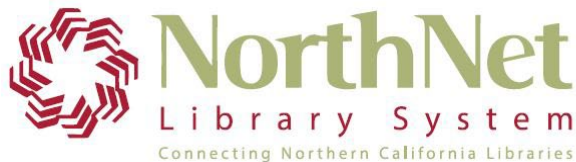


**FY2023-24 OverDrive Cost Share \$75,000**

Formula cost share for participating libraries: 50% using circulation, 50% using unique users.

<u>Library</u>	<u>Circulation</u>	<u>% Total Circulation</u>	<u>50% cost per Circ</u>	<u>Unique Users</u>	<u>% Total Users</u>	<u>50% Cost Unique User</u>	<u>Total cost for library</u>
	<b>1,161,892</b>		<b>37,500</b>	<b>55,154</b>		<b>37,500</b>	<b>75,000</b>
NLS-Alpine County Library	1228	0.11%	\$39.63	64	0.12%	\$43.51	\$83.15
NLS-Benicia Public Library	37353	3.21%	\$1,205.57	1,984	3.60%	\$1,348.95	\$2,554.52
NLS-Butte County Library	111615	9.61%	\$3,602.37	4249	7.70%	\$2,888.96	\$6,491.32
NLS-Colusa County Library	1485	0.13%	\$47.93	104	0.19%	\$70.71	\$118.64
NLS-Del Norte County Library District	8366	0.72%	\$270.01	276	0.50%	\$187.66	\$457.67
NLS-El Dorado County Library	126402	10.88%	\$4,079.62	6,278	11.38%	\$4,268.50	\$8,348.12
NLS-Folsom Public Library	57861	4.98%	\$1,867.46	3,112	5.64%	\$2,115.89	\$3,983.35
NLS-Humboldt County Library	95335	8.21%	\$3,076.93	3,644	6.61%	\$2,477.61	\$5,554.54
NLS-Lassen Library District	4024	0.35%	\$129.87	134	0.24%	\$91.11	\$220.98
NLS-Lincoln Public Library	39976	3.44%	\$1,290.22	2,118	3.84%	\$1,440.06	\$2,730.28
NLS-Modoc County Library	3031	0.26%	\$97.83	92	0.17%	\$62.55	\$160.38
NLS-Mono County Library	10688	0.92%	\$344.95	567	1.03%	\$385.51	\$730.47
NLS-Napa County Library	110791	9.54%	\$3,575.77	5,291	9.59%	\$3,597.43	\$7,173.20
NLS-Nevada County Library	102126	8.79%	\$3,296.11	4,598	8.34%	\$3,126.25	\$6,422.36
NLS-Orland Free Library	5252	0.45%	\$169.51	199	0.36%	\$135.30	\$304.81
NLS-Placer County Library	159142	13.70%	\$5,136.30	8,015	14.53%	\$5,449.51	\$10,585.81
NLS-Plumas County Library	7423	0.64%	\$239.58	364	0.66%	\$247.49	\$487.07
NLS-Roseville Public Library	89067	7.67%	\$2,874.63	5,839	10.59%	\$3,970.02	\$6,844.65
NLS-Shasta Public Libraries	85125	7.33%	\$2,747.40	3,334	6.04%	\$2,266.83	\$5,014.24
NLS-Siskiyou County Library	20456	1.76%	\$660.22	869	1.58%	\$590.85	\$1,251.06
NLS-St. Helena Public Library	13393	1.15%	\$432.26	540	0.98%	\$367.15	\$799.41
NLS-Sutter County Library	20353	1.75%	\$656.89	947	1.72%	\$643.88	\$1,300.77
NLS-Tehama County Library	14826	1.28%	\$478.51	497	0.90%	\$337.92	\$816.43
NLS-Trinity County Library	3180	0.27%	\$102.63	130	0.24%	\$88.39	\$191.02
NLS-Willows Public Library	3596	0.31%	\$116.06	107	0.19%	\$72.75	\$188.81
NLS-Woodland Public Library	23281	2.00%	\$751.39	1,443	2.62%	\$981.12	\$1,732.51
NLS-Yuba County Library	6517	0.56%	\$210.34	359	0.65%	\$244.09	\$454.43

<b>FY2023-24 OverDrive eMagazine Cost Share \$44,000</b>							
<b>Formula cost share for participating libraries: 50% using eMagazine circulation, 50% using eMagazine unique users.</b>							
<u>Library</u>	<u>Circulation</u>	<u>% Total Circulation</u>	<u>50% cost per Circ</u>	<u>Unique Users</u>	<u>% Total Users</u>	<u>50% Cost Unique User</u>	<u>Total cost for library</u>
	<b>95,765</b>		<b>22,000</b>	<b>7,166</b>		<b>22,000</b>	<b>44000</b>
NLS-Alpine County Library	71	0.07%	\$16.31	6	0.08%	\$18.42	\$34.73
NLS-Benicia Public Library	4016	4.19%	\$922.59	285	3.98%	\$874.97	\$1,797.56
NLS-Butte County Library - Adult	4255	4.44%	\$977.50	401	5.60%	\$1,231.09	\$2,208.59
NLS-Colusa County Library	29	0.03%	\$6.66	8	0.11%	\$24.56	\$31.22
NLS-Del Norte County Library District	695	0.73%	\$159.66	46	0.64%	\$141.22	\$300.88
NLS-El Dorado County Library	8995	9.39%	\$2,066.41	763	10.65%	\$2,342.45	\$4,408.86
NLS-Folsom Public Library	2897	3.03%	\$665.52	357	4.98%	\$1,096.01	\$1,761.53
NLS-Humboldt County Library	6417	6.70%	\$1,474.17	551	7.69%	\$1,691.60	\$3,165.77
NLS-Lassen Library District	982	1.03%	\$225.59	23	0.32%	\$70.61	\$296.21
NLS-Lincoln Public Library	1766	1.84%	\$405.70	270	3.77%	\$828.91	\$1,234.62
NLS-Modoc County Library	152	0.16%	\$34.92	19	0.27%	\$58.33	\$93.25
NLS-Mono County Library	831	0.87%	\$190.90	85	1.19%	\$260.95	\$451.86
NLS-Napa County Library	8492	8.87%	\$1,950.86	715	9.98%	\$2,195.09	\$4,145.95
NLS-Nevada County Library	8658	9.04%	\$1,988.99	620	8.65%	\$1,903.43	\$3,892.43
NLS-Orland Free Library	428	0.45%	\$98.32	33	0.46%	\$101.31	\$199.64
NLS-Placer County Library	15010	15.67%	\$3,448.23	996	13.90%	\$3,057.77	\$6,506.01
NLS-Plumas County Library	579	0.60%	\$133.01	55	0.77%	\$168.85	\$301.87
NLS-Roseville Public Library	9224	9.63%	\$2,119.02	700	9.77%	\$2,149.04	\$4,268.06
NLS-Shasta Public Libraries	11343	11.84%	\$2,605.82	507	7.08%	\$1,556.52	\$4,162.33
NLS-Siskiyou County Library	4274	4.46%	\$981.86	130	1.81%	\$399.11	\$1,380.97
NLS-St. Helena Public Library	1144	1.19%	\$262.81	81	1.13%	\$248.67	\$511.48
NLS-Sutter County Library	1370	1.43%	\$314.73	150	2.09%	\$460.51	\$775.24
NLS-Tehama County Library	1213	1.27%	\$278.66	81	1.13%	\$248.67	\$527.34
NLS-Trinity County Library	287	0.30%	\$65.93	27	0.38%	\$82.89	\$148.82
NLS-Willows Public Library	203	0.21%	\$46.63	24	0.33%	\$73.68	\$120.32
NLS-Woodland Public Library	1939	2.02%	\$445.44	180	2.51%	\$552.61	\$998.05
NLS-Yuba County Library	495	0.52%	\$113.72	53	0.74%	\$162.71	\$276.43



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**To: NLS Administrative Council**  
**From: Andrew Yon, Controller**  
**Subject: Approval of Proposed FY 2023-24 NLS Budget**  
**Date: June 28, 2023**

## **BACKGROUND**

The purpose of this memo is to provide the NLS Administrative Council with highlights of the NLS FY 2023-24 proposed budget. The proposed budget is \$1,528,157, which represents a 7.3% decrease from the previous fiscal year's \$1,648,532.

## **ADMINISTRATION BUDGET**

### **Revenues:**

In 2017, the NLS Administrative Council approved an annual CPI increase to the membership fees, using the December Consumer Price Index (CPI). In FY 2019-20 NLS also approved that any contract over \$100,000 include a 5% administrative fee, and contracts below \$100,000 should include a 10% administrative fee. This modified fee structure has been applied to this schedule. Membership base allocations are based in part on population. The proposed budget includes the most current certified population figures provided by the California State Library (CSL) which are for FY 2022-23.

- The CPI in December 2022 was 4.9%, which is reflected in the FY 2023-24 membership fees of \$116,995 and is higher than last year's 4.2% CIP increase.
- NLS's CLSA allocation is \$829,887, including \$165,977 for System Administration and \$663,910 for Baseline CLSA funds.
- The Administration revenue budget shows a credit towards Fund Balance of (\$56,611).
- There is no revenue from grants, as NLS did not apply for any LSTA regional grants, and PLSEP grants are now managed statewide.

### **Expenditures:**

- Contractual Services reflects \$188,575 for the FY 2023-24 NLS/PLP baseline contract.
- Contractual Services includes \$585 for the ongoing support of the Recovering Together website, \$90 for the Collection Development Policy email for Library-to-Go.
- Special Departmental reflects \$1,500 per library for staff training.
- The Califa membership fee for all libraries is \$11,790.
- Additional funds have been added to Travel and Meetings in anticipation of in-person Administrative Council meetings, increasing the budget to \$5,000.

## **COMMUNICATIONS AND DELIVERY AND LOCAL**

The FY 2023-24 CLSA Communications and Delivery Baseline allocation is \$663,910. The budget includes the following elements:

- The budget reflects local contributions of \$174,376 for delivery within NBCLS and MVLS.
- All prior year funds have been allocated and there are no roll-over funds.
- Communication and Delivery's Contractual Services includes MVLS Delivery Contract, \$65,717, and NBCLS Delivery Contract, \$285,112.
- \$75,000 for the shared OverDrive and \$44,000 for the shared eMagazine collections.
- \$483,457 to be distributed to libraries for local C&D costs, including Link+, other local eResources, local delivery, telecommunications, as well as the shared OverDrive and eMagazine collections.
- Please note: The overall cost for Link+ includes an ongoing reduction of \$2,750 due to Solano County adopting Innovative's Polaris, thus eliminating the external connector.

## **FUND BALANCE AND OPERATING RESERVE**

The June 30, 2023, NLS Fund Balance is estimated to be \$1,302,855. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operating Reserve is \$71,730. The Fund Balance includes \$24,000 reserved for attorney fees related to CalPERS work. This was approved by the NLS Executive Committee at the August 13, 2019 meeting, with \$8,000 for each legacy system. Should any system like to use these funds, it will be approved by the legacy system's council and reported back to the NLS Executive Committee. To date, no system has requested use of the funds.

## **RECOMMENDATION**

The NLS Executive Committee approved the FY 2023-24 budget and recommends the NLS Administrative Council adopt the budget.

**FY 2023-24 NorthNet Libraries Dues and Fees**

Revised Date: 6/12/23

Library & Academic	CSL Certified 2022-23 Population Figures	CSL FY2021-22 Total Operating Expenditures	Base Dues	Delivery Admin Fee (5%>\$100K, 10%<\$100K)	OverDrive Admin Fee (10%<\$100K)	eMagazine Admin Fee (10%<\$100K)	GALE Database Admin Fee (10%<\$100K)	ProQuest Admin Fee (10%<100K)	Link+ Admin Fee (5%>\$100K)	Total Member Dues	NBCLS and MVLS Deliveries (Incl. CPI Adj)	\$75,000 OverDrive	\$44,000 eMagazine	GALE Chilton Library	ProQuest Heritage Quest	Year 5 Link+	NBCLS CaIPERS Cost Share
Alpine County Library	1,184	\$ 278,358	\$ 606		\$ 8	\$ 4	\$ 15			\$ 633		\$ 83	\$ 35	\$ 147			
Bel-Tiburon Public Library	10,843	\$ 3,070,926	\$ 3,637							\$ 3,637						MARINet	\$ 1,183
Benicia Public Library	26,180	\$ 2,488,861	\$ 2,425	\$ 1,164	\$ 256	\$ 180				\$ 4,024	\$ 23,272	\$ 2,555	\$ 1,798			SPLASH	\$ 1,339
Butte County Library	205,592	\$ 5,347,820	\$ 4,850		\$ 649	\$ 221				\$ 5,720		\$ 6,491	\$ 2,209				
CSU Chico			\$ 606							\$ 606							
Colusa County Library	21,771	\$ 1,408,036	\$ 1,212	\$ 592	\$ 12	\$ 3				\$ 1,819	\$ 5,919	\$ 119	\$ 31				
Del Norte County Library Dist.	26,599	\$ 336,508	\$ 606		\$ 46	\$ 30				\$ 682		\$ 458	\$ 301				
El Dorado County Library	189,006	\$ 4,239,195	\$ 3,637	\$ 32	\$ 835	\$ 441			\$ 969	\$ 5,914	\$ 317	\$ 8,348	\$ 4,409			\$ 19,387	
Folsom Public Library	85,498	\$ 1,726,898	\$ 1,212	\$ 1,184	\$ 398	\$ 176				\$ 2,971	\$ 11,837	\$ 3,983	\$ 1,762				
Humboldt County Library	134,047	\$ 3,536,460	\$ 3,637		\$ 556	\$ 317				\$ 4,509		\$ 5,555	\$ 3,166				
Lake County Library	66,800	\$ 1,475,793	\$ 1,212	\$ 2,501						\$ 3,714	\$ 50,024						\$ 1,916
Larkspur Public Library	12,571	\$ 766,115	\$ 606							\$ 606						MARINet	\$ 511
Lassen Library District	11,593	\$ 287,716	\$ 606		\$ 22	\$ 30				\$ 658		\$ 221	\$ 296				
Lincoln Public Library	52,313	\$ 935,699	\$ 606	\$ 296	\$ 273	\$ 124				\$ 1,299	\$ 2,959	\$ 2,730	\$ 1,235				
Marin County Free Library	136,930	\$ 18,670,925	\$ 4,850						\$ -	\$ 4,850						MARINet	\$ 8,744
Mendocino County Library	89,164	\$ 3,922,749	\$ 3,637	\$ 3,836						\$ 7,473	\$ 76,720						\$ 3,159
Mill Valley Public Library	13,664	\$ 2,474,466	\$ 2,425						\$ -	\$ 2,425						MARINet	\$ 1,061
Modoc County Library	8,527	\$ 273,874	\$ 606		\$ 16	\$ 9				\$ 631		\$ 160	\$ 93				
Mono County Free Library	13,156	\$ 1,178,282	\$ 1,212		\$ 73	\$ 45				\$ 1,331		\$ 730	\$ 452				
Napa County Library	129,282	\$ 8,954,258	\$ 4,850		\$ 717	\$ 415			\$ 782	\$ 6,764		\$ 7,173	\$ 4,146			\$ 15,648	\$ 5,585
Nevada County Library	100,720	\$ 5,153,200	\$ 4,850		\$ 642	\$ 389			\$ 422	\$ 6,303		\$ 6,422	\$ 3,892			\$ 8,439	
Orland Free Library	15,247	\$ 478,920	\$ 606		\$ 31	\$ 20				\$ 657		\$ 305	\$ 200				
Placer County Library	198,457	\$ 8,761,911	\$ 4,850	\$ 296	\$ 1,059	\$ 651				\$ 6,855	\$ 2,959	\$ 10,586	\$ 6,506				
Plumas County Library	22,189	\$ 622,353	\$ 606		\$ 49	\$ 30				\$ 685		\$ 487	\$ 302				
Roseville Public Library	152,928	\$ 3,588,778	\$ 3,637	\$ 296	\$ 685	\$ 427	\$ 59			\$ 5,104	\$ 2,959	\$ 6,845	\$ 4,268	\$ 593			
Sacramento Public Library	1,486,955	\$ 54,577,619	\$ 12,730	\$ 1,480					\$ 1,315	\$ 15,525	\$ 14,796					\$ 26,300	
Sacramento Law			\$ 606							\$ 606							
St. Helena Public Library	5,355	\$ 1,001,729	\$ 1,212	\$ 849	\$ 80	\$ 51			\$ -	\$ 2,193	\$ 16,987	\$ 799	\$ 511			SPLASH	\$ 426
San Anselmo Public Library	12,405	\$ 1,068,158	\$ 1,212						\$ -	\$ 1,212						MARINet	\$ 600
San Rafael Public Library	59,681	\$ 4,350,632	\$ 3,637						\$ -	\$ 3,637						MARINet	\$ 2,645
Sausalito Public Library	6,865	\$ 818,173	\$ 606						\$ -	\$ 606						MARINet	\$ 402
Shasta Public Libraries	179,436	\$ 2,759,182	\$ 2,425		\$ 501	\$ 416				\$ 3,342		\$ 5,014	\$ 4,162				
Siskiyou County Library	43,548	\$ 885,040	\$ 606		\$ 125	\$ 138				\$ 869		\$ 1,251	\$ 1,381				
Solano County Library	417,569	\$ 22,404,349	\$ 12,730	\$ 3,433				\$ 846	\$ -	\$ 17,009	\$ 68,656				\$ 8,459	SPLASH	\$ 16,034
Sonoma County Library	478,174	\$ 32,685,661	\$ 12,730	\$ 2,473				\$ 905	\$ 1,458	\$ 17,565	\$ 49,453				\$ 9,049	\$ 29,152	\$ 20,525
Sutter County Library	98,952	\$ 1,835,514	\$ 1,212	\$ 1,184	\$ 130	\$ 78				\$ 2,604	\$ 11,837	\$ 1,301	\$ 775				
Tehama County Library	64,271	\$ 623,340	\$ 606		\$ 82	\$ 53				\$ 740		\$ 816	\$ 527				
Trinity County Library	15,939	\$ 438,886	\$ 606		\$ 19	\$ 15				\$ 640		\$ 191	\$ 149				
Willows Public Library	13,389	\$ 300,611	\$ 606		\$ 19	\$ 12				\$ 637		\$ 189	\$ 120				
Woodland Public Library	59,881	\$ 2,282,310	\$ 2,425	\$ 1,184	\$ 173	\$ 100			\$ 292	\$ 4,173	\$ 11,837	\$ 1,733	\$ 998			\$ 5,832	
Yolo County Library	160,999	\$ 7,919,288	\$ 4,850	\$ 30					\$ 838	\$ 5,717	\$ 297					\$ 16,764	
Yuba County Library	82,677	\$ 770,002	\$ 606		\$ 45	\$ 28				\$ 679		\$ 454	\$ 276				
<b>Total</b>	<b>4,910,357</b>	<b>\$ 214,698,595</b>	<b>\$ 116,995</b>	<b>\$ 20,827</b>	<b>\$ 7,500</b>	<b>\$ 4,400</b>	<b>\$ 74</b>	<b>\$ 1,751</b>	<b>\$ 6,076</b>	<b>\$ 157,624</b>	<b>\$ 350,829</b>	<b>\$ 75,000</b>	<b>\$ 44,000</b>	<b>\$ 740</b>	<b>\$ 17,508</b>	<b>\$ 265,283</b>	<b>\$ 64,130</b>

SPLASH Cost Shown incl. Solano County Library, Benicia Public Library, and St. Helena Public Library  
 Link+ cost reduced due to Solano County adopting Polaris ILS

Source: California State Library Statistics  
 - 2021/2022 budget (total expenditures from California State Library website)  
 - 2022/2023 CSL Certification of Population Figures

Link+ Cost	5% Admin Fee	Total	
\$ 74,238	\$ 3,712	\$ 77,950	Link+ Invoice (incl. 5% Admin.Fee) will be sent to MARINet
\$ 69,523	\$ 3,476	\$ 72,999	Link+ Invoice (incl. 5% Admin.Fee) will be sent to SPLASH

Base Dues	FY23/24 (4.9% CPI*)	FY22/23 (4.2% CPI*)
Under 100,000 Pop. And Under \$1,000,000 Budget	\$606	\$578
Under 300,000 Pop. And Under \$2,000,000 Budget	\$1,212	\$1,156
Under 300,000 Pop. And Under \$3,000,000 Budget	\$2,425	\$2,312
Under 200,000 Pop. And Over \$3,000,000 Budget	\$3,637	\$3,467
Under 300,000 Pop. And Over \$5,000,000 Budget	\$4,850	\$4,623
Over 300,000 Pop. Or \$5,000,000 Budget	\$12,730	\$12,135

\*BLS Dec 2022 CPI Index All Urban Consumers

	Total
NBCLS Delivery	\$ 285,112
MVLS Delivery	\$ 65,717

Admin Fee for Services (Adopted NLS Exec. Comm. Mtg 8/13/19)  
 5% Fee for Contracts ≥ \$100K - NBCLS Delivery and Link+  
 10% Fee for Contracts < \$100K - MVLS Delivery, OverDrive, and Databases

## NorthNet Library System

### FY 2023-24 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<b><u>Revenue</u></b>					
3510	Interest Earned	\$20,350			\$20,350
3661	Membership Fees	157,624			157,624
3667	State Library CLSA	165,977	663,910		829,887
3668	LSTA-Indirect	-			0
3674	Reimbursable from Members		174,376	402,531	576,907
3000	Fund Balance	(56,611)			(56,611)
<b>Total Revenue</b>		<b>\$287,340</b>	<b>838,286</b>	<b>402,531</b>	<b>\$1,528,157</b>

<b><u>Expenditure</u></b>					
4212	Communication		3,650		3,650
4219	Professional Services				-
4220	Contractual Services	204,750	350,829	265,283	820,862
4230	Office Expense		100		100
4233	Postage		250		250
4234	Special Departmental	63,000	483,457		546,457
4301	Insurance	2,700			2,700
4302	Membership Fees/Dues	11,790			11,790
4303	Travel & Meeting	5,000			5,000
4373	Service Fees	100			100
4445	Reimbursable from Members			137,248	137,248
<b>TOTAL EXPENDITURE</b>		<b>\$287,340</b>	<b>\$838,286</b>	<b>\$402,531</b>	<b>\$1,528,157</b>

Fund Balance and Reserve	Ending 6/30/2022	Ending 6/30/2023	Percent Change
Fund Balance	\$ 1,168,006	\$ 1,207,125	3.35%
Operating Reserves	71,730	71,730	0.00%
Legacy Systems Legal Fund (\$8K Per Sys.)	24,000	24,000	0.00%
Estimated Total	\$ 1,263,736	\$ 1,302,855	3.10%

NORTHNET LIBRARY SYSTEM  
FY 2023-24 PROPOSED BUDGET

**ADMINISTRATION (918)**

<u>GL Acct</u>	<u>Revenue</u>	<b>Adopted FY 22/23</b>	<b>Proposed FY 23/24</b>	<b>Note</b>
3510	Interest Earned	\$2,000	\$20,350	State Treasurer's LAIF Investment
3661	Membership Fees	143,772	157,624	NorthNet Members Dues
3667	CLSA-State Library	166,501	165,977	CLSA System Admin Funds
3668	Federal Grants-LSTA Indirect	4,730	0	PLSEP no longer handled by region
3000	Budgeted Fund Balance	<b>(52,977)</b>	<b>(56,611)</b>	Fund Balance <b>(Credit)</b>
	<b>TOTAL REVENUE</b>	<b><u>\$264,026</u></b>	<b><u>\$287,340</u></b>	<b>8.83%</b>
	<b><u>Expenditure</u></b>			
4220	Contractual Services	\$173,546	\$188,575	FY23/24 NLS/PLP Contract
4220	Contractual Services	10,000	15,500	Annual Single Audit Services (\$10K); PS Storage (\$5.5K)
4220	Contractual Services	2,090	675	Recovering Together Website Services \$585; Library-to-Go Email \$90
4234	Special Departmental	63,000	63,000	Staff Training Funds for Libraries (\$1,500 ea)
4301	Insurance	2,500	2,700	Professional Liability Insurance
4302	Membership Fees & Dues	11,790	11,790	Califa Membership Fees for Members
4303	Travel & Meeting	1,000	5,000	Administrative Council Meetings
4373	Service Fees	100	100	Bank Fees
	<b>TOTAL EXPENDITURE</b>	<b><u>\$264,026</u></b>	<b><u>\$287,340</u></b>	<b>8.83%</b>

NORTHNET LIBRARY SYSTEM  
FY 2023-24 PROPOSED BUDGET

**COMMUNICATION & DELIVERY (916)**

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 22/23	Proposed FY 23/24	Note
3667	CLSA State Library	\$666,002	\$663,910	CLSA C & D Funds
3674	Reimbursable Costs	162,328	174,376	NBCLS & MVLS Deliveries (\$350,829 - \$176,453 CLSA )
3000	Fund Balance - CSLA	90,000		No Roll-Over of CLSA Funds
	<b>TOTAL REVENUE</b>	<b>\$918,330</b>	<b>\$838,286</b>	<b>(8.72%)</b>
	<b><u>Expenditure</u></b>			
4212	Communication	\$4,000	\$3,650	Website Hosting (\$2,205); SurveyMonkey (\$460); Doodle (\$85), Zoom (\$450), Domain Names (\$450)
4220	Contractual Services	349,828	350,829	MVLS (\$65,717) and NBCLS (\$285,112) Delivery Services
4230	Office Supplies	600	100	NLS Checks and Envelopes
4233	Postage	450	250	USPS, UPS, FedEx
4234	Special Departmental	<b>\$498,452</b>	<b>\$483,457</b>	CLSA allocation for members (including \$75,000 for OverDrive & \$44,000 for eMagazine )
4234	Special Departmental	65,000		No Roll-over CLSA Funds
4234	Special Departmental	0	0	Future Purchases
	<b>TOTAL EXPENDITURE</b>	<b>\$918,330</b>	<b>\$838,286</b>	<b>(8.72%)</b>



NORTHNET LIBRARY SYSTEM  
FY 2023-24 PROPOSED BUDGET

**LOCAL (915)**

<u>GL Acct</u>	<u>Revenue</u>	<b>Adopted FY 22/23</b>	<b>Proposed FY 23/24</b>	<b>Note</b>
3674	Reimbursable Costs	\$114,000	\$119,000	OverDrive eBooks (\$75,000)+ eMagazines (\$44,000)
3674	Reimbursable Costs	17,424	18,248	Gale Databases-Chilton Library \$740; ProQuest \$17,508
3674	Reimbursable Costs	259,752	265,283	Member Libraries Link+ Year 5 Cost Reimbursements
3000	Fund Balance	65,000		No Roll-over CLSA Funds
<b>TOTAL REVENUE</b>		<b><u>\$456,176</u></b>	<b><u>\$402,531</u></b>	<b>(11.76%)</b>
<b><u>Expenditure</u></b>				
4220	Contractual Services	\$ 259,752	\$ 265,283	III Link+ Year 5 Cost (with \$2,750 credit)
4445	Reimbursable-Library Expenses	\$179,000	\$119,000	OverDrive eBooks (\$75,000)+ eMagazines (\$44,000)
4445	Reimbursable-Library Expenses	17,424	18,248	Gale Databases-Chilton Library \$740; ProQuest \$17,508
<b>TOTAL EXPENDITURE</b>		<b><u>\$ 456,176</u></b>	<b><u>\$ 402,531</u></b>	<b>(11.76%)</b>

FY2023-24 CLSA C & D Funds Distribution

Date: 6/12/2023

Library	CSL Certified 2022-23 Population Figures	50% of \$659,910 CLSA Fund/Equally Distributed \$329,955	50% of \$659,910 CLSA Funds/Base on Population \$329,955	Total CLSA Allocation (Rounded)	NBCLS and MVLS Deliveries	OverDrive	eMagazine	Total Delivery, OverDrive & eMagazine	C & D Funds Local Distribution or Amount to be Invoiced**
Alpine County Library	1,184	8,249	80	\$ 8,328		\$ 83	\$ 35	\$ 118	\$ 8,210
Bel-Tiburon Public Library	10,843	8,249	729	\$ 8,977				\$ -	\$ 8,977
Benicia Public Library	26,180	8,249	1,759	\$ 10,008	\$ 23,272	\$ 2,555	\$ 1,798	\$ 27,625	\$ (17,617)
Butte County Library	205,592	8,249	13,815	\$ 22,064		\$ 6,491	\$ 2,209	\$ 8,700	\$ 13,364
Colusa County Library	21,771	8,249	1,463	\$ 9,712	\$ 5,919	\$ 119	\$ 31	\$ 6,069	\$ 3,643
Del Norte County Library Dist.	26,599	8,249	1,787	\$ 10,036		\$ 458	\$ 301	\$ 759	\$ 9,277
El Dorado County Library	189,006	8,249	12,700	\$ 20,949	\$ 317	\$ 8,348	\$ 4,409	\$ 13,074	\$ 7,875
Folsom Public Library	85,498	8,249	5,745	\$ 13,994	\$ 11,837	\$ 3,983	\$ 1,762	\$ 17,582	\$ (3,588)
Humboldt County Library	134,047	8,249	9,007	\$ 17,256		\$ 5,555	\$ 3,166	\$ 8,721	\$ 8,535
Lake County Library	66,800	8,249	4,489	\$ 12,738	\$ 50,024			\$ 50,024	\$ (37,286)
Larkspur Public Library	12,571	8,249	845	\$ 9,094				\$ -	\$ 9,094
Lassen Library District	11,593	8,249	779	\$ 9,028		\$ 221	\$ 296	\$ 517	\$ 8,511
Lincoln Public Library	52,313	8,249	3,515	\$ 11,764	\$ 2,959	\$ 2,730	\$ 1,235	\$ 6,924	\$ 4,840
Marin County Free Library	136,930	8,249	9,201	\$ 17,450				\$ -	\$ 17,450
Mendocino County Library	89,164	8,249	5,991	\$ 14,240	\$ 76,720			\$ 76,720	\$ (62,480)
Mill Valley Public Library	13,664	8,249	918	\$ 9,167				\$ -	\$ 9,167
Modoc County Library	8,527	8,249	573	\$ 8,822		\$ 160	\$ 93	\$ 253	\$ 8,569
Mono County Free Library	13,156	8,249	884	\$ 9,133		\$ 730	\$ 452	\$ 1,182	\$ 7,951
Napa County Library	129,282	8,249	8,687	\$ 16,936		\$ 7,173	\$ 4,146	\$ 11,319	\$ 5,617
Nevada County Library	100,720	8,249	6,768	\$ 15,017		\$ 6,422	\$ 3,892	\$ 10,314	\$ 4,703
Orland Free Library	15,247	8,249	1,025	\$ 9,273		\$ 305	\$ 200	\$ 505	\$ 8,768
Placer County Library	198,457	8,249	13,335	\$ 21,584	\$ 2,959	\$ 10,586	\$ 6,506	\$ 20,051	\$ 1,533
Plumas County Library	22,189	8,249	1,491	\$ 9,740		\$ 487	\$ 302	\$ 789	\$ 8,951
Roseville Public Library	152,928	8,249	10,276	\$ 18,525	\$ 2,959	\$ 6,845	\$ 4,268	\$ 14,072	\$ 4,453
Sacramento Public Library	1,486,955	8,249	99,917	\$ 108,166	\$ 14,796			\$ 14,796	\$ 93,370
St. Helena Public Library	5,355	8,249	360	\$ 8,609	\$ 16,987	\$ 799	\$ 511	\$ 18,297	\$ (9,688)
San Anselmo Public Library	12,405	8,249	834	\$ 9,082				\$ -	\$ 9,082
San Rafael Public Library	59,681	8,249	4,010	\$ 12,259				\$ -	\$ 12,259
Sausalito Public Library	6,865	8,249	461	\$ 8,710				\$ -	\$ 8,710
Shasta Public Libraries	179,436	8,249	12,057	\$ 20,306		\$ 5,014	\$ 4,162	\$ 9,176	\$ 11,130
Siskiyou County Library	43,548	8,249	2,926	\$ 11,175		\$ 1,251	\$ 1,381	\$ 2,632	\$ 8,543
Solano County Library	417,569	8,249	28,059	\$ 36,308	\$ 68,656			\$ 68,656	\$ (32,348)
Sonoma County Library	478,174	8,249	32,131	\$ 40,380	\$ 49,453			\$ 49,453	\$ (9,073)
Sutter County Library	98,952	8,249	6,649	\$ 14,898	\$ 11,837	\$ 1,301	\$ 775	\$ 13,913	\$ 985
Tehama County Library	64,271	8,249	4,319	\$ 12,568		\$ 816	\$ 527	\$ 1,343	\$ 11,225
Trinity County Library	15,939	8,249	1,071	\$ 9,320		\$ 191	\$ 149	\$ 340	\$ 8,980
Willows Public Library	13,389	8,249	900	\$ 9,149		\$ 189	\$ 120	\$ 309	\$ 8,840
Woodland Public Library	59,881	8,249	4,024	\$ 12,273	\$ 11,837	\$ 1,733	\$ 998	\$ 14,568	\$ (2,295)
Yolo County Library	160,999	8,249	10,818	\$ 19,067	\$ 297			\$ 297	\$ 18,770
Yuba County Library	82,677	8,249	5,556	\$ 13,804		\$ 454	\$ 276	\$ 730	\$ 13,075
<b>Total</b>	<b>\$ 4,910,357</b>	<b>\$ 329,955</b>	<b>\$ 329,955</b>	<b>\$ 659,910</b>	<b>\$ 350,829</b>	<b>\$ 75,000</b>	<b>\$ 44,000</b>	<b>\$ 469,827</b>	

California State Library, Library Development Services  
 Cooperative Library System Liaison Report  
*Updated June 14, 2023*

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## State Library News

The State Library is pleased to welcome Cindy Zalog, a new Staff Services Manager who will work on the Parks Pass Program. We are also pleased to welcome Jenna Pontious, our new Communications Information Officer.

LSTA News: This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](https://sam.gov). If you have questions regarding this, please contact [LSTAGrants@library.ca.gov](mailto:LSTAGrants@library.ca.gov).

The California Public Libraries Survey dataset is now available. To access data, please [log in to your LibPAS account](#) and click the "Ready Reports" button. The usual trend and comparison reports are available, and a new COVID trend report allows you to view the significant variations in library visits, circulation, and programming. The landing page includes [Short videos](#) that demonstrate how to create and pull reports from LibPAS.

Currently, only directors have accounts that enable users to create reports from LibPAS. Would you like to have a generic account created to enable staff so they can access and analyze data? If so, you can let us know by completing this form: [PLS Feedback](#). There are just a few questions for you about how you use the data, and at the bottom, you can tell us where to send the account login information.

## 2023 Summer @ Your Library Participation Survey

The 2023 Summer @ Your Library Participation Survey questions are available, and we are now looking to confirm your contact information for the Summer 2023 Counting Opinions submission portal. Please use the link below to input the contact information for the person(s) in your library that will submit or need access to your summer program data. The person(s) listed will receive log in information for the Summer 2023 Counting Opinions submission portal and will be submitting your final summer program data. Data collected from this survey will show the impact of public library summer programs across California.

Please submit your library contact information using [this form](#) by **July 14<sup>th</sup> at 5pm**.

Please visit the [California State Library's Statistics webpage](#) to access resources to collect required statistics and programming information for your library's 2023 summer programs. These resources are:

**Summer Survey Questions and Guidance:** Use this document to familiarize yourself with the questions and to reference while submitting statistics online.

**Summer at Your Library reporting form:** A streamlined excel version of the questions to aid with data collection.

This year's summer participation survey relates to all your library's summer 2023 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, storytimes, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

Contact [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov) for help with logging in or accessing your data.

Do you have a shape file of your library district? The State Library has created a [library jurisdiction map](#), and most library service areas were drawn using city or county boundaries. If you have an official shape file of your district, or if you have an informal agreement that extends or contracts your service areas from municipal or county boundaries, please contact [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov) so we can accurately portray your service area.

## Open Opportunities

**Broadband: California Library Connect and Collaborative Connectivity Grant– Rolling Due Dates**  
The [California Library Connect Program](#) is now accepting applications. Libraries may apply for grants to cover eligible IT/network infrastructure equipment and expenses, as well as the first-year costs of upgrading or installing a new high speed Internet circuit. This program also supports California public libraries by connecting them to high-speed internet through the California Research and Education Network (CalREN) — a high-capacity public-sector broadband network. We have also launched the [California Collaborative Connectivity Grant](#), a separate grant opportunity that provides gap funding for libraries and partner anchor institutions to construct broadband circuits to connect underserved communities. State of CA funded.

For California Library Connect questions, please contact us at [admin@californialibraryconnect.com](mailto:admin@californialibraryconnect.com), the California Library Connect Grants Coordinator email [grants@californialibraryconnect.com](mailto:grants@californialibraryconnect.com) or through our help line at 213-297-0109 (Monday-Friday, 7:00AM-3:00PM PST).

Visit the [grants page](#) of the California State Library website for a listing and timetable of new and upcoming funding opportunities and statewide resources available.

## Current Projects and Services

### California Library Literacy Services Training - Ongoing

Training continues for CLLS program staff and volunteers, including networking calls, Roles & Goals training, Digital Navigators training, and more. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

### California Libraries Learn (CALL) - Ongoing

Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#)! Plan professional development by visiting [www.callacademy.org](http://www.callacademy.org) and the [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly for up-to-date information on staff professional development needs. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

### First Partner's Summer Book Club

The 2023 First Partner's Summer Book Club is a nine-week initiative that encourages children and teens to keep reading and stay engaged during the summer months. The Book Club features 20 books that are divided into five groups ranging from preschool to twelfth grade and expose readers to important social and emotional concepts and highlight values such as diversity, equity, and inclusion. The First Partner selected the books from a list of nominations made by California librarians. Copies of the Book Club books are available for check out at public libraries around the state.

For more information about the Book Club, including a list of titles, visit the [State Library's Summer Book Club webpage](#).

### Get Connected! Affordable Connectivity Program & State Digital Equity Plan - Ongoing

Help close the Digital Divide by informing your community about the Affordable Connectivity Program (ACP): ACP is helping millions of eligible households throughout the U.S. save hundreds of dollars on Home Internet. This federally funded initiative offers a \$30 monthly discount on Home Internet (up to \$75 per month for households on qualifying Tribal Lands) and a one-time discount of up to \$100 for a computer or a tablet. Even better: when the ACP discount is used with the right plan, Home Internet can be FREE for your family. To learn more and to enroll in ACP please visit [www.internetforallnow.org/applytoday](http://www.internetforallnow.org/applytoday) and to find resources to promote the Affordable Connectivity Program at your library visit [www.internetforallnow.org/acp-toolkit](http://www.internetforallnow.org/acp-toolkit).

For more information on getting involved in the State Digital Equity Plan visit: <https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>  
State of CA funded.

### [Digital Navigators / Connected California – Info Session July 18!](#)

The free Digital Navigators service helps all Californians get more information about free and low-cost internet and devices, and access resources that help them build digital skills and digital literacy. All California public libraries can request free printed material, access social media assets, and sample press releases in the Outreach Toolkit under [Digital Navigators and Your Library](#). Extend your library staff capacity and support digital equity. English & Spanish Navigators are current or former library staff. No application or reporting.

### **Join us for a Connected California Digital Navigators Information Session for California Library Staff, Tuesday, 7/18/2023 from 10 AM – 11 AM**

This information session is for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities.

You will learn:

- What the Digital Navigators service does, including connecting your patrons to the internet, getting them devices, and helping them learn to navigate the digital world
- How staff can refer patrons
- How this free service can help your library, your patrons, and can amplify your digital equity efforts

Please join the Southern California Library Cooperative and the California State Library to learn more. [Registration is required](#). The session will be recorded and added to [CALL Academy](#).

For more information, email: [DigNavs@library.ca.gov](mailto:DigNavs@library.ca.gov)

### [Networking California Library Resources](#)

We are delighted to share news about [CalMatters for Learning](#), a free nonpartisan resource platform, brought to you by the California State Library and CalMatters. At the beginning of each month through June 2023, you will find a new package of resources to help library staff develop programs, guide conversations, and build other activities at your branch. Resources will be available in English and Spanish. The resource center includes interactive tools, videos, audio features and explanations. All libraries are encouraged to integrate the resource into their programs and events. For questions or to provide feedback on the resource, contact [anaclara@calmatters.org](mailto:anaclara@calmatters.org) LSTA-funded.

### [Tutoring Project – Ongoing](#)

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email [catutoring@library.ca.gov](mailto:catutoring@library.ca.gov).

### Parks Pass Program – Ongoing

A reminder that the [toolkit](#) exists for support on marketing, circulation, programming, and more. Are any of you doing anything creative to promote your parks passes for the superbloom? Or maybe you're preparing for [Parks Week](#), which is June 14-18 – there are amazing events happening all over the state.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks.](#)

For any questions, email [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov). State of CA funded.

## Networking and Training

### [CAreer Pathways Public Survey Open June 5 – June 30: Please Help! + Upcoming Webinars](#)

This message was sent to all CAreer Pathways contacts. Please help us ensure this survey reaches Californians. Reach out to [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov) with questions or if you need any of the assets. Original message below.

The California State Library and the Pacific Library Partnership are asking for your library's assistance in gathering public feedback about the CAreer Pathways online resources. The learner feedback survey is available in English and Spanish. It will be **live June 5 – June 30**, and we ask that you point your patrons to it. **Please complete the following action items by JUNE 5, 2023.**

1. Add the survey link to your library's CAreer Pathways page or online resources page(s) under Careers, Jobs, etc.: <https://forms.office.com/g/dfj4EJs5Qe>
2. Add this blurb along with the learner survey link:

*Let the California State Library and Pacific Library Partnership know what you think about the CAreer Pathways online learning resources offered through your public library! Complete this short, 3-minute survey (available in English and Spanish) to share your experience. Thank you for your time and feedback.*

*CAreer Pathways resources include: Coursera, GetSetUp, Job & Career Accelerator, LearningExpress Library Complete, LinkedIn Learning, Northstar, Skillshare and VetNow. Not all libraries offer all resources.*



*¡Deje que la Biblioteca Estatal de California y la Asociación de Bibliotecas del Pacífico, tengan conocimiento sobre lo que piensa acerca de los recursos de aprendizaje en línea de Career Pathways que se ofrecen a través de su biblioteca pública! Complete la breve encuesta de 3 minutos (disponible en inglés y en español) para compartir su experiencia. Gracias por su tiempo y comentarios.*

*Los recursos de Career Pathways incluyen: Coursera, GetSetUp, Job & Career Accelerator, LearningExpress Library Complete, LinkedIn Learning, Northstar, Skillshare y VetNow. No todas las bibliotecas ofrecen todos los recursos.*

3. Please send an email to [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov) confirming you have completed these steps. Use this subject: CP Survey Posted / Your Library Name.

We are including:

- An optional QR code that links to the survey
- An optional image that you might use for e-Newsletters, news items, etc.
- An optional flyer
- The optional embed code (see below) for the survey

The survey link can be removed from your library website END OF DAY JUNE 30, 2023. Reach out to [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov) if you have any questions or concerns. Thank you for your help!

Register for upcoming webinars by clicking the links below or visiting the [Career Pathways Staff Resource page](#), where you can also find platform details, administration, marketing materials and more.

- [Career Pathways Resource: Using Coursera](#)  
Wednesday, July 12, 2023, 11:00 am – 12:00 pm
- [Career Pathways Resource: Using Skillshare](#)  
Wednesday, August 16, 2023, 11:00 am – 12:00 pm
- [Career Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)  
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [Career Pathways Resource: Using LinkedIn Learning](#)  
Wednesday, October 18, 2023, 11:00 am – 12:00 pm
- [Career Pathways Resources: Using VetNow and GetSetUp](#)  
Wednesday, November 8, 2023, 11:00 am – 12:00 pm
- [Access recorded webinars on the CALL Academy Career Pathways channel.](#)

New to the library or not sure which platforms your library offers? Check out the [Career Pathways Services Locator map](#). State of CA funded. Questions? [CAPathways@library.ca.gov](mailto:CAPathways@library.ca.gov)

### Online Tutoring Training 2023

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. All trainings are archived on [our tutoring page](#).

### Next Directors Networking Call – August 16, 2023 / 3:30 PM – 4:30 PM

Save the date for the next Directors Networking Call. Registration will be sent out in July. Special Guests – California Department of Aging: CDA staff will share updates about the aging population in California, how libraries might partner with their local Area Agency on Aging, and more. Presenters: Dr. Nakia Thierry, Branch Chief, Older Adults Program Branch and Brian T. Carter, Digital Inclusion Project Manager, Home & Community Living Division

*Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.*

*Projects marked “State of CA funded” are supported in whole or in part by funding provided by the State of California, administered by the California State Library.*