

NLS Executive Committee Meeting

September 19, 2023 11:30 a.m.

ZOOM MEETING

<https://us02web.zoom.us/j/88401466988?pwd=bktzWWZBQTgrcm5XcFo5SVNaWC8vQT09>

Meeting ID: 884 0146 6988

Passcode: 837109

Phone 1 669 444 9171

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|--|-----------------|----------------------|
| 1. Welcome and Roll Call | Halstead, Chair | |
| 2. Public Invited to Comment | Halstead | |
| 3. Approval of Consent Calendar (Action Item) | | |
| A. Adoption of Agenda | Halstead | |
| B. Approve Minutes of May 23, 2023 | Brinkley | Attachment 1, pg. 4 |
| 4. Old Business | | |
| A. Update from Strategic Priorities Ad Hoc Committee | Perry | Attachment 2, pg. 10 |
| B. Library-to-Go Update | Platt | |
| 5. New Business | | |
| A. Appointment of New Executive Committee Member Bryce Lovell to replace Narinder Sufi and Nomination of New Committee Member to Replace Deborah Fader Samson (Action Item) | Halstead | Attachment 3, pg. 12 |
| B. NLS Book Club-in-a-Box Update (Action Item) | Brinkley | Attachment 4, pg. 13 |
| C. Discussion of Finances from June 28, 2023 NLS Administrative Council Meeting | Halstead | Attachment 5, pg. 15 |
| D. CSU Chico University Library Possible Discontinuation of Membership with NSCLS/NLS | Frost | Attachment 6, pg. 17 |

E. Finance

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|---|-------|----------------------|
| a. Review and Approval of CLSA 2022-23 Annual Report (Action Item) | Frost | Attachment 7, pg. 19 |
| b. Review and Approval of CLSA 2022-23 System Expenditure Report (Action Item) | Frost | Attachment 8, pg. 23 |
| c. Review and Approval of CLSA 2023-24 System Detailed Budget (Action Item) | Frost | Attachment 9, pg. 30 |

6. Agenda Building for Mid-Year Administrative Council Meeting, January 25, 2024 (Fairfield Cordelia Library, Solano County)

- Strategic Priorities Update
- Finance Discussion Update
- Library to Go Update
- Speaker or Professional Development
- Networking Lunch

7. System Chair Report

8. Announcements

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| A. State Library Liaison Report | Durr | Attachment 10, pg. 35 |
|---------------------------------|------|-----------------------|

9. Next Executive Committee Meeting December 12, 2023 and Items

10. 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

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

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

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

Mono County Free Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546

Napa County Library, 580 Coombs Street, Napa, CA 94559

Roseville Public Library, 316 Vernon St., Roseville CA 95678

Solano County Library, 1150 Kentucky Street, Fairfield, CA 94533

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



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DRAFT MINUTES

NLS Executive Committee Meeting

May 23, 2023

1. **Welcome and Roll Call** – Chair, Anthony Halstead, Napa County, called the meeting to order at 1:03 p.m. Also present were NLS Executive Committee members: Narinder Sufi, Butte County; Christopher Cooper, Humboldt County; Deb Fader Samson, Mendocino County; Christopher Platt, Mono County; Natasha Martin, Roseville Public Library; and Suzanne Olawski, Solano County. Also attending were NLS fiscal and administrative support, Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership, and Jacquie Brinkley, NLS/Pacific Library Partnership. Jenifer Baker, Benicia Public Library, joined after the Roll Call was taken (1:15 p.m.)
2. **Public Invited to Comment** – Patricia Figueroa attending as Public. NLS Library Directors also attending: Michael Perry, Siskiyou County and Mary George, Placer County.
3. **Approval of Consent Calendar – Motion to approve the Consent Calendar**
Olawski moved; Martin seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.
4. **Old Business**
 - A. **Review of Recommendations by Ad Hoc Strategic Priorities Committee**

Perry presented the Ad Hoc Committee's recommendations on next steps for implementing the NLS Strategic Priorities and making recommendations to the Administrative Council.

George stated that the Committee's recommendations are intended to engage more NLS staff in the implementation process and to build on the NLS organizational structure using legacy system Chairs as leads on the various priorities. George also stated that the Committee was challenged to identify timelines and measurable outcomes within this group and that bringing in the system Chairs would help with these tasks and, with their participation, obtain a greater degree of inclusivity and organization. The Ad Hoc Committee requests that the Strategic Priorities become a standing agenda item for all future Executive Committee and Admin Council meetings.

Perry stated that Ad Hoc Committee members will present the Strategic Priorities at each of the legacy system 2023 annual meetings to update members on the implementation planning and invite participation. In addition, the Ad Hoc Committee will meet with the Legacy System Chairs before the NLS Annual Meeting and assign tasks with a draft of outcomes and timelines. The Ad Hoc Committee will present these assignments and recommendation to the Administrative Council for their approval.

George stated that working groups will report to the Ad Hoc Committee.

Olawski asked about specified timelines on tasks. Perry reported that no specific timelines had been outlined but based on the prior NSL Strategic Plan, a longer term is implied with former tasks covering a span of 5-6 years.

Platt congratulated the Ad Hoc Committee for taking this task to the current level. Platt noted that expanding #5, Shared Collection Management and Resource Sharing and combining with #2, Future Shared Resources could evolve through the implementation process.

Cooper noted that he wants to ensure NLS members work together versus independently within legacy systems to achieve the objectives.

There was discussion on Priority #4 and NLS membership with the Government Alliance on Race and Equity (GARE) and what the intent of this objective was for NLS. Frost reported that based on research with GARE, it was not clear that NLS could become a member as the GARE membership model is based on organizations with employees and organizations with an identified Equity, Diversity and Inclusion working group in order to actively participate and share in GARE.

Halstead inquired as to GARE membership within the Executive Committee. Baker reported that the City of Benicia is a member and Olawski reported that Solano County Library is a member.

Discussion continued as to what the intent of NLS membership in GARE was and suggested that this Priority be modified to more clearly identify the intent and broaden how this could be achieved.

Perry agreed that GARE does not meet the consortia goals and there is no longer a need to pursue GARE membership.

Discussion on Priority #3, Capacity Building for Staff. Platt suggested that #4 and objectives of EDI be rolled into Capacity Building for Staff, and would like to see library-specific resources for EDI.

Motion to approve the Recommendations of the Ad Hoc Strategic Priorities Committee with the following revisions to Priority Item #4:

- 1. Broaden detail on this item to reflect an EDI focus without specifying NLS membership in GARE, and**
- 2. Identify EDI resources and membership and/or participation in EDI organizations.**

And that the Tier 1 Priorities have a standing agenda item for future Executive Committee meetings.

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

Halstead asked for Public Comment. No public comment. (Public left the meeting at 1:50 p.m.)

B. Review and approval of Revised Format of CLSA Claim Form and Menu of Services

Frost presented the Draft CLSA Claim Form and noted that the menu of services is usually reviewed and approved at the late summer or fall Executive Committee meeting. Perry suggested that the revised Claim Form with menu of services be presented at the Administrative Council Annual meeting in June.

Frost invited Perry to discuss the Claim Form revisions and thanked him and Fuchs, Plumas County, for their work on improvements to this form.

Perry reviewed the Claim Form noting revised language to clarify options and recommended that the form be reviewed regularly to reflect the most current of services available for CLSA use.

Frost reviewed the accompanying memo regarding actual usage of CLSA by NLS members in FY 2022-23 and noted that Filmocracy was added to the menu of services.

Baker acknowledged improvements to the Claim Form and requested that prior year Claim Forms be distributed with each new year of Claim Forms released for historic reference.

Discussion regarding write-in options. Frost stated that the Executive Committee must approve any new services and compliance would need to be approved by the State Library. NLS staff will work individually with any member asking about specific services not included on the form.

Platt acknowledged the form revisions and stated he liked the improvements.

Motion to approve the revised format of the CLSA Claim Form and the Menu of Services with the addition of Filmocracy and recommend adoption of the Form to the Administrative Council at the NLS 2023 Annual Meeting.

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

C. Update on FY 2023-24 LSTA Competitive Grant Ideas

Brinkley reported that she, Frost and Baker (Benicia) met to discuss one suggested proposal to create a Toolkit based on new project Benicia Public Library is working on with their school district that will provide professional development to school library staff, as well as collection development training, challenged book training for staff, and policy direction. It was determined that since the project is in an early phase of development, an LSTA grant to create a Toolkit of best practices would be premature. The suggestion was made for NLS to consider a “capacity” grant for this project at a later date.

NLS did not apply for LSTA funding for the FY 2023-24 Competitive cycle.

D. Review Use of NLS Listserv for Assistant/Deputy Directors and Continuation for FY 2023-24.

Brinkley reported that there are currently 14 names on the Assistant/Deputy director listserv, however, no activity other than NLS staff postings has occurred.

Motion to discontinue maintenance of the Assistant/Deputy Director listserv at end of current fiscal year.

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

Cooper stated that he would have found this resource beneficial when he was a Deputy Director.

5. New Business

A. Approve Slate of Nominees for FY 2023-24 Executive Committee Members

Halstead presented the slate of nominees and asked if there were any other nominations. Olawski and Halstead expressed their appreciation to all members.

Motion to approve the slate of nominations for FY 2023-24 Executive Committee Members.

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

B. Recommendation for OverDrive Budget for FY 2023-24

Platt reviewed the Library to Go/OverDrive budget memo noting that the FY 2022-23 budget will be fully expended by June 30, 2023. He also pointed out that CLSA redirects were under target for FY 2023-24. Platt stated that trends will be monitored to account for Reciprocal Lending Agreement (RLA) activity and that PressReader would likely not be an option for NLS/LTG due to lack of participant interest and the high cost.

Platt reported that OverDrive had confirmed that the eMagazine subscription rate would stay at \$44,000 instead of original quote of \$55,000 for FY 2023-24.

Library to Go Committee is requesting a \$75,000 eBook budget and \$44,000 for eMagazines for FY 2023-24. Platt noted that Renee Forte, LTG Co-Chair had co-authored this report.

Olawski asked if the RLA fluctuated or stayed the same. Platt reported it is based on a 3-year agreement.

Motion to approve the OverDrive budget for FY 2023-24.

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

C. Review and Approval of NLS FY 2023-24 CLSA Plan of Service and Recommendation of Adoption to the NLS Administrative Council

Frost reviewed the CLSA Plan of Service beginning with the System Budget, which includes 80% of Baseline funding and 20% of Administration funding. The Administration funding is an acknowledgement of work to be done when the funds are received. Frost reviewed the budget detail and noted that the budget is an estimate derived from Claim Form submittals. Frost noted that the only item missing is if NLS decides to set aside funds for future purchases and that this could be deferred to after the NLS Budget item discussion. The Plan of Service is the annual report to the State Library and Library Services Board that describes how the system will expend its CLSA funds to meet the goals of resource sharing. The report is due to the State Library on June 5, 2023. A provisionally approved report can be submitted by the due date, with a final report submitted after the Annual Administrative Council meeting later in June.

Frost continued to explain that an Annual Report is due in August that “trues up” the system’s actual expenses for the year.

Platt asked about consultant fees set aside in the prior year. Frost reported that those fees came from Membership dues and not CLSA. CLSA rollover from prior year was used for courier costs and eBooks.

Motion to approve the NLS FY 2023-24 Plan of Service and Recommend adoption to the NLS Administrative Council.

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

D. Review and Approval of NLS/PLP FY 2023-24 Contract

Frost presented the memo regarding the second year of the 5-year contract for administrative and fiscal services to NLS from Pacific Library Partnership. Frost noted that previously, NLS approved a baseline contract with additional services to be added at a later date. The contract presented for review and approval is the entire contract for the year as no additional grants administration is anticipated (no LSTA or PLSEP grant administration will be required for FY 2023-24.) The contract as presented is 8.6% higher with staffing cost increases and CPI increase. Frost noted that most of the PLP contract is covered with CLSA System Administration funds.

Motion to approve the NLS/PLP FY 2023-24 Contract.

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

E. Review and Approval of Proposed NLS FY 2023-24 Budget

Yon presented the NLS proposed budget and accompanying memo. Yon noted that projected Revenue decreased from last year by 5.3% due to no grant administration funds being received. Yon also noted that Membership Dues increased according to approved CPI annual valuation. Yon reminded the Executive Committee of the reduction of CLSA funds to Systems in FY 2021-22 and mentioned that the Executive Committee may choose to allocate a portion of the budget to a set-aside in anticipation of any future CLSA reductions.

Frost noted the following changes on the proposed budget document that will need to be revised:

- Maintenance of Assistant Director Listserv – savings of \$90 to be removed from Expenses
- eMagazine subscription and administrative fees to be revised to reflect new pricing from OverDrive at \$44,000

Yon stated that if there were no other changes and no set aside, he is recommending that the Executive Committee approve the FY 2023-24 Budget as presented.

Motion to approve the proposed NLS FY 2023-24 budget with revisions as noted here:

- Maintenance of Assistant Director Listserv – \$90 to be removed from Expenses
- eMagazine subscription and administrative fees to be revised to reflect new pricing from OverDrive at \$44,000

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

F. Approve NLS FY 2021-22 Financial Audit

Yon presented the NLS Financial Audit for FY 2021-22 noting that the fund balance increased with the restoration of CLSA funds. In addition, Yon reported that NLS was issued a clean report with no material errors. NLS was reported as financially sound.

Motion to approve the NLS FY 2021-22 Financial Audit.

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

G. Approve Revision to FY 2022-23 NLS Budget for Travel and Refreshments for NLS In-Person June Administrative Council Meeting

Frost presented the memo requesting additional funds for the Travel and Refreshment budget as this budget item had been reduced because no in-person meetings were held since 2020. The increase will support the in-person meeting held for the 2023 Annual Administrative Council meeting, where travel reimbursements will be offered for attendees, as well as refreshments at the meeting.

Motion to approve revision to the FY 2022-23 NLS Budget for Travel and Refreshments.

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

H. Review Memo to Yuba College Library Regarding Membership with NLS

Brinkley reviewed the memo and results of a discussion with NLS and MVLS Chairs regarding the inquiry Yuba College Library made to NLS to reinstate their membership in order to access the NLS OverDrive collection. NLS staff contacted the OverDrive representative and they informed NLS that Yuba College Library would not be allowed to have access to the NLS consortia collection as a specific academic pricing model is applied for academic institutions. Upon receipt of this information, Yuba College Library withdrew their interest from any further discussion of membership with NLS.

NLS Bylaws do allow for membership with other libraries that have no prior NLS legacy system membership, or a CalPERS obligation attached to a legacy system. This was not the case for the Yuba College Library.

6. Draft Agenda for June 28, 2023 Annual Administrative Council Meeting

No other items requested for the draft Agenda.

7. System Chair Report

No report.

8. Announcements

Brinkley will email Travel Reimbursement information for Directors attending the Annual Meeting in-person.

9. Meeting adjourned at 3:06 p.m.



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To: NLS Executive Committee
From: Strategic Priorities Ad Hoc Committee
Subject: NLS Strategic Priorities Status
Date: September 19, 2023

Below is an update from Michael Perry for the NLS Strategic Priorities Ad Hoc Committee.

1. Disaster Preparedness and Response
 - As of September 8th, legacy systems have not been contacted
 - Michael Perry will email the two other legacy Chairs to see if an update can be provided for the September EC meeting
2. Future of Shared eResources
 - Not applicable to the Ad Hoc committee (no action item assigned to it)
3. Capacity Building for Staff - Our Most Valued Asset
 - As of September 8th, legacy systems have not been contacted
 - Michael Perry will email the two other legacy Chairs to see if an update can be provided for the September EC meeting
4. Shared Collection Management and Resource Sharing
 - Overdrive libraries submitted a survey to its members in August surrounding sharing criteria for Overdrive
 - Only half of the membership replied by the September meeting, so we are following up to get the remaining members to reply

We also recommend that the Ad Hoc committee be disbanded as the remaining tasks are left with existing committees and positions (EC, Legacy Chairs and OverDrive committee).

NorthNet Library System Revised Strategic Priorities and Activities for FY 2023-24

The NLS Administrative Council approved the Strategic Priorities and Values at the January 2023 Council meeting. An Ad Hoc Committee revised the Priorities and identified measurable goals and timelines to track progress. The revisions below were approved by the NLS Administrative Council at the June 2023 meeting.

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:

Assigned to: Chairs of the legacy systems: MVLCS, 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:

Assigned to: NLS Executive Committee. The Committee can track this as they represent the NLS body and are the main contact between NLS and the State Library.

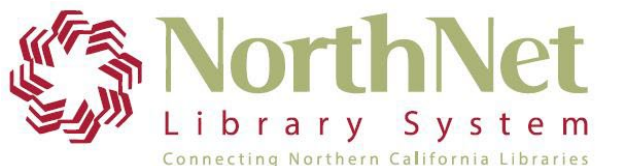
3. Capacity Building for Staff - Our Most Valued Resource

Assigned to: Chairs of the legacy systems: MVLCS, 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 members 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."

4. Shared Collection Management and Resource Sharing

Assigned to: Library-to-Go Committee and the collection development librarians working in that committee. This group can develop goals and timelines. They may consider first establishing a list of all the resources we currently share and defining a "minimum" sharing guideline for library systems.



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To: NLS Executive Committee
From: Anthony Halstead, Chair, NLS Executive Committee
Subject: Approval and Nomination of New Executive Committee Members
Date: September 19, 2023

Narinder Sufi notified the Executive Committee that she will be leaving the Director position at Butte County Library effective September 16, 2023 and therefore would resign from the NLS Executive Committee. Bryce Lovell, Director of El Dorado County Library, has agreed to fill the open position on the NLS Executive Committee through the term ending June 30, 2024.

In addition, Deborah Fader Samson, Mendocino County Library, notified NLS Staff that she has resigned from her Director position effective September 15, 2023. A nomination is needed to fill this Executive Member opening with term ending June 30, 2025.

With this revision, the FY 2023-24 NLS Executive Committee is:

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 (NBCLS), Past Chair (through 6/30/2024)
 Jennifer Baker, Benicia Public Library (NBCLS) (through June 30, 2024)
 Bryce Lovell, El Dorado County Library (MVLS) (through June 30, 2024)
 Nick Wilczek, Nevada County Library (MVLS) (through June 30, 2024)
 Natasha Martin, Roseville Public Library (MVLS) (through June 30, 2025)
 Christopher Platt, Mono County Library (MVLS) (through June 30, 2025)

Vacant

Recommendation:

- (1) Approval of Bryce Lovell for the NLS Executive Committee to replace resigning member, Narinder Sufi.
- (2) Nomination of an NLS Director to serve on the Executive Committee to replace resigning member, Deborah Fader Samson.

The NLS Executive Committee acknowledges and thanks Narinder Sufi and Deborah Fader Samson for their leadership to NorthNet.



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To: NLS Executive Committee
From: Butte County Library and NLS Staff
Subject: Recommendation to fund the NLS Book Club in a Box for FY 2023-2024
Date: September 19, 2023

Background

At the NorthNet Executive Committee meeting on October 13, 2021, **\$5,000** of CLSA funds was approved for the Butte County Library to refresh the [NLS Book Club-in-a-Box](#) program by purchasing additional titles. In addition, **\$300** was approved for shipping, for a total of **\$5,300**. The approval was based on the desire that this collection be shared with additional NorthNet libraries, and that Butte consider adding more kits which take into consideration an equity, diversity, and inclusion lens.

In accepting the CLSA funds, Butte was asked to provide a written report to detail how the funds were spent, which titles were purchased, and which libraries participated in the sharing of kits, costs for postage, and any statistics available.

With the refreshed collection and additional promotion of the new Book Club resources, circulation more than doubled in two years (from 431 copies circulated in FY 2021-22 to 925 copies in FY 2022-23). Additional NLS member libraries new to NLS Book Club borrowing also made requests for these materials.

Please find attached a detail of the expenditures for FY 2021-22 and for FY 2022-23 when no NLS funds were allocated to the project. The current collection of titles available for the Book Club is posted on the NLS website [here](#).

Recommendation:

The Butte County Library has agreed to continue overseeing the NLS Book Club-in-a-Box program.

The approved NLS FY2023-24 budget allocated all CLSA funds, with no funds earmarked for future purchases. However, the NLS Executive Committee could make a motion to modify the FY 2023-24 CLSA Claim form to add Book Club in-a-Box as an option, and the participating libraries could choose to allocate a portion of their CLSA funds towards this. Those funds would then be directed to Butte County. It should be noted that CLSA funds cannot be used for staff time to support this.

**Budget Detail for NLS Book Club in-a-Box
FY 2021-22 and FY 2022-23**

FY 2021-22

Funded with NLS funds: \$5,300

- Expended on 25 book sets = \$4,700
- Shipping costs for 15 packages = \$600

In-Kind Staff Support = **\$850**

Total copies circulated: 431

6 participating libraries

- Alpine County Public Library
- Butte County Public Library
- Lassen Library District
- Shasta Public Libraries
- Siskiyou County Library
- Tehama County Public Library

FY 2022-23

NLS funding = \$0

- No New Book Sets purchased.
- Shipping cost for 36 packages: **\$1,440** (Butte County Library In-Kind)

In-Kind Staff Support = **\$1,000**

Total copies circulated: 925

7 participating libraries:

- Alpine County Public Library
- Butte County Public Library
- Lassen Library District
- Shasta Public Libraries
- Siskiyou County Library
- St. Helena Public Library
- Tehama County Public Library



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To: NLS Executive Committee
From: Anthony Halstead, Chair
Subject: Discussion of Finances from June 28, 2023 NLS Administrative Council Meeting
Date: September 19, 2023

At the June 28, 2023 NorthNet Administrative Council meeting, during the discussion about the NLS FY 2023-24 budget and membership dues and fees, there was a discussion about the NLS Fund Balance, inquiring about the source of these funds and how it differs from the NLS Reserves.

It was clarified that:

- The NLS Fund Balance is separate from the Legacy Systems' fund balance.
- NLS funds are held in a financial institution with Federal Deposit Insurance Corporation (FDIC) coverage and under \$250,000 per account in order to be insured, and that excess funds are held in a Local Agency Investment Fund (LAIF) account with the California State Treasurer.
- The Fund Balance consists of funds that are carried forward and are unrestricted or can pay towards the NLS operating budget. The Fund Balance is used throughout the year and carries NLS for the first 6 months of each year until the State Library releases the CLSA funds to NLS.
- NLS has an Operating Reserves Policy, but does not have a Fund Balance Policy

During the discussion, the Council discussed the following:

- Consideration of adding an Investment Policy
- Reviewing the historic report of NLS Fund Balance usage and investments
- Reviewing contract renewal terms and review whether payments schedules could be adjusted to when funds are available or keep on a fiscal year
- Whether NLS needs to reconvene a standing Finance Committee to clearly define any new NLS policies
- Draft a policy that would be reported out at the Mid-Year Administrative Council meeting

Recommendation

It is recommended that the NLS Executive Committee consider the items above, and consider the appropriate next steps, which may include forming an Ad Hoc Committee.

NorthNet Operating Reserves Fund Policy

PURPOSE

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

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

DEFINITIONS AND GOALS

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

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

Adopted by NLS Administrative Council, January 19, 2018



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

www.northnetlibs.org

John Wang
 Meriam Library
 California State University, Chico
 400 West First Street
 Chico, CA 95929

August 16, 2023

Dear Mr. Wang,

We are writing to you because the NorthNet Library System has not received payment for the FY 2022-23 membership dues of \$578. The membership dues for FY 23-24 are \$606.

When we reached out to you in July 2023 inquiring about the past due invoice, we received an email from Emily Amarel on July 20, 2023 stating, "We're going to let this membership lapse this fiscal year as our librarians haven't been using the system's benefits as much as they had anticipated."

We emailed you on July 21, 2023. We spoke to you about the NorthNet membership. A member cannot lapse for one year, and then pay the next year. A library is either a member, or not a member.

The Meriam Library has been part of the NorthNet Library System since at least 2006, and actively participated in the regional North State Cooperative Library System and NorthNet meetings and resource sharing.

As part of the Meriam Library's membership to NorthNet, CSU Chico may claim funds to support staff development. In FY 2023-24, a member library may claim \$1,500 of funds for staff development, with unrestricted use of those funds. So, your membership dues are almost paid back three-fold in the staff development benefit.

NorthNet has valued having CSU Chico as part of its membership. However, if you choose to not continue, and would like to formally leave the NorthNet Library System and the North State Cooperative Library System, we would appreciate it if you could provide us with a resolution of your governing body.

The section of the Bylaws of the North State Cooperative Library System, which is the regional governing system, states:



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Section 2. Withdrawal from Membership

Any participating agency may withdraw from membership in the System by resolution of its governing body. Notices of withdrawal of any member of the System will be given in writing to the Council of Librarians on or before February 1 of the current fiscal year...

(note: the entire Bylaws can be found on the NorthNet website, northnetlibs.org)

If we do not receive membership payment, nor a resolution, by December 31, 2023, the North State Cooperative Library System will discuss the CSU Chico Meriam Library's membership at the next meeting after this date (meeting date to be determined).

If you have questions, please contact me at 650-349-5538 or by email at frost@plpinfo.org.

We do hope that CSU Chico continues its membership, as we see you as a valuable part of the system.

Sincerely,

A handwritten signature in blue ink that reads "Carol Frost". The signature is written in a cursive, flowing style.

Carol Frost
NorthNet Administrator

Cc: Emily Amarel, Meriam Library, CSU Chico
Michael Perry, Siskiyou County Librarian and Museum Director, NSCLS Chair
Andrew Yon, NLS Controller

CALIFORNIA LIBRARY SERVICES ACT
2022/23 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

NorthNet Library System

System Name

Pacific Library Partnership

System Fiscal Agent Jurisdiction

Report submitted by: Anthony Halstead
Anthony Halstead Temp 7, 2023 10-11 PDI

Signature of System Chair (Anthony Halstead)

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

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

Carol Frost _____
Signature of agent of fiscal authority responsible for accuracy of fiscal accounting and reporting
Date Sep 8, 2023

CLSA Funding for Communications and Delivery

Section 1

Program Workload

| What is the number of messages sent via each communication device listed below, on an annual basis? | Annual Cost of Service |
|---|------------------------|
| a. Telephone / Tele facsimile | N/A |
| b. Internet (including electronic mail) | \$3,865 |
| c. Other (office supplies, postage) | \$1,185 |
| Total | \$5,050 |

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

| INTRASYSTEM DELIVERY ACTIVITY, FY 2022/23 | | | | | |
|---|---|---------------------|---------------------------|------------------------|---|
| Items sent by: | Items delivered to member public libraries in the two-week sample period: | | | | |
| | August 15 – August 28, 2022 | October 17-30, 2022 | Jan. 23-February 05, 2023 | April 24- May 07, 2023 | Total multiplied by 6.5 |
| a. System member public libraries | 32,457 | 29,596 | 31,610 | 31,266 | 812,038.5 |
| b. Non-public libraries in System area | 0 | 0 | 0 | 0 | 0 |
| Total | 32,457 | 29,596 | 31,610 | 31,266 | 812,038.5 |
| NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data. | | | | System Owned | Contracted Vendor |
| c. Number of delivery vehicles | | | | | 4 |
| d. Number of miles traveled by all System vehicles | | | | | 194,947 |
| e. Percentage of items delivered by: | | | | | |
| U.S. Mail <u>.01%</u> UPS _____% System Van _____% Contracted Van <u>99.99%</u> Other _____% | | | | | |
| f. Total number of e-books purchased/circulated through member public libraries using CLSA funds. | | | | | 100,430 eMagazines circulations; 1,209,946 eBook/eAudioBk circulations |

Section 2

Plan of Service Objective Evaluation

1. Were the System goals for the Communications and Delivery Program met through the ongoing CLSA funding? Please, explain. How did the community benefit? Did you complete all the funding objectives described in your Plan of service; if not, why? Please, provide the number of libraries that benefited from the services you provided from CLSA funds.

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

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

Shared e-resources remain a priority for all members, especially those in smaller, more geographically remote areas. The Library-to-Go consortium-shared OverDrive eBook, eMagazine, and eAudio collection which can be accessed 24/7 through a custom library portal continues to be popular with NLS patrons. Each library builds their individual library collection from the OverDrive catalog of more than 3.3 million titles in 100+ languages from over 5,000 publishers and shared the collection with the other NLS participating libraries. In FY 2022-23, the total OverDrive circulation among 27 member library systems totaled 1.299 million items. In addition, Library-to-Go saw a total of 21,913 new users in the FY 2022-2023 year with a monthly average of new users joining OverDrive at 1,826 (an increase from 1,526/month in FY 2021-2022) and indicates continued high demand as more library patrons have been converted to Library-to-Go users since the pandemic. Libraries participating in the NLS Library-to-Go OverDrive consortium use a combination of CLSA C&D funds as well as investing local resources to support this service.

NLS also has a shared eMagazine collection through OverDrive. The shared eMagazine collection circulation among 23 member library systems totaled 100,430 items (up from 80,687 in FY 2021-2022).

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

Seventeen (17) NLS libraires offer Link+ services to their communities. The shared contract is saving NLS participating libraries nearly \$17,000 annually. Seven (7) NLS libraries allocated \$92,583 towards Link+.

Five (5) member libraries allocated \$30,146 of CLSA funds to help cover their CENIC costs. One member library allocated CLSA funds to support their OCLC/ILL costs.

2. How much has been spent of the System's funding for the FY 2022/23? If not all the funds have been spent, are you on track to expend funds by June 2025; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

All FY 2022-23 CLSA Baseline and System Administration funds were expended.

3. If you are using CLSA funding from previous fiscal years (rollover) please list below which fiscal year the funding is from, the amount, the intended purpose/goal of the funding per the Board approved Plan of Service, and the reason the funds were not spent in the FY approved by the Board?

The budget included \$94,362 of FY 2021-22 funds, which was allocated to the "OverDrive, Zinio, Link+, Broadband and Other" Baseline budget. The funds were a mix of unexpended funds allocated to the shared OverDrive collections, as well as \$1,934 of unexpended local costs to support postage, supplies, etc.

All FY 2021-22 funds were expended in FY 2022-23.

4. List **all** the CLSA rollover funds for your System and the fiscal year they pertain to.

FY21-22: 94,362 roll-over funds. These funds were expended in FY 2022-23.

5. Is your System planning to roll over any funds from FY 2022/2023? Please provide the amount and the reason the funds will be rolled over.

All FY 2022-23 CLSA Baseline and System Administration funds were expended, and none will roll over.

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

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

The ILL/Link+ contracts that are in place allow NLS Link+ members the opportunity to review additional ILL options and identify long-term and sustainable means of continuing to improve and enhance resource sharing among all member libraries. Member libraries used local funds to support Link+ and other resource sharing.

Libraries used local funds to support shared collections such as OverDrive, Bibliotheca Cloud Library, and the statewide Palace eBook-for-All project.

**California Library Services Act
System Expenditure Report – FY 2022/23**

System Name: NorthNet Library System

| Programs | Source of Funds for Expenditure | | | | | | | | Total | | |
|---|--|--|----------------------------|----------------------------|------------|------------------------|----------------|-------------|----------------------|------------------------|--------------------------|
| | a. Total Funds Budgeted | State | | | Federal | Local | | | g. Expended (B-F) | h. Encumbered (B-F) | i. Unexpended Balance |
| | | b. CLSA Program (funds from FY 2022- 2023) | CLSA Rollover 2021/2022 | CLSA Rollover 2020/2021 | c. LSTA | d. Local funds/fees | e. Interest | f. Other | | | |
| Program 1: C&D System Administration | | | | | | | | | | | |
| Salaries & Benefits | \$173,546 | \$157,345 | \$0 | \$0 | \$0 | \$16,201 | \$0 | \$0 | \$173,546 | \$0 | \$0 |
| PC& E | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$92,677 | \$9,156 | \$0 | \$0 | \$0 | \$83,521 | \$0 | \$0 | \$92,677 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$266,223 | \$166,501 | \$0 | \$0 | \$0 | \$99,722 | \$0 | \$0 | \$266,223 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |
| Program 2: System C&D (baseline) | | | | | | | | | | | |
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$1,158,444 | \$666,002 | \$94,362 | \$0 | \$0 | \$398,080 | \$0 | \$0 | \$1,158,444 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$1,158,444 | \$666,002 | \$94,362 | \$0 | \$0 | \$398,080 | \$0 | \$0 | \$1,158,444 | \$0 | \$0 |
| Notes: | All FY 2021-22 funds were expended. All FY 22-23 funds expended. | | | | | | | | | | |

| Programs | Source of Funds for Expenditure | | | | | | | | Total | | |
|--|---------------------------------|---|-------------------------------|-------------------------------|------------|---------------------------|----------------|-------------|----------------------|---------------------------|-----------------------------|
| | a. Total Funds Budgeted | State | | | Federal | Local | | | g. Expended (B-F) | h. Encumbered (B-F) | i. Unexpended Balance |
| | | b. CLSA Program (funds from FY 2022- 2023) | CLSA Rollover 2021/2022 | CLSA Rollover 2020/2021 | c. LSTA | d. Local funds/fees | e. Interest | f. Other | | | |
| Program 3: Mountain Valley Library System | | | | | | | | | | | |
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$31,113 | \$0 | \$0 | \$0 | \$0 | \$31,113 | \$0 | \$0 | \$31,113 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$31,113 | \$0 | \$0 | \$0 | \$0 | \$31,113 | \$0 | \$0 | \$31,113 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |

| | | | | | | | | | | | |
|--|----------|-----|-----|-----|-----|----------|-----|-----|----------|-----|-----|
| Program 4: North Bay Cooperative Library System | | | | | | | | | | | |
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$97,753 | \$0 | \$0 | \$0 | \$0 | \$97,753 | \$0 | \$0 | \$97,753 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$97,753 | \$0 | \$0 | \$0 | \$0 | \$97,753 | \$0 | \$0 | \$97,753 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |

| Programs | Source of Funds for Expenditure | | | | | | | | Total | | |
|--|---------------------------------|---|-------------------------------|-------------------------------|------------|---------------------------|----------------|-------------|---------------------------|---------------------------|-----------------------------|
| | a. Total Funds Budgeted | State | | | Federal | Local | | | g. Expended (B- F) | h. Encumbered (B-F) | i. Unexpended Balance |
| | | b. CLSA Program (funds from FY 2022- 2023) | CLSA Rollover 2021/2022 | CLSA Rollover 2020/2021 | c. LSTA | d. Local funds/fees | e. Interest | f. Other | | | |
| Program 5: North State Cooperative Library System | | | | | | | | | | | |
| Salaries & Benefits | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$82,360 | \$0 | \$0 | \$0 | \$0 | \$82,360 | \$0 | \$0 | \$82,360 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$82,360 | \$0 | \$0 | \$0 | \$0 | \$82,360 | \$0 | \$0 | \$82,360 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |

| | | | | | | | | | | | |
|-----------------------------------|-----------|-----|-----|-----|-----------|-----|-----|-----|-----------|-----|-----|
| Program 6: PLSEP FY2022-23 | | | | | | | | | | | |
| Salaries & Benefits | \$7,454 | \$0 | \$0 | \$0 | \$7,454 | \$0 | \$0 | \$0 | \$7,454 | \$0 | \$0 |
| Operating Expenses | \$120,954 | \$0 | \$0 | \$0 | \$120,954 | \$0 | \$0 | \$0 | \$120,954 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$12,841 | \$0 | \$0 | \$0 | \$12,841 | \$0 | \$0 | \$0 | \$12,841 | \$0 | \$0 |
| Program Total | \$141,249 | \$0 | \$0 | \$0 | \$141,249 | \$0 | \$0 | \$0 | \$141,249 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |

| Program 7: | | | | | | | | | | | |
|---------------------------------|-------------|-----------|----------|-----|-----------|-----------|-----|-----|-------------|-----|-----|
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |
| Program 8: | | | | | | | | | | | |
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |
| Grand Total System Expenditures | \$1,777,142 | \$832,503 | \$94,362 | \$0 | \$141,249 | \$709,028 | \$0 | \$0 | \$1,777,142 | \$0 | \$0 |

| Programs | Source of Funds for Expenditure | | | | | | | | Total | | |
|---|---|-------------------------|-------------------------|------|------------------|-----------|-------|----------------|------------------|--------------------|-----|
| | a. | State | | | Federal | Local | | | g. | h. | i. |
| | | b. | | | c. | d. | e. | f. | | | |
| Total Funds Budgeted | CLSA Program (funds from FY 2022-2023) | CLSA Rollover 2021/2022 | CLSA Rollover 2020/2021 | LSTA | Local funds/fees | Interest | Other | Expended (B-F) | Encumbered (B-F) | Unexpended Balance | |
| Service A: Delivery | | | | | | | | | | | |
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$349,828 | \$187,500 | \$0 | \$0 | \$0 | \$162,328 | \$0 | \$0 | \$349,828 | \$0 | |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$349,828 | \$187,500 | \$0 | \$0 | \$0 | \$162,328 | \$0 | \$0 | \$349,828 | \$0 | \$0 |
| Notes: | | | | | | | | | | | |
| Service B: Local Costs (Office Supplies, Conferencing Services, Website) | | | | | | | | | | | |
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$5,050 | \$3,116 | \$1,934 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,050 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$5,050 | \$3,116 | \$1,934 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,050 | \$0 | \$0 |
| Notes: | All FY 21-22 funds were expended. FY22-23 funds expended. | | | | | | | | | | |

| Programs | Source of Funds for Expenditure | | | | | | | | Total | | |
|----------|---------------------------------|-------|-------------------------|-------------------------|---------|-------|----|----|-------|----|----|
| | a. | State | | | Federal | Local | | | g. | h. | i. |
| | | b. | CLSA Rollover 2021/2022 | CLSA Rollover 2020/2021 | c. | d. | e. | f. | | | |

Service C: OverDrive eBooks, eMagazines, Link+, Broadband and Others on Approved Claim Form

| | | | | | | | | | | | |
|---------------------|-----------|-----------|----------|-----|-----|-----------|-----|-----|-----------|-----|-----|
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$827,566 | \$475,386 | \$92,428 | \$0 | \$0 | \$259,752 | \$0 | \$0 | \$827,566 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$827,566 | \$475,386 | \$92,428 | \$0 | \$0 | \$259,752 | \$0 | \$0 | \$827,566 | \$0 | \$0 |

Notes: All FY 21-22 funds fully expended. All FY 22-23 funds fully expended.

Service D (as described in Plans of Service):

| | | | | | | | | | | | |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Notes:

| CLSA Programs Rollover | Expended Funds | Encumbered Funds | | | Unexpended Funds | |
|--|----------------|------------------|--|--|------------------|--|
| Program 1: C&D System Administration | | | | | | |
| CLSA Rollover Funds from Prior Year FY20/21 | \$0 | \$0 | | | \$0 | Notes: |
| Program 2: C&D (baseline) | | | | | | |
| CLSA Rollover Funds from Prior Year FY20/21 | \$0 | \$0 | | | \$0 | Notes: |
| Program 1: C&D System Administration | | | | | | |
| CLSA Rollover Funds from Prior Year FY21/22 | \$0 | \$0 | | | \$0 | Notes: |
| Program 2: C&D (baseline) | | | | | | |
| CLSA Rollover Funds from Prior Year FY21/22 | \$94,362 | \$0 | | | \$0 | Notes: All FY 2021-22 funds are expended |
| Program 1: C&D System Administration | | | | | | |
| CLSA Rollover Funds from Year FY22/23 | \$0 | \$0 | | | \$0 | Notes: |
| Program 2: C&D (baseline) | | | | | | |
| CLSA Rollover Funds from Year FY22/23 | \$0 | \$0 | | | \$0 | |

***Note: If an extension is needed beyond the funding expendidure deadline period, send your request via email to Monica Rivas , at monica.rivas@library.ca.gov. Request for extension beyond the deadline must be received at least 30 days prior to the deadline.

**California State Library
System Detailed Budget – FY 2023/24**

System Name: **NorthNet Library System**

| Programs | Income Sources | | | | | | | Total f. Total Budgeted |
|---|--|----------------------------|----------------------------|------------|---------------------------|----------------|-----|----------------------------------|
| | State | State | State | Federal | Local | | | |
| | a. CLSA Program <small>(funds from FY 2023-2024)</small> | CLSA Rollover 2022/2023 | CLSA Rollover 2021/2022 | b. LSTA | c. Local funds/fees | d. Interest | | |
| If there's no Rollover to report check here: | | | | | | | | |
| Program 1: System C&D Administration | | | | | | | | |
| Salaries & Benefits | \$162,971 | | | \$0 | \$25,604 | \$0 | \$0 | \$188,575 |
| PC& E | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | | | \$0 | \$95,759 | \$0 | \$0 | \$95,759 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$3,006 | | | \$0 | \$0 | \$0 | \$0 | \$3,006 |
| Program Total | \$165,977 | \$0 | \$0 | \$0 | \$121,363 | \$0 | \$0 | \$287,340 |
| Rollover Total | \$0 | | | | | | | |
| Program Total with Rollover | \$165,977 | | | | | | | |
| Program 2: System C&D (Baseline) | | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$663,910 | | | \$0 | \$174,376 | \$0 | \$0 | \$838,286 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$663,910 | \$0 | \$0 | \$0 | \$174,376 | \$0 | \$0 | \$838,286 |
| Rollover Total | \$0 | | | | | | | |
| Program Total with Rollover | \$663,910 | | | | | | | |

| Programs | Income Sources | | | | | | | |
|--|--------------------------------------|----------------------------|-------------------------------|------------|---------------------------|----------------|-------------|----------------------|
| | State | State | State | Federal | Local | | | Total |
| | a. CLSA Program (FY 2023-2024) | CLSA Rollover 2022/2023 | CLSA Rollover 2021/2022 | b. LSTA | c. Local funds/fees | d. Interest | e. Other | f. Total Budgeted |
| Program 3: LOCAL | | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | | | \$283,531 | \$0 | \$0 | \$0 | \$283,531 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$0 | | | \$283,531 | \$0 | \$0 | \$0 | \$283,531 |
| Program 4: Mountain Valley Library System | | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | | | \$0 | \$350 | \$0 | \$0 | \$350 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$0 | | | \$0 | \$350 | \$0 | \$0 | \$350 |
| Program 5: North Bay Cooperative Library System | | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | | | \$0 | \$64,128 | \$0 | \$0 | \$64,128 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$0 | | | \$0 | \$64,128 | \$0 | \$0 | \$64,128 |
| Program 6: North State Cooperative Library System | | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$0 | | | \$0 | \$71,835 | \$0 | \$0 | \$71,835 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$0 | | | \$0 | \$71,835 | \$0 | \$0 | \$71,835 |

| | | | | | | | | |
|---|-----------|--|--|-----------|-----------|-----|-----|-------------|
| Grand Total FY23/24 (roll over not included) | \$829,887 | | | \$283,531 | \$431,702 | \$0 | \$0 | \$1,545,120 |
| Encumbered Funds from Prior Year FY22/23 | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Encumbered Funds FY21/22 | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |

| Programs | Income Sources | | | | | | | |
|--|--|--|--|------------|---------------------------|----------------|-------------|-------------------------|
| | State | State | State | Federal | Local | | | Total |
| | a. CLSA Program Funding From Fy 2023 2024 | CLSA Rollover From FY 2022/2023 | CLSA Rollover From FY 2021/2022 | b. LSTA | c. Local funds/fees | d. Interest | e. Other | f. Total Budgeted |
| Service A (as described in Plans of Service): | Delivery | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$176,453 | | | \$0 | \$174,376 | \$0 | \$0 | \$350,829 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$176,453 | \$0 | \$0 | \$0 | \$174,376 | \$0 | \$0 | \$350,829 |
| Rollover Total | \$0 | | | | | | | |
| Program Total with Rollover | \$176,453 | | | | | | | |
| If you project to expend all your funding in Fy 2023 2024 please check here: | ✓ | | | | | | | |
| Projected funds that will spend in 2024-2025: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Projected funds that will spend in 2025-June 2026: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Programs | Income Sources | | | | | | | |
|--|--|---------------------------------|---------------------------------|---------|------------------|----------|-------|----------------|
| | State | State | State | Federal | Local | | | Total |
| | a. | | | b. | c. | d. | e. | f. |
| | CLSA Program Funding From FY 2023 2024 | CLSA Rollover From FY 2022/2023 | CLSA Rollover From FY 2021/2022 | LSTA | Local funds/fees | Interest | Other | Total Budgeted |
| Service B (as described in Plans of Service): | Local Costs (Office Supplies, Conferencing Services, Website) | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$4,000 | | | \$0 | \$0 | \$0 | \$0 | \$4,000 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$4,000 | \$0 | | \$0 | \$0 | \$0 | \$0 | \$4,000 |
| Rollover Total | \$0 | | | | | | | |
| Program Total with Rollover | \$4,000 | | | | | | | |
| | | | | | | | | |
| If you project to expend all your funding in FY 2023 2024 please check here: | ✓ | | | | | | | |
| Projected funds that will spend in 2024-2025: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Projected funds that will spend in 2025-June 2026: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Programs | Income Sources | | | | | | | |
|--|--|--|--|---------|---------------------|----------|-------|-------------------|
| | State | State | State | Federal | Local | | | Total |
| | a. | CLSA | CLSA | b. | c. | d. | e. | f. |
| | CLSA Program Funding From Fy 2023 2024 | CLSA Rollover From FY 2022/2023 | CLSA Rollover From FY 2021/2022 | LSTA | Local funds/fees | Interest | Other | Total Budgeted |
| Service C (as described in Plans of Service): | OverDrive eBooks, eMagazines, Link+, Broadband and Other Approved from Menu of Services | | | | | | | |
| Salaries & Benefits | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Expenses | \$483,457 | | | \$0 | \$0 | \$0 | \$0 | \$483,457 |
| Materials | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect | \$0 | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Program Total | \$483,457 | | | \$0 | \$0 | \$0 | \$0 | \$483,457 |
| Rollover Total | \$0 | | | | | | | |
| Program Total with Rollover | \$483,457 | | | | | | | |
| | | | | | | | | |
| If you project to expend all your funding in Fy 2023 2024 please check here: | ✓ | | | | | | | |
| Projected funds that will spend in 2024-2025: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Projected funds that will spend in 2025-June 2026: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated September 11, 2023

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State Library News

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.

FY22-23 California Public Libraries Survey

The portal for reporting FY22-23 data for the California Public Libraries Survey dataset opened on Tuesday, September 5th. **Data will be due no later than Monday, November 6, 2023.**

Resources necessary to complete reporting are available on the [State Library's Statistics page](#). Contact LibraryStatistics@library.ca.gov with any questions.

Open Opportunities

LSTA Inspiration Grants

The FY23-24 Inspiration Grants opportunity is now open. The opportunity closes **November 30, 2023 at 12:00 noon**, or once all available funds have been awarded. Inspiration Grants provide Library Services and Technology Act (LSTA) funding for California libraries that are inspired to implement projects outside of the State Library's other funding opportunities. Inspiration Grants provide funding for projects that may not fit within the bounds of the other grants offered by the State Library and/or for ideas that are generated outside of other funding opportunity application timeframes. For full information, including timeline, guidelines and a link to the online application, visit the [LSTA Inspiration Grants](#) website.

Lunch at the Library

The California State Library is pleased to announce updates to the 2024 application period for [Lunch at the Library](#), a \$5.4 million state-funded grant program available for all California public libraries to support summer meal service for children and youth. Libraries can take part by serving meals at the library or taking pop-up libraries to local community meal sites, or both!

This year applications to receive funding for *Lunch at your Library* will be open **September 13th and close November 29th, 2023.**

Funding for Summer 2024 will begin in February 2024, and end January 2025.

To view the most current information on this and other grant opportunities, please visit the [Grant Opportunities](#) page. To join the ongoing Lunch at the Library conversation, please subscribe to our listserv by emailing lunch@library.ca.gov with the subject "Listserv".

If you are considering the Lunch at the Library program for the first time, CSL staff are available to guide you through the process, including determining if you are eligible to serve as a USDA meal site. Please reach out with any questions to our team at lunch@library.ca.gov.

[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, the California Library Connect Grants Coordinator email 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.

[Career Online High School](#)

The [Career Online High School](#) (COHS) program **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Current Projects and Services

[Building Forward Library Facilities Improvement Program](#)

The out-of-state advisory panel has completed their reviews of the Building Forward Round 2 applications. We are planning to make funding announcements in late September. We received

funding requests totaling approximately \$500 million, and there is approximately \$175 million to award.

[California Library Literacy Services - Ongoing](#)

The [annual final report](#) for CLLS libraries for 2022/2023 opened in Counting Opinions on August 1 and is due September 28, 2023. Training continues for CLLS program staff and volunteers, including monthly networking calls and more, and an in-person new directors' and coordinators' training will be scheduled for early 2024. Please visit the CLLS training and meeting [calendar](#). LSTA and state funded.

[California Libraries Learn \(CALL\) - Ongoing](#)

The state's new library leadership program, [Catalyst](#), hosts information sessions on September 8 and 12, and will be opening the application process for this year's cohort in September. Applications are due September 27. Plan your professional development by visiting [www.callacademy.org](#) and the CALL [calendar](#) to explore the options. CALL has its own newsletter, *CALL Letters*, and users can [subscribe](#) directly. CALL will be launching a printable schedule in August for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

[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](#) and to find resources to promote the Affordable Connectivity Program at your library visit [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 Recording Now Available](#)

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.

An information session was held on July 18, 2023 for all California libraries and literacy staff to learn how the Connected California Digital Navigators service helps libraries and communities.

[View the recorded session on CALL Academy.](#)

The information session covers:

- What the Digital Navigators service does, including connecting 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

For more information, email: DigNavs@library.ca.gov

[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.

[Parks Pass Program – Ongoing](#)

Lisa Nowlain's last day at CSL was July 25. Cindy Zalog, who is a full-time Parks Pass manager, can be reached for all questions, ideas, and feedback at cindy.zalog@library.ca.gov.

Current Parks Pass Program priorities include:

- Final reports have been collected for Round 1 grantees and are being reviewed.
- Targeted grants are being finalized for additional programming, marketing, and backpacks.

A reminder that there is a [toolkit](#) to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible.

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. State of CA funded.

Ready or Not

The "[Ready—Or Not](#)" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to join them for information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Secure your spot by registering in advance at nedcc.org/CAready. State of CA funded.

- **Disaster Preparedness with Limited Resources:** September 14th, 9:30 am-10 am (PDT)
- **Disaster Planning for Remote and Rural Museums:** September 29th, 10 am-10:30 am (PDT)
- **Disaster Planning for Tribal Cultural Heritage Organizations:** October 12th, 12:30 pm-1 pm (PDT)
- **Getting Your Library Ready for Disaster:** October 23rd, 9:30 am-10 am (PDT)

If you have additional questions, reach out to the team at CAready@nedcc.org

Zip Books Program - Ongoing

2023-24 [Zip Books](#) grant award notification was sent out August 2023. State of CA funded. For questions, please contact zipbooks@library.ca.gov

Networking and Training

[CAreer Pathways Workforce & Upskilling Resources: Webinars Open to All Library Staff](#)

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 Resources: Using LearningExpress Library Complete and Job & Career Accelerator \(EBSCO\)](#)
Wednesday, September 13, 2023, 11:00 am – 12:00 pm
- [CAreer Pathways Resource: Northstar for Admins](#)
Wednesday, October 4, 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

Online Tutoring Training 2023

The statewide online tutoring project (HelpNow/BrainFuse) has trainings available for you or your staff. Next training is Thursday, November 2, from 11:00 am – 12:00 pm and will focus on the Writing Lab. [Register Here](#). All trainings are archived on [our tutoring page](#).

Next Directors Networking Call – September 20, 2023 – Register Now!

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. If you have any suggestions for topics for small group discussions, or future meetings, please note that [on the registration](#).

Wednesday, September 20, 2023

3:30 PM – 4:30 PM

Special Guests – HeatReadyCA - Lori Hanley, Strategist, Public Education, Office of Community Partnerships and Strategic Communications

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