NorthNet Library System
Connecting Northern California Libraries

NLS Executive Committee Meeting
December 12, 2023 - 12:00 p.m.

ZOOM MEETING
https://us02web.zoom.us/j/88401466988?pwd=bktzWWZBQTgrcm5XcFo5SVNaWC8vQT09

Meeting ID: 884 0146 6988
Passcode: 837109
Phone 1 669 444 9171

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 September 19, 2023   Brinkley   Attachment 1, pg. 3

4. **Old Business**

    A. Update from Strategic Priorities Ad Hoc Committee **(Action Item)**   Perry   Attachment 2, pg. 8

    B. Development of Budget Definitions and Associated Discussion **(Action Item)**   Baker   Attachment 3, pg. 10

    C. Nomination of New Committee Member **(Action Item)**   Halstead   Attachment 4, pg. 13

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

    - Guest Speaker Confirmed – Peter Coyl – Censorship in Libraries
    - Strategic Priorities Update
    - Budget Definitions and Associated Discussion
    - Library-to-Go Committee to report on the review of a standard for sharing of Advantage Accounts
    - Networking Lunch
    - Hybrid meeting?
    - Update from NLS Chair on Executive Committee Decisions?

6. **System Chair Report**

7. **Announcements**

   A. State Library Liaison Report   Brinkley   Attachment 5, pg. 14

8. **Next Executive Committee Meeting February 20, 2024 and Items (consideration of cancelling meeting)**

9. **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 Lane, Placerville, CA 95667

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

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

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

Roseville Public Library, 225 Taylor Street, 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

DRAFT MINUTES

NLS Executive Committee Meeting
September 19, 2023

1. **Welcome and Roll Call** – Chair, Anthony Halstead, Napa County, called the meeting to order at 11:34 a.m. Also present were NLS Executive Committee members: Jennifer Baker, Benicia Public Library, Christopher Cooper, Humboldt County; and Christopher Platt, Mono 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 Member. Suzanne Olawski, Solano County Library, joined after the Roll Call was taken (11:41 a.m.)

2. **Public Invited to Comment.** Bryce Lovell, Director, El Dorado County Library, and Chris Durr, staff liaison from the California State Library, were in attendance.

3. **Approval of Consent Calendar** – **Motion to approve the Consent Calendar**

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

4. **Old Business**
    A. **Update from the Strategic Priorities Ad Hoc Committee**
        Frost reviewed the memo submitted by the Ad Hoc Committee detailing updates on the status of actions taken on Priorities.

        1) **Disaster Preparedness** – No meeting dates have been set yet with Legacy System Chairs who will take the lead on this task. No meeting with the Legacy System Chairs has yet been scheduled
        2) **Shared E-Resources** – The Ad Hoc Committee recommended that the NLS Executive Committee take the lead on this Priority. Platt acknowledged that an update would be made later in this meeting.
        3) **Capacity Building** – The Ad Hoc Committee recommended that the Legacy Chairs be assigned this Priority. No meeting with the Legacy System Chairs has yet been scheduled.
        4) **Resource Sharing** – This is an on-going Priority and to be assigned to the Library-to-Go Committee.

        The Ad Hoc Committee also recommended that their Committee be disbanded at this time as all tasks had been assigned.

        Discussion ensued regarding whether outreach had yet been made to Legacy Chairs to set up meetings. Cooper offered to contact Ad Hoc Committee member, Perry, to inquire and to report back to Halstead. Halstead will send communication to Chairs if no contact to Chairs has yet been made. Communication from Halstead will detail the Strategic Priority tasks assigned to the Systems by the Ad Hoc Committee.

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All agreed to disband the Ad Hoc Committee at this time.

B. **Library-to-Go Update**

Platt reported on activity status for Library-to-Go with following statistics as of July 1, 2023 to September 19, 2023:

Checkouts = 325,851 (up from 287k same period last year)
Unique users = 40,017 (up from 32k same period last year)
Holds = 150,086

The $127,557 budget is expended to 37% for the first quarter.

RLA sharing as of 8/31/23: 8,590

Halstead asked about the other RLA Systems and any concerns with LTG being a net borrower. Platt responded that no concerns have been expressed by either of the other two systems.

Platt reported that another resource sharing survey will be issued to encourage more responses. The first survey conducted received only 11 responses, but from that initial response, 10 of the 11 reported that they do share.

5. **New Business**

A. **Appointment of new Executive Committee Member, Bryce Lovell, and Nomination of new Executive Committee member to replace Deborah Fader Samson**

Halstead recommended approval of the appointment of Bryce Lovell, El Dorado County, to replace Narinder Sufi.

Motion to approve the appointment of Bryce Lovell to the Executive Committee. Halstead moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Halstead asked for nominations to replace Samson. Discussion regarding representation from most rural libraries would be valuable to this Committee. Halstead will reach out to Lassen and Shasta to inquire about their interest in joining the Executive Committee.

B. **NLS Book Club-in-a Box Update**

Brinkley presented background and update on NLS Book Club-in-a-Box project managed by the Butte County Library. Butte County has agreed to continue administering this project. No funds were requested for FY 2023-24, but it has been two years since the collection was refreshed. Considerable growth in circulation was tracked since the refresh in FY 2021-22 when NLS approved CLSA funds to support this project.

Discussion ensued regarding continued support and how participating libraries might allocate individual CLSA funds from their annual Claim Form to this project.

Baker asked if donated book sets would be of interest to adding to this collection.

Frost offered suggestions as to how the Executive Committee could support this project including adding a line item as a modification of the current FY 2023-24 CLSA Claim Form or approving the use of NLS Reserve funds from the FY 2023-24 budget.

Discussion regarding continued support to this project and contact with participating libraries. Platt offered to work with Butte County Library to contact participating libraries regarding individual support to this project. Platt also noted that he was open to allocating $5,000 of NLS reserve funds to refresh the collection.

Yon reported that NLS currently has $1.2 million in reserve funds and noted that these are unrestricted funds.

Motion to allocate up to $5,000 from the NLS Reserve Funds to Butte County Library to refresh the collection of Book Club-in-a-Box sets for NLS libraries. Halstead moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Platt will follow-up with a Book Club status report at the May 2024 Executive Committee meeting.

C. **Discussion of Finances from NLS Administrative Council Meeting of June 28, 2023**
Frost reviewed the memo outlining NLS finance discussion points from the Annual Administrative Council meeting, noting that the comments indicate that there is a lack of understanding about the NLS budget, and that more education may be needed.

Regarding the comment from the memo about creating a Finance Committee, Frost noted that the NLS Executive Committee acts as a "Finance Committee" to approve all budget items and that NLS has not had a standing Finance Committee for several years.

Halstead suggested creating an Ad Hoc Committee for reviewing NLS finances and to develop a formal document for all NLS directors that would explain points in the memo and could be discussed at the Administrative Council meeting.

Discussion of impact and trade-offs of adjusting contract payment terms to accommodate NLS cash flow. NLS is dependent on release of CLSA funds from the CA State Library and can run 6-7 months into the fiscal year while contracts are renewed at the start of new fiscal years. Yon reported that 70% of the NLS Fund Balance is used in the "dry period" before CLSA funds are received. An adjustment to the timing of membership dues paid to NLS could reduce that variable, but some libraries do not pay by the due date. The Fund Balance also allows for any change to CLSA as a contingency should CLSA funds be reduced.

Discussion and agreement that a Fund Balance policy is not needed, just an understanding of the definition and use.

Cooper stated that it would be beneficial to know and understand the terminology and the uses of Fund Balance, Contingency Funds and Operating Reserves; how they are used, how they are created, etc.

Baker shared her understanding of these terms.

Olawski suggested creating an Ad Hoc Committee tasked to develop a Budget Definitions Tutorial for new and existing directors with examples of restricted, unrestricted, required balances, etc.

Halstead agreed and stated that if the Ad Hoc Committee determined that a new policy be developed, they could make that recommendation for review by the Executive Committee.

Baker and Lovell volunteered as the Ad Hoc Committee members and to work with Frost and Yon to develop a formal document on NLS Finance as directed by the Executive Committee.

D. **CSU Chico University Library Membership status with NSCLS/NLS**
Frost presented the memo regarding the membership status of CSU Chico University Library and reviewed their status of non-payment on dues to NLS and their notice to request withdrawal from NorthNet. Frost reported that communications were on-going with the University Library with instructions as to request of an official withdrawal, but to date no response has been received. If no response is received by the date of NSCLS Annual Meeting in Spring 2024, NSCSL will recommend the termination of their membership. With termination of NSCLS membership, they will also be terminated from NLS membership.

Discussion regarding what fees might be required including any CalPERS obligations to reinstate membership if this member or any other member lapsed in membership dues with no formal withdraw notification.

E. **Finance**

1) **Review and Approval of CLSA 2022-23 Annual Report**

    Frost presented the NLS CLSA FY 2022-23 Annual Report.

    Motion to accept the report as presented. Platt moved; Halstead seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

2) **Review and Approval of CLSA 2022-23 System Expenditure Report**

    Frost presented the NLS CLSA FY 2022-23 System Expenditure Report.

Motion to accept the report as presented. Halstead moved; Cooper seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

3) **Review and Approval of CLSA 2023-24 System Detailed Budget**

Frost presented the NLS CLSA 2023-24 System Detailed Budget. Frost noted that the Plan of Service with a general budget was approved at the Annual Administrative Council Meeting, June 28, 2023 and this budget is the same as approved with detail provided.

Motion to accept the System Detailed Budget as presented. Cooper moved; Halstead seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

6. **Agenda Building for Mid-Year Administrative Council Meeting, January 25, 2024**

Discussion of topics for professional development or training session. Frost noted that Peter Coyl (Sacramento Public Library) was speaking on Intellectual Freedom for ALA and the Georgia State Library and NLS might look inward for speaker possibilities.

Halstead noted that he was interested in topics including Artificial Intelligence (AI), Responding to Hate & Policy Enforcement, and Book Banning.

Platt suggested a "state of the state" topic and suggested looking to Every Library for a speaker.

Cooper suggested topics covering hiring, recruitment, attracting and retaining quality staff.

Discussion of a survey to elicit input from NLS members for additional topics. Halstead will create and distribute a survey to obtain feedback for review.

Lovell suggested including time for a Round Table session on the Agenda.

7. **System Chair Report**

No report.

8. **Announcements**

Durr had to leave before this item.

Halstead reported that Napa was considering for the first time starting a Lunch at the Library program and asked if anyone had experience. Lovell offered to send Halstead contacts from Sacramento Public Library who have experience working on this project.

9. **Meeting adjourned at 1:00 p.m.**

SISKIYOU COUNTY LIBRARY

719 Fourth Street
Yreka, California 96097

: (530) 842-7001

MICHAEL PERRY, COUNTY LIBRARIAN
mperry@co.siskiyou.ca.us

November 6, 2023

Re: Strategic Priorities progress

Nick Wilczek, Crystal Duran, and I met on Friday November 3rd to review the recommendations of the Ad-Hoc committee that the Chairs of the three legacy systems lead two of the NLS Strategic priorities: (1) Disaster Preparedness and Response and (2) Capacity Building for Staff.

One factor that came up in the conversation is that all three legacy systems only meet once a year to discuss and review their CalPERS obligation. Given this frequency and the purpose for which they meet, we determined that the legacy systems are not the best vehicle for the library systems to work on these priorities.

Given the role the legacy systems currently have with their members, we discussed a path forward for both priorities:

1) Disaster Preparedness and Response

    In the opinion of the three Chairs, this priority should remain at the NLS Admin body (i.e., requesting membership to be active contributors to the *Recovery Together* website, or hosting potential training opportunities for the NLS membership). This could remain on the EC agenda to ensure it remains visible and communicated back out to the NLS membership with any requests for support, or resources.

2) Capacity Building for Staff

    In the opinion of the three Chairs, this priority should be left to the individual library system level to implement, with a reporting mechanism back up to the NLS body. For example, NLS already provides staff training funds but does not collect or record information of how the different library system use it. Since most staff training needs can only be determined at the local level, the libraries can reference the subset of priorities to ensure they are leveraging the funds in line with NLS expectations.

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: 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:
   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: 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 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: **Ad Hoc Committee on Budget Definitions**
Subject: **Development of Budget Definitions and Associated Discussion**
Date: **December 12, 2023**

At the September 19, 2023 NLS Executive Committee meeting, the Committee reviewed the discussion at the June 28, 2023 NLS Administrative Council meeting about NLS finance definitions and practices. It was agreed that an Ad Hoc Committee comprised of Jennifer Baker (Benicia), Bryce Lovell (El Dorado) and Carol Frost (NLS Administrator) would develop a list of finance definitions which NLS uses, as well as consider any other considerations.

The Ad Hoc Committee identified key budget components and definitions for each component. The discussion also raised the following thoughts:

1. There is no current Fund Balance policy. Approximately 70% of it is used to cover costs until CLSA funds are received. Should NLS consider what percentage of the Fund Balance is that of the Operating Budget? If it is consistently larger than the Operating Budget, would there be an opportunity to use the Fund Balance to cover other expenses or allocate a portion of it?
2. To be more transparent regarding NLS finances and funding, NLS may consider holding an open Zoom call twice a year where the NLS Chair, along with the administrator, can answer questions and/or review the definitions.
3. NLS may consider establishing a 'buddy system' for new and interim directors with more experienced NLS directors to assist with budgeting questions.

Recommendation

It is recommended that the NLS Executive Committee review the draft definitions, and that these be presented to the NLS Administrative Council at the mid-year meeting in January 2024 for adoption.

NorthNet Library System (NLS) Finance Overview

NLS is funded through a combination of California Library Services Act (CLSA) funds, State Library grant indirect revenue, member dues and administrative fees.

NLS Budget – The NLS budget is comprised of funds from member dues, local contributions for additional services, administrative fees for additional services, and California Library Services Act (CLSA) funds. The NorthNet budget is separate from the three 'legacy systems' which include Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). It is reviewed by the Executive Committee and adopted by the Administrative Council at the June meeting.

NLS Fund Balance – These funds are used throughout the year that carry NLS for the first 6 months of each year until the State Library releases the California State Library Services Act funds. 70% of the NLS Fund Balance is used for the "dry period" from July to December of each fiscal year before CLSA funds are received. The Fund Balance also serves as a contingency should CLSA funds be reduced. The funds are unrestricted and can be used in any way the Administrative Council chooses. Any unexpended operating funds not expended at the end of a fiscal year will fall to the Fund Balance. Once CLSA funds are received, the Fund Balance is replenished of used funds during the dry period.

NLS Operating Reserves Fund – This fund is intended to create organizational stability during times of impermanent fiscal instability or by absorbing unexpected costs. The target minimum fund amount for the NLS Operating Reserves Fund is equal to three months of the operating costs. The NorthNet Operating Reserves Fund Policy states that it "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 Operating Reserve Funds originated from the Fund Balance in accordance with NLS Administrative Council adoption of the Operating Reserve Policy at the January 2018 meeting.

Administrative Fees for Services – NLS has adopted an Administrative Fee Schedule for group contracts, and for special contracts for local libraries. The Fee Schedule includes a 10% administrative fee for contracts less than $100,000, and a 5% administrative fee for contracts more than $100,000. The fees offset the staff time to perform the work, and the funds are part of the Operating Budget. Examples of contracts are Link+, couriers, OverDrive, and Chilton for some libraries.

Restricted funds – Those funds which have specific restrictions. The California Library Services Act (CLSA) funds are restricted by law to be used for specific activities related to resource sharing, which are approved by the California State Library and the California Library Services Board. Other examples of restricted funds may include the Operating Reserves Fund, or funds allocated to a specific line item in the budget.

Unrestricted funds – Those funds which are not allocated to a specific item in the budget, or which have no other restrictions on them. This may also include funds in the Fund Balance

Contingency Reserve Fund – At times, NLS may designate contingency funds should there be an anticipated or potential reduction in funds. An example of this is if the economic forecast shows a potential deficit in the State Budget which may result in a lower CLSA allocation to NLS, NLS may choose to set aside some CLSA funds for future purchases, to cover the potential reduction of funds in the forthcoming year.

Legacy System Budgets – Before NorthNet was formed, each of the three 'legacy' systems had their own staff and budgets. None of the systems have any current staff, but each of the three systems has current and future CalPERS obligations for the former employees. The three legacy systems include Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS) and North State Cooperative Library System (NSCLS). Each of the legacy systems are responsible for their CalPERS liabilities which are addressed in their individual legacy system budgets.

LSTA Funds – Occasionally, NLS may choose to apply for a Library Services and Technology Act (LSTA) grant from the California State Library. The grants funds will be to support a specific initiative, with member participation.

CLSA Funds – The California Library Services Act (CLSA) is defined in Title 5 of the California Code of Regulations, sections 20100 – 20265. The distribution and oversight of the funds is done by the California Library Services Board (CLSB). Only public libraries belonging to a cooperative may receive these restricted CLSA funds. Per the CLSB, CLSA funds are divided into System Administration (20%) and Baseline for Communications and Delivery (C&D) (80%). Each of the nine cooperatives throughout the State determines how they will allocate their funds within the confines of the California Code. The CLSB typically awards the amounts annually in October, and systems receive their funds typically in January. A system has three years to expend the funds.
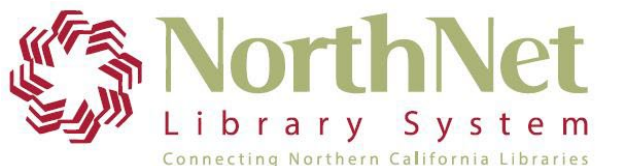
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To: **NLS Executive Committee**
From: **Anthony Halstead, Chair, NLS Executive Committee**
Subject: **Nomination of a New Executive Committee Member**
Date: **December 12, 2023**

A nomination is needed to fill one Executive Committee Member opening with term ending June 30, 2025. Michael Perry, Siskiyou County Library, has expressed his interest in serving on the Executive Committee.

Currently, 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 June 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)
Vacancy

Recommendation:

Nomination of Michael Perry to serve on the Executive Committee through June 30, 2025.

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated November 27, 2023

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. If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

Open Opportunities

Partner Opportunity: State Broadband Grants Manager for Libraries
The State of California has provided $35 million in one-time funding for public libraries to partner with other community anchor institutions in underserved areas to pursue the construction of fiber broadband connections to their facilities, thereby bringing affordable Internet access to their communities. The California State Library seeks a Grants Manager who will enter into an agreement with the State Library to act from January 1, 2024 to June 30, 2027, as its administrative and fiscal partner for these funds.

Applications due 12/13/2023.

Apply to be the State Broadband Grants Manager.

Download the State Broadband Grants Manager application documents, including necessary attachments.

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

California Library Literacy Services - Ongoing
The Writer to Writer Challenge for adult learners will be held on a statewide basis for the 40th anniversary of CLLS in 2023-2024, with **entries due no later than Feb. 15, 2024**. More information is available in the October CLLS networking call and additional webinars. We have also added networking calls for small/rural CLLS libraries and anticipate additional communities of practice to be announced later this year. 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.

The Year 4/5 application for currently participating ESL libraries is open and is **due December 15, 2024**. Please note that no new libraries will be added to the ESL funding cohort. LSTA and state funded.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL calendar to explore the options. Any library worker may subscribe to the Leadership for All monthly mailings. CALL has its own newsletter, *CALL Letters*, and users can subscribe directly. CALL also launched a printable schedule 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.

Connected California Digital Navigators – Quick Survey for California Libraries

Do you use the Connected California Digital Navigator service? We'd love to hear from you!
Don't use the service? We'd love to hear from you too! Please take this short, anonymous survey:
https://bit.ly/ConnectedCA_Survey

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. No application or reporting.

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

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.

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

Cindy Zalog, who is the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback.

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.

Public Library Staff Education Program

The California Public Library Staff Education Program, developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year. Thank you to those who applied, and applicants will be notified of selection status in December 2023. LSTA funded.

Ready or Not

The "Ready – Or Not" Cultural Heritage Disaster Preparedness Project team invites California-based cultural heritage organizations to view 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. State of CA funded.

Recordings can be viewed at "Ready — Or Not": Cultural Heritage Disaster Preparedness Project. If you have additional questions, reach out to the team at CAready@nedcc.org

Networking and Training

Community-Centered Libraries: Harnessing the Power of Data to Equitably Serve Your Community

A yearlong initiative brought to you by the State Library and the Pacific Library Partnership, Community-Centered Libraries offers training and tools to help libraries make data-driven decisions for community impact. Training is offered in multiple formats to meet the needs of all California Library Staff. Read more in the CALL blogpost Choose Your Own Data Adventure!

This initiative includes free PolicyMap accounts for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. View a recording of the initial training session and request an account today!

Building Equity-Based Summers Learning Series

Winter/Spring Building Equity Based Summers (BEBS) Learning Sessions are starting in January. Learning sessions empower libraries to create summer services that are built on a foundation of equity and designed with the community so that systemically marginalized groups engage in library services in new ways. Each session will be co-facilitated by library staff from across the state along with Equity Consultant, LaKesha Kimbrough and Learning Consultant, Linda W. Braun.

The next learning series will be offered Winter/Spring 2024, every other Wednesday, 2-4PM, January 17th - April 24th. Space is limited. If you are interested in taking part in these sessions please submit this interest form by Thursday, December 14th, 2023.

Who Should Attend?
We encourage libraries to send staff members with diverse levels of library experience, varied life experiences, and different positions of authority or non-authority. It is also beneficial to send staff members with different areas of expertise. Libraries that commit to sending pairs of staff members will receive preference during the selection process.

For additional information on the Building Equity Based Summers Project please visit: Building Equity-Based Summers - California State Library or email bebs@cla-net.org

CAreer Pathways Workforce & Upskilling Resources

The 2023 CAreer Pathways webinar series is now complete. Learn more about the online resources on the CAreer Pathways Staff Resource page, where you can find platform details, administration, marketing materials and more. Your staff can also 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 2024

HelpNow New Year Reminders for Your Students
Tuesday, January 9, 2024, 3:30–4:30 pm

As students head back to the classroom after the holidays, now is the perfect time to share the many ways HelpNow can help students achieve their academic goals. Learn what's new with HelpNow and discover strategies for sharing this statewide service with your community.

This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing.

Register in advance for the New Year Reminders webinar

Next Directors Networking Call

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. The next Public Library Directors Networking Call is scheduled for **Wednesday January 17, 2024, from 3:30 to 4:30 p.m**. Registration information will be available soon.