NLS Administrative Council Annual Meeting
Thursday, January 25, 2024
9:30 a.m.

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

Join Zoom Meeting
https://zoom.us/j/96780884228?pwd=Zlk1R05zLzZHTnU4UThhSSs4ek5qQT09
Meeting ID: 967 8088 4228
Passcode: Rhu=T1
Phone +1 669 444 9171

1.	**Welcome and Roll Call**	Halstead, Chair	
2.	**Public Invited to Address the Council**	Halstead	
3.	**Approval of Consent Items (Action Item)**	Halstead	
	A. Approval of Agenda		
	B. Approval of June 28, 2023 Annual Administrative Council Meeting Minutes		Attachment 1, pg. 4
4.	**Presentation**		
	A. Peter Coyl, Sacramento Public Library – Censorship & First Amendment Audits		
5.	**Old Business**		
	A. Approve Recommendations from System Chairs on Strategic Priorities **(Action Item)**	Perry	Attachment 2, pg. 11
	B. Library-to-Go Update and Standards for Sharing of Advantage Accounts	Platt	Attachment 3, pg. 13
6.	**New Business**		
	A. Approval of Executive Committee Members **(Action Item)**	Halstead	Attachment 4, pg. 17
	B. Review and Adopt NLS Financial Budget Definitions **(Action Item)**	Baker	Attachment 5, pg. 18
7.	**State Library Report**		
	A. California State Budget Update	Strege	
	B. California State Library Systems Update	Durr	Attachment 6, pg. 21

8. **Announcements**   All

9. **Adjournment**

Working lunch to be provided at conclusion of meeting for in-person attendees for networking opportunities that may include how staff development funds have been used by NLS member libraries.

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
Alpine County Library, 270 Laramie Street, Markleeville, CA 96120
California State University Chico Library, 400 West First Street, Chico, CA 95929
Colusa County Library, 738 Market Street, Colusa, CA 95932
Folsom Public Library, 411 Stafford Street, Folsom, CA 95630
Lake County Library, 1425 N. High Street, Lakeport, CA 95453
Marin County Free Library, 3501 Civic Center Drive, San Rafael, CA 94903
Mendocino County Library, 225 Main Street, Point Arena, CA 95468
Mill Valley Public Library, 375 Throckmorton Avenue, Mill Valley, CA 94941
Modoc County Library, 212 W. 3rd Street, Alturas, CA 96101
Nevada County Library, 980 Helling Way, Nevada City, CA 95959

Placer County Library, 145 Fulweiler Avenue, Suite 150, Auburn, CA 95603
Roseville Public Library, 225 Taylor Street, Roseville, CA 95661
Sacramento Co. Public Law Library, 609 9th Street, Sacramento, CA 95814
San Rafael Public Library, 1100 E Street, San Rafael, CA 94901
Sausalito Public Library, 420 Litho Street, Sausalito, CA 94965
Shasta Public Libraries, 1100 Parkview Avenue, Redding, CA 96001
Trinity County Library, 351 N. Main Street, Weaverville, CA 96093
Willows Public Library, 201 N. Lassen Street, Willows, CA 95988
Yuba County Library, 303 Second Street, Marysville, CA 95901
NLS Administrative Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403
691-400 Janet Way, Susanville, CA 96130
2409 Apache Drive, Bishop CA 93514
350 Calle Principal, Monterey, CA 93940

![NorthNet Library System — Connecting Northern California Libraries]

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

DRAFT MINUTES
NLS Administrative Council Annual Meeting
June 28, 2023
Meeting was a Hybrid format of in-person at the Fairfield Cordelia Library in Fairfield, California
and via Zoom
All votes were taken by roll call.

1. **Welcome and Roll Call**
   Meeting called to order by NLS Chair, Anthony Halstead, 9:03 a.m. Halstead welcomed
   attendees and asked for the roll call. Attending:

Name	Library	Notes
Rita Lovell	Alpine County Library	Attended in change of location – No Vote
Crystal Duran	Belvedere-Tiburon Public Library	Attended in-person
Jennifer Baker	Benicia Public Library	Attended in-person
Narinder Sufi	Butte County Library	Attended via Zoom
Phyllis Goodeill	Del Norte County Library District	Attended in-person
Bryce Lovell	El Dorado	Attended in-person
Thomas Gruneisen	Folsom Public Library	Attended via Zoom
Christopher Cooper	Humboldt County Library	Attended in-person
Heather Blevins	Lassen Library District	Attended via Zoom
Kathryn Hunt	Lincoln Public Library	Attended in-person
Raemona Little Taylor	Marin County Free Library	Attended via Zoom
Deborah Fader Samson	Mendocino County Library	Attended via Zoom
Anji Brenner	Mill Valley Public Library	Attended via Zoom
Christopher Platt	Mono County Library	Attended in change of location – No Vote
Anthony Halstead	Napa County Library	Attended in-person
Mary George	Placer County Library	Attended via Zoom
Lindsay Fuchs	Plumas County Library	Attended via Zoom
Natasha Martin	Roseville Public Library	Attended via Zoom
Peter Coyl	Sacramento Public Library	Attended via Zoom
Chris Kreiden	St. Helena Public Library	Attended in-person
Linda Kenton	San Anselmo Public Library	Attended in change of location – No vote
Jill Tokutomi	San Rafael Public Library	Attended in-person

Jared Tolman	Shasta Public Libraries	Attended in change of location – No Vote
Michael Perry	Siskiyou County Library	Attended in-person
Suzanne Olawski	Solano County Library	Attended in-person
Erika Thibault	Sonoma County Library	Attended in-person
James Ochsner	Sutter County Library	Attended in-person
Also Attending:		
Renee Forte	Library-to-Go Co-Chair	
Chris Durr	California State Library	
Carol Frost	NorthNet/Pacific Library Partnership	
Jacquie Brinkley	NorthNet/Pacific Library Partnership	
Andrew Yon	Pacific Library Partnership	

2. **Public Invited to Address the Council**
No public in attendance

3. **Approval of Consent Items**
Chair Halstead requested a change of order in the Agenda to move Item 5. D., Approval of the FY 2023-24 Library-to-Go Budget, to be presented after the Consent Calendar as a new Item 3. C.

Motion to approve the Consent Calendar with the change to the meeting agenda as requested. Perry moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

C. **Approve FY 2023-24 Library-to-Go Budget**
Platt presented the Library-to-Go (LTG) proposed budget and noted that this budget had been approved by the NLS Executive Committee at their May 2023 meeting. The requested budget includes $75,000 for eBooks and $44,000 for eMagazines. Platt stated that the Library-to-Go Committee has a designated budget item to build the Spanish language collection in the coming year. Platt reported that as of June 28, 2023, the year-to-date unique users are 57,860 and the year-to-date check outs are 1.289M. For the shared reciprocal lending with MARINet and the Peninsula Library System, NLS is a net borrower.
Platt noted that FY 2022-23 CLSA funds redirected to LTG from NLS members came in under target, so the FY 2023-24 budget includes a lower projection.

Baker asked about sharing of Advantage Account among NLS Library-to-Go members and also asked about statistics on the Spanish collection including activity of current users.

It was confirmed that statistics on Spanish collections will be gathered.

Perry reported that NLS LTG members individually determine if and how they will share their Advantage Account, and he noted that OverDrive offers various categories that can be used to set up sharing for consortia members. Perry stated that currently, LTG members share at various levels with several systems sharing everything.

Discussion ensued regarding the sharing of Advantage Accounts and the Reciprocal Lending Agreement.

Baker asked if there was any consideration of a standard for sharing among LTG members.

Platt responded that this issue would be taken up with the LTG Committee.

Motion to approve the FY 2023-24 Library-to-Go budget as presented. Baker moved; Kreiden seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

4. **Old Business**

A. **Approve Recommendations from Strategic Priorities Ad Hoc Committee**
    Perry presented the recommendations from the Strategic Priorities Ad Hoc Committee which includes Mary George, Lana Adlawan, Dianna Lopez, and Perry. Perry reviewed the progress of the Committee's actions since the NLS Mid-Year meeting.

    Perry explained that upon research into GARE membership, the original Priority #4, it was determined that NLS does not meet the organization's membership criteria. Perry stated that the Ad Hoc Committee is recommending that the intent of including a Strategic Priority on Equity, Diversity and Inclusion be embedded in the priority item of Capacity Building for Staff Development.

    Cooper stated that the original Strategic Priorities Committee had included GARE membership to ensure there would be a focus on EDI.

    Perry reported that the Ad Hoc Committee is recommending that the Chairs of each Legacy System (MVLS, NBCSL and NSCLS) and the NLS Executive Committee take on leadership in the implementation of the Strategic Priorities as outlined in the memo. The Ad Hoc Committee will reach out to each Chair to convene a meeting to determine who will take which Priority and draft action plans. Updates will be reported to the Ad Hoc Committee and to the Executive Committee on a regular basis.

Perry asked the Administrative Council for their direction in establishing timelines for when and what tasks are to be completed. Perry opened the floor to the other Ad Hoc Committee members for their comments.

George encouraged all NLS Directors to participate and that the first step will be meeting with the System Chairs to move this project forward. George also asked for any project tracking templates that NLS members use to share those with the Ad Hoc Committee for use in this project.

Baker asked if the Strategic Priorities will be reflected in the NLS Budget.

Perry responded that the Ad Hoc Committee was not yet discussing a budget for implementation, but possibly once the work begins there may be discussion of funds to support training resources, etc. and funds could be allocated at a System level.

George stated that at this point, the Directors are supporting this project as volunteers and have dedicated staff capacity on behalf of NLS and the individual libraries.

A recommendation was made that if a library or a Legacy System suggested projects in the future that required resources, they would make their request to the Ad Hoc and the Executive Committees.

Motion to approve Recommendations from Strategic Priorities Ad Hoc Committee. Duran moved; Halstead seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

B. **Update on Assistant Director Listserv**
Halstead presented an update on the status of activity on the Assistant Director Listserv and reported that while staff did post communications and reach out to members, no activity other than staff postings occurred from the 14 listserv members in the 11 months that the listserv existed. Halstead noted that NLS pays $90 per year to support the listserv. With no activity, the Executive Committee recommends NLS discontinue the maintenance of this listserv.

**Motion to discontinue maintenance of the Assistant Director Listserv.
Cooper moved; Perry seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

C. **Review and Approval of Revised Format of CLSA Claim Form and Menu of Services**
Frost presented the revised NLS CLSA Claim Form and updated CLSA Menu of Services item and reviewed the usage the FY 2022-23 allocation of CLSA funds based on Claim

NorthNet
Library System
Connecting Northern California Libraries

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

www.northnetlibs.org

Forms submitted. Frost thanked Perry and Fuchs for their work on streamlining the Claim Form format. Frost noted that Filmocracy streaming services is eligible for CLSA and would be included on the FY 2023-24 Claim Form. Also of note, that enki and SimplyE will be provided by Califa free of charge in FY 2023-24 due to the sunsetting of these services by the New York Public Library effective June 30, 2024.

Motion to approve the Revised CLSA Claim Form and Menu of Services. Olwaski moved; Thibault seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Baker requested that the previous year's Claim Form be emailed when the current year Claim Form is issued.

5. **New Business**

    A. **Nomination of Executive Committee Members**
        Halstead presented the slate of nominees and thanked all Executive Committee members for agreeing to continue their service for another 2-year term.

        Motion to approve the slate of candidates for the FY 2023-24 NLS Executive Committee. Duran moved; Fuchs seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

    B. **Approve the FY 2023-24 CLSA Plan of Service and Budget**
        Frost presented the Plan of Service and reviewed budget documents explaining that estimates for shared resources are derived from the CLSA claim forms submitted each year. Frost noted that the level of detail is required for the California Library Services Board's review to know and understand how NLS intends to expend their CLSA funds.

        Perry pointed out that the budget included the original eMagzine cost of $55,000 and should be corrected to $44,000. Frost thanked Perry for noting this and stated that this error would be corrected before the Plan of Service was submitted to the State Library.

        George asked about the benefits allocated in the Personnel costs of System Administration. Frost explained that the benefits noted are to show the overall time allocated and what the costs of administrative staff includes and that NLS has no employees on which they pay benefits.

        Motion to approve the FY 2023-24 CLSA Plan of Service and Budget. Perry moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

C.   Approval of NLS/PLP FY 2023-24 Fiscal and Administrative Services Contract

Frost presented the FY 2023-24 NLS/PLP Fiscal and Administrative Services contract renewal noting that the NorthNet Library System (NLS) contracts with PLP for fiscal and administrative work and that PLP was awarded the bid to administer NLS in February 2022, for a period of three years, from FY 2022-23 through FY 2024-25, with up to two two-year renewals.

Frost reviewed the activities completed in FY 2022-23 to support NLS.

Perry asked for clarification on the Consumer Price Index figure of 4.9%.

Motion to approve the NLS/PLP FY 2023-24 Fiscal and Administrative Services Contract. Olawski moved; Cooper seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

D.   Approve the FY 2023-24 NLS Budget, and Membership Dues and Fees

Yon presented the NLS FY 2023-24 budget and membership dues and fees chart and asked for questions.

Duran asked if NLS funds were held in a bank or savings account.

Yon confirmed that 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 LAIF account.

Perry asked about the NLS Fund Balance, inquiring about the source of these funds and how it differs from the NLS Reserves.

Yon explained that the Fund Balance consists of funds that are carried forward and are unrestricted or can pay towards the NLS operating budget. Yon continued to say that the Fund Balance is used throughout the year and carries NLS for the first six months of each year until the State Library releases the CLSA funds to NLS.

Baker asked if the NLS Fund Balance is separate from the Legacy Systems' fund balance. Yon and Frost confirmed that the NLS Fund Balance is separate from the fund balance remaining of the Mountain Valley Library System. North Bay and North State systems have no remaining fund balance.

Duran asked if there was a formal policy regarding the NLS Fund Balance.

Frost confirmed that no formal policy had been established for NLS. As the fiscal administrator, Pacific Library Partnership is sensitive to the fluctuations in CLSA funding and manages the Fund Balance carefully. Frost also noted that PLP drafts alternate NLS budgets in case of fluctuation or downturns in the CLSA funding.

Halstead suggested adding an Investment Policy to the Executive Committee Agenda.

Thibault suggested a historic report of NLS Fund Balance usage and investments.

Perry suggested that NLS review contract renewal terms to adjust payment on schedule of when funds are available.

Duran asked if funds are invested in interest earning accounts. Duran also asked if there was a standing Finance Committee to clearly define a policy.

Yon confirmed that NLS funds are invested in a state LAIF fund and receives some interest revenue, currently at 4%. He noted that the State Treasury was a very secure institution and that commercial banks have limitations that are not conducive to NLS needs.

Motion to approve the FY 2023-24 NLS Budget, and Membership Dues and Fees. Olawski moved; Goodeill seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

6. **State Library Report**

Library Programs Consultant and NLS liaison, Chris Durr, presented the State Library report with updates on grant opportunities and staffing changes.

Halstead asked to include the following items on the Mid-Year Administrative Council meeting agenda:

- Fund Balance Policy – identify an Ad Hoc Committee at the next Executive Committee Meeting and have this Committee draft a policy that would be reported out at the Mid-Year Administrative Council meeting.

- Library-to-Go Committee to report back on the review of a standard for sharing of Advantage Accounts.

Brinkley will update the NLS Buddy Lists.

Meeting Adjourned at 10:45 a.m.

NorthNet
Library System
Connecting Northern California Libraries

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

www.northnetlibs.org

To: **NLS Administrative Council**
From: **Strategic Priorities Ad-Hoc Committee**
Subject: **Strategic Priorities Ad Hoc Committee Updates**
Date: **January 25, 2024**

Strategic Priorities Ad-Hoc Committee Members
Mary George (Placer), Diana Lopez (Yolo), Michael Perry (Siskiyou), Lana Adlawan (Marin)

Background
The NLS Administrative Council approved the Strategic Priorities and Values. Based on the recommendations of the Ad Hoc Committee, the Administrative Council approved the following modifications to the Strategic Priorities and Values at the June 2023 Council meeting.

Since then, the Ad Hoc Committee Members (Mary George (Placer), Diana Lopez (Yolo), Michael Perry (Siskiyou), Lana Adlawan (Marin)), have made recommendations to the NLS Executive Committee, and it was agreed that the Ad Hoc Committee would disband.

Below are the Adopted Revised Tier 1 Priorities and the recommended actions from the Ad Hoc Committee, which have been approved by the NLS Executive Committee and are being presented to the NLS Administrative Council for consideration of adoption.

1. **Disaster Preparedness and Response**
    Committee Responsible: Chairs of the legacy systems: MVLS, NBLCS, and NSCLS.
    Activity: Legacy system Chairs would form working groups to identify measurable goals and timelines for their assignment.
    Reporting: Report back to the NLS Strategic Priorities Ad Hoc Committee or the Executive Committee.

    RECOMMENDED CHANGE:

    Committee Responsible: It is recommended that the Executive Committee be the committee responsible, rather than the Chairs of the legacy systems. This could remain on the Executive Committee agenda to ensure it remains visible and communicated back out to the NLS membership with any requests for support or resources.

    Activities: May include requesting membership to be active contributors to the *Recovery Together* website or hosting potential training opportunities for the NLS membership.

2. **Future of Shared eResources**
   Committee Responsible: Executive Committee
   Activity: Lead discussions and track pertinent information
   Reporting: Report to NLS Administrative Council

   RECOMMENDED CHANGE:
   No change

3. **Capacity Building for Staff - Our Most Valued Resource**
   Committee Responsible: Chairs of the legacy systems: MVLS, NBLCS, and NSCLS
   Activity: Legacy System Chairs would form working groups to identify measurable goals and timelines for their assignment. Identify EDI resources and membership and/or participation in EDI organizations.
   Reporting: Report back to the NLS Strategic Priorities Ad Hoc Committee or the Executive Committee.

   RECOMMENDED CHANGE:

   Committee Responsible: The individual libraries should be responsible, rather than the Executive Committee.

   Activities: NLS already provides staff training funds but does not collect or record information on how the different library systems 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. Members could share their staff training activities at the June meeting.

4. **Shared Collection Management and Resource Sharing**
   Committee Responsible: Library-to-Go Committee (and the collection development librarians working in that committee)
   Activity: Develop goals and timelines. Establish a list of all the resources NLS currently shares and define a "minimum" sharing guideline for library systems.
   Reporting: NLS Executive Committee and Administrative Council

   RECOMMENDED CHANGE:
   No change

Library to Go
OverDrive

NLS Executive Committee | January 2024
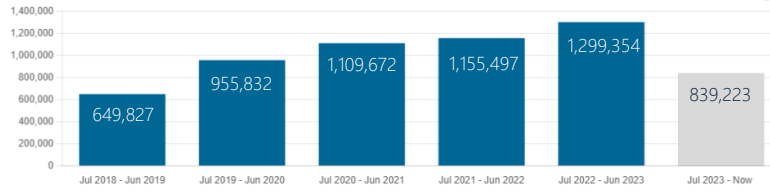Committee Co-Chairs: Christopher Platt, Mono County; Renee Forte, Napa County

PARTCIPATING LIBRARIES

Alpine County
Benicia Public Library
Butte County Library
Colusa County Library
Del Norte County Library District
El Dorado County Library
Folsom Public Library
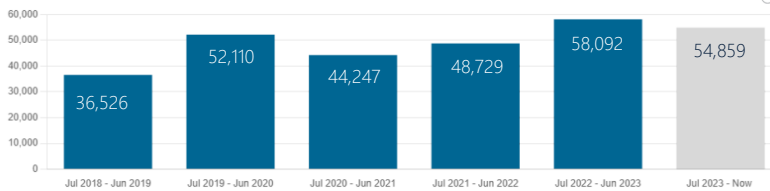Humboldt County Library
Lassen Library District

Lincoln Public Library
Modoc County Library
Mono County Library
Napa County Library
Nevada County Library
Orland Free Library
Placer County Library
Plumas County Library
Roseville Public Library

St. Helena Public Library
Shasta Public Libraries
Siskiyou County Library
Sutter County Library
Tehama County Library
Trinity County Library
Willows Public Library
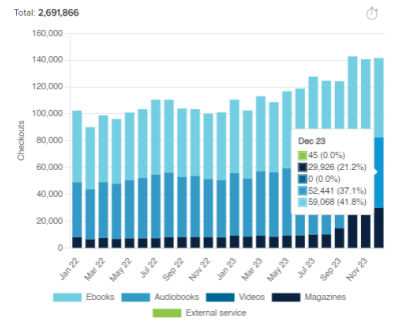Woodland Public Library
Yuba County Library

Checkouts: Year over year

Period	Checkouts
Jul 2018 - Jun 2019	649,827
Jul 2019 - Jun 2020	955,832
Jul 2020 - Jun 2021	1,109,672
Jul 2021 - Jun 2022	1,155,497
Jul 2022 - Jun 2023	1,299,354
Jul 2023 - Now	839,223

Unique users: Year over year

Period	Unique users
Jul 2018 - Jun 2019	36,526
Jul 2019 - Jun 2020	52,110
Jul 2020 - Jun 2021	44,247
Jul 2021 - Jun 2022	48,729
Jul 2022 - Jun 2023	58,092
Jul 2023 - Now	54,859

Checkouts by format

Total: 2,691,866

Dec 23
45 (0.0%)
29,926 (21.2%)
0 (0.0%)
52,441 (37.1%)
59,068 (41.8%)

Ebooks   Audiobooks   Videos   Magazines
External service

LIBRARY TO GO BUDGET FY 2023-24	
Revenues	**Budget**
Previous Fiscal Year	
Local Funds - Materials Carryover (FY 22/23)	$ 7,557
Current Fiscal Year	
Local Funds	
Platform	$ 12,000
Materials	$ 63,000
MARC	$ -
CLSA C&D Funds (FY 22/23)	$ 45,000
Exec Committee Contribution	$ -
Total	$ 127,557
Expenditures	**Budget**
Platform Fee	$ 12,000
Material Orders (eBook, Audiobook)	
New Purchases	
English	$ 39,847
Spanish Language	$ 6,870
Other Languages	$ 1,992
Re-purchase MA titles	$ 9,962
Sub-Total	$ 58,671
Holds Manager	
High Holds	$ 42,206
Lucky Day Purchases	$ 4,122
	$ 46,328
Simultaneous Use	
Audiobooks	$ 3,000
Sub-Total	$ 3,000
MARC Records	$ -
Reserve	
Reserve for Materials FY 23/24	$ 7,558
Total	127,557

This is our Library To Go budget for 2023/24.
Our annual minimum spend requirement to maintain the Reciprocal Lending Agreement + our annual platform fee = $57,000.

This $45k is a conservative estimate based on previous mid-year CLSA allocations by individual systems. Additionally with a much smaller carryover amount than last year, and lacking last year's midyear special allocation of additional funds approved by NLS, the total budget of $127k reflects a $50k decrease over the previous year's.

This year's budget allocations are based on previous year's percentage allocations per category. These are fiscally cautious and reflect the need to balance acquiring new titles with managing holds of existing content.

COLLECTION

71,702 Ebooks
11,646 Audiobooks
5,380 Magazines

94,360 Current Holds
47 Days Average Wait

last 30 days:
102,829 checkouts
30,378 unique users

RECIPRICOL LENDING AGREEMENT

MARINet & Peninsula Library System

Loaned
2,005 items
92 average monthly users

Borrowed
28,847 items
1,241 average monthly users*

Sharing Survey

Do you currently share your Advantage collection?

- We share **all** of our Advantage it... 8
- We share **some** of our Advanta... 2
- We do **not share** our Advantag... 1
- We do not have an Advantage c... 1
- Other 0

Do you believe your patrons benefit as much from others' shared titles in LTG as much as others' patrons benefit from yours?

- Yes 9
- No 1
- Maybe 1
- Other 1

"We share all items to a) reciprocate and b) if we aren't using the titles, we prefer someone else does."

"This model works very well for our community, and hopefully for the larger consortia community as well"

"I believe we benefit more from other's shared titles, due to our limited advantage budget."

"We decided to share everything. My understanding is once our advantage title is returned, even though shared, it will go to our patron on the holds list first - if there are holds. Also we share our physical items if they are sitting on a shelf why not the digital items also."

"I understand MA makes libraries hesitant about sharing."

"Availability of items to our patrons is a main concern. Features such as Lucky Day, RLA, and being unable to unshare a title are other known sharing issues."

Thank You

cplatt@monocoe.org
renee.forte@countyofnapa.org

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

www.northnetlibs.org

To: **NLS Administrative Council**
From: **Anthony Halstead, Chair, NLS Executive Committee**
Subject: **Approval of New Executive Committee Members**
Date: **January 25, 2024**

Since the NLS Administrative Council's Annual Meeting in June 2023, the NLS Executive Committee had two members resign. NLS directors Bryce Lovell of El Dorado County Library and Thomas Gruneisen of Folsom Public Library indicated their interest in serving on the NLS Executive Committee. These directors were nominated to fill the vacancies and voted in unanimously at the September and December Executive Committee Meetings.

The revised FY 2023-24 NLS Executive Committee is:

Anthony Halstead, Napa County Library (NBCLS), **Chair** (through June 30, 2024)

Christopher Cooper, Humboldt County Library (NSCLS), **Chair-Elect/Vice Chai**r (through June 30, 2024)

Suzanne Olawski, Solano County (NBCLS), **Past Chair** (through June 30, 2024)

Executive Committee Members:

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)

Thomas Gruneisen, Folsom Public Library (MVLS) (through June 30, 2025)

Natasha Martin, Roseville Public Library (MVLS) (through June 30, 2025)

Christopher Platt, Mono County Library (MVLS) (through June 30, 2025)

Recommendation:
The NLS Executive Committee recommends the approval of Bryce Lovell, El Dorado County Library and Thomas Gruneisen, Folsom Public Library as members of this committee.

![NorthNet Library System - Connecting Northern California Libraries]

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

www.northnetlibs.org

To: **NLS Administrative Council**
From: **Ad Hoc Committee on Budget Definitions**
Subject: **Review and Adopt NLS Financial Budget Definitions and Associated Discussion**
 Date: **January 25, 2024**

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 once or 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

The NLS Executive Committee has reviewed and approved the financial budget definitions and recommend that the NLS Administrative Council adopt the budget definitions.

NorthNet Library System (NLS) Financial Budget Definitions

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 are restricted funds and are 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 – The Operating Reserves Fund is a separate fund and not part of the Fund Balance. The 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.

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated January 11, 2024

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.

LDS Newsletter
Please sign up today for our forthcoming new newsletter! Please share this with your teams as well.

Upcoming Opportunities:

Cultural Heritage Disaster Preparedness Project Grant Opportunity Coming Soon
The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over $1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this opportunity launches in January 2024.

Grant Highlights:

- **Goals**: To provide funds and resources to institutions with historically and culturally significant collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope**: A California-wide initiative to strengthen emergency readiness for institutions with collections, including archives, museums, libraries, historical societies and sites, nonprofits, higher education institutions, local governments, and Native American Tribal governments.
- **Awards**: Maximum award amount of $15,000, with options for emergency preparedness support, including disaster planning development, recovery kits, training, supplies and equipment, and more.

➤ Subscribe for Future Updates:
Don't miss out on this funding opportunity! Join our mailing list to stay informed.

How to Apply:

Applications will open mid-**January 2024** on a rolling basis. Application guidelines will be available soon on our website. Applicants are strongly encouraged (but not required) to receive a free Ready or Not consultation before applying. *For more information, please contact Grace Bautista at grace@myriadconsultants.org.*

As natural disasters continue to threaten California's cultural heritage, we hope you'll join us in safeguarding your collections and communities through this extraordinary opportunity.

Open Opportunities

Community Impact Grants, Play for All, Sustainable California Libraries, Teens Succeed and eBooks for All

Please check this webpage for all the information you need about all the opportunities, including funding amounts and application guidelines. To prepare your application, please familiarize yourself with the California State Library LSTA Five-Year Investment Plan. The California State Library LSTA Team will host an information session **on Wednesday January 17, 2024 from 10:00 a.m. to 11:00 a.m.** Please register for the Zoom meeting to learn more about these opportunities.

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 combined CLLS 2023-2024 Mid-Year Report and 2024-2025 Pre-Application opened in Counting Opinions on January 3, 2024, and is due no later than 5 p.m. on **Wednesday, January 31, 2024**. For more information, contact clls@library.ca.gov. Please note that the final 10% of 2023-2024 adult literacy funding will be released to libraries when the mid-year report is approved. The pre-application is required and helps the State Library calculate 2024-2025 award projections. In addition, if your library has not yet completed updates on the 2022-2023 final report, please complete these as quickly as possible to enable the State Library to approve the reports and calculate 2024-2025 award projections.

The Writer to Writer Challenge for adult learners will be held on a statewide basis, in conjunction with the 40th anniversary of CLLS in 2023-2024, with **entries due no later than Feb. 15, 2024**. We have also added networking calls for **small/rural CLLS libraries** and anticipate additional communities of practice to be announced later this fiscal year. Training continues for CLLS program staff and volunteers, including monthly networking calls and more. Please visit the CLLS training and meeting calendar.

There is an **in-person team orientation for new CLLS coordinators**, new directors at CLLS libraries, and coordinators/directors working with someone new to CLLS. We intend the orientation to involve both the coordinator and the director. The date is February 7, 2024, at the San Diego Central Library. The Literacy Initiatives grant will reimburse travel costs. For more information, contact clls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL calendar to explore the options. Look at the CALL blog for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the Leadership for All monthly mailings. CALL has its own newsletter, *CALL Letters*, and users may 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 - Ongoing

The free, virtual, bilingual (English & Spanish) Connected California Digital Navigators service helps Californians:
- access free and low-cost internet and devices
- grow digital skills
- discover library and community resources

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.

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

A toolkit is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com.

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 are notified of selection status in January 2024. LSTA funded.

PebbleGo Science: Early Literacy in STEM - Ongoing

The PebbleGo Science resource provides age-appropriate content (for ages preschool through second grade) and interactive activities in STEM subjects (science, math, technology and engineering), and is available in both English and Spanish. The resource also includes a collection of 25 interactive eBooks in both languages as well.

Fill out the [form](#) on the [PebbleGo California site](#) to be sent information on how to connect to your Integrated Library System. The setup form is created for the school library environment, but if you fill it out, it will open a ticket with Capstone and a technician will get in touch with your library to walk you through the authentication process.

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. 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 State of CA funded.

Networking and Training

TeachingBooks: Prepare for Summer Reading with TeachingBooks

The California State Library invites you to join us on Thursday, January 18, 2:00pm-2:40pm for this informative webinar: **Prepare for Summer Reading with TeachingBooks**

Find new inspiration and discover how your state-funded access to TeachingBooks resources can be easily integrated into your summer reading program. Locate lists of themed summer reading titles, whether you're using CSLP or iRead. Designing your own program? Use TeachingBooks to create unique lists and discover how to find, share, and incorporate Meet-the-Author recordings, book trailers, and activity kits to enrich the summer reading experience.

[Register in advance for the webinar](#)

This webinar is for all public library staff. Funding is provided by the State of California for education at the direction of the California State Library.

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! LSTA funded.

Building Equity-Based Summers Learning Series

For 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: 2024 Webinars & Resources

The 2024 CAreer Pathways webinar series is now posted. Learn more about the online resources on the CAreer Pathways Staff Resource page, where you can find platform details, administration, marketing materials and more. Library staff can also view the archived webinars on the CALL Academy CAreer Pathways channel.

Register for upcoming CAreer Pathways webinars by following the links below:

- **Troubleshooting and FAQs for CAreer Pathways Resources**
  Wednesday, February 21, 2024, 11:00 am – 12:00 pm
- **Northstar: Implementation and Outreach**
  Wednesday, March 13, 2024, 11:00 am – 12:00 pm
- **Northstar: How Patrons Can Use It**
  Wednesday, April 3, 2024, 11:00 am – 12:00 pm

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 for Spanish Speakers
Wednesday, March 13, 2024, 3:30–4:30 pm

HelpNow provides 24/7 assistance in Spanish for Language Arts and Mathematics. Other core subjects are available in Spanish 10am to 10pm every day. Join us to learn more about options available to Spanish speakers and how to promote this statewide service to ensure it is accessible for everyone.

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 Spanish Speakers 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.