

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

NorthNet Library System

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System Name

Pacific Library Partnership

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System Fiscal Agent Jurisdiction

Report submitted by: Anthony Halstead

Anthony Halstead (Sep 7, 2023 10:11 PDT)

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Signature of System Chair (Anthony Halstead)

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

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

*Carol Frost*

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Signature of agent of fiscal authority responsible  
for accuracy of fiscal accounting and reporting

Sep 8, 2023

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Date

## CLSA Funding for Communications and Delivery

### Section 1

#### Program Workload

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

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

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

## **Section 2**

### Plan of Service Objective Evaluation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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










# NLS System Annual Report FY22-23

Final Audit Report

2023-09-08

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