



Guidebook to the NorthNet Library System



FY 2023/2024



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

www.northnetlibs.org

TABLE OF CONTENTS

| | |
|---|----|
| NLS Map..... | 3 |
| MVLS Map..... | 4 |
| NBCLS Map..... | 5 |
| NSCLS Map | 6 |
| About NLS..... | 7 |
| CLSA Brief History..... | 10 |
| CLSA Memo – Explanation of NLS CLSA Funds (12/8/2020) | 12 |
| NLS Strategic Priorities (1/25/2024)..... | 18 |
| NLS Administrative Contract Services with Pacific Library Partnership | 19 |
| NLS Financial Budget Definitions (1/25/2024) | 21 |
| NLS Joint Powers Agreement..... | 23 |
| NLS Bylaws | 31 |
| FY 2022/2023 Annual Report..... | 37 |
| FY 2023/2024 Plan of Service | 48 |
| FY 2023/2024 Administrative Calendar..... | 68 |
| FY 2023/2024 CLSA Allocation Chart..... | 69 |
| FY 2023/2024 CLSA Claim Form..... | 70 |
| FY 2023/2024 NLS Staff Development Claim Form..... | 72 |
| NLS Travel Claim Form 2024 (1/1/2024)..... | 73 |
| FY 2023/2024 NLS Executive Committee | 74 |
| NLS Member Roster (2/19/2024) | 75 |
| NLS Staff and Contact Information | 79 |



The NorthNet Library System

- 28 California Counties
- 42 Member Libraries
- Representing three Northern California Library Systems:
 - MVLS
 - NBCLS
 - NSCLS



**North State
Cooperative
Library System
(NSCLS)**

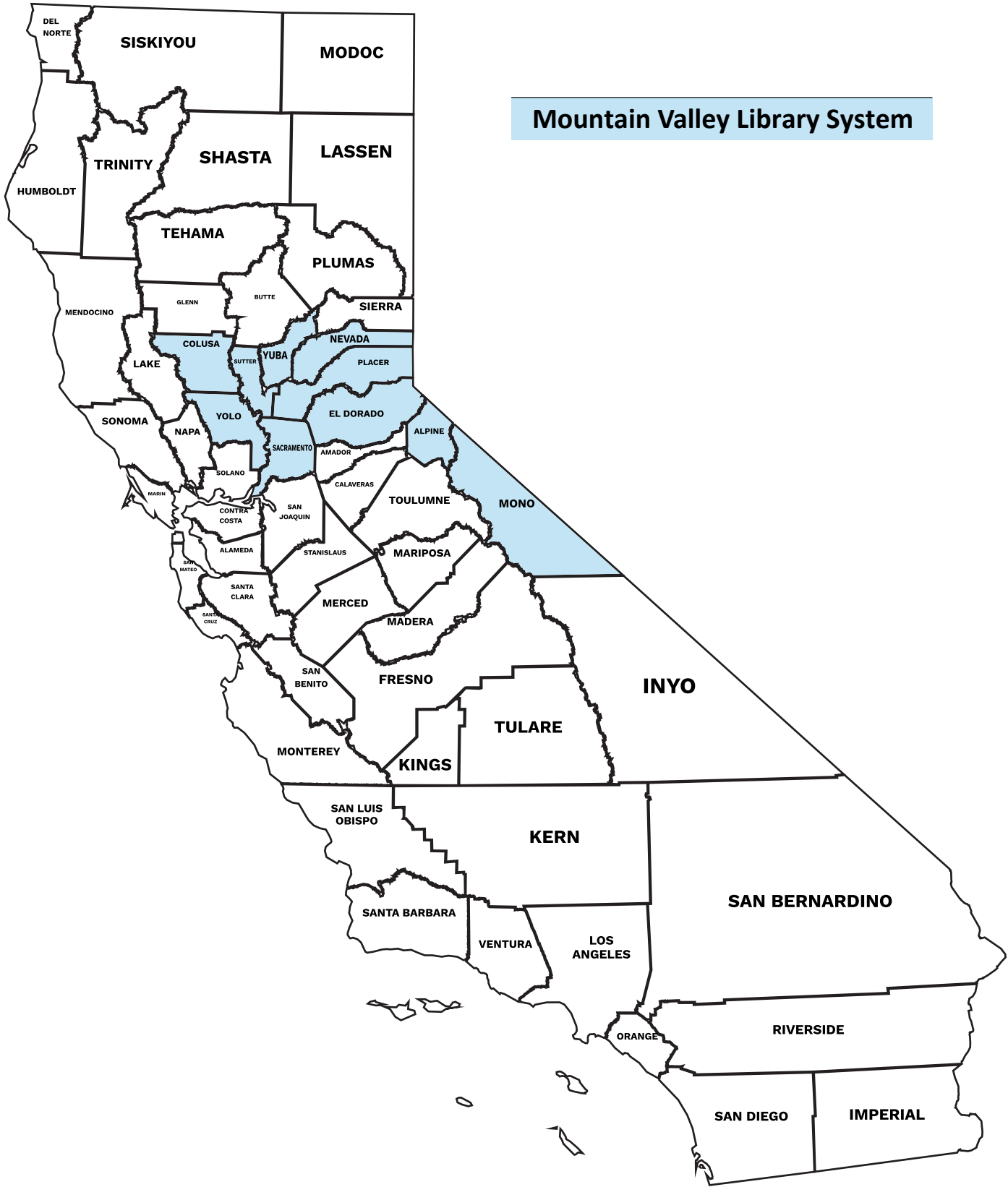


**North Bay
Cooperative
Library System
(NBCLS)**

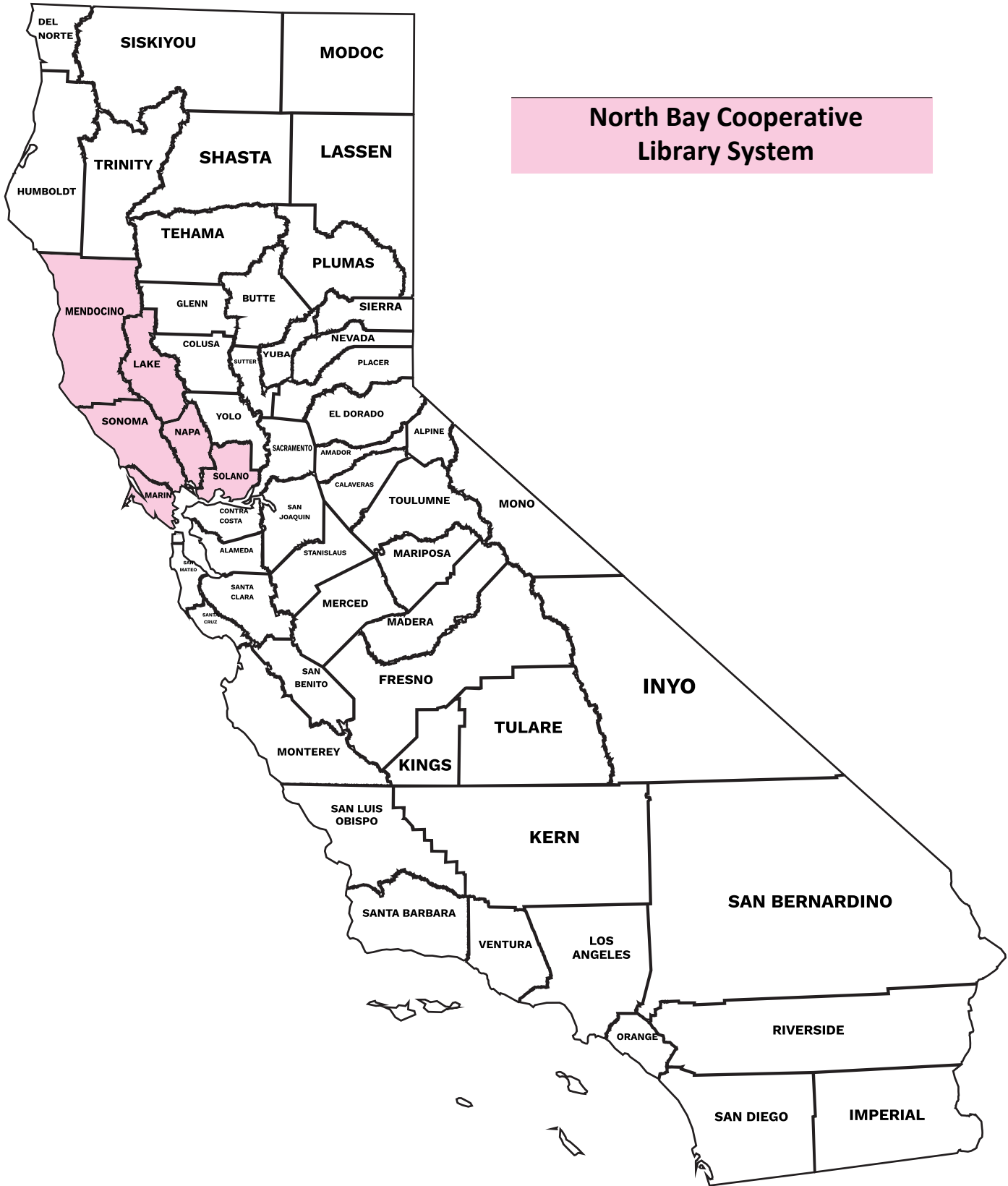


**Mountain Valley
Library System
(MVLS)**

Mountain Valley Library System



**North Bay Cooperative
Library System**





**North State Cooperative
Library System**



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

www.northnetlibs.org

SYSTEM INFORMATION

NorthNet Library System (NLS) is a consolidation of three library systems, MVLS (Mountain Valley Library System, serving Alpine, Colusa, El Dorado, Mono, Nevada, Placer, Sacramento, Sutter, Yolo and Yuba Counties; NBCLS (North Bay Cooperative Library System), serving Lake, Marin, Mendocino, Napa, Solano and Sonoma Counties; and NSCLS (North State Cooperative Library System), serving Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama and Trinity Counties.

PURPOSE

The purpose of this consolidated regional system is to improve the services of its constituent member libraries by maintaining existing CLSA (California Library Services Act) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing. NLS develops broader goals and scope than the CLSA mandated programs in communications, delivery, and resource sharing, which are legislated by current law. The regional system improves and enhances services formerly provided by the three local systems. A local system may continue local best practices to meet its own needs.

GOVERNANCE AND FINANCING OF NLS

The governance model for the NLS is a Joint Powers Agreement (JPA). Each of the three systems that comprises NLS operated under either a JPA or a JRA. The NLS JPA is an overarching structure leaving the three systems' JRAs and JPAs intact. The JPA, bylaws, and standing rules are available for review. An Executive Committee is responsible for the ongoing operations of NLS.

FINANCING OF NLS

NLS is funded through a combination of California Library Services Act funds and member dues and fees. The Fiscal Administrator drafts an annual membership fee schedule and budget that is presented for recommendation to the Executive Committee. The fee schedule and budget are presented for approval by all NLS members at the Annual Meeting.

BENEFITS OF NLS

- Achieve economies of scale by investing in a set of shared resources in programs and services that will benefit people served by the communities in the region.
- Facilitate the ability of member libraries to work together to increase the quantity and quality of the services and programs for the people in this broad geographic area.
- Enable each member to be responsive to the changing needs and expectations of its community.
- Create a common approach to marketing and public relations and have a shared capability for this work.
- Enable resource sharing to work better and more seamlessly.
- Allow member libraries to have a strong, effective and unified voice.
- Capitalize on the talents and competencies of a large group of member library staff and increase the opportunity to share and learn from each other.
- Collaborate to invest in research and development of new initiatives and pool resources to support development of these initiatives.
- Extend the network and communities of practices among the people who work in the member libraries.
- Provide the structure and support for member libraries with common interests to communicate and share in a broader geographical arena.

PRIORITY SERVICES BEING PROVIDED BY OR OF INTEREST TO NLS

- Programming
- Expanded materials delivery
- Staff development and continuing education
- Support for research and development
- Technology opportunities
- Communities of Interest on such topics as Friends activities, facilities (both new and aging), new technologies
- Self-selected communities of interest
- Social marketing
- Leadership development



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

www.plpinfo.org

- New model for resource sharing
- Shared models for the “behind the scenes” library work, centralized acquisitions, collection development, cataloging, processing of media and books, including specialized collections, i.e., foreign language

California Library Services Act – A Brief History

Library cooperation in California has a long history. The California County Library Law which was passed in 1911 formally established the framework of statewide library service in California. The County Library Law mandated that each county should form a county library system that would serve each and every member of the county, no matter how isolated they were.

Cooperation has been a hallmark of library service across the country. Trial projects involving cooperation among public libraries began nationwide in the late 1950's and 1960's, frequently using federal Library Services and Construction Act (LSCA) funds. In many states, those federally-funded demonstration projects paved the way for State-funded public library systems. California's own Public Library Services Act, the predecessor to the California Library Services Act (CLSA), was passed in 1963 and supported the creation of cooperative public library systems statewide.

CLSA was passed in 1977 and established fifteen public library systems that cooperated in many ways, including State support for both local and statewide programs. At the local level, services included reference, communication and delivery, interlibrary loans (mediated borrowing between a wide variety of libraries) and direct loans (unmediated borrowing by patrons from libraries within the same system and, in some cases, from any public library in California that belonged to one of these fifteen systems). At the statewide level, services included statewide databases, state reference centers and statewide communications and delivery.

Of course, California is always striving for better programs and services. The cooperative library systems were primarily focused on public libraries and funded for services to public libraries, yet, over the years, some systems began to include other types of libraries as their members, without any state support for non-public libraries. The concept of multi-type library systems or networks was developing in the 1980's in other states; and in California, under the leadership of former State Librarian Gary Strong, the first California Networking Task Force was established in 1989. Various task forces worked until 1995 to develop a plan for multi-type library cooperation in California. This initiative was dubbed the Library of California by former State Librarian Kevin Starr. The plan anticipated that the fifteen public library systems would become five mega-systems that somewhat aligned with the existing system configuration. Legislation enacting the Library of California was passed in 1999 at the very end of Governor Pete Wilson's term. Governor Gray Davis succeeded Governor Wilson; and his administration had little background or commitment to this new program. The initiative did not receive the funding necessary for it to be successful or to support multi-type resource sharing and was repealed in 2012.

Throughout the Library of California's development and limited implementation, public libraries continued to cooperate through the existing cooperative library systems. State support for the public library systems was being reduced; and the costs to manage these entities and provide necessary services began to outstrip the revenue allocated to the systems. In the late 2000's, the existing fifteen public library systems began to plan the most effective way to reorganize and merge themselves to make the best use of limited funding. The result of this realignment was a reduction to nine systems, somewhat similar to the five proposed regions for the Library of California.

Under Governor Jerry Brown, funding for all CLSA programs other than Communication and Delivery was eliminated in FY 2011/12. Although resources are very limited, members of the current CLSA systems continue to work together to share resources, leverage their assets, share in development of new trends and services to provide better service to Californians.

With advocacy, funds were restored, and after several years, the annual total amount of CLSA funds to be shared among systems was approximately \$3,630,000 annually. In FY 2020/21, due to the pandemic, the amount was reduced by 50%, to \$1,880,000 to be shared among all the nine cooperative systems. In FY 2021/22, again due to the novel coronavirus pandemic, the Governor's budget included a 50% reduction. With advocacy, the funds were restored to \$3,600,000 annually to be shared among all of the cooperative systems.

To: NLS Administrative Council
From: Carol Frost
Subject: Explanation of CLSA Funds and How Funds Can Be Spent
Date: December 8, 2020

OVERVIEW

The NorthNet Library System(NLS) is one of the nine cooperative library systems in California. NLS receives funds from the California Library Services Act (CLSA), and the funds are distributed by an agreed-upon menu of items. Some members have asked for a review of how these funds are distributed and requested that NLS review the menu of items. The NLS Executive Committee has asked that this document be developed to explain this background.

The purpose of this memo is to provide the members with an overview of the CLSA and how funds can be spent, so that they can feel more confident in making decisions on how CLSA funds are allocated to the public libraries within NLS.

BACKGROUND OF CLSA FUNDS

One of the major reasons that the nine library cooperatives throughout the state were formed was to receive funds from the California Library Services Act to support resource sharing. Only cooperatives can receive these funds – an individual library may not directly receive them. In or about 2008, the California State Library requested that cooperatives consolidate to form larger cooperatives. The North State Cooperative Library System, Mountain Valley Library System and North Bay Cooperative Library System joined together to form the NorthNet Library System in 2009.

The California Library Services Act 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. Only public libraries may receive these CLSA Communication and Delivery funds.

CLSA funds can only be spent as defined in the Communications and Delivery section of California Law.

Beginning in FY 2011/12, funding for CLSA began to shrink, with the loss of a central System Reference and reimbursement for Transaction Based Reimbursement (TBR). In FY 2011/12, there was no funding for CLSA, and much hard work was done by several stakeholders and the CLA Lobbyists to restore funding, although at a significantly reduced level.

In FY 2016/17 and 2017/18, the cooperative systems and the California State Library staff worked with the California Library Services Board to update the regulatory language. The references to funding to support system reference and inter-library loans has been removed, and the definition of Communications and Delivery was updated. This allowed the systems to be more flexible in sharing resources and expand sharing of digital items.

By law, the funds are distributed as follows:

- 20%** System Administration
- 80%** Baseline for Communications and Delivery (C&D)

Each section is clearly defined for allowable costs. Below is a very brief checklist of how CLSA funds may and may not be used. The list is used for illustrative purposes, and if a system wants to use funds in a new way, it must first be approved by the State Library staff, and, in some cases, approved by the California Library Services Board.

20% System Administration

Can be used to pay for some of the staff time for oversight of a system. For NLS this includes some of the time of the System Coordinator, PLP CEO and PLP Controller for administering CLSA activities.

80% Baseline Communications and Delivery (C&D)

| Yes | No |
|---|--|
| Includes several items 'off the top,' before funds are then distributed to shared services. These include: office supplies, web hosting, 800 number, Zoom subscription, postage. | |
| Resources must be shared between 3 or more libraries. | Library cannot use the funds for their individual needs. |
| Funds can be used for courier costs between 3 or more libraries, as long as the courier is a primary way of sharing physical materials. | Funds cannot be used for courier costs between branches of a single library system. |
| Funds can be used to purchase shared digital resources between 3 or more libraries. | Funds cannot be used for one library's digital collection. It must be a shared collection. |
| The cooperative can use the funds for shared eResources, as long as the vendor can ensure the entire collection is shared among those libraries. | Digital archives, articles, newspaper and research databases are not eligible; daily news subscriptions are not eligible. |
| Funds can be used to support the cost of a library assessment tool subscription, which will assist the libraries in developing services and shared resources for the cooperative. | The library assessment tool must benefit 3 or more libraries, and CLSA funds can only be used for a limited duration (e.g. 2-3 years). |

| | |
|---|--|
| <p>CLSA funds may be used for an individual library or a cooperative to support the network, “which may also include telecommunications equipment and its installation along with service fees.” This was clarified at the June 2020 CLSB meeting to include one-time use of funds for network hardware purchases, and, <u>for rural libraries only</u>, for CENIC telecommunications costs and costs for covering warranties for network security software and hardware in data centers.</p> | <p>Based on the latest interpretation by the CLSB, libraries should not claim funds on an annual basis for ‘broadband.’ The NLS FY 2020/21 CLSA Claim form has been updated to reflect this, and to clarify that only rural libraries can claim funds ongoing to support their CENIC telecommunications and networking costs/warranties.</p> |
|---|--|

Although the law provides a framework for allowable expenses, it is up to each of the nine cooperative systems to determine the best way to allocate their funds. No two systems allocate them exactly the same.

Annually each of the nine cooperative library systems must submit a preliminary budget to the State Library for the CLSB approval by June. A full budget is submitted by September 1. An Annual Report and budget expenditure are also submitted by September 1.

ANNUAL AWARD AMOUNTS TO SYSTEMS FROM CLSB

At the August 2013 California Library Services Board meeting, the Board approved allocating the funds to the nine cooperative systems using the following formula:

- 30% awarded on the basis of the first three members of each System, equally;
- 45% for each System’s combined portion of the total state population and System membership, excluding the first three members per System;
- 25% of each System’s combined portion of full membership and round-trip mileage of the System’s service area.

Notes: The phrase ‘first three members’ is a complicated explanation that is not needed for the purpose of this memo. It has to do with the structure of the legacy systems within each of the nine cooperative systems. The round trip mileage in the third bullet pertains to the sharing of physical materials. This is why the law specifies that members in a system need to have contiguous borders between participating libraries, and not geographically distant.

In FY 2011/12, there was no funding for CLSA. With advocacy, funds were restored, and after several years, the annual total amount of CLSA funds to be shared among systems was approximately \$3,630,000 annually.

In FY 2020/21, due to the pandemic, the amount was reduced by 50%, to \$1,880,000 to be shared among all the nine cooperative systems. NLS’s FY 2019/20 allocation was \$820,118, which included \$164,024 allocated to System Administration (20%) and \$656,094 for the Baseline Budget (80% C&D). In FY 2020/21 NLS’s allocation was \$417,929, with \$83,586 allocated to System Administration (20%), and \$334,343 allocated to the Baseline Budget (80% C&D).

It is important to note that library systems have three years from the receipt of funds to spend the CLSA funds.

NLS CLSA FORMULA FOR LIBRARIES

In reviewing past NLS documents, it is not clear when NLS developed the cost share formula but it does appear that it has been in existence since FY 2012/13:

- 50% of funds divided by population of each member library
- 50% of funds divided among each member library

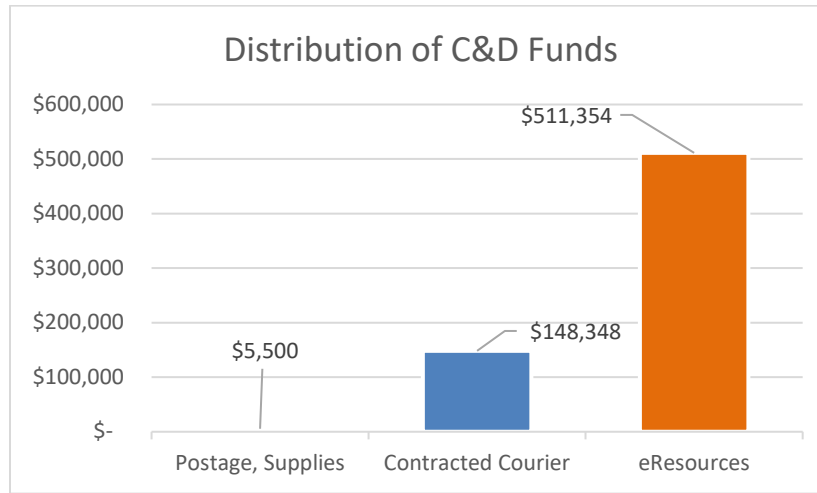
With the NLS distributed model, libraries may choose to allocate their portion as follows:

| Consortia-managed Service – a library’s allocation is primarily directed to fund this | Local Resources – libraries may choose from these items after they have allocated funds from the items in the first column |
|--|---|
| OverDrive | Additional OverDrive funds |
| RBDigital (Zinio) | Additional RBDigital funds |
| Delivery for NBCLS and MVLS using a shared contract for couriers. | Local courier costs for shared resources among 3 or more libraries |
| | Link+ (note: this is a consortia-managed purchase but is listed under local resources) |
| | enki, CloudLibrary, or other shared eResource between 3 or more members |
| | Local Broadband hardware costs (not recurring) |

For each library, once costs for Delivery, Overdrive & Zinio are claimed, the library may choose a disbursement to be used for limited, specific approved uses. If a library doesn’t have enough CLSA allocations to cover their costs, they are invoiced for the difference. In most cases, this is because the cost of delivery exceeds their allocation.

CLSA FUNDS AND THE NLS BUDGET

The NLS FY 2019/20 CLSA allocation was \$820,118, with \$156,716 for System Administration, and \$663,402 for Baseline Communications and Delivery (C&D). Below is the budgeted allocation. eResources includes Link+.



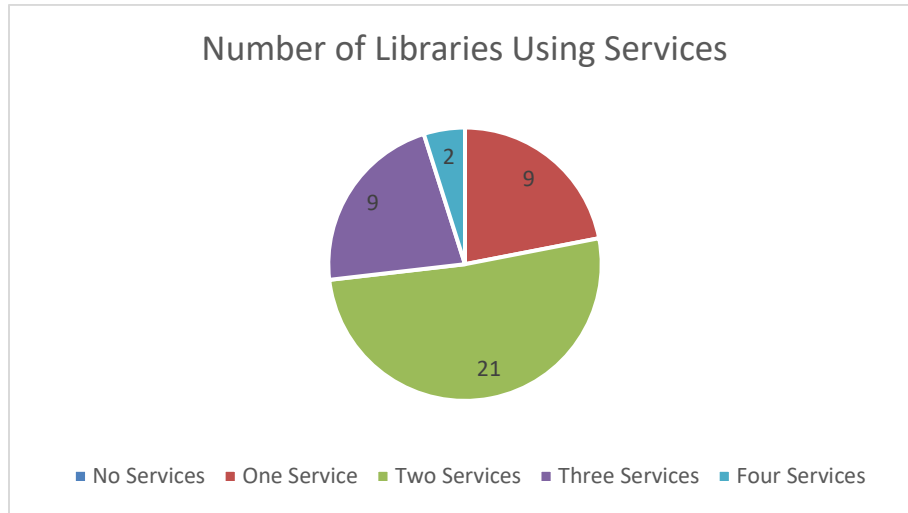
Below is an overview of the number of libraries participating in one of the choices.

| | FY 2019/20 | # Libraries | # Libraries allocating additional funds | Total additional CLSA Funds | Total Additional Local Funds |
|-------------------------|---------------------|---------------------|---|-----------------------------|------------------------------|
| OverDrive | \$86,600 | 28 | 17 | \$73,022 | |
| Zinio | \$56,249 | 22 | 1 | \$200 | |
| Delivery | \$232,424 | 17 | 7 | | \$85,875 |
| Link+ | \$230,570 | 17 | | | \$230,570 |
| Broadband | \$19,632 | 3 | | | |
| Other eResources | Data not quantified | 9 | | | |
| Other Courier | Data not quantified | Data not quantified | | | |
| OCLC ILL | \$519 | 1 | | | |

Note the entire cost of delivery is not covered by CLSA funds for seven libraries. The additional revenue from the libraries to cover the remainder of costs.

In FY 2019/20, the OverDrive allocation was increased by the Committee as indicated above. Two libraries decided not to continue participation in Zinio due to the increase in OverDrive.

One library decided not to continue participation in OverDrive. Below is a chart which indicates, of the 41 NLS public libraries, the number of libraries claiming CLSA funds for OverDrive, Zinio and Delivery services.



NorthNet Library System (NLS) Strategic Priorities

The NLS Administrative Council has approved and adopted the following Strategic Priorities including the committees responsible for implementation.

1. Disaster Preparedness and Response

Committee Responsible: NLS Executive Committee

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

Reporting: Report to the NLS Administrative Council

2. Future of Shared eResources

Committee Responsible: NLS Executive Committee

Activity: Lead discussions and track pertinent information

Reporting: Report to the NLS Administrative Council

3. Capacity Building for Staff - Our Most Valued Resource

Committee Responsible: Individual NLS Member Libraries

Activity: Members will be asked to share their staff training activities at the NLS annual meeting.

Reporting: Libraries can report via Round Table discussion at the Annual 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

This document was approved and adopted by the NLS Administrative Council on January 25, 2024.

Services Provided With Your Administrative Contract with the Pacific Library Partnership

NorthNet Library System (NLS) contracts with the Pacific Library Partnership (PLP) for administrative oversight. The activities of the contract include the following:

California Library Services Act

As a cooperative library system, NLS must adhere to the laws and regulations of a cooperative system, and prepare and submit specific documents to the California State Library. Those include the annual Plan of Service and Preliminary Budget, System Detailed Budget, System Program Annual Report, and System Expenditure Report. These reports reflect the system's intent for expenditure of the California Library Services Act (CLSA) allocations within the confines of the law, as well as a regular accounting of the entire budget for NLS.

Staff work with the NLS Executive Committee regarding the distribution of CLSA funds to NLS public libraries. Claim forms are sent to libraries, and staff ensure the monies are correctly appropriated among the 40 public libraries.

Staff attend the California Library Services Board (CLSB) meeting and work with the Executive Staff in advocating for NorthNet. This may include advocating for funding, changes in the regulatory language regarding CLSA funds, or other issues.

Meeting Support

Staff support the NLS Executive Committee, which generally meets four times a year, as well as the Administrative Council, which may meet once or twice a year. Staff also support the meetings of the 3 legacy systems: Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). These groups all meet a minimum of one time a year, with most meeting several times a year. Staff also support the Library-to-Go standing committee. Meeting support includes preparation and distribution of agenda packets, ensuring adherence to the Brown Act, attendance at meetings, and in many cases, minute taking.

Fiscal and Other Oversight

Staff annually prepare and administer the budget for NLS and ensure all contracts and invoices are paid and current. NLS is required to undergo annual audits, which PLP coordinates. Staff coordinates with all members regarding membership fees, the distribution of funds for CLSA allocations, and distribution of funds to support staff training.

Negotiations with vendors are done centrally. One such example are the contracts for delivery services that require review annually and negotiation every two to four years. The

administrative contract also includes the management and payment of vendors such as Zinio and Overdrive.

Staff handle correspondence and payment of CalPERS for each of the legacy systems. Staff also handle any other official correspondence.

The NorthNet website is also maintained by staff and includes updating the membership, posting agenda and minutes from meetings, and ensuring other pertinent data stays current.

Grant Oversight

When applicable, staff perform the work of grants and ensure all grants are monitored and expended in accordance with the guidelines.

Special Projects

Staff have worked on the NLS CalPERS issues, including writing the NLS CalPERS White Paper, negotiating with CalPERS on behalf of NSCLS, and working with the CalPERS attorney hired by NLS. We anticipate continued work regarding CalPERS.

Updated October 2023

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.

Adopted by NLS Administrative Council, January 25, 2024

THE JOINT POWERS AGREEMENT
OF THE NORTHNET LIBRARY SYSTEM

THIS joint powers agreement between cooperative library systems to form the NorthNet Library System (hereinafter called "NLS") made and entered into this 8th day of May, 2009, by and between the undersigned signatories herein.

WITNESSETH

WHEREAS, the NORTH BAY COOPERATIVE LIBRARY JOINT POWERS AGENCY, the NORTH STATE COOPERATIVE LIBRARY JOINT RESOLUTION AGENCY, the MOUNTAIN-VALLEY LIBRARY JOINT RESOLUTION AGENCY (hereinafter, "the parties") desire to consolidate some of their activities and form a new joint powers agency for that purpose; and

WHEREAS, Government Code section 6500 *et.seq.* authorizes several public agencies to form a separate joint powers agency,

NOW THEREFORE IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS, effective the date last signed by any party hereto:

I. PURPOSE

The purpose of this Joint Powers Agreement ("Agreement") is to provide for the exercise of the common power of each of the parties hereto to provide library services, through a new and separate public agency known as NorthNet Library System ("NLS"), which shall be responsible for administering this Agreement. This common power shall be exercised in a manner consistent with and in furtherance of the objectives of the California Library Services Act (Education Code, §18700 *et.seq.*), hereinafter referred to as "Library Services Act", and in such a manner that the entity created hereby shall be eligible for any grant funds that may be payable pursuant to said Act and such other laws of a similar nature both state and federal that now exist or that may from time to time be enacted. This Agreement shall be construed in a manner consistent with these objectives. The foregoing, however, shall not be deemed to limit the extent of the powers conferred on the public entity created hereby. NLS shall possess all the powers, prerogatives and authority necessary to plan, operate, and administer a cooperative library system, and those powers necessary to establish, improve and extend library services, held by its members, and those powers designated in Government Code section 6508, and as more specifically set forth herein

It is further intended by the parties hereto to enter into this Agreement in order to enjoy the joint sharing of benefits and costs in any and all activities they are authorized to undertake.

The parties shall have equal access to the full range of services available from NLS and jointly make decisions regarding the implementation and management of NLS, in accordance with the terms of this Agreement, to the maximum extent provided by law.

II. NAME AND POWERS

The official name of the entity shall be the NorthNet Library System. Said entity shall have the powers granted to such library systems under the Government and Education Codes of the State of California and such other powers as may be necessary to accomplish the purpose of this Agreement, including, without

limitation, to make and enter contracts, to employ agents or employees, to contract for legal services, to acquire, hold or dispose of property, and to sue or be sued on its own name

III. ADMINISTRATIVE COUNCIL

Administrative Council (hereinafter referred to as "Council") is the governing body of NLS. The powers, composition, duties, officers, activities, and procedures for conducting the business of the Council shall be established in the Bylaws of the Administrative Council, NorthNet Library System.

IV. BYLAWS

NLS shall operate pursuant to the Bylaws adopted by each party upon its adoption of this Agreement, a copy of which is attached hereto as Exhibit A. The Agreement shall control, in the event of any inconsistency between it and the Bylaws.

V. TREASURER/FISCAL AGENT

(a) The North Bay Cooperative Library System Executive Officer or his/her designee shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS, and perform those duties required by Government Code sections 6505 and 6505.5.

(b) The Council shall designate its fiscal year, maintain a current inventory of the property owned by NLS, and provide for an annual audit of the accounts and records of NLS by a certified public accountant or public accountant. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. NLS shall bear the costs of the audit.

VII. RESPONSIBILITIES OF PARTIES

Parties of NLS:

(a) Agree to participate in the programs which are a requirement of the California Library Services Act.

(b) Shall pay all monies owed NLS when due.

(c) Will regularly participate in the meetings and deliberations of the Council.

FAILURE TO COMPLY with these rules and regulations will constitute a breach of this Agreement by a party and, as such, shall be subject to the remedial provisions of the Agreement.

VIII. MANAGEMENT AND CONTROL OF INDIVIDUAL LIBRARIES, PROPERTY AND ASSETS

Nothing contained herein shall be deemed to limit the right of parties to administer, manage, direct and control their own libraries and library resources, independently, select their own books and other library materials, hire their own personnel, and operate according to the policies and rules established by their own joint powers agreements, bylaws and their governing bodies. Nothing contained herein shall operate or be interpreted as a pledge by parties of their own assets or property to NLS. Except as specifically stated in

Section IX the assets and property of each party shall remain its own.

IX. FUNDING

NLS shall provide for strict accountability of all funds and reports and disbursements. NLS may apply for and receive such grants as may be provided for by the laws of the state of California and the Federal Government. However, in recognition that start up funding is necessary, within ten (10) days of its execution hereof, each party hereto shall contribute a minimum of the sum of \$100,000.00 (one hundred thousand dollars), cash, to the general fund of NLS, which shall be non-refundable except pursuant to Article XVIII.

X. COST ALLOCATION PLAN

The Council shall determine the annual membership fee that shall be contributed by each participating party for the operation of the activities and programs of NLS. Each member's fee shall be according to a formula which the Council determines to be fair and equitable. This formula shall be reviewed annually. Exhibit B, attached hereto and made a part hereof, is the existing formula which shall be used until modified or amended by the Council.

XI. CORRECTIVE AND REMEDIAL MEASURES

Whenever a majority of the Council believes that a participating party has committed a remediable breach of any material obligation set forth in this Agreement, it may give the party notice to that effect with reasonable specificity. The participating party shall use its best efforts to promptly remedy the breach and shall inform the Council of the nature of the remedial action planned and taken or will respond to any such notice, with an explanation that sets forth reasonable cause of the breach. When a breach does exist that is not remedied within thirty (30) days after notice of it, the Council may seek relief under Section XIII hereof.

XII. APPLICABLE LAW

This Agreement shall be governed by, subject to, and construed according to the laws of the State of California.

XIII. DISPUTE RESOLUTION PROCEDURE

If any party considers that any act or decision by NLS is unfair and injurious to it, or if the Council determines that a party's material breach has not been remedied, the process for resolving disputes will be mediation, then if necessary, binding arbitration pursuant to Code of Civil Procedure section 1280 *et seq.*, with each side to bear its own attorney's fees but with the non-prevailing party to pay the arbitrator's fees. If mediation does resolve the dispute, expenses for mediation will be shared by each side equally.

XIV. ADMISSION OF NEW PARTIES

Any California Cooperative Library System operating as a joint powers agency or joint resolution agency may join NLS upon the application of its governing body and upon the consent of the Council, provided that such agency has agreed to abide by all the terms of this Joint Powers Agreement and Bylaws. The Council shall prescribe the amount of money, if any, that shall be paid by the new agency as a prerequisite to its becoming a participant.

XV. MUTUAL HOLD HARMLESS AND INDEMNIFICATION

(a) It is agreed that each party hereto shall defend, hold harmless and indemnify NLS and its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of any other party, their officers, agents and/or employees, except to the extent NLS has procured liability insurance covering such claim.

(b) It is further agreed that NLS shall defend, hold harmless and indemnify any party, its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of NLS, its officers, agents and/or employees.

(c) In the event of concurrent negligence of one or more parties, their officers and/or employees, and NLS, its officers, agents and/or employees, then the liability for any and all claims for injuries to persons or damage to property which arise out of the terms of this Agreement shall be apportioned under the California theory of comparative negligence as established presently, or as may be hereafter modified.

XVI. INSURANCE

NLS shall not commence work under this Agreement until all insurance required under this paragraph has been obtained. NLS shall maintain certificates of insurance evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to NLS of any pending change in the limits of liability or of any cancellation or modification of the policy. Provided, however, NLS can satisfy these insurance obligations by providing for coverage through any of its members.

In the event of the non-fulfillment of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or cancelled, the System Administrator and/or Chair, at her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately suspend all further work pursuant to this Agreement, pending direction from the Council.

(a) Workers' Compensation and Employer's Liability Insurance: NLS shall have in effect during the entire life of this agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage, if required.

(b) Liability Insurance: NLS shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from NLS's operations under this Agreement, whether such operations be by itself or by any sub-contractor or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. All parties and their officers, agents, employees and servants, shall be named as additional insureds on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the parties, and their officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, such other insurance shall be excess insurance only.

Such liability policy shall also provide errors and omissions coverage for all members of the Council.

Except to the extent required by Article X, NLS, alone or through insurance, shall be responsible for defending third party actions against NLS.

(c) Property Insurance: NLS shall acquire and maintain all-risk property insurance to cover full replacement value of all NLS equipment and property. Such insurance shall include but not be limited to fire and extended coverage, business interruption and extra expense.

XVII. AMENDMENTS

This Agreement may be amended by approval of two-thirds of the governing bodies of the parties hereto.

XVIII. DISSOLUTION OF NLS

NLS shall be dissolved by approval of two-thirds of the governing bodies of the parties hereto. Disposition of assets or debts of NLS as determined by the Council shall be made in accordance with the process set forth in the bylaws. After the completion of its purpose any surplus money on hand shall be returned to the members in proportion to the contributions made. For the purposes of this Agreement the "conclusion of its purpose" shall occur upon dissolution of NLS.

XIX. WITHDRAWALS

Any party wishing to withdraw from this Agreement must do so effective on July 1, of any succeeding year and must provide at least nine months written notice to the Council. Notice shall be in the form of a resolution adopted by the governing body of the party wishing to withdraw and presented in writing to NLS. Withdrawing party shall not be entitled to any refund of its contributions, nor to any share of NLS assets unless NLS dissolves.

XX. TERMS OF AGREEMENT

This Agreement shall continue perpetually until modified or terminated by the parties hereto. The debts and obligations of NLS shall not be the debts and obligations of the parties hereto except as provided in Section XV.

IN WITNESS WHEREOF the parties hereto have set their hand the day and year written.

NORTH BAY COOPERATIVE LIBRARY SYSTEM ATTEST:
JOINT POWERS AGENCY

By: [Signature] By: Annette Miller-DeBach
System Chair System Clerk

Date: 6/15/09 Date: 6/15/09

NORTH STATE COOPERATIVE LIBRARY ATTEST:
SYSTEM JOINT RESOLUTION AUTHORITY

By: [Signature] By: Annette Miller-DeBach
System Chair System Clerk

Date: 5/11/2009 Date: 5/11/2009

MOUNTAIN-VALLEY LIBRARY SYSTEM ATTEST:

SYSTEM JOINT RESOLUTION AUTHORITY
By: [Signature] By: Annette Miller-DeBach
System Chair System Clerk

Date: 5/29/09 Date: 5/29/09

NORTHNET LIBRARY SYSTEM
JOINT POWERS AGENCY

By: William H. Miel By: Annette Miller-DeBach
System Chair System Clerk

Date: 5/20/2009 Date: 5/20/2009

M:\NBCLS\NLS JPA revised 4-28-09.doc

FIRST AMENDMENT TO JOINT POWERS AGREEMENT
OF THE NORTHNET LIBRARY SYSTEM

This First Amendment to the NORTHNET LIBRARY SYSTEM is made and entered into to be effective July 1, 2012, by and among the NORTH BAY COOPERATIVE LIBRARY SYSTEM JOINT POWERS AUTHORITY, the NORTH STATE COOPERATIVE LIBRARY JOINT RESOLUTION AGENCY, and the MOUNTAIN VALLEY LIBRARY JOINT RESOLUTION AGENCY (hereinafter, "the parties").

THE PARTIES HEREBY AGREE AS FOLLOWS:

Subsection (a) of Section V. is hereby amended to read as follows:

V. Treasurer/Fiscal Agent

- (a) The Peninsula Library System Executive Director or Finance Director shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS and perform those duties required by Government Code sections 6505 and 6505.5.

Except as provided above, all of the terms and conditions of the Joint Powers Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Joint Powers Agreement of the NorthNet Library System to be effective on the date first above written.

**NORTH BAY COOPERATIVE LIBRARY
SYSTEM JOINT POWERS AGENCY**

ATTEST:

By: [Signature]
System Chair

By: Annette Miller DeBach
System Clerk

Date: 5/30/12

Date: 5/30/2012

**NORTH STATE COOPERATIVE LIBRARY
SYSTEM JOIN RESOLUTION AUTHORITY**

ATTEST:

By: [Signature]
System Chair

By: Annette Miller DeBach
System Clerk

Date: 6/14/12

Date: 5/30/2012

**MOUNTAIN VALLEY LIBRARY SYSTEM
JOINT RESOLUTION AUTHORITY**

ATTEST:

By: Wendy Burke
System Chair

By: Annette Miller DeBach
System Clerk

Date: 6/18/12

Date: 5/30/2012

**NORTHNET LIBRARY SYSTEM
JOINT POWERS AGENCY**

By: Wendy Burke
System Chair

By: Annette Miller DeBach
System Clerk

Date: 6/18/12

Date: 5/30/12

BYLAWS OF THE NORTHNET LIBRARY SYSTEM

Article I. Name

The Joint Powers Agreement of the NorthNet Library System dated May 8, 2009 (“Agreement”), establishes a Joint Powers Authority to be known as the NorthNet Library System (NLS).

Article II. Objectives

NLS is a Regional Library Network as defined in Education Code Section 18810(s). The objectives of NLS shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member organizations consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Power), formed under the terms of the California Library Services Act (California Education Code, Section 18700 *et seq.*) and continuing under successor acts, and to otherwise accomplish the purpose and goals of the Agreement.

Article III. Membership

Section 1. Qualifications

A member of NorthNet Library System is any cooperative library system that has the power to provide library services and is organized as a joint powers authority or a joint resolution agency (hereinafter, “System”), or any public library eligible to join Cooperative Library Systems as specified in the California Library Services Act (hereinafter, “Public Library”). A System or Public Library may join NLS upon the application of its governing body and upon a majority vote of the NLS Administrative Council, provided that such agency has agreed to abide by all the terms of the Joint Powers Agreement and these Bylaws; and upon doing so shall be a member of NLS (“Member”). The individual libraries that comprise the cooperative library systems in NLS shall hereafter be referred to as “constituent libraries.” While these constituent libraries shall have voting authority as described in these Bylaws, they shall not individually be considered Members of NLS. Public libraries that have applied individually to NLS shall be considered Members, and shall hereafter be referred to as “member libraries”. A library may not be both a constituent library and a member library at the same time, but a former constituent library may apply to be a member library if its affiliated System has withdrawn from NorthNet Library System.

Section 2. Fees, Dues and Assessments

- a. The NLS fiscal year is defined as July 1 to June 30, and membership fees payable to NLS by the constituent or member libraries shall be in such amount as determined annually by action of the Administrative Council and in light of the Consumer Price Index (CPI). In addition, the Council may adopt additional fees for specific services to Members or constituent libraries.
- b. Constituent and member libraries are billed at the beginning of the fiscal year for the entire year. If after 90 days no payment has been received, the constituent or member library will be sent a letter informing the library that it needs to pay or submit a formal request for a waiver or reduction to be considered by the Executive Committee. Within 90 days of receiving the letter, the Executive Committee will notify the library if a reduction or waiver has been approved. If no payment or waiver request has been submitted by January 1, services to the constituent or member library will be terminated.
- c. The waiver or reduction of membership fees may be requested by a constituent or member library when it has experienced a significant reduction in operating funds through the reduction of budget allocation from the local funding authority, the

automatic termination of a local special tax or benefit assessment, or catastrophic loss such as flood, earthquake damage or fire.

Section 3. Withdrawal

A Member may withdraw by submitting a written notice of termination to the Chair of NLS, provided that such notice is received between July 1 and September 1 of any year. In the event that a timely notice of termination is received, the termination shall take place effective July 1 of the succeeding year. Constituent libraries wishing to withdraw from any NLS Member System shall do so in accordance with the Bylaws of that individual System.

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called "Council," shall comprise the head librarian or duly authorized alternate of each constituent library and member library.

Section 2. Administrative Council Duties

Pursuant to Section 18747(a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Council to: oversee and administer the business of NLS; formulate policy and goals; adopt an annual plan of service; adopt an annual budget, and elect a Chair-Elect who shall be Vice-Chair and members of the Executive Committee. Any officer may resign or may be removed with or without cause by the Council at any time. The Council shall also perform additional duties imposed by law or defined in these Bylaws.

Section 3. Council Officers

a. Chair

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's second year of service as Vice-Chair. The Chair shall hold office for two years or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. It shall be the duty of the Chair to preside at meetings of the Council; to prepare the agendas for meetings of the Council in consultation with the System Administrator; to execute contracts and other instruments on behalf of NLS as authorized by the Council or Executive Committee; to appoint committees as authorized by the Council; and to represent NLS as occasion demands. If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she shall hold office as Vice-Chair for two years or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the year following his or her second year of service. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Executive Committee shall appoint a Chair-Elect who shall serve until the next regular meeting, when the appointment shall be confirmed by the Council. If the appointee is not confirmed, a Chair-Elect shall then be elected by the Council.

Section 4. System Administration

The Council shall provide for System Administration either by contracting with an agency or company or by employing personnel to conduct the business of NLS and serve as the System Administrator. The System Administrator shall be responsible for administration of all NLS services and activities that have not been assigned to Members or constituent libraries.

- a. The System Administrator shall be responsible for the preparation of documents, grant applications and reports, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required.
- b. It shall also be the duty of the System Administrator to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council and Executive Committee meetings; to certify official documents of the Council; and to maintain such official records as are required.
- c. The System Administrator shall maintain an office that will be the principal office for the transaction of the NLS business.
- d. If neither a contract is in force nor personnel are employed, the Chair or designee shall assume the duties usually assigned to the System Administrator.

Section 5. Standing Committees

5.1 Meetings of all standing committees shall be conducted in accordance with Article V, Sections 1-4 of these Bylaws.

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.
- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms, not to include terms as Vice-Chair and/or Chair. Terms shall be

staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent or member libraries that are not members of Council.

a. Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee. The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS. A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

Section 7. Communities of Interest

a. Communities of Interest may be established by the Executive Committee as needed.

Their purposes are

- To encourage networking and information exchange among library staff;
- To serve as a forum for discussion and ideas related to their particular needs;
- To provide leadership development opportunities to member library staff.

b. Communities of Interest will be responsible for

- Electing their own chairs;
- Scheduling and running their own meetings;
- Choosing their information exchange topics and tools.

c. The System Administrator will assist the Communities of Interest as appropriate.

Article V. Meetings

Section 1. Generalities

The Council shall hold regular meetings at least annually, in order to evaluate the progress and goals of NLS, to adopt an annual budget and plan of service and to conduct elections for Chair-Elect and Executive Committee. The meeting at which elections are conducted shall be designated as the Annual Meeting.

Meetings of the Council, Executive Committee and Finance Committee may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator.

Section 2. Changes in Time and Place and Cancellation of Meetings

A meeting may be changed as to time or location or canceled upon approval of Chair of the Council at least 24 hours prior to the regular time of meeting, provided that written notice of such change of time or location is given to all Council members at least 24 hours prior to meeting time.

Section 3. Special Meetings

Special meetings may be called by the Chair of the Council. Notification of such special meetings shall be made to each Council member at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Special meetings shall also be announced to the public under the terms of the Brown Act.

Section 4. Adjournment

The Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the System Administrator or Chair may declare the meeting adjourned to a stated time and place. Written notification of such adjournment shall be made in accordance with law.

Section 5. Rules of Order

The rules contained in Roberts Rules of Order, latest revised edition, shall govern all meetings of the Council, except in instances of conflict between said Rules of Order and these Bylaws or the Agreement or provisions of law, in which case Rules of Order shall to that extent not control.

Section 6. Minutes

- a. A complete set of minutes as approved by the Council shall remain on file at the principal office of NLS, and shall be open to inspection by any person at all reasonable times during office hours.
- b. The approved minutes of every Council meeting and Executive Committee meeting shall be made available by posting on the NLS website for a period of at least three years.

Section 7. Voting

The Council shall be composed of the head librarian or duly authorized alternate of each constituent library which is that of any Member System, as well as of each member library. Each constituent and member library shall have one vote to be cast by its representative, except as specified herein.

Only public library Council members shall vote on the disposition of funds restricted to public library purposes under the California Library Services Act (CLSA) or other laws or agreements. All Council members shall vote on issues that do not relate to CLSA. Decisions shall be made by a majority vote of the members present at Council meetings, except as provided herein.

25% of the total number of Council members shall constitute a quorum for the transaction of business.

Votes shall be taken by voice subject to the requirements of the Brown Act, except that a vote shall be repeated by tally at the request of the Chair or any Council member.

Article VI. Resolutions

An official copy of every resolution passed by the Council shall be attested by the System

Administrator and shall remain on file at the principal office of NLS and shall be open to inspection by any person at all reasonable times during office hours. All resolutions shall bear the date of passage and shall be numbered consecutively. Copies of any resolution shall be provided to any Council member upon request.

Article VII. Execution of Documents

The Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of NLS, and such authority may be general or confined to specific instruments; and unless so authorized by the Administrative Council, no officer, agent, or other person shall have any power or authority to bind NLS by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Article VIII. Adoption of Bylaws

New Bylaws may be adopted or these Bylaws may be amended or repealed by majority vote at any meeting of the Council at which a simple majority of Council members eligible to vote is represented. These Bylaws, and any Bylaws which may be adopted, shall be distributed within seven working days of their adoption to each Council member and to the System Administrator, and to such other persons, firms or agencies as may request them. The System shall keep in its principal office the original or a copy of these Bylaws as amended or otherwise altered to date, certified by the System Administrator, which shall be open to inspection by any person at all reasonable times during office hours.

Article IX. Termination of Agreement

The Agreement shall remain in effect until rescinded by all of the remaining parties, or until the withdrawal of all except one party; the occurrence of either event shall result in dissolution of NLS. In the event of acts constituting dissolution, the members of the Council remaining at that date shall continue as the governing board of the agency for the purpose of settling its affairs (“winding down”), and during the course of such winding down, shall exercise all powers granted by these Bylaws, as may be necessary or convenient in the accomplishment of its duties. When all agency affairs have been finally settled, the Council shall by resolution so declare, at which point the Agreement shall be of no further force or effect. In such winding down all assets of NLS will be converted to cash, or to forms of property converted for division and distribution, and following the payment of all just claims against the System, shall be distributed as follows:

- a. To the Federal and State governments if any applicable law requires the distribution of assets to these governments.
- b. Any remaining balance will be used to pay each member which has ever belonged to the System the amount of the dues and contributions of its constituent libraries, and if the balance is not sufficient, such payments shall be made on a pro rata basis.
- c. Any balance yet remaining shall be distributed among the parties which have belonged to the System on a pro rata basis of one point to each member for each full year of membership.

Adopted by NorthNet Administrative Council, June 15, 2018

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

NorthNet Library System

System Name

Pacific Library Partnership

System Fiscal Agent Jurisdiction

Report submitted by: Anthony Halstead
Anthony Halstead (Sep 7, 2023 10:11 PM) _____
Signature of System Chair (Anthony Halstead)

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

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

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

Sep 8, 2023
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.

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

Section 2

Plan of Service Objective Evaluation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

System Name: NorthNet Library System

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

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

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

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

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

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

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

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

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

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

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

Service D (as described in Plans of Service):

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

Notes:

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

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



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

California State Library
Sacramento
April 2023


Greg Lucas, Chief Executive Officer
California Library Services Board

System Information
FY 2023/2024

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

| | |
|---|--|
| System Chair for FY 2023/2024 (if known): Anthony Halstead | Fiscal Agent: Pacific Library Partnership |
|---|--|

| |
|---|
| Date approved by Administrative Council: June 28, 2023 |
|---|

| | |
|---|---------------|
| X  | June 28, 2023 |
| Signature of System Administrative Chair for FY 2023/2024 Print Name: Anthony Halstead | Date |
| | |

Demographics of System Service Area

System Population Profile, FY 2023/24

Total Population of System Service Area: 4,897,952 ^a

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

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

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

^a Use the CA State Certified Population Figures Jan 1, 2022, and 2023

^b U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1701)

^c U.S. Census Bureau, 2010 Census, Housing Characteristics, Institutionalized (P29)

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

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

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

^g U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates (S1601)

^h

ⁱ U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy

^j U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates, Disability Characteristics (Shut-in was based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

Describe briefly how this data will be used to plan CLSA-funded services:

This data is used for planning activities of our various committees and to serve all segments of the underserved.

Comments/ Additional Information:

*** Geographically Isolated/ Rural**

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

Funding for Communications and Delivery – FY 2023/2024

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

| Physical Items Sent by: | Physical Items Delivered to: | | | |
|---|--------------------------------|-------------------------------------|-------------------|-------|
| | System Member Public Libraries | Non-public Libraries in System Area | TOTAL | |
| a. System member public library | 820,000 | 0 | 820,000 | |
| b. Non-public libraries in System area | 0 | 0 | 0 | |
| TOTAL | 820,000 | 0 | 820,000 | |
| | | System Owned | Contracted Vendor | |
| c. Number of delivery vehicles that physically move items | | | 4 | |
| d. Frequency/schedule of physical delivery service | | | 1-5 days | |
| e. Percentage of items to be physically delivered by: | | | | |
| U.S. Mail | UPS | System Van | Contracted Van | Other |
| 5% | .2% | % | 94.8% | % |

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

| | |
|--|-----------------------------|
| f. Estimated total number of e-resources to be purchased (circulated/downloaded/streamed, etc.) for residents of System member libraries | Est 1.1+ million circulated |
| g. Percentage of CLSA funds to be spent on e-resources? | 43% |
| h. Percentage of CLSA funds to be used for Broadband technology improvements | 6% |

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

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

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

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

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

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

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

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

Delivery – In FY 2023/24, CLSA funds will continue to support the physical movement of resources from one library to another. This delivery system enables resource sharing among System members which is a high priority for most NLS libraries. For FY 2023/24, the total cost of delivery for NLS member libraries includes two contract courier services totals \$359,252. The NLS FY 2023/24 CLSA budget includes \$241,170 to support the contracted services of two couriers serving the Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with local funding.

Shared e-resources remain a priority for all NLS members, especially those in smaller, more geographically remote areas. NLS surveyed member libraries to determine funding priorities for their CLSA shared e-resources. The NLS Executive Committee approved a portion of the FY 2023/24 allocation of CLSA funds to the e-resources consortia of OverDrive eBooks/eAudiobooks and eMagazines. For **OverDrive eBooks/eAudiobooks**, the investment in the shared collection among 27-member library systems has proven to be very successful, and usage continues to increase. For **OverDrive eMagazines**, the shared consortium purchase allows members to receive significant discounted subscription rates on electronic periodicals. Using the menu of choices for libraries (described in #6 below), libraries may allocate CLSA funds to support the NLS shared OverDrive collection, or to allocate funds to other shared eCollections. Shared e-resources (including eBook, eAudioBooks and eMagazines) will account for an estimated \$285,190 of the FY 2023/24 C&D budget.

Resource Sharing - In FY 2023/24, NLS will allocate \$93,550 of CLSA funds to support **Link+ and OCLC ILL**. In FY 2019/2020, NLS completed two years of negotiations to establish a Link+ master contract with Innovative Interfaces Inc, absorbing the contracts of the 14 existing NLS Link+ libraries and adding four new NLS libraries (El Dorado County, Sonoma County, Woodland Public and Nevada County libraries). The shared contract is saving NLS participating libraries nearly \$17,000 annually.

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

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

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

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

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

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

We do not anticipate any roll-over funds.

6. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not, all libraries are participating in programs/services indicate which ones are and why others are not served (i.e., choice, funds, etc.).

The Communication and Delivery baseline funds are allocated into two categories. The first category includes Baseline services for NLS, including office supplies, postage, and basic communications. Over the past several years, the use of Zoom for communication has increased significantly, and the Baseline costs include Zoom, a toll-free 800 number phone line, as well as costs for the website support. The budget includes \$4,000 for these Baseline services.

The second category is allocating a portion of Baseline CLSA funds back to the libraries for them to choose their own priority for expending CLSA funds, based on an approved menu for the libraries to choose from, with the expectation that all members will benefit equally from CLSA funding. The NLS CLSA distribution formula is based on 50% service population and 50% library budget. Member libraries contribute additional local resources to support Communications and Delivery on local level. All NLS member libraries participate in some level of shared resources. The approved menu includes Link+; purchasing OverDrive, or other shared eMaterials in a shared environment. Member libraries are able to choose from the menu of services.

NLS libraries have determined that delivery remains a priority expenditure of their CLSA C&D allocation. CLSA and local funds support delivery services within two of the NLS regions. The delivery is handled through couriers and the contracts and funds are managed centrally. In FY 2023/24, \$241,170 of CLSA funds are budgeted to support the contracted services of two couriers serving the Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with individual CLSA allocations and/or local funding. Libraries who do not use delivery contracts (non-available or cost prohibitive in most remote areas) utilize UPS or US Postal Service to move materials and share resources among other library jurisdictions.

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

ILL statistics will continue to be tracked and reported to evaluate if C&D expenditures are meeting the goals of NLS and the communities they serve. Use of shared e-resources will be measured and compared to the most recent fiscal year to demonstrate that aspect of the C&D program for FY 2023/24. We continually monitor the effectiveness of services through feedback from member libraries.

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, how much, and what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

NLS member libraries will contribute approximately \$196,752 in local funds to support 5-day delivery. In addition, local funding is dedicated to supplement CLSA to enable effective resource sharing. NLS libraries are committed to continue supporting e-resources with local funding, as well as the physical delivery of items within the system, even as delivery costs have increased significantly over the past few years.

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

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

| Formats | % of Circulation |
|----------------|-------------------------|
| eBooks | 49% |
| eAudiobooks | 43% |
| eMagazines | 8% |
| eVideo | <1% |

The audience breakdown is based on eBooks/eAudiobook circulation

| Audience | % of Circulation |
|-----------------|-------------------------|
| Adults | 80% |
| Young Adult | 8% |
| Juvenile | 11% |

10. Describe the System’s current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

Due to the geographic size of our region, NLS libraries use a combination of several delivery models including US Postal Service and private delivery services for remote locations with low volume as well as contracted services by delivery companies for moving high volume loads between member libraries using a shared ILS in more populated areas. Contracted couriers service the Mountain Valley and the North Bay library systems. There is no change from prior year to the NLS delivery model.

11. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e., staff, what type of staff, do which program did you allocate staff, how much time was allocated)

Because of the variations in delivery demand and method, the costs differ from one region to another. For contracted services, costs are based on volume, number of stops and distance. Cost of shipping items through package delivery is determined based on weight and other variables. Approximately 16 of the 40 NLS member libraries utilize a contract courier service to move items, in addition to their local branch-to-branch delivery.

Administrative funding is allocated to .33 FTE of the Coordinator's salary, .10 FTE of the CEO salary, .11 FTE of the Controller's salary, .2 of the Operations Manager's salary, .08 of the Accounting Clerk's salary, .04 of the Administrative Assistant II's salary, .1 of the Administrative Assistant's salary, and .09 of the Fiscal and Administrative services Specialist's salary. The allocated time supports coordination of and attendance at 10-12 Council and Committee meetings annually to support the three legacy systems of NLS as well as the NLS Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; work with accounting staff to ensure all CLSA budgets and reports are submitted and ensure compliance; payment of invoices; liaison with California Library Staff, attend California Library Service Board meetings.

12. Will the System be using any of the communications funding to address broadband connectivity issues? If so, what were the funds used for and what were the connectivity issues? If this includes installation along or service fees, please specify the cost and which member libraries will benefit (please list libraries)?

Broadband is of great interest, and several NLS libraries continue to benefit from the original California Public Library's Broadband Project. That grant funding allowed several NLS member libraries to leverage local funding in order to apply for State funds and to significantly increase their broadband capabilities.

The geographic span of NLS and the large number of members (40), however, means that broadband connectivity will not come to all members at the same time or in the same way. NLS staff will encourage member libraries to apply for any new Broadband funding offered through the California State Library as many NLS libraries would qualify under the targeted "hard to connect library locations."

The expansion of eligible C&D costs regarding Broadband expenditures approved by the CLSB in 2020 assisted NLS libraries to enhance hardware and security on their networked systems. In FY 2023/24, it is estimated that five libraries may allocate an estimated \$40,000 for CENIC or other service provider costs.

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?

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

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

Tier One Priorities:

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

Tier Two Priorities:

1. Monitoring CalPERS liability for the legacy systems
2. Advocacy
3. Maximizing the effectiveness of NLS training and communication practices, with an emphasis on:
NLS Website: The NLS website will continue to maintain the website that allows for sharing of initiatives and communication with members regarding current meeting notifications, as well as historical documentation.

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

System Administration

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

| B) Planning, Coordination, & Evaluation (PC&E) | | |
|---|------------------------|-------------|
| | | |
| | | |
| | | |
| Total of B | AMOUNT BUDGETED | \$ - |

| C) Indirect Cost (Do not include PC&E and provide description of services) | | |
|---|------------------------|-----------------|
| | | |
| | | |
| Total of C | AMOUNT BUDGETED | \$ 3,006 |

| | | |
|---------------------|--|-------------------|
| TOTAL OF A-C | | \$ 165,977 |
|---------------------|--|-------------------|

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

Baseline Budget

D) Operations

1. Office Supplies

| | | |
|-------------------------|------------------------|---------------|
| duplication/photocopy | | |
| postage | | \$ 250 |
| general office supplies | | \$ 100 |
| other | | |
| | AMOUNT BUDGETED | \$ 350 |

2. Training (C&D program related)

| | | |
|--|------------------------|--|
| | AMOUNT BUDGETED | |
|--|------------------------|--|

3. E-Resouces:

| | | |
|--|------------------------|-------------------|
| ENKI | | |
| Zinio | | |
| OverDrive | | \$ 226,190 |
| Flipster | | |
| Hoopla | | |
| Bibliotheca Cloud Library | | |
| E-books (Palace eBooks for All) | | \$ 15,000 |
| E-Magazines (OverDrive) | | \$ 44,000 |
| E-Audiobooks (please specify) | | |
| PressReader | | |
| Simply E | | |
| Other not specified (name service): | | |
| Other not specified (name service): | | |
| Other not specified (name service): | | |
| Total of 3 | AMOUNT BUDGETED | \$ 285,190 |

4. Contracted Services for Delivery

| | | |
|---|------------------------|-------------------|
| UPS | | |
| US Postal Service | | |
| Contracted Van/ Courier | | \$ 241,170 |
| Software that supports Remote Reference | | |
| Software that supports Curbside Pickup | | |
| Other | | |
| Total of 4 | AMOUNT BUDGETED | \$ 241,170 |

5. System Van/Vehicle

| | | |
|-------------------|------------------------|-------------|
| Fuel | | |
| Insurance | | |
| Maintenance | | |
| Other (specify) | | |
| Total of 5 | AMOUNT BUDGETED | \$ - |

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

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

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

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

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

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

System Name: **NorthNet Library System**

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

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

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

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

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

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

Administrative Calendar specific to individual libraries

- NLS Dues and Membership Fees – Due October 1
- CLSA Allocation: Amount and/or if appropriated will depend on annual approval by the California Library Services Board and amount may vary from year to year. Filing date for NLS public library members is on or around December 31.
 - FY 2023/24 CLSA Allocation Chart
 - FY 2023/24 CLSA Allocation Claim Form

Various Claim Forms that need to be filed -

- NLS FY 2023/24 Travel Reimbursement Form, if used

FY2023-24 CLSA C & D Funds Distribution

Date: 6/12/2023

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

CLAIM FORM FOR CALIFORNIA LIBRARY SERVICES ACT (CLSA) FUNDS

Library: _____

Fiscal Year: _____

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

The spreadsheet included with this form shows:

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

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

SECTION 1: Approved Allocations in NLS Shared Services

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

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

\$_____ Annual fee for OverDrive eMagazine consortium subscriptions

\$_____ Delivery

COMPLETING THIS FORM

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

Remaining Balance: \$ _____

Invoice Amount: \$ _____

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

a) via email as a legible PDF attachment to NLSclaims@plpinfo.org

OR

b) by mail with an original signed signature to

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

SECTION 2: Approved CLSA Allocations in NLS Shared Services

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

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

Certification

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

Signature: _____

Title: _____

Name: _____

Date: _____

For Staff Use

Approved by: Carol Frost: Signature: _____ Date: _____

Updated June 14, 2023



FY 2023-24 Staff Development Claim Form

Library Name: _____

Amount: \$ 1,500

I hereby certify that the library named shall use these funds for Staff Development & Training Activities, or the software, subscription fee, and/or equipment needed to access online training. As the Director, I have the flexibility to determine my library's need at the local level.

Certification

Signature: _____ Title: _____

Name: _____ Date: _____
Print Name

.....
The **completed and signed** Claim form can be submitted as a PDF attachment via email to: NLSClaims@plpinfo.org or by mail with an original signed signature by **December 31, 2023** to:

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

.....
For Staff use:

Approved By: Carol Frost

Signature: _____ Date: _____

REIMBURSEMENT REQUEST FORM FY23/24 (Travel Only)

| | | | |
|-----------------------|--|---------------|--|
| EVENT / PROJECT NAME: | | | |
| LOCATION: | | TRAVEL DATES: | |

AIRFARE; GROUND TRANSPORTATION (other than personal car) – Public Transit, Rental Car, Ride-Sharing, Taxi, Train

| Item | Category | Description | Cost |
|-------------------|----------|-------------|------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Sub-Total: | | | |

PERSONAL CAR (not to exceed cost of airfare)

| | | |
|-------------------|--|-------------------------------------|
| Miles: | | X \$0.67 (IRS Mileage Rate*) |
| Tolls: | | |
| Parking: | | |
| Sub-Total: | | |

HOTEL/LODGING; MEALS (specify)

| | | |
|-------------------|--|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| Sub-Total: | | |

| | |
|---|--|
| TOTAL AMOUNT OF REIMBURSEMENT REQUESTED: | |
|---|--|

Reimbursement will be made by check payable to the name requested below and sent to the following address (please type or print clearly)

| | | | |
|------------|--------|-----------|--|
| Name: | | | |
| Address: | | | |
| City: | State: | Zip Code: | |
| Email: | | Phone #: | |
| Signature: | | Date: | |

NOTE: ALCOHOL, ENTERTAINMENT (MOVIES, etc.) ARE NOT REIMBURSABLE EXPENSES.

Please attach all invoices, payment receipts, mileage maps, and related documentation.

The **completed** and **signed** claim form can be submitted as a PDF attachment (**must be legible**) via email to:

NLSClaimReimbursements@plpinfo.org

or by mail with an original signed signature to:

NorthNet Library System
Attn: Accounting Department
32 W. 25th Ave., Suite 201
San Mateo CA, 94403

FY 2023/24 NLS Executive Committee

Chair, Anthony Halstead, NBCLS, Napa County Library

anthony.halstead@countyofnapa.org

Chair-elect/Vice-Chair, Christopher Cooper, NSCLS, Humboldt County Library

ccooper1@co.humboldt.ca.us

Past Chair, Suzanne Olawski, NBCLS, Solano County Library

seolawski@solanocounty.com

Executive Committee members: Two-year term ends 6/30/2024:

Jennifer Baker, NBCLS, Benicia Public Library

jbaker@ci.benicia.ca.us

Bryce Lovell, MVLS, El Dorado County Library

bryce.lovell@edcgov.us

Nick Wilczek, MVLS, Nevada County Library

nick.wilczek@co.nevada.ca.us

Executive Committee members: Two-year term ends 6/30/2025:

Thomas Gruneisen, MVLS, Folsom Public Library

tgruneisen@folsom.ca.us

Natasha Martin, MVLS, Roseville Public Library

nmartin@roseville.ca.us

Christopher Platt, MVLS, Mono County Free Library

cplatt@monocoe.org

Member Libraries

PUBLIC LIBRARIES

Alpine County Library

Rita Lovell
PO Box 187
270 Laramie Street
Markleeville, CA 96120
Office: 530.694.2120
rl Lovell@alpinecountyca.gov

Belvedere-Tiburon Public Library

Crystal Duran
1501 Tiburon Boulevard
Tiburon, CA 94920
Office: 415.789.2665
cduran@beltiblibrary.org

Benicia Public Library

Jennifer Baker
150 East L Street
Benicia, CA 94510
Office: 707.746.4340
jbaker@ci.benicia.ca.us

Butte County Library

Misty Wright – Interim Director
1820 Mitchell Avenue
Oroville, CA 95966
Office: 530.552.5646
miwright@buttecounty.net

Colusa County Library

Stacey Costello
738 Market Street
Colusa, CA 95932
Office: 530.458.0372
scostello@countyofcolusa.org

Del Norte County Library District

Phyllis Goodeill
190 Price Mall
Crescent City, CA 95531
Office: 707.464.9793
pgodeill@delnortecountylibrary.org

El Dorado County Library

Bryce Lovell
345 Fair Lane
Placerville, CA 95667
Office: 530.621.5546
bryce.lovell@edcgov.us

Folsom Public Library

Thomas Gruneisen
411 Stafford Street
Folsom, CA 95630
Office: 916.461.6140
tgruneisen@folsom.ca.us

Humboldt County Library

Christopher Cooper
1313 3rd Street
Eureka, CA 95501
Office: 707.269.1930
Ccooper1@co.humboldt.ca.us

Lake County Library

Christopher Veach
1425 N. High Street
Lakeport, CA 95453
Office: 707.263.8816
christopher.veach@lakecountyca.gov

Larkspur Public Library

Damon Hill
400 Magnolia Avenue
Larkspur, CA 94939
Office: 415.927.5005
dhill@cityoflarkspur.org

Lassen Library District

Heather Blevins
1618 Main Street
Susanville, CA 96130
Office: 530.257.8113
lassenlibrary@citlink.net

Lincoln Public Library

Kathryn Hunt
485 Twelve Bridges Dr.
Lincoln, CA 95648
Office: 916.434.2406
kathryn.hunt@lincolnca.gov

Marin County Free Library

Lana Adlawan
3501 Civic Center Drive, #414
San Rafael, CA 94903
Office: 415.473.6053
ladlawan@marincounty.org

Mendocino County Library

Barbara Chapman – Interim Director
Ukiah Branch Library Address
105 North Main Street
Ukiah, CA 95482
Office: 707.234.2872
chapmanb@mendocinocounty.gov

Mill Valley Public Library

Anji Brenner
375 Throckmorton Avenue
Mill Valley, CA 94941
Office: 415.389.4292, Ext. 115
abrenner@cityofmillvalley.org

Modoc County Library

Kris Anderson
212 W. 3rd Street
Alturas, CA 96101-3913
Office: 530.233.6358
krisanderson@co.modoc.ca.us

Mono County Free Library

Christopher Platt
PO Box 1120
Mammoth Lakes, CA 93546
Office: 760.934.8670
cplatt@monocoe.org

Napa County Library

Anthony Halstead
580 Coombs Street
Napa, CA 94559
Office: 707.253.4241
anthony.halstead@countyofnapa.org

Nevada County Library

Nick Wilczek
980 Helling Way
Nevada City, CA 95959
Office: 530.388.8830
nick.wilczek@co.nevada.ca.us

Orland Free Library

Jody Halsey Meza
333 Mill Street
Orland, CA 95963
Office: 530.865.1640
jmeza@cityoforland.com

Placer County Library

Mary George
Library Administration
145 Fulweiler Ave., Suite 150
Auburn, CA 95603
Office: 530.886.4550
mgeorge@placer.ca.gov

Plumas County Library

Sharon McKay – Interim Director
445 Jackson Street
Quincy, CA 95971
Office: 530.283.6413
sharonmckay@countyofplumas.com

Roseville Public Library

Natasha Martin
316 Vernon Street, Suite 400
Roseville, CA 95678
Office: 916.774.5234
nmartin@roseville.ca.us

Sacramento Public Library

Peter Coyl
828 I Street
Sacramento, CA 95814
Office: 916.264.2830
pcoyl@saclibrary.org

St. Helena Public Library

Melinda Cervantes – Interim Director
1492 Library Lane
St. Helena, CA 94574
Office: 707.967.2805
mcervantes@shpl.org

San Anselmo Public Library

Linda Kenton
110 Tunstead Avenue
San Anselmo, CA 94960
Office: 415.258.4656
lkenton@townofsananselmo.org

San Rafael Public Library

Catherine Quffa
1100 E Street
San Rafael, CA 94901
Office: 415.485.3078
catherine.quffa@cityofsanrafael.org

Sausalito Public Library

Abbot Chambers
420 Litho Street
Sausalito, CA 94965
Office: 415.289.4123
achambers@sausalito.gov

Shasta Public Libraries

Jared Tolman
1100 Parkview Avenue
Redding, CA 96001
Office: 530.806.8489
jaredt@shastalibraries.org

Siskiyou County Library

Teresa Johnson
719 4th Street
Yreka, CA 96097-3381
Office: 530.842.8807
tjohnson@co.siskiyou.ca.us

Solano County Library

Suzanne Olawski
1150 Kentucky Street
Fairfield, CA 94533
Office: 707.784.1504
seolawski@solanocounty.com

Sonoma County Library

Erika Thibault
6135 State Farm Drive
Rohnert Park, CA 94928
Office: 707.545.0831, Ext. 1505
ethibault@sonomalibrary.org

Sutter County Library

James Ochsner
750 Forbes Avenue
Yuba City, CA 95991
Office: 530.822.7140
jochsner@co.sutter.ca.us

Tehama County Library

Alicia Meyer
545 Diamond Ave
Red Bluff, CA 96080
Office: 530.527.0607, Ext. 107
ameyer@tehamacountylibrary.org

Trinity County Library

Kacy Guill
351 N. Main Street
Weaverville, CA 96093
Office: 530.623.1399
kquill@trinitycounty.org

Willows Public Library

Jody Meza
201 N. Lassen Street
Willows, CA 95988
Office: 530.934.5156
jodymeza@gmail.com

Woodland Public Library

Greta Galindo
250 First Street
Woodland, CA 95695
Office: 530.661.5980
greta.galindo@cityofwoodland.org

Yolo County Library

Diana Lopez
ShIPLEY Walters Center for Yolo
County Archives and Library Services
226 Buckeye Street
Woodland, CA 95695
Office: 530.666.8002
diana.lopez@yolocounty.org

Yuba County Library

Michael Lee
303 Second Street
Marysville, CA 95901
Office: 530.749.5430
mlee@co.yuba.ca.us

ACADEMIC LIBRARIES

CSU Chico Library

John Wang
400 West First Street
Chico, CA 95929
Office: 530.898.3450
zwang5@csuchico.edu

Sacramento Co. Public Law Library

Pete Rooney
609 9th Street
Sacramento, CA 95814
Office: 916.874.6011
prooney@saclaw.org



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

www.northnetlibs.org

NorthNet Library System Staff and Contact Information

Mailing address:

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

NLS System Coordinator – Jacquie Brinkley

System communications and general
information

Email: brinkley@plpinfo.org

Phone: (916) 873-2640

Pacific Library Partnership

CEO – Carol Frost

Email: frost@plpinfo.org

Accounting – Andrew Yon

Controller

Email: yon@plsinfo.org

Administration – Wendy Cao

Email: caow@plsinfo.org