

NLS Executive Committee Meeting

May 15, 2024

12:00 p.m.

ZOOM MEETING

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

Meeting ID: 884 0146 6988

Passcode: 837109

Phone +1 669 444 9171

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|---|-----------------|----------------------|
| 1. Welcome and Roll Call | Halstead, Chair | |
| 2. Public Invited to Comment | Halstead | |
| 3. Approval of Consent Items (Action Item) | | |
| A. Adoption of Agenda | Halstead | |
| B. Approve Minutes of December 12, 2023 | Brinkley | Attachment 1, pg. 4 |
| 4. Old Business | | |
| A. NLS Book Club-in-a-Box Report (Action Item) | Platt | Attachment 2, pg. 8 |
| B. California State University Chico Meriam Library
Withdrawal from NSCLS/NLS (Action Item) | Halstead | Attachment 3, pg. 9 |
| 5. New Business | | |
| A. Ad Hoc Nominating Committee for Executive
Committee Members (Action Item) | Halstead | Attachment 4, pg. 12 |
| B. Approval of the Library-to-Go
Committee Chair (Action Item) | Halstead | Attachment 5, pg. 14 |
| C. Approval of Five-Year Link+ Contract Renewal
(Action Item) | Frost | Attachment 6, pg. 17 |
| D. Recommendation for Library-to-Go/OverDrive
Budget for FY 2024-25 (Action Item) | Platt | Attachment 7, pg. 19 |
| E. Review and Approval of NLS FY 2024-25 CLSA
Budget and Formation of Ad Hoc Committee
(Action item) | Frost | Attachment 8, pg. 23 |
| F. Review and Approval of NLS/PLP FY 2024-25
Contract (Action Item) | Frost | Attachment 9, pg. 26 |

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| G. Review and Approval of Proposed NLS FY 2024-25 Budget (Action Item) | Yon | Attachment 10, pg. 28 |
| H. Approve NLS FY 2023-24 Financial Audit (Action Item) | Yon | Attachment 11, pg. 35 |

6. Agenda Building for Annual Administrative Council Meeting, June 20, 2024

- Panel Discussion - Topic Suggestion: *Building Forward* NLS Funded Projects
- Approval of Slate of Candidates for Executive Committee
- Approval of Library-to-Go Chair
- Approval of NLS FY 2024-25 Budget
- Approval of NLS/PLP FY 2024-25 Contract
- Approval of NLS CLSA FY 2024-25 CLSA Plan of Service
- Approval of Link+ Contract
- Update on Library-to-Go Shared Collection
- Networking Lunch
- Hybrid meeting

7. System Chair Report

8. Announcements

- | | | |
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| A. State Library Liaison Report | Durr | Attachment 12, pg. 63 |
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9. Adjournment

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- A. All votes taken during a teleconferenced meeting shall be by rollcall.
- B. The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- C. The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- D. The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a



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quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e).”

Meeting Locations

- Benicia Public Library, 150 East L Street, Benicia, CA 94510
- El Dorado County Library, 345 Fair Lane, Placerville, CA 95667
- Folsom Public Library, 411 Stafford Street, Folsom, CA 95630
- Humboldt County Library, 1313 3rd Street, Eureka, CA 95501
- Mono County Free Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546
- Napa County Library, 580 Coombs Street, Napa, CA 94559
- Nevada County Library, Madelyn Helling Library, 980 Helling Way, Nevada City, CA 95959
- Roseville Public Library, 225 Taylor Street, Roseville CA 95678
- Solano County Library, 1150 Kentucky Street, Fairfield, CA 94533
- NLS Administrative Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403



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DRAFT MINUTES

NLS Executive Committee Meeting

December 12, 2023

12:00 p.m. via Zoom

1. **Welcome and Roll Call** – Chair, Anthony Halstead, Napa County, called the meeting to order at 12:02 p.m. Also present were NLS Executive Committee members: Jennifer Baker, Benicia Public Library; Bryce Lovell, El Dorado County; Christopher Platt, Mono County; and Suzanne Olawski, Solano County. Executive Committee member Natasha Martin, Roseville Public Library was in attendance but due to a location change was unable to vote on Action Items. Also attending were NLS fiscal and administrative support, Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership; Jacquie Brinkley, NLS/Pacific Library Partnership; and Michael Perry, Siskiyou County Library.
2. **Public Invited to Comment.** No public comment was given.
3. **Approval of Consent Calendar – Motion to approve the Consent Calendar**
Olawski moved; Platt seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.
4. **Old Business**
 - A. **Update from the Strategic Priorities Ad Hoc Committee**
 Perry presented recommendations on two Strategic Priorities reviewed by the NLS Legacy System Chairs. Recommendations of the Chairs were to delegate Disaster Preparedness to NLS Administration and Capacity Building for Staff to be left to individual libraries in order to meet local needs and provide greater flexibility to accomplish what each library culture needs most. Perry noted that the Chairs mentioned a means of reporting back to NLS membership on how each library used their Staff Development funds or other training that was acquired would be beneficial. Perry suggested that the Executive Committee could develop a reporting mechanism to obtain feedback from libraries on use of NLS Staff Development funds.

 Perry also recommended asking what the Administrative Council wants from the Disaster Preparedness priority.

 Platt mentioned that his recollection of the original Capacity Building for Staff priority was a cohesive attempt to focus on diversity, equity and inclusion in staff training. With the update and recommendations from the Chairs, it may have been determined that Staff Capacity Building was determined no longer a priority. Platt also mentioned that he appreciated that no reporting was required from the Staff Development Funds allocated to each library.

Halstead suggested an annual survey of “best trainings” could be another way to obtain feedback.

Baker asked for clarification on reporting back on staff development and if this was intended for accountability or for sharing out.

Perry stated that there were no questions or concerns from the Chairs regarding accountability and that the suggestion was made more to benefit all and in particular new directors within NLS.

Perry restated that the recommendation of the Chairs was to reassign Disaster Preparedness and Staff Capacity Building as detailed in the memo.

Frost asked the Executive Committee to consider if NLS wants activities behind the Strategic Priorities or if the Priorities are a statement of what NLS holds as priorities for the System.

Discussion as to how all Strategic Priorities stand at this point.

Motion to accept recommendations from Legacy Chairs and to present to the NLS Administrative Council for approval at their Mid-Year Meeting in January 2024.

Olawski suggested that sharing out at Administrative Council meetings twice a year could actualize the staff training priorities. She also suggested that libraries collaborate among NLS with training opportunities that could benefit other libraries, and to invite others to attend when possible.

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

Note: Member Lovell left the meeting at 12:26 p.m.

B. Development of Budget Definitions and Associated Discussion

Baker presented the memo of draft NLS budget definitions as developed by ad hoc committee of Baker and Lovell with assistance from NLS staff, Frost and Yon. Baker noted that their recommendations were to review the draft and present to the Administrative Council at their January 2024 Mid-Year meeting for adoption.

Frost provided an overview of the draft definitions.

Halstead asked if the 70% Fund Balance could be restated as funds “encumbered” for clarification. Discussion ensued regarding the use of budget terms and how individual systems have widely varied terms used for finance language. It was agreed to not utilize that term.

Martin suggested that if NLS establishes and agrees with definitions for NLS, all members, including new directors, will have the same information and a common understanding of how terms relate to the NLS budget.

Platt stated that he was happy with the way the definitions were written.

Frost suggested a revision to the Operating Reserves definition with a notation to explain that the Operating Reserves is a separate account and not a part of the Fund Balance.

Platt suggested to note that the Legacy System Funds are tracked by NLS administration and included within the NLS budget.

Motion to approve NLS Budget Definitions with revisions as suggested and present to the Administrative Council at the January 2024 Mid-Year Meeting for their approval and adoption.

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

C. Nomination of New Executive Committee Member

Halstead reported that upon his request for volunteers, Michael Perry, Siskiyou County, offered to volunteer if no other NLS directors were interested. Thomas Gruneisen, Folsom Public Library, contacted Halstead and indicated his interest in serving on the Executive Committee. Halstead nominated Gruneisen to fill the vacant Executive Committee position.

Motion to approve Thomas Gruneisen to the NLS Executive Committee.

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

Baker recommended to announce at the NLS Administrative Council Mid-Year Meeting in January 2024 that new Executive Committee members would be needed beginning July 1, 2024.

Halstead contacted Perry to express the Executive Committee's appreciation for offering his service.

5. New Business

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

Halstead confirmed that Peter Coyl, Sacramento Public Library, will speak at the Mid-Year Meeting and topics will include Censorship in Libraries and First Amendment Audits. Coyl will speak for 60-90 minutes and has asked to be at the top of the meeting agenda.

Discussion of holding the meeting in hybrid format.

Platt stated that a general update on Library-to-Go will be given and will include a PowerPoint for information sharing.

Halstead asked staff to provide an estimate of timing for agenda items.

Platt asked about news from the State Library regarding the State budget and asked if the State Library liaison, Chris Durr, could speak on the State Budget.

Frost noted that NLS member, Crystal Duran, Belvedere-Tiburon Public Library, is the CLA Legislative Committee Vice Chair and may be in a position to share on the State Budget.

Frost also noted that in consideration of the announcement of the State of California's \$60B anticipated budget deficit, NLS may consider slowing down their Library-to-Go CLSA spending in case there are cuts to CLSA funds in FY 2024-25.

Platt agreed to monitor the spending of Library to Go budget.

Discussion regarding the Networking Lunch at the Mid-Year Meeting and suggestion to use this time to share about Staff Development funds and how they have been used.

6. System Chair Report

No report.

7. Announcements

A. State Library Report

Brinkley reported that the State Library liaison, Chris Durr, was unable to attend the meeting but provided the State Library report included in the agenda packet.

8. Next Executive Committee Meeting February 20, 2024

Frost requested that the February 20, 2024 meeting be cancelled to accommodate staff availability. The next scheduled Executive Committee meeting is May 15, 2024. It was noted that a meeting before May might be needed to create a Nominating Committee for new members and to review items from the January Mid-Year Administrative Council meeting.

Halstead agreed to cancel the February date and to reschedule with a later date to address any mid-year budget concerns.

A notice of cancellation will be posted and distributed to all Executive Committee members for posting at their locations.

9. Meeting adjourned at 1:11 p.m.



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 (650) 349-5538 Fax: (650) 349-5089

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To: NLS Executive Committee
From: Butte County Library and NLS Staff
Subject: Program Report and Recommendation to Fund the NLS Book Club in a Box for FY 2024-2025
Date: May 15, 2024

Background

In FY 2023-24 the NorthNet Library System supported the system-wide Book Club-in-a-Box program, managed by the Butte County Library, with \$5,000 allocated from the NLS Reserves Fund. The funds were used to purchase new book sets for checkout by NLS member libraries. At this time, funds have been fully expended and 360 new books have been added to the Book Club collection. The current collection of titles available for the Book Club is posted on the NLS website [here](#).

A total of 1,011 books were checked out to participating libraries this year, up from 925 in the previous year. Circulation of book sets increased to 45 in FY 2023-24 from 36 shipments in FY 2022-23. Mailing costs are covered by the Butte County Library and the requesting library. No NLS funds are used on shipping costs or for any staff support to this program. Butte County estimates their in-kind at \$300 for mailing costs.

Two new NLS libraries requested book sets in FY 2023-24, bringing the total to 9 participating libraries with 28 unique book clubs.

- | | |
|---|---------------------------------|
| 1. Alpine County Public Library | 6. Shasta Public Libraries |
| 2. Butte County Public Library | 7. Siskiyou County Library |
| 3. Lassen Library District | 8. St. Helena Public Library |
| 4. Napa County Library (new in FY2023-24) | 9. Tehama County Public Library |
| 5. Placer County Library (new in FY2023-24) | |

Request for Funding

In 2019, \$5,300 of CLSA funds were allocated to support this program (rather than having it on the menu of services for libraries to choose from). No NLS funds were allocated to the Book Club in FY 2022-23, although Butte County Library continued to support the loan requests from participating libraries. In FY 2023-24, up to \$5,000 was allocated from the NLS Reserves Fund to support this project with the purchase of new book sets for loaning. Butte County Library is requesting \$5,000 to continue to support this project in FY 2024-25.

Recommendation

The Butte County Library has agreed to continue overseeing the NLS Book Club-in-a-Box program. It is recommended that the NLS Executive Committee approve funding the Book Club-in-a-Box program for \$5,000 in FY 2024-25 with funding to come either as a CLSA allocation (not a Claim Form menu item) or from the FY 2024-25 NLS Operating Budget.



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To: NLS Executive Committee
From: NLS Staff
Subject: CSU Chico University Library Withdrawal of Membership from NSCLS and NLS
Date: May 15, 2024

The CSU Chico University Meriam Library notified the NorthNet administration by email in July 2023 that they wished to withdraw their membership with the North State Cooperative Library System and, by default, with the NorthNet Library System.

Per the Bylaws of NSCLS:

Section 2. Withdrawal from Membership

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

The attached letter was received from the CSU Chico University Meriam Library to request their withdrawal of membership with NSCLS.

The NSCLS Council at their meeting of February 14, 2024, approved the request from CSU Chico to withdraw from NSCLS and drafted the attached Resolution 2024.01 to codify this action.

Recommendation

It is recommended that the NLS Executive Committee approve the CSU Chico University Library departure from NLS effective July 1, 2024.

NORTH STATE COOPERATIVE LIBRARY SYSTEM

RESOLUTION NO. 2024-01

AUTHORIZATION APPROVING WITHDRAWAL FROM
THE NORTH STATE COOPERATIVE LIBRARY SYSTEM

WHEREAS, a cooperative library system has been organized covering the counties of Butte, Humboldt, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity, together with the cities of Orland and Willows; and the Library Districts of Del Norte County and Susanville; and

WHEREAS, the University of California, Chico, Merriam Library has provided notification to withdraw its membership from the North State Cooperative Library System, and, by affiliation, the NorthNet Library System effective July 1, 2024.

NOW THEREFORE, BE IT RESOLVED, by this governing body, that the North State Cooperative Library System Council of Librarians accepts this request, and that the University of California, Chico, Merriam Library will no longer be a member of the North State Cooperative Library System effective July 1, 2024.

AYES: 10
NOES: 0
PRESENT: 1
ABSENT: 1

Jared Tolman
Jared Tolman (Feb 20, 2024 10:05 PST)
Chair, NSCLS Council of Librarians

Feb 20, 2024
Date

Jacquie Brinkley
Jacquie Brinkley (Feb 26, 2024 08:07 PST)
NLS System Coordinator

Feb 26, 2024
Date



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

To whom it may concern:

Please allow this letter to serve as notice of Meriam Library's intent to withdraw its membership from the NorthNet Library System effective July 1, 2024.

Thank you for your cooperation in this matter.

Sincerely,

Signature:

Email: jrshepherd@csuchico.edu

Jodi R. Shepherd
Interim Dean, Meriam Library
California State University, Chico



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To: NLS Executive Committee
From: Jacquie Brinkley, NLS System Coordinator
Subject: Nominating Committee for FY 2024-2025 NLS Executive Committee Members
Date: May 15, 2024

Four members of the current board of nine Executive Committee members will be concluding their term of service on June 30, 2024.

It is recommended that the NLS Chair and Executive Committee appoint an Ad Hoc Nominating Committee to create a slate of candidates to fill four positions for FY 2024-25: the Chair Elect/Vice-Chair position and the 3 open Executive Committee positions. This slate of candidates will be presented for approval at the Administrative Council Annual Meeting on June 20, 2024.

Per NLS Bylaws, the Chair shall 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.

Per NLS Bylaws: *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.*

The following Executive Committee members will be terming out of their positions on June 30, 2024:

- Past Chair- Suzanne Olawski, Solano County Library, NBCLS (served 2 terms)
- Nick Wilczek, Nevada County Library, MVLS (served 2 terms)
- Jennifer Baker, Benicia Public Library, NBCLS (served 1 term, available for 2nd term)
- Bryce Lovell, El Dorado County Library, MVLS (appointed September 2023, available for 2nd term)

The following will be continuing to serve on the Executive Committee in their new positions (FY2024-25 and FY2025-26):

- **Chair:** Christopher Cooper, Humboldt County Library, NSCLS
- **Past Chair:** Anthony Halstead, Napa County Library, NBCLS

The following will be serving the second year of their first term (FY2023-24 and FY2024-25):

- Natasha Martin, Roseville Public Library, MVLS
- Thomas Gruneisen, Folsom Public Library, MVLS (appointed December 2023)

The following will be serving the second year of their second term (FY2023-24 and FY2024-25):

- Christopher Platt, Mono County Free Library, MVLS

History of Executive Committee Members who are currently serving:

FY 2022-2023

Chair Anthony Halstead, NBCLS, Napa County Library

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

Past Chair Suzanne Olawski, NBCLS, Solano County Library

Executive Committee members whose term ended June 30, 2024:

Jennifer Baker, Benicia Public Library (NBCLS)

Nick Wilczek, Nevada County Library (MVLS)

Executive Committee members whose term ended June 30, 2023 and were re-appointed:

Christopher Cooper, Humboldt County Library (NSCLS)

Christopher Platt, Mono County Free Library (MVLS)

FY 2021-2022

Executive Committee members whose term ended June 30, 2023:

Christopher Cooper, NSCLS, Humboldt County Library

Christopher Platt, MVLS, Mono County Free Library

Executive Committee members whose term ended June 30, 2022:

Anthony Halstead, NBCLS, Napa County Library

Nick Wilczek, MVLS, Nevada County Library

The NLS Executive Committee extends their appreciation to all former and continuing members of the Executive Committee.

Recommendation: The NLS Executive Committee appoints a 3-member Ad Hoc Nominating Committee to identify candidates for the positions of Vice Chair (1) and Executive Committee members (3) for serving on the NLS Executive Committee beginning July 1, 2024.



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To: NLS Executive Committee
From: NLS Staff
Subject: Approval of the Library-to-Go Committee Chair
Date: May 15, 2024

Background

The current Library-to-Go Committee Co-Chairs, Christopher Platt and Renée Forté, will be concluding their 2-year term of service on June 30, 2024. Jessie Sprague, Assistant Library Director at Shasta Public Libraries has indicated their interest in assuming the role of Chair of the Library-to-Go Committee.

Library-to-Go Chair responsibilities, approved by the NLS Executive Committee on October 13, 2021, are found on the attached document.

Recommendation

It is recommended that that NLS Executive Committee approve Jessie Sprague, Assistant Library Director, Shasta Public Libraries as the NLS Library-to-Go Committee Chair for FY 2024-25 and FY 2025-26, for a term of two years, and recommend that the Administrative Council approve the appointment.

NLS Library-to-Go Chair Responsibilities

The Library-to-Go Chair position shall be for a two-year term, and may be renewed for an additional two years.

The Library-to-Go Chair position must be approved by the NLS Executive Committee and adopted by the NLS Administrative Council. The Chair position may be shared by two Co-Chairs.

The responsibilities of the Chair/Co-Chairs include:

1. Library-to-Go Member Libraries
 - Ensure effective communication through the list-serv
 - Work with the Library-to-Go Committee to establish and/or clarify expectations for libraries that participate in the shared NLS OverDrive collection regarding the length of their commitment
 - Work with the Library-to-Go Committee to develop a scope of work for its members
 - Ensure for succession planning and preservation of institutional knowledge
 - Update the contacts on the list-serv on a regular basis (annually or more frequently)
2. Monthly meetings
 - Set the agenda, and identify a note taker
 - Ensure the work of the Committee reflects the NLS priorities and assigned budget
3. NLS OverDrive Consortia Coordination
 - Work with the Library-to-Go Committee to write a Collection Development Policy to be reviewed by the Executive Committee that includes selection criteria, priorities for the overall collection that reflects the diverse needs of the NLS populations, including selection in at least English and Spanish and procedures for challenged materials
 - Work with the Library-to-Go Committee to write a Collection Management Policy to be reviewed by the Executive Committee that includes content selector assignments for participating library jurisdictions, practices for library jurisdictions to promote titles related to local themes, practices for library jurisdictions to integrate local branding into their promotion of content for review by the Executive Committee
 - Coordinate the collection and reporting of statistics to the Executive Committee on a quarterly basis, including: global circulation statistics; number of patrons by library system and by youth/adult (if possible); borrowing statistics broken down

into formats, including eBooks, eAudiobooks, eMagazines, and other formats available in the collection; fiction circulation, and nonfiction circulation

- At the direction of the NLS Executive Committee, work with the Library-to-Go Committee to review and evaluate other shared digital content platform options
4. OverDrive Consortia Budget (eBooks, eAudio and eMagazines)
- Solicit input from and provide preliminary budget information to the Library-to-Go Committee related to funding the shared NLS OverDrive collection
 - Reach out to and communicate with participating libraries and library directors regarding budget decisions to ensure their opinions are being included prior to meetings
 - Develop an annual budget working with the NLS fiscal administrator and with the Library-to-Go Committee. Write a budget memo for review and presentation at the May NLS Executive Committee
 - Provide written quarterly reports to the NLS Executive Committee, outlining the number of titles purchased, the budget expenditures to date, and other related activities
 - Be familiar with the California Library Services Act (CLSA), the allowable use of CLSA funds, and the NLS CLSA budget. This can be achieved by meeting with the NLS Coordinator
 - Work with the NLS fiscal administrator to track any additional OverDrive CLSA allocations by libraries to ensure the funds are budgeted, tracked, and any unspent funds are accounted for, and identified for the Executive Committee to consider roll-over or future use for the upcoming budget by the May Executive Committee meeting
5. OverDrive Portal
- Access the OverDrive portal as needed to ensure orders are being placed by NLS selectors
 - Work with the NLS fiscal administrator on approving invoices for payments
 - Track orders and expenditures to ensure budget expenditures are on track
6. Communication
- Correspond with the NLS Executive Committee Chair and Library-to-Go Committee
 - Develop other policies/procedures per the NLS Executive Committee direction or for the needs of the Library-to-Go Committee (e.g. explore implementation of an Instant Digital Card)
 - Provide statistics to the NLS Coordinator for CLSA reports

The Chair/Co-Chairs would not be responsible for the actual purchases or collection management.



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To: NLS Executive Committee
From: Carol Frost
Subject: Approval of Link+ Contract Renewal
Date: May 15, 2024

Background

At the January 25, 2019 NLS Administrative Council meeting, the Council approved the NLS five-year contract for Innovative's Link+ INN-Reach product, from FY 2019-20 through FY 2023-24. There are 18 libraries participating in this contract, including MARINet (Belvedere-Tiburon, Larkspur, Marin County, Mill Valley, San Anselmo, San Rafael and Sausalito), SPLASH (Benicia, Solano County and St. Helena), El Dorado County, Napa County, Nevada County, Sacramento, Sonoma County, Woodland, and Yolo County.

During this time period, Solano County migrated to Innovative's Polaris platform, which resulted in an overall reduction of the contracted amount of \$2,750 in FY 2023-24 and in future years.

A new five-year contract has been negotiated, maintaining the 3% annual increase. Below is the five-year cost schedule for the contract with Innovative:

FY 2024/25	\$272,264
FY 2025/26	\$280,432
FY 2026/27	\$288,845
FY 2027/28	\$297,510
FY 2028/29	\$306,435
Total	\$1,445,486

Recommendation

It is recommended that the NLS Executive Committee approve this contract and recommend adoption by the NLS Administrative Council.

NorthNet Link+ Five-Year Contract FY 2024-25 - FY 2028-29 with 3% Annual Increase

	Subscription Renewal Year 1 FY24/25	Year 1 NLS 5% Admin Fee	Year 1 FY24/25 Total	Subscription Renewal Year 2 FY 25/26	Year 2 NLS 5% Admin Fee	Year 2 FY24/25 Total	Subscription Renewal Year 3 FY26/27	Year 3 NLS 5% Admin Fee	Year 3 FY26/27 Total	Subscription Renewal Year 4 FY27/28	Year 4 NLS 5% Admin Fee	Year 4 FY27/28 Total	Subscription Renewal Year 5 FY28/29	Year 5 NLS 5% Admin Fee	Year 5 FY28/29 Total	5-YEAR Total Link+ Costs	5-YEAR NLS 5% Admin Fee Cost	TOTAL 5-YEAR COST
MARINet	\$76,464	\$3,823	\$80,287	\$78,758	\$3,938	\$82,696	\$81,121	\$4,056	\$85,177	\$83,554	\$4,178	\$87,732	\$86,061	\$4,303	\$90,364	\$405,958	\$20,298	\$426,256
Bel-Tib					\$0			\$0			\$0			\$0		\$0	\$0	\$0
Larkspur					\$0			\$0			\$0			\$0		\$0	\$0	\$0
Marin					\$0			\$0			\$0			\$0		\$0	\$0	\$0
Mill Valley					\$0			\$0			\$0			\$0		\$0	\$0	\$0
San Anselmo					\$0			\$0			\$0			\$0		\$0	\$0	\$0
San Rafael					\$0			\$0			\$0			\$0		\$0	\$0	\$0
Sausalito					\$0			\$0			\$0			\$0		\$0	\$0	\$0
														\$0				
SPLASH	\$71,607	\$3,580	\$75,187	\$73,755	\$3,688	\$77,443	\$75,967	\$3,798	\$79,766	\$78,246	\$3,912	\$82,159	\$80,594	\$4,030	\$84,624	\$380,169	\$19,008	\$399,178
Benicia																		
Solano					\$0			\$0			\$0			\$0		\$0	\$0	\$0
St. Helena					\$0			\$0			\$0			\$0		\$0	\$0	\$0
														\$0				
El Dorado	\$19,968	\$998	\$20,966	\$20,567	\$1,028	\$21,595	\$21,184	\$1,059	\$22,243	\$21,819	\$1,091	\$22,910	\$22,474	\$1,124	\$23,597	\$106,011	\$5,301	\$111,311
Napa County	\$16,116	\$806	\$16,922	\$16,600	\$830	\$17,430	\$17,098	\$855	\$17,953	\$17,611	\$881	\$18,491	\$18,139	\$907	\$19,046	\$85,564	\$4,278	\$89,842
Nevada	\$7,722	\$386	\$8,108	\$7,954	\$398	\$8,351	\$8,192	\$410	\$8,602	\$8,438	\$422	\$8,860	\$8,691	\$435	\$9,126	\$40,997	\$2,050	\$43,047
Sacramento	\$27,089	\$1,354	\$28,443	\$27,902	\$1,395	\$29,297	\$28,739	\$1,437	\$30,176	\$29,601	\$1,480	\$31,081	\$30,489	\$1,524	\$32,013	\$143,819	\$7,191	\$151,010
Sonoma County	\$30,026	\$1,501	\$31,527	\$30,926	\$1,546	\$32,473	\$31,854	\$1,593	\$33,447	\$32,810	\$1,640	\$34,450	\$33,794	\$1,690	\$35,484	\$159,410	\$7,970	\$167,380
Woodland	\$6,006	\$300	\$6,306	\$6,186	\$309	\$6,495	\$6,372	\$319	\$6,690	\$6,563	\$328	\$6,891	\$6,760	\$338	\$7,098	\$31,886	\$1,594	\$33,481
Yolo	\$17,267	\$863	\$18,130	\$17,785	\$889	\$18,674	\$18,318	\$916	\$19,234	\$18,868	\$943	\$19,811	\$19,434	\$972	\$20,406	\$91,672	\$4,584	\$96,256
TOTAL ORIGINAL CONTRACT	\$272,264	\$13,613	\$285,877	\$280,432	\$14,022	\$294,453	\$288,845	\$14,442	\$303,287	\$297,510	\$14,876	\$312,386	\$306,435	\$15,322	\$321,757	\$1,445,486	\$72,274	\$1,517,761

3% annual increase for 5 year contract

Contract for Delivery is separate from Innovative Link+ and negotiated by individual library



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

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To: NorthNet Library System Executive Committee
From: Library-to-Go Committee Co-Chairs Christopher Platt and Renée Forté
Subject: Proposed FY 2024-25 Library-to-Go Budget
Date: May 15, 2024

Background

Following are the proposed Library-to-Go Committee budget for FY 2024-25 as well as the cost-share breakdown per participating library for the circulating OverDrive eBooks/audiobooks collection and the Overdrive eMagazine collection.

In preparing this proposed budget, the Committee included the following considerations and changes:

- In keeping with NLS desire to minimize the amount of monies carried over into the next fiscal year, we anticipate expending most if not all of our FY 2024-24 monies by end of June. As of this writing, our reserve is \$24k, fed recently by greater than anticipated CLSA funds redirected to Library-to-Go.
- We are still by far a net borrower in the Reciprocal Lending Agreement partnership with MARINet and PLS.
- FY 2023-24's midyear CSLA redirects to the OverDrive collection are currently over target by approximately \$18k as of this writing. Regardless, we are proposing keeping next year's target even at \$45k to be conservative.
- The specific category allocations are based on the same percentage-based distribution NLS approved last year for the FY 2023-24 budget.
- Overdrive has offered us a discount on the \$55k cost of the eMagazine collection if we commit to a 3-year agreement. The new annual cost would rise somewhat from the previously discounted rate of \$44k to \$46,750.

Recommendation

We recommend the NLS Executive Committee approve the proposed Library-to-Go Committee FY 2024-25 budget, including \$75,000 for eBooks and \$46,750 for eMagazines. The details are articulated below.

PROPOSAL FOR NLS LIBRARY TO GO BUDGET FY 24-25

<u>Revenues</u>	<u>Budget</u>	<u>Comments</u>
Previous Fiscal Year		
Local Funds - Materials Carryover (FY 22/23)	\$0	<i>A small amount may appear here, as of writing our reserve is \$19k</i>
24/25 Fiscal Year		
Local Funds		
Platform	\$ 12,000	<i>Flat annual cost</i>
Materials	\$ 63,000	<i>This includes the RLA \$45k minimum spend requirement.</i>
CLSA C&D Funds (FY 24/25)	\$ 45,000	<i>This is the same conservative estimate as 23/24. As of writing the actual 23/24 current amount is \$63,698.</i>
Total	\$ 120,000	

<u>Expenditures</u>	<u>Budget</u>	<u>Comments</u>
Platform Fee (standard)	\$ 12,000	
Material Orders (eBook, Audiobook)		
New Purchases		
English	\$ 39,848	
Spanish Language	\$ 6,870	
Other Languages	\$ 1,992	<i>Availability still an issue</i>
Re-purchase MA titles	\$ 9,962	
Sub-Total	\$ 58,672	
Holds Manager		
High Holds	\$ 42,206	<i>This has been a strategic category for LtG selectors in 23/24</i>
Lucky Day Purchases	\$ 4,122	
	\$ 46,328	
Simultaneous Use		
Audiobooks	\$ 3,000	<i>prepackaged price</i>
Sub-Total	\$ 3,000	
Reserve		
Reserve for MaterialsFY 24/25	\$0	
Total	120,000	

FY2024-25 OverDrive Cost Share \$75,000

Formula cost share for participating libraries: 50% using circulation, 50% using unique users.

<u>Library</u>	<u>Circulation</u>	<u>% Total Circulation</u>	<u>50% cost per Circ</u>	<u>Unique Users</u>	<u>% Total Users</u>	<u>50% Cost Unique User</u>	<u>Total cost for library</u>
	1,337,869		37,500	68,614		37,500	75,000
NLS-Alpine County Library	1440	0.11%	\$40.36	87	0.13%	\$47.55	\$87.91
NLS-Benicia Public Library	44334	3.31%	\$1,242.67	2,540	3.70%	\$1,388.20	\$2,630.87
NLS-Butte County Library	133382	9.97%	\$3,738.65	5479	7.99%	\$2,994.47	\$6,733.12
NLS-Colusa County Library	2106	0.16%	\$59.03	126	0.18%	\$68.86	\$127.89
NLS-Del Norte County Library District	8801	0.66%	\$246.69	326	0.48%	\$178.17	\$424.86
NLS-El Dorado County Library	136436	10.20%	\$3,824.25	7,275	10.60%	\$3,976.05	\$7,800.30
NLS-Folsom Public Library	68640	5.13%	\$1,923.96	3,780	5.51%	\$2,065.90	\$3,989.86
NLS-Humboldt County Library	106742	7.98%	\$2,991.94	4,595	6.70%	\$2,511.33	\$5,503.27
NLS-Lassen Library District	5186	0.39%	\$145.36	180	0.26%	\$98.38	\$243.74
NLS-Lincoln Public Library	48923	3.66%	\$1,371.29	2,714	3.96%	\$1,483.30	\$2,854.59
NLS-Modoc County Library	3662	0.27%	\$102.64	115	0.17%	\$62.85	\$165.50
NLS-Mono County Library	12456	0.93%	\$349.14	679	0.99%	\$371.10	\$720.24
NLS-Napa County Library	132756	9.92%	\$3,721.10	6,621	9.65%	\$3,618.61	\$7,339.72
NLS-Nevada County Library	107981	8.07%	\$3,026.67	5,448	7.94%	\$2,977.53	\$6,004.20
NLS-Orland Free Library	5974	0.45%	\$167.45	345	0.50%	\$188.55	\$356.00
NLS-Placer County Library	175799	13.14%	\$4,927.58	9,034	13.17%	\$4,937.40	\$9,864.99
NLS-Plumas County Library	7965	0.60%	\$223.26	414	0.60%	\$226.27	\$449.52
NLS-Roseville Public Library	106247	7.94%	\$2,978.07	8,566	12.48%	\$4,681.62	\$7,659.69
NLS-Shasta Public Libraries	108288	8.09%	\$3,035.27	4,188	6.10%	\$2,288.89	\$5,324.17
NLS-Siskiyou County Library	22780	1.70%	\$638.52	1,012	1.47%	\$553.09	\$1,191.61
NLS-St. Helena Public Library	15304	1.14%	\$428.97	672	0.98%	\$367.27	\$796.24
NLS-Sutter County Library	24234	1.81%	\$679.27	1,205	1.76%	\$658.58	\$1,337.85
NLS-Tehama County Library	15436	1.15%	\$432.67	599	0.87%	\$327.37	\$760.04
NLS-Trinity County Library	3738	0.28%	\$104.77	143	0.21%	\$78.15	\$182.93
NLS-Willows Public Library	3003	0.22%	\$84.17	163	0.24%	\$89.09	\$173.26
NLS-Woodland Public Library	28006	2.09%	\$785.00	1,856	2.70%	\$1,014.37	\$1,799.37
NLS-Yuba County Library	8250	0.62%	\$231.24	452	0.66%	\$247.03	\$478.28

FY2024-25 OverDrive eMagazine Cost Share \$46,750

Formula cost share for participating libraries: 50% using eMagazine circulation, 50% using eMagazine unique users.

<u>Library</u>	<u>Circulation</u>	<u>% Total Circulation</u>	<u>50% cost per Circ</u>	<u>Unique Users</u>	<u>% Total Users</u>	<u>50% Cost Unique User</u>	<u>Total cost for library</u>
	247,994		23,375	13,344		23,375	46750
NLS-Alpine County Library	202	0.08%	\$19.04	17	0.13%	\$29.78	\$48.82
NLS-Benicia Public Library	10805	4.36%	\$1,018.44	530	3.97%	\$928.41	\$1,946.85
NLS-Butte County Library - Adult	15251	6.15%	\$1,437.50	943	7.07%	\$1,651.88	\$3,089.38
NLS-Colusa County Library	133	0.05%	\$12.54	21	0.16%	\$36.79	\$49.32
NLS-Del Norte County Library District	1704	0.69%	\$160.61	86	0.64%	\$150.65	\$311.26
NLS-El Dorado County Library	23709	9.56%	\$2,234.72	1325	9.93%	\$2,321.03	\$4,555.76
NLS-Folsom Public Library	9878	3.98%	\$931.06	707	5.30%	\$1,238.47	\$2,169.53
NLS-Humboldt County Library	20498	8.27%	\$1,932.07	1034	7.75%	\$1,811.28	\$3,743.35
NLS-Lassen Library District	1870	0.75%	\$176.26	50	0.37%	\$87.59	\$263.85
NLS-Lincoln Public Library	7350	2.96%	\$692.78	529	3.96%	\$926.66	\$1,619.45
NLS-Modoc County Library	137	0.06%	\$12.91	24	0.18%	\$42.04	\$54.95
NLS-Mono County Library	3000	1.21%	\$282.77	134	1.00%	\$234.73	\$517.50
NLS-Napa County Library	21210	8.55%	\$1,999.18	1343	10.06%	\$2,352.56	\$4,351.74
NLS-Nevada County Library	20146	8.12%	\$1,898.89	1164	8.72%	\$2,039.01	\$3,937.89
NLS-Orland Free Library	645	0.26%	\$60.80	64	0.48%	\$112.11	\$172.91
NLS-Placer County Library	33557	13.53%	\$3,162.96	1733	12.99%	\$3,035.74	\$6,198.70
NLS-Plumas County Library	1461	0.59%	\$137.71	107	0.80%	\$187.43	\$325.14
NLS-Roseville Public Library	28688	11.57%	\$2,704.03	1443	10.81%	\$2,527.74	\$5,231.76
NLS-Shasta Public Libraries	21704	8.75%	\$2,045.74	798	5.98%	\$1,397.88	\$3,443.61
NLS-Siskiyou County Library	6088	2.45%	\$573.83	221	1.66%	\$387.13	\$960.96
NLS-St. Helena Public Library	3647	1.47%	\$343.75	158	1.18%	\$276.77	\$620.53
NLS-Sutter County Library	3825	1.54%	\$360.53	257	1.93%	\$450.19	\$810.72
NLS-Tehama County Library	3450	1.39%	\$325.18	113	0.85%	\$197.94	\$523.13
NLS-Trinity County Library	634	0.26%	\$59.76	38	0.28%	\$66.57	\$126.32
NLS-Willows Public Library	506	0.20%	\$47.69	32	0.24%	\$56.06	\$103.75
NLS-Woodland Public Library	6660	2.69%	\$627.75	391	2.93%	\$684.92	\$1,312.67
NLS-Yuba County Library	1236	0.50%	\$116.50	82	0.61%	\$143.64	\$260.14



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

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To: NLS Executive Committee
From: Carol Frost
Subject: Review and Approval of NLS FY 2024-25 CLSA Budget, and Formation of Ad Hoc Committee for New Forms
Date: May 15, 2024

Background

Normally at the May NLS Executive Committee meeting, the Committee would be presented with two California Library Services Act (CLSA) reports to review and approve: the Plan of Service, and the preliminary budget.

The California State Library has notified the cooperative systems that they have modified the forms and the process, and that the deadline for submitting the forms will be extended from June 1 to August 1 for this year.

Due to these changes, and to ensure that NorthNet can complete the creation of the FY 2024-25 budget, this memo outlines the CLSA allocations and the proposed budget, as well as specific items for consideration.

FY 2024-25 CLSA Allocation and Items for Consideration

The preliminary CLSA FY2024-25 allocation to NLS includes \$666,360 (80%) for the baseline communications and delivery budget, and \$166,590 (20%) for system administration, for a total of \$832,950.

The funds for system administration are applied to the NLS/PLP contract. The funds for the baseline communications and delivery budget include administrative items, such as Zoom, Doodle, websites, etc. The remaining funds include the allocations to courier services.

Considerations for the budget include:

- The consultant currently hosting the NLS website is retiring June 30. A new company has been identified (who also hosts the PLP website). Based on this, the cost for hosting will increase from \$2,205 to up to \$3,730, which includes a one-time \$250 transfer cost. The annual baseline web hosting is \$1,380, but the budget will include 20 hours of extra work on the site, to be billed as needed.
- As part of the transfer, the NLS website has not been updated in several years, and the site's WordPress is old and needs updating. It is suggested that NLS redesign the website in FY 2024-25. The one-time cost for this is \$3,750.
- A new 3-year cost for eMagazines has been negotiated at \$46,760, commencing in FY 2024-25.
- Butte County Library would like additional NLS funds to support the BookClub-in-a-Box. In 2019, \$5,300 of CLSA funds were allocated to support this (rather than having it on

the menu of services for libraries to choose from). No NLS funds were allocated to the Book club in FY 2022-23, although Butte County Library continued to support the requests from participating libraries. In FY 2023-24, up to \$5,000 was allocated from the NLS Reserve to support this project with the purchase of new book sets for loaning. Butte County is requesting \$5,000 to continue to support this project in FY 2024-25.

The CLSA allocation distribution to the libraries is included with this memo.

CLSA Future Purchases

At the writing of this memo, the Governor has not yet released his May revised budget. The preliminary budget included no reductions to CLSA funds. Through being fiscally conservative, the NLS Executive Committee has occasionally chosen to hold back a portion of the CLSA allocation for future purchases. NLS has been able to use roll-over funds to offset CLSA reductions, or to allocate at a future time.

The Executive Committee may choose to allocate the FY 2024-25 funds back to the libraries to choose from the Menu of Services and may choose to allocate a portion of the FY 2024-25 remaining funds to future purchases. Per California law, a system has three years from receipt of funds to expend CLSA funds.

Creation of Ad Hoc Committee to Review New CLSA Reporting Requirements

The new CLSA Plan of Service has been redesigned by the State Library to more closely match the new LSTA five-year plan, aligning it with Goal 4, “Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.”

The new form asks questions such as “Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations,” “Describe how you will engage underserved community members with your designed plan and activities,” as well as requiring a list of anticipated outputs and evaluation metrics.

Because of these new requirements, staff are requesting that the NLS Executive Committee form an Ad Hoc Committee to assist in considering how NLS will answer these questions, and how NLS will develop surveying and information in an ongoing way to address these questions.

Recommendation

It is recommended that the NLS Executive Committee approve the CLSA allocations for FY 2024-25, and that they be incorporated into the NLS budget for adoption by the NLS Administrative Council.

FY2024-25 CLSA C & D Funds Distribution

Date: 5/08/2024

Library	CSL Certified 2022-23 Population Figures	50% of \$652,769 CLSA Fund/Equally Distributed \$326,384.50	50% of \$652,769 CLSA Funds/Base on Population \$326,384.50	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	8,160	79	\$ 8,238		\$ 88	\$ 49	\$ 137	\$ 8,101
Bel-Tiburon Public Library	10,843	8,160	721	\$ 8,880				\$ -	\$ 8,880
Benicia Public Library	26,180	8,160	1,740	\$ 9,900	\$ 22,924	\$ 2,631	\$ 1,947	\$ 27,502	\$ (17,602)
Butte County Library	205,592	8,160	13,665	\$ 21,825		\$ 6,733	\$ 3,089	\$ 9,822	\$ 12,003
Colusa County Library	21,771	8,160	1,447	\$ 9,607	\$ 6,102	\$ 128	\$ 49	\$ 6,279	\$ 3,328
Del Norte County Library Dist.	26,599	8,160	1,768	\$ 9,928		\$ 425	\$ 311	\$ 736	\$ 9,192
El Dorado County Library	189,006	8,160	12,563	\$ 20,723	\$ 342	\$ 7,800	\$ 4,556	\$ 12,698	\$ 8,025
Folsom Public Library	85,498	8,160	5,683	\$ 13,843	\$ 12,203	\$ 3,990	\$ 2,170	\$ 18,363	\$ (4,520)
Humboldt County Library	134,047	8,160	8,910	\$ 17,070		\$ 5,503	\$ 3,743	\$ 9,246	\$ 7,824
Lake County Library	66,800	8,160	4,440	\$ 12,600	\$ 49,274			\$ 49,274	\$ (36,674)
Larkspur Public Library	12,571	8,160	836	\$ 8,995				\$ -	\$ 8,995
Lassen Library District	11,593	8,160	771	\$ 8,930		\$ 244	\$ 263	\$ 507	\$ 8,423
Lincoln Public Library	52,313	8,160	3,477	\$ 11,637	\$ 3,051	\$ 2,855	\$ 1,619	\$ 7,525	\$ 4,112
Marin County Free Library	136,930	8,160	9,102	\$ 17,261				\$ -	\$ 17,261
Mendocino County Library	89,164	8,160	5,927	\$ 14,086	\$ 75,570			\$ 75,570	\$ (61,484)
Mill Valley Public Library	13,664	8,160	908	\$ 9,068				\$ -	\$ 9,068
Modoc County Library	8,527	8,160	567	\$ 8,726		\$ 166	\$ 55	\$ 221	\$ 8,505
Mono County Free Library	13,156	8,160	874	\$ 9,034		\$ 720	\$ 517	\$ 1,237	\$ 7,797
Napa County Library	129,282	8,160	8,593	\$ 16,753		\$ 7,340	\$ 4,352	\$ 11,692	\$ 5,061
Nevada County Library	100,720	8,160	6,695	\$ 14,854		\$ 6,004	\$ 3,938	\$ 9,942	\$ 4,912
Orland Free Library	15,247	8,160	1,013	\$ 9,173		\$ 356	\$ 173	\$ 529	\$ 8,644
Placer County Library	198,457	8,160	13,191	\$ 21,351	\$ 3,051	\$ 9,865	\$ 6,199	\$ 19,115	\$ 2,236
Plumas County Library	22,189	8,160	1,475	\$ 9,634		\$ 450	\$ 325	\$ 775	\$ 8,859
Roseville Public Library	152,928	8,160	10,165	\$ 18,325	\$ 3,051	\$ 7,660	\$ 5,232	\$ 15,943	\$ 2,382
Sacramento Public Library	1,486,955	8,160	98,836	\$ 106,995	\$ 15,254			\$ 15,254	\$ 91,741
St. Helena Public Library	5,355	8,160	356	\$ 8,516	\$ 16,598	\$ 796	\$ 621	\$ 18,015	\$ (9,499)
San Anselmo Public Library	12,405	8,160	825	\$ 8,984				\$ -	\$ 8,984
San Rafael Public Library	59,681	8,160	3,967	\$ 12,127				\$ -	\$ 12,127
Sausalito Public Library	6,865	8,160	456	\$ 8,616				\$ -	\$ 8,616
Shasta Public Libraries	179,436	8,160	11,927	\$ 20,086		\$ 5,324	\$ 3,444	\$ 8,768	\$ 11,318
Siskiyou County Library	43,548	8,160	2,895	\$ 11,054		\$ 1,192	\$ 961	\$ 2,153	\$ 8,901
Solano County Library	417,569	8,160	27,755	\$ 35,915	\$ 63,835			\$ 63,835	\$ (27,920)
Sonoma County Library	478,174	8,160	31,784	\$ 39,943	\$ 48,518			\$ 48,518	\$ (8,575)
Sutter County Library	98,952	8,160	6,577	\$ 14,737	\$ 12,203	\$ 1,338	\$ 811	\$ 14,352	\$ 385
Tehama County Library	64,271	8,160	4,272	\$ 12,432		\$ 760	\$ 523	\$ 1,283	\$ 11,149
Trinity County Library	15,939	8,160	1,059	\$ 9,219		\$ 183	\$ 126	\$ 309	\$ 8,910
Willows Public Library	13,389	8,160	890	\$ 9,050		\$ 173	\$ 104	\$ 277	\$ 8,773
Woodland Public Library	59,881	8,160	3,980	\$ 12,140	\$ 12,203	\$ 1,799	\$ 1,313	\$ 15,315	\$ (3,175)
Yolo County Library	160,999	8,160	10,701	\$ 18,861	\$ 313			\$ 313	\$ 18,548
Yuba County Library	82,677	8,160	5,495	\$ 13,655		\$ 478	\$ 260	\$ 738	\$ 12,918
Total	4,910,357	\$ 326,384.50	\$ 326,384.50	\$ 652,769	\$ 344,492	\$ 75,000	\$ 46,750	\$ 466,242	



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

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To: NLS Executive Committee
From: Carol Frost
Subject: Review and Approval of FY 2024-25 NLS/PLP Contract for Administrative and Fiscal Services
Date: May 15, 2024

Background

The NorthNet Library System (NLS) contracts with PLP for fiscal and administrative work. PLP was awarded the bid to administer NLS in February 2022, for a period of three years, from FY 2022-23 through FY 2024-25, with up to two two-year renewals.

If there is any additional work, such as CalPERS activities, work related to grants, or any other activities not outlined in the contract, a separate proposal will be developed with the anticipated additional work to be done during the fiscal year.

The purpose of this memo is to present the baseline contract for FY 2024-25.

Discussion of Baseline Budget

The FY 2024-25 baseline contract includes preparing and monitoring budgets and contracts such as OverDrive eBooks and eMagazines; Link+; contracts with delivery vendors; filing regular CalPERS paperwork; invoice payment; billing and distribution of CLSA funds; preparing meeting agenda packets for NLS as well as the three legacy systems; and other general support. It includes 13 hours per week of the NLS Coordinator's time.

Per the contract agreement between agencies, Year 3 (FY 2024-25) and any subsequent year will include a Consumer Price Index (CPI) adjustment based on the previous annual December's BLS's Pacific Cities and U.S. City Average (All Urban Consumers for San Francisco, Oakland, Hayward, CA) CPI Index. The CPI applied to this contract is 2.6% down from last year's 4.9%.

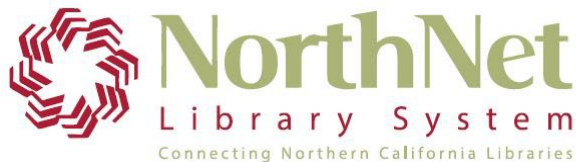
The total for the FY 2024-25 baseline contract is \$190,187, which is .85% higher than last year's \$188,575.

Recommendation

It is recommended that the NLS Executive Committee approve the baseline contract of \$190,187 for FY 2024-25.

PLP / NorthNet Contract FY 2024-25

<u>Staff</u>	<u>FTE</u>	<u>Administration</u>	<u>Total</u>
CEO	0.10	4 hours/week <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$28,891
Office Manager	0.20	8 hours/week <i>Manage website, listservs and rosters. Point of contact for System Delivery. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, committee Zoom, etc.</i>	\$30,297
Administrative Assistant II	0.04	1.50 hours/week <i>Prepare system contracts, open mail, mail ILL materials, coordinate Form 700s.</i>	\$3,930
Subtotal - Administration	0.34		<hr/> \$63,118
		<u>Fiscal Accounting</u>	
Controller	0.11	4.5 hours/week <i>Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services</i>	\$27,212
Accounting Assistant II	0.08	3 hours/week <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$8,451
Fiscal/Admin Services Spec.	0.09	3.5 hours/week <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$13,255
Administrative Assistant	0.10	4 hours/week <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$5,306
Subtotal - Fiscal Acctg	0.38		<hr/> \$54,224
		Total Administration/Fiscal Accounting	<hr/> \$117,342
Coordinator	0.33	13 hours/week <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agendas for Council meetings, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports</i>	\$50,700
		Total Staffing	<hr/> \$168,042
		<i>Dec 2023 All Urban Consumers 2.6%</i>	\$4,369
		Mileage	
		3 round trips @242 mile@ .67 cents per mile	\$486
		Total	<hr/> \$172,897
		10% Overhead	\$17,290
Total FTE	<u>1.04</u>	Grand Total	<hr/> \$190,187



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

www.northnetlibs.org

To: NLS Executive Committee
From: Andrew Yon, Controller
Subject: Review and Approval of Proposed NLS FY2024-25 Budget
Date: May 15, 2024

BACKGROUND

The purpose of this memo is to provide the NLS Executive Committee with highlights of the NLS FY 2024-25 proposed budget. The proposed budget is \$1,521,050, which represents a -2.6% decrease from the previous fiscal year's \$1,561.622.

ADMINISTRATION BUDGET

Revenues:

In 2017, the NLS Administrative Council approved an annual CPI increase to the membership fees using the December Consumer Price Index (CPI). In FY 2019-20 NLS also approved that any contract over \$100,000 include a 5% administrative fee, and contracts below \$100,000 should include a 10% administrative fee. This modified fee structure has been applied to this schedule. Membership base allocations are based in part on population. The proposed budget includes the most current certified population figures, which are for FY 2022-23, provided by the California State Library (CSL). The CSL generally releases the latest numbers in mid-June. When the population figures are released, the schedule will be updated to reflect that information.

- The CPI in December 2022 was 2.6%, which is reflected in the FY 2024-25 membership fees of \$159,032 and is lower than last year's 4.9% CIP increase.
- NLS's CLSA allocation is \$832,950, including \$166,590 for System Administration and \$666,360 for Baseline CLSA funds.
- The Administration revenue budget shows a credit towards Fund Balance of \$97,300 reflects unused funds.
- There is no revenue from grants, as NLS did not apply for any LSTA regional grants, and PLSEP grants are now managed statewide.

Expenditures:

- Contractual Services reflects \$190,187 for the FY 2024-25 NLS/PLP baseline contract.
- The current webmaster hosting the Recovering Together website is retiring. Hosting costs are increased due to one-time transfer costs and ongoing costs for moving the site to a new vendor: Contractual Services includes \$2,155 for the Recovering Together website, and \$90 for the Collection Development Policy email for Library-to-Go.
- Special Departmental includes \$1,500 per library for staff training, which has been reduced slightly due to CSU Chico leaving NorthNet.
- The Califa membership fee for all libraries is \$11,790.

- Travel and Meetings supports meals and travel reimbursements for the two in-person Administrative Council meetings.
- As part of the Silicon Valley bank acquisition, NLS switched to a new bank which is an authorized depository bank for public funds.
- Because of the new bank change, the annual bank costs have increased to approximately \$2,400.

COMMUNICATIONS AND DELIVERY AND LOCAL

The FY 2024-25 CLSA Communications and Delivery Baseline allocation is \$666,360. The budget includes the following elements:

- The budget included \$404 of roll-over funds, due to lower costs for postage and supplies.
- The higher costs for Communication include one-time charges for the transfer of website hosting.
- The NLS website has not been updated in several years. It is recommended that in FY 24-25, \$3,750 be allocated for a website redesign.
- Communication and Delivery's Contractual Services includes MVLS Delivery Contract, \$67,773, and NBCLS Delivery Contract, \$276,719. The budget reflects local contributions of \$169,450 for delivery within NBCLS and MVLS. NBCLS released an RFP for courier services, and the RFP had not closed at the writing of this memo. It is possible that the NBCLS costs may be higher than what is in this budget, and those costs will be updated before the budget is presented to the Administrative Council at their June meeting.
- \$75,000 for the shared OverDrive and \$46,750 for the shared eMagazine collections.
- \$5,000 is included to support the BookClub-in-a Box program.
- \$477,727 will be distributed to libraries for local Communication and Delivery costs, including Link+, other local eResources, local delivery, telecommunications, etc.

FUND BALANCE AND OPERATING RESERVE

The June 30, 2024, NLS Fund Balance is estimated to be \$1,315,901. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operating Reserve is \$71,730. The Fund Balance includes \$24,000 reserved for attorney fees related to CalPERS work. This was approved by the NLS Executive Committee at the August 13, 2019 meeting, with \$8,000 for each legacy system. Should any system like to use these funds, it will be approved by the legacy system's council and reported back to the NLS Executive Committee. To date, no system has requested use of the funds.

RECOMMENDATION

It is recommended that the NLS Executive Committee approve the FY 2024-25 budget and recommend approval to the NLS Administrative Council.

FY 2024-25 NorthNet Libraries Dues and Fees

Date: 5/7/24

Library & Academic	CSL Certified 2022-23 Population Figures	CSL FY2022-23 Total Operating Expenditures	Base Dues	Delivery Admin Fee (5%>\$100K, 10%<\$100K)	OverDrive Admin Fee (10%<\$100K)	eMagazine Admin Fee (10%<\$100K)	Link+ Admin Fee (5%>\$100K)	Total Member Dues	NBCLS and MVLS Deliveries (Incl. CPI Adj)	\$75,000 OverDrive	\$46,750 eMagazine	Link+ Renewal Year 1
Alpine County Library	1,184	\$ 371,371	\$ 622		\$ 9	\$ 5		\$ 635		\$ 88	\$ 49	
Bel-Tiburon Public Library	10,843	\$ 3,066,137	\$ 3,732					\$ 3,732				MARINet
Benicia Public Library	26,180	\$ 2,552,169	\$ 2,488	\$ 1,146	\$ 263	\$ 195		\$ 4,092	\$ 22,924	\$ 2,631	\$ 1,947	SPLASH
Butte County Library	205,592	\$ 3,902,309	\$ 4,976		\$ 673	\$ 309		\$ 5,958		\$ 6,733	\$ 3,089	
CSU Chico			\$ 622					\$ 622				
Colusa County Library	21,771	\$ 941,033	\$ 1,244	\$ 610	\$ 13	\$ 5		\$ 1,871	\$ 6,102	\$ 128	\$ 49	
Del Norte County Library Dist.	26,599	\$ 373,151	\$ 622		\$ 43	\$ 31		\$ 695		\$ 425	\$ 311	
El Dorado County Library	189,006	\$ 4,471,963	\$ 3,732	\$ 34	\$ 780	\$ 456	\$ 998	\$ 6,000	\$ 342	\$ 7,800	\$ 4,556	\$ 19,968
Folsom Public Library	85,498	\$ 2,192,763	\$ 1,244	\$ 1,220	\$ 399	\$ 217		\$ 3,080	\$ 12,203	\$ 3,990	\$ 2,170	
Humboldt County Library	134,047	\$ 4,704,308	\$ 3,732		\$ 550	\$ 374		\$ 4,656		\$ 5,503	\$ 3,743	
Lake County Library	66,800	\$ 1,649,580	\$ 1,244	\$ 2,464				\$ 3,707	\$ 49,274			
Larkspur Public Library	12,571	\$ 930,304	\$ 622					\$ 622				MARINet
Lassen Library District	11,593	\$ 322,628	\$ 622		\$ 24	\$ 26		\$ 672		\$ 244	\$ 263	
Lincoln Public Library	52,313	\$ 975,699	\$ 622	\$ 305	\$ 286	\$ 162		\$ 1,374	\$ 3,051	\$ 2,855	\$ 1,619	
Marin County Free Library	136,930	\$ 18,238,898	\$ 4,976				\$ -	\$ 4,976				MARINet
Mendocino County Library	89,164	\$ 4,541,246	\$ 3,732	\$ 3,779				\$ 7,510	\$ 75,570			
Mill Valley Public Library	13,664	\$ 3,019,737	\$ 2,488				\$ -	\$ 2,488				MARINet
Modoc County Library	8,527	\$ 236,536	\$ 622		\$ 17	\$ 6		\$ 644		\$ 166	\$ 55	
Mono County Free Library	13,156	\$ 1,429,202	\$ 1,244		\$ 72	\$ 52		\$ 1,367		\$ 720	\$ 517	
Napa County Library	129,282	\$ 9,985,743	\$ 4,976		\$ 734	\$ 435	\$ 806	\$ 6,951		\$ 7,340	\$ 4,352	\$ 16,116
Nevada County Library	100,720	\$ 6,451,216	\$ 4,976		\$ 600	\$ 394	\$ 386	\$ 6,356		\$ 6,004	\$ 3,938	\$ 7,722
Orland Free Library	15,247	\$ 555,316	\$ 622		\$ 36	\$ 17		\$ 675		\$ 356	\$ 173	
Placer County Library	198,457	\$ 8,157,658	\$ 4,976	\$ 305	\$ 987	\$ 620		\$ 6,888	\$ 3,051	\$ 9,865	\$ 6,199	
Plumas County Library	22,189	\$ 690,970	\$ 622		\$ 45	\$ 33		\$ 699		\$ 450	\$ 325	
Roseville Public Library	152,928	\$ 3,754,875	\$ 3,732	\$ 305	\$ 766	\$ 523		\$ 5,326	\$ 3,051	\$ 7,660	\$ 5,232	
Sacramento Public Library	1,486,955	\$ 52,104,455	\$ 13,061	\$ 1,525			\$ 1,354	\$ 15,941	\$ 15,254			\$ 27,089
Sacramento Law			\$ 622					\$ 622				
St. Helena Public Library	5,355	\$ 1,088,792	\$ 1,244	\$ 830	\$ 80	\$ 62	\$ -	\$ 2,215	\$ 16,598	\$ 796	\$ 621	SPLASH
San Anselmo Public Library	12,405	\$ 1,142,479	\$ 1,244				\$ -	\$ 1,244				MARINet
San Rafael Public Library	59,681	\$ 4,406,824	\$ 3,732				\$ -	\$ 3,732				MARINet
Sausalito Public Library	6,865	\$ 966,253	\$ 622				\$ -	\$ 622				MARINet
Shasta Public Libraries	179,436	\$ 2,836,824	\$ 2,488		\$ 532	\$ 344		\$ 3,365		\$ 5,324	\$ 3,444	
Siskiyou County Library	43,548	\$ 838,101	\$ 622		\$ 119	\$ 96		\$ 837		\$ 1,192	\$ 961	
Solano County Library	417,569	\$ 23,878,598	\$ 13,061	\$ 3,192			\$ -	\$ 16,253	\$ 63,835			SPLASH
Sonoma County Library	478,174	\$ 37,680,792	\$ 13,061	\$ 2,426			\$ 1,501	\$ 16,988	\$ 48,518			\$ 30,026
Sutter County Library	98,952	\$ 1,761,887	\$ 1,244	\$ 1,220	\$ 134	\$ 81		\$ 2,679	\$ 12,203	\$ 1,338	\$ 811	
Tehama County Library	64,271	\$ 731,791	\$ 622		\$ 76	\$ 52		\$ 750		\$ 760	\$ 523	
Trinity County Library	15,939	\$ 406,100	\$ 622		\$ 18	\$ 13		\$ 653		\$ 183	\$ 126	
Willows Public Library	13,389	\$ 240,173	\$ 622		\$ 17	\$ 10		\$ 649		\$ 173	\$ 104	
Woodland Public Library	59,881	\$ 2,315,349	\$ 2,488	\$ 1,220	\$ 180	\$ 131	\$ 300	\$ 4,320	\$ 12,203	\$ 1,799	\$ 1,313	\$ 6,006
Yolo County Library	160,999	\$ 8,505,528	\$ 4,976	\$ 31			\$ 863	\$ 5,871	\$ 313			\$ 17,267
Yuba County Library	82,677	\$ 1,048,455	\$ 622		\$ 48	\$ 26		\$ 696		\$ 478	\$ 260	
Total	4,910,357	\$ 223,467,213	\$ 120,034	\$ 20,613	\$ 7,500	\$ 4,675	\$ 6,210	\$ 159,032	\$ 344,492	\$ 75,000	\$ 46,750	\$ 272,264

SPLASH Cost Shown incl. Solano County Library, Benicia Public Library, and St. Helena Public Library

Source: California State Library Statistics

- 2022/2023 budget (total expenditures from California State Library website)
- 2022/2023 CSL Certification of Population Figures

Link+ Cost	5% Admin Fee	Total	
\$ 76,464	\$ 3,823	\$ 80,287	Invoice will be sent to MARINet
\$ 71,607	\$ 3,580	\$ 75,187	Invoice will be sent to SPLASH

Base Dues	FY24/25 (2.6% CPI*)	FY23/24 (4.9% CPI*)	Total
NBCLS Delivery			\$ 276,719
MVLS Delivery			\$ 67,773
Under 100,000 Pop. And Under \$1,000,000 Budget	\$622	\$606	
Under 300,000 Pop. And Under \$2,000,000 Budget	\$1,244	\$1,212	
Under 300,000 Pop. And Under \$3,000,000 Budget	\$2,488	\$2,425	
Under 200,000 Pop. And Over \$3,000,000 Budget	\$3,732	\$3,637	
Under 300,000 Pop. And Over \$5,000,000 Budget	\$4,976	\$4,850	
Over 300,000 Pop. Or \$5,000,000 Budget	\$13,061	\$12,730	

*BLS Dec 2023 CPI Index All Urban Consumers

NorthNet Library System

FY 2024-25 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$62,500			\$62,500
3661	Membership Fees	159,032			159,032
3667	State Library CLSA	166,590	666,360		832,950
3674	Reimbursable from Members		169,450	394,014	563,464
3000	Fund Balance	(97,300)	404		(96,896)
Total Revenue		\$290,822	836,214	394,014	\$1,521,050

<u>Expenditure</u>					
4212	Communication		8,745		8,745
4219	Professional Services				-
4220	Contractual Services	207,932	344,492	272,264	824,688
4230	Office Expense		100		100
4233	Postage		150		150
4234	Special Departmental	61,500	482,727		544,227
4301	Insurance	2,700			2,700
4302	Membership Fees/Dues	11,790			11,790
4303	Travel & Meeting	4,500			4,500
4373	Service Fees	2,400			2,400
4445	Reimbursable from Members			121,750	121,750
TOTAL EXPENDITURE		\$290,822	\$836,214	\$394,014	\$1,521,050

Fund Balance and Reserve	Ending 6/30/2024	Ending 6/30/2025	Percent Change
Fund Balance	\$ 1,315,901	\$ 1,508,527	14.64%
Operating Reserves	71,730	71,730	0.00%
Legacy Systems Legal Fund (\$8K Per Sys.)	24,000	24,000	0.00%
Estimated Total	\$ 1,411,631	\$ 1,604,257	13.65%

NORTHNET LIBRARY SYSTEM
FY 2024-25 PROPOSED BUDGET

ADMINISTRATION (918)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 23/24	Proposed FY 24/25	Note
3510	Interest Earned	\$20,350	\$62,500	State Treasurer's LAIF Investment
3661	Membership Fees	157,624	159,032	NorthNet Members Dues
3667	CLSA-State Library	165,977	166,590	CLSA System Admin Funds
3000	Budgeted Fund Balance	(56,611)	(97,300)	Fund Balance (Credit)
TOTAL REVENUE		<u>\$287,340</u>	<u>\$290,822</u>	1.21%
<u>Expenditure</u>				
4220	Contractual Services	\$188,575	\$190,187	FY24/25 NLS/PLP Contract
4220	Contractual Services	15,500	15,500	Annual Single Audit Services (\$10K); PS Storage (\$5.8K)
4220	Contractual Services	675	2,245	Recovering Together Website Services \$2,155; Library-to-Go Email \$90
4234	Special Departmental	63,000	61,500	Staff Training Funds for Libraries (\$1,500 ea) CSU Chico non-member
4301	Insurance	2,700	2,700	Professional Liability Insurance
4302	Membership Fees & Dues	11,790	11,790	Califa Membership Fees for Members
4303	Travel & Meeting	5,000	4,500	Administrative Council Meetings
4373	Service Fees	100	2,400	Bank Fees
TOTAL EXPENDITURE		<u>\$287,340</u>	<u>\$290,822</u>	1.21%

NORTHNET LIBRARY SYSTEM
FY 2024-25 PROPOSED BUDGET

COMMUNICATION & DELIVERY (916)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 23/24	Proposed FY 24/25	Note
3667	CLSA State Library	\$663,910	\$666,360	CLSA C & D Funds
3674	Reimbursable Costs	174,376	169,450	NBCLS & MVLS Deliveries (\$344,492 - \$175,042 CLSA)
3000	Fund Balance - CSLA		404	Roll-Over of CLSA Funds
	TOTAL REVENUE	\$838,286	\$836,214	(0.25%)
	<u>Expenditure</u>			
4212	Communication	\$3,650	\$8,745	Website Hosting (\$3,730); SurveyMonkey (\$468); Doodle (\$85), Zoom (\$450), Domain Names (\$262); Website Redesign (\$3,750)
4220	Contractual Services	350,829	344,492	MVLS (\$67,773) and NBCLS (\$276,719) Delivery Services
4230	Office Supplies	100	100	NLS Checks and Envelopes
4233	Postage	250	150	USPS, UPS, FedEx
4234	Special Departmental	\$483,457	\$477,727	CLSA allocation for members (including \$75,000 for OverDrive & \$46,750 for eMagazine)
4235	Special Departmental		\$5,000	BookClub-In-A-Box Shared Collection
	TOTAL EXPENDITURE	\$838,286	\$836,214	(0.25%)

NORTHNET LIBRARY SYSTEM
FY 2024-25 PROPOSED BUDGET

LOCAL (915)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 23/24	Proposed FY 24/25	Note
3674	Reimbursable Costs	\$119,000	\$121,750	OverDrive eBooks (\$75,000)+ eMagazines (\$46,750)
3674	Reimbursable Costs	18,248	0	Gale Databases (Chilton) and ProQuest- Discontinued
3674	Reimbursable Costs	265,283	272,264	Member Libraries Link+ Cost Reimbursements
TOTAL REVENUE		<u>\$402,531</u>	<u>\$394,014</u>	(2.12%)
<u>Expenditure</u>				
4220	Contractual Services	\$ 265,283	\$ 272,264	Member Libraries Link+ Cost Reimbursements
4445	Reimbursable-Library Expenses	\$119,000	\$121,750	OverDrive eBooks (\$75,000)+ eMagazines (\$46,750)
4445	Reimbursable-Library Expenses	18,248	0	Gale Databases (Chilton) and ProQuest- Discontinued
TOTAL EXPENDITURE		<u>\$ 402,531</u>	<u>\$ 394,014</u>	(2.12%)

NORTHNET LIBRARY SYSTEM
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023

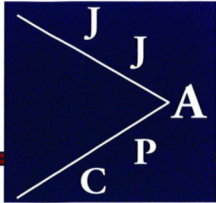
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NorthNet Library System
Basic Financial Statements
For the year ended June 30, 2023

Table of Contents

	<u>Page(s)</u>
Independent Auditor’s Report	1-3
Management’s Discussion and Analysis	4-9
Basic Financial Statements:	
General Fund Balance Sheet/Statement of Net Position	11
Statement of General Fund Revenues, Expenditures and Changes in Fund Balance/Statement of Activities	12
Notes to Basic Financial Statements.....	13-20
Required Supplementary Information	22
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	23-24

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JJACPA, Inc.

A Professional Accounting Services Corp.

INDEPENDENT AUDITOR'S REPORT

To the Administrative Council of the
NorthNet Library System
San Mateo, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying basic financial statements of the government activities and each major fund of the NorthNet Library System (NLS) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise System's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund information of the NLS, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the NLS and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The NLS's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the NorthNet Library System's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the NLS's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the System's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4-9 and budgetary comparison information on page 22, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Administrative Council of the
NorthNet Library System
San Mateo, California
Page 3

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 16, 2024, on our consideration of NLS's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the NLS's internal control over financial reporting and compliance.

April 16, 2024

JJACPA, Inc.

JJACPA, Inc.

Dublin, CA

**NorthNet Library System
Management's Discussion and Analysis
For the year ended June 30, 2023**

Management's Discussion and Analysis

This section of the NorthNet Library System's (NLS) basic financial statements presents management's discussion and analysis of NLS's financial performance during the fiscal year ended June 30, 2023. Since this management's discussion and analysis is designed to focus on current activities, resulting change, and current known facts, please read it in conjunction with NLS's basic financial statements (pages 11 and 12) as well as the footnotes to the financial statements (pages 13 - 19).

Financial Highlights

At June 30, 2023, NLS ended the year with a net position balance of \$1,432,858 which is an increase of \$196,764 over the net position balance of \$1,236,094 at June 30, 2022. This increase was primarily due to roll-over of prior fiscal year's CLSA funds and membership fee increases.

Using This Report

In June 1999, the Governmental Accounting Standards Board (GASB) released Statement No. 34, *Basic Financial Statements -- and Management's Discussion and Analysis -- for State and Local Governments*. Changes in Statement No. 34 require a comprehensive one-line look at the entity as a whole and capitalization of assets and depreciation. The major reconciling items necessary were capitalization and depreciation of capital assets and inclusion of long-term liabilities. NLS has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for NLS's operations.

The annual financial statements include the Independent Auditor's Report, this management's discussion and analysis, the basic financial statements, and notes to basic financial statements and required supplementary information.

NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2023

Financial Analysis of NLS as a Whole

Statement of Net Position
As of June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Assets:				
Current Assets	\$ 1,628,017	\$ 1,541,497	\$ 86,520	5.6%
Total Assets	<u>1,628,017</u>	<u>1,541,497</u>	<u>86,520</u>	5.6%
Liabilities:				
Current Liabilities	162,040	182,284	(20,244)	-11.1%
Total liabilities	<u>162,040</u>	<u>182,284</u>	<u>(20,244)</u>	-11.1%
Deferred inflows - Unavailable revenue	<u>33,119</u>	<u>33,119</u>	<u>-</u>	0.0%
Net position:				
Restricted	71,730	71,730	-	0.0%
Unrestricted	<u>1,361,128</u>	<u>1,164,364</u>	<u>196,764</u>	16.9%
Total net position	<u>1,432,858</u>	<u>1,236,094</u>	<u>196,764</u>	16.9%
Total liabilities, deferred inflows and net position	<u>\$ 1,628,017</u>	<u>\$ 1,451,497</u>	<u>176,520</u>	12.2%

This schedule is prepared from NLS's Statement of Net Position, which is presented on an accrual basis of accounting whereby assets are capitalized and depreciated.

Net position of \$1,432,858 at June 30, 2023, consisted of \$1,361,128 unrestricted amount available for operations.

NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2023

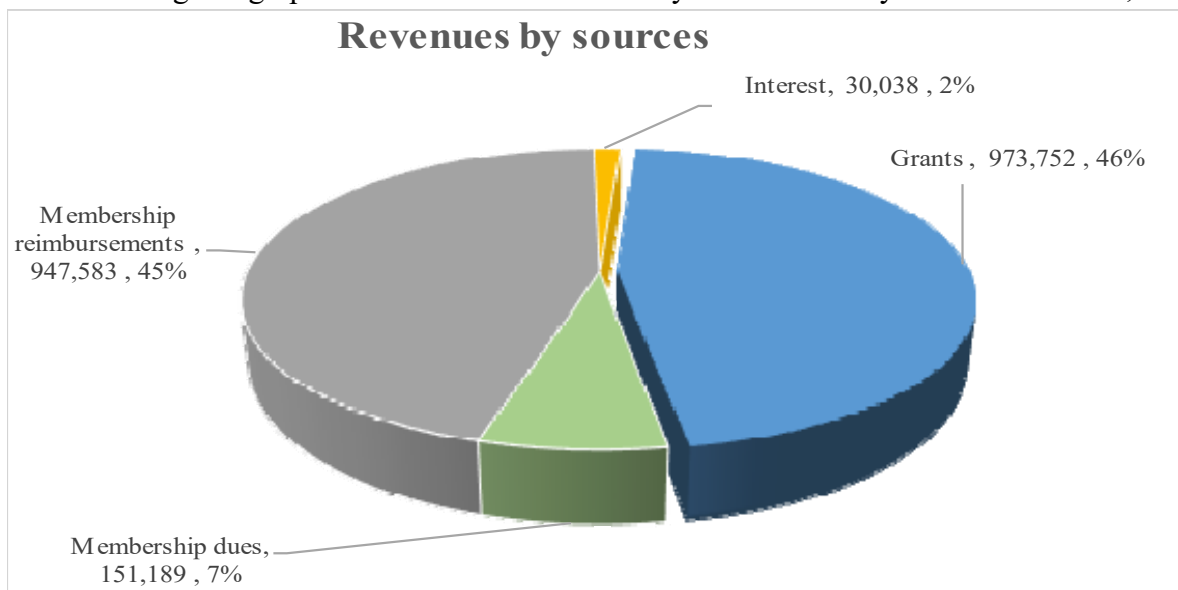
Financial Analysis of NLS as a Whole, *continued*

Operating Results
For the years ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Operating expenses	\$ 1,905,798	\$ 1,627,579	\$ 278,219	17.1%
Program revenues:				
Grants	973,752	927,429	46,323	5.0%
Membership dues	151,189	111,736	39,453	35.3%
Membership reimbursements	947,583	725,242	222,341	30.7%
Total program revenue	<u>2,072,524</u>	<u>1,764,407</u>	<u>268,664</u>	15.2%
Net operating revenues	<u>166,726</u>	<u>(136,828)</u>	<u>303,554</u>	-221.9%
General revenue:				
Interest	30,038	4,472	25,566	571.7%
Total general revenue	<u>30,038</u>	<u>4,472</u>	<u>25,566</u>	571.7%
Increase (decrease) in net position	196,764	141,300	55,464	39.3%
Net position:				
Beginning of year	<u>1,236,094</u>	<u>1,094,794</u>	<u>141,300</u>	12.9%
End of year	<u>\$ 1,432,858</u>	<u>\$ 1,236,094</u>	<u>\$ 196,764</u>	15.9%

In fiscal year 2022-23, program revenues were primarily from CLSA funds and memberships, which amounted to \$2,072,524. General revenues consisted of interest revenue.

The following is a graphic illustration of revenues by source for the year ended June 30, 2023:



NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2023

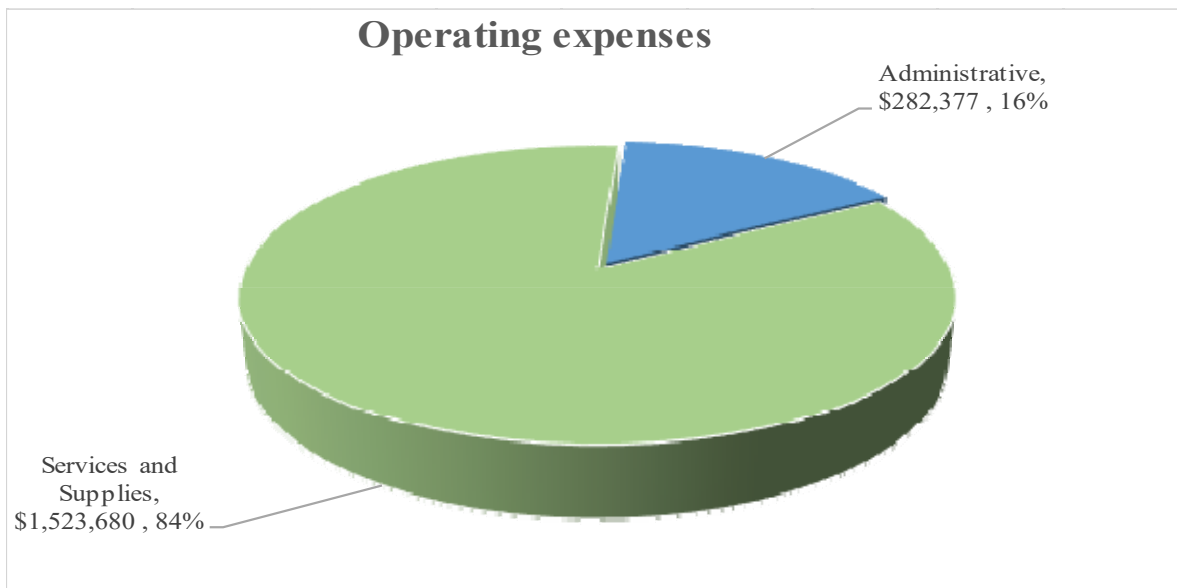
Financial Analysis of NLS as a Whole, *continued*

Operating Expenses
For the years ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Operating expense:				
Administrative	\$ 282,377	\$ 267,434	\$ 14,943	5.6%
Services and Supplies	<u>1,523,680</u>	<u>1,299,044</u>	<u>224,636</u>	17.3%
Total	<u>\$ 1,806,057</u>	<u>\$ 1,566,478</u>	<u>\$ 239,579</u>	15.3%

Operating expenses in the amount of \$1,806,057 were split amongst two major categories; administrative and services and supplies.

The following is a graphic illustration of operating expenses for the year ended June 30, 2023:



Analysis of Net Position
As of June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Net Position:				
Restricted	\$ 71,730	\$ 71,730	\$ -	0.0%
Unrestricted	<u>1,361,128</u>	<u>1,164,364</u>	<u>196,764</u>	16.9%
Total	<u>\$ 1,432,858</u>	<u>\$ 1,236,094</u>	<u>\$ 196,764</u>	16.9%

NorthNet Library System
Management’s Discussion and Analysis, *continued*
For the year ended June 30, 2023

The increase in net position of \$196,764 is primarily due to roll-over of prior fiscal year’s CLSA fund.

ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES

In considering NLS’s Budget for fiscal year 2023-24 the Administrative Council and management used the following criteria:

The key assumptions in our revenue forecast were:

1. Interest earnings are to increase gradually.
2. State Library funding is expected to be approximately the same and membership fees to increase based on an annual CPI adjustment.

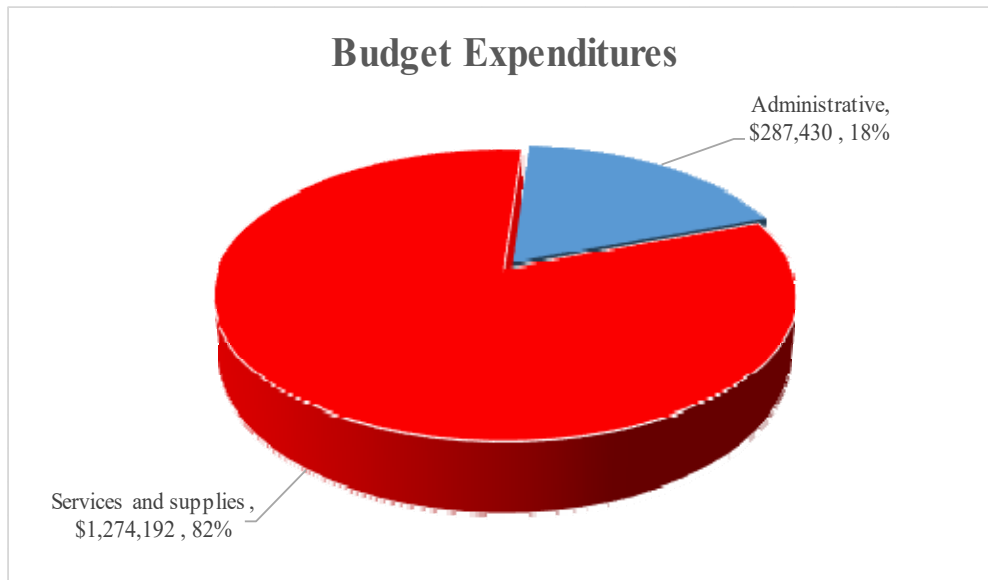
The adopted budget for the new fiscal year of 2023-24 was \$1,561,622 and is summarized as follows:

	<u>FY 2023-24</u>	<u>FY 2022-23</u>	<u>Percentage change</u>
Expenditures:			
Administrative	\$ 287,430	\$ 201,026	43.0%
Services and supplies	<u>1,274,192</u>	<u>1,373,449</u>	-7.2%
Total Expenditures	<u>1,561,622</u>	<u>1,574,475</u>	-0.8%
Total budget	<u>\$ 1,561,622</u>	<u>\$ 1,574,475</u>	-0.8%

1. Administrative – Shows an increase of approximately 43%, which is mainly due to the increase in CLSA funds and interest income for administrative support services.
2. Services and Supplies – Shows a decrease of approximately 7.2% due to the reduction in Communication and Delivery’s future purchase budget.

The following is a graphic illustration of appropriations for fiscal year 2023-24:

NorthNet Library System
Management's Discussion and Analysis, *continued*
For the year ended June 30, 2023



Contacting NLS

This financial report is designed to provide our customers and creditors a general overview of NLS's finances and to demonstrate NLS's accountability for the money it receives and is allocated to it. If you have questions about this report, contact the NorthNet Library System, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403, telephone number (650) 349-5538.

BASIC FINANCIAL STATEMENTS

NorthNet Library System
General Fund Balance Sheet/Statement of Net Position
June 30, 2023

	<u>General Fund</u>	<u>Adjustments (Note 8)</u>	<u>Statement of Net Position</u>
ASSETS			
<u>Current</u>			
Cash and investments:			
Available for operations	\$ 1,418,514	\$ -	\$ 1,418,514
Accounts receivable	197,929	-	197,929
Interest receivable	11,574	-	11,574
Total assets	<u>\$ 1,628,017</u>	<u>\$ -</u>	<u>\$ 1,628,017</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES			
Liabilities:			
<u>Current</u>			
Accounts payable and accrued liabilities	\$ 71,055	\$ -	\$ 71,055
Deposits payable	90,985	-	90,985
Total current liabilities	<u>162,040</u>	<u>-</u>	<u>162,040</u>
Total liabilities	<u>162,040</u>	<u>-</u>	<u>162,040</u>
Deferred Inflows:			
Unavailable revenue	33,119	-	33,119
Total Deferred Inflows	<u>33,119</u>	<u>-</u>	<u>33,119</u>
Fund balances/Net position:			
Committed	71,730	(71,730)	-
Unassigned, reported in:			
General fund	1,361,128	(1,361,128)	-
Total fund balances	<u>1,432,858</u>	<u>(1,432,858)</u>	<u>-</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 1,628,017</u>		
NET POSITION			
Restricted		71,730	71,730
Unrestricted		1,361,128	1,361,128
Total net position		<u>\$ 1,432,858</u>	<u>1,432,858</u>
Total liabilities, deferred inflows and net position			<u>\$ 1,628,017</u>

The accompanying notes are an integral part of these basic financial statements

NorthNet Library System
Statement of General Fund Revenues, Expenditures, and
Changes in Fund Balance/Statement of Activities
For the year ended June 30, 2023

	<u>General Fund</u>	<u>Adjustments (Note 9)</u>	<u>Statement of Activities</u>
EXPENDITURES/EXPENSES:			
Administrative	\$ 282,377	\$ -	\$ 282,377
Services and supplies	1,523,680		1,523,680
Total operating expenses	<u>1,806,057</u>	<u>-</u>	<u>1,806,057</u>
Special programs:			
State	99,741	-	99,741
Total expenditures/expenses	<u>1,905,798</u>	<u>-</u>	<u>1,905,798</u>
REVENUES:			
Program revenues:			
Grants	973,752	-	973,752
Membership dues	151,189	-	151,189
Member reimbursements	947,583	-	947,583
Total program revenues	<u>2,072,524</u>	<u>-</u>	<u>2,072,524</u>
Net operating revenues	<u>166,726</u>	<u>-</u>	<u>(166,726)</u>
General revenues:			
Interest	30,038	-	30,038
Total general revenues	<u>30,038</u>	<u>-</u>	<u>30,038</u>
REVENUES OVER (UNDER)			
EXPENDITURES	<u>196,764</u>		
CHANGE IN NET POSITION		<u>-</u>	<u>196,764</u>
FUND BALANCES/NET POSITION:			
Beginning of the year	1,236,094	-	1,236,094
End of the year	<u>\$ 1,432,858</u>	<u>\$ -</u>	<u>\$ 1,432,858</u>

The accompanying notes are an integral part of these basic financial statements

NorthNet Library System
Notes to Basic Financial Statements
For the year ended June 30, 2023

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The NorthNet Library System (“NLS”) is a Joint Powers Agency under Government Code Section 6500 *et. seq.* established on January 9, 2009 which began operations on July 1, 2009 through a Joint Powers Agreement entered into on May 8, 2009 by the North Bay Cooperative Library System, Mountain Valley Library System and the North State Cooperative Library System. NLS is a library services organization which has the powers necessary to establish, improve and extend library services held by its members and those powers designated in Government Code Section 6508. No single member controls NLS. NLS also delivers library materials to members, provides research services and general education workshops, and training seminars for its members.

NLS is governed by an Administrative Council composed of all of the library directors of library agencies therein. Oversight responsibility, the ability to conduct independent financial affairs, issue debt instruments, approve budgets, and otherwise influence operations and account for fiscal matters is exercised by NLS's Administrative Council. NLS is a separate reporting entity for financial reporting purposes and the accompanying basic financial statements reflect the assets, liabilities, fund balances/net position, revenues, and expenditures/expenses of NLS only.

The Peninsula Library System (PLS) acts as fiscal agent and Treasurer/Controller for NLS and acts as the depository and has custody of the money of NLS and performs those duties required by Government Code sections 6505 and 6505.5. PLS took over these duties on July 1, 2013. More information regarding the contract with PLS is located in Note 5.

The financial statements of NLS have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant policies:

In June 1999, the GASB released Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. NLS has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for NLS’s operations.

A. Reporting Entity

As defined by GASB Statement No.39, *The Financial Reporting Entity*, NLS is not financially accountable for any other entity other than itself, nor are there any other entities for which the nature and significance of their relationship with NLS are such that exclusion would cause NLS’s financial statements to be misleading or incomplete.

In addition, based upon the above criteria, NLS is not aware of any entity which would be financially accountable for NLS which would result in NLS being considered a component of the entity.

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2023

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,
continued

B. Basis of Accounting

The fund-based financial statement columns (Governmental Funds column) on Pages 10 and 11 are accounted for using the modified accrual basis of accounting and reflect balances for NLS's General Fund. This funds revenues are recognized when they become measurable and available as net current assets. Measurable means the amount of the transaction can be determined and available means the amount is collectible within the current period or soon enough thereafter (generally sixty days) to be used to pay liabilities of the current period. Amounts, which could not be measured or were not available, were not accrued as revenue in the current fiscal year. The Statements of Net Position and Activities columns on Pages 10 and 11 have been prepared on the accrual basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal or contractual obligation to pay.

C. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

D. Budgets

Budgets are prepared on the modified accrual basis of accounting, in which capital assets acquired are recorded as expenditures and depreciation is not recorded.

NLS follows these procedures in establishing the budgetary data reflected in the financial statements:

- By June 30, the proposed budget is presented to the Administrative Council to review and approve for the year commencing July 1. The operating budget includes proposed expenditures and the means of financing them.
- The budget is legally enacted through passage of a motion during a Administrative Council meeting prior to year-end.
- Formal budgeting is employed as a management control device during the year for the general fund.
- Budgets for the General Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2023

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,
continued

D. Budgets, *continued*

The legal level of a budgetary control, the amount to which budget should not be exceeded, is the program level.

Budgeted amounts are as originally adopted or as amended by the Administrative Council. Individual amendments were not material in relation to the original appropriations.

E. Cash and Investments

NLS pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Market value is used as fair value for those securities for which market quotations are readily available.

2. CASH AND INVESTMENTS

The System had the following cash and investments at June 30, 2023:

	FDIC/ SIPC insured	Not rated	Fair Value
Cash deposits - Boston Private Bank & Trust Company	\$ 52,060	\$ -	\$ 52,060
Local Agency Investment Fund (LAIF)	-	1,366,454	1,366,454
Total	<u>\$ 52,060</u>	<u>\$ 1,366,454</u>	<u>\$ 1,418,514</u>

A. Cash Deposits

The System pools cash from all sources. The System invests excess cash in LAIF.

The California Government Code requires California banks and savings and loan associations to secure government cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral is considered to be held in the government's name.

According to California law, the market value of pledged securities with banking institutions must equal at least 110% of the government's cash deposits. California law also allows institutions to secure government deposits by pledging first trust deed mortgage notes having a value of 150% of the government's total cash deposits. The government can waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation.

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2023

2. CASH AND INVESTMENTS, *continued*

A. Investments

NLS is authorized by State statutes and Administrative Council action to invest in the following:

- United States Treasury notes, bonds, bills or certificates of indebtedness.
- Registered state warrants or treasury notes or bonds of the State of California.
- Bonds, notes, warrants or other evidences of indebtedness of any local agency within the State of California.
- Obligations issued by banks and guaranteed by federal agency or United States government-sponsored enterprise.
- Negotiable certificates of deposit or time deposits placed with commercial banks and/or savings and loan companies.
- Banker's acceptances.
- Commercial paper.
- California Local Agency Investment Fund (LAIF).

NLS invests in LAIF, an unrated pool, which limits the exposure of the funds to interest rate and credit risk by treating all balances as current.

C. Investments in External Investment Pools

NLS' investments with LAIF at June 30, 2023, included a portion of the pool funds invested in structured notes and asset backed securities and similar transactions.

LAIF is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. NLS reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are maintained on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2023, these investments matured in an average of 311 days.

3. DEPOSITS PAYABLE

NLS records payments for services not yet rendered as deposits payable. The deposits payable balance consists of payments made by member systems. The balance at June 30, 2023 consists of the following contributions:

North Bay Cooperative Library System	\$ 6,686
Mountain Valley Library System	25,881
Other	58,418
Total Deposits Payable	<u>\$ 90,985</u>

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2023

4. DEFERRED INFLOWS – UNAVAILABLE REVENUE

NLS records payments for services not yet rendered as deferred/unearned revenue. Northnet expects to recognize \$33,119 of deferred/unearned revenue as earned during the fiscal year 2023-24.

5. RELATED PARTY TRANSACTIONS

NLS contracts with the Pacific Library Partnership (PLP), as its fiscal agent, for administrative services and/or materials. In compensation for services provided, NLS paid \$173,546 to PLP for the year ended June 30, 2023. These amounts were reported as administration expenses in the Statement of Activities.

6. FUND BALANCES/NET POSITION

Fund Balances consist of the following: Nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund balance consists of investments that will not convert to cash soon enough to affect the current period. Restricted fund balance consists of resources that are subject to externally enforceable legal restrictions imposed by parties altogether outside the government. Committed fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by a formal action of NLS’s highest level of decision-making authority. Assigned fund balance consists of amounts where intent is expressed by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes. Unassigned amounts represent fund balance in the general fund in excess of nonspendable, restricted, committed and assigned fund balance. Currently, the NLS uses only the unassigned category.

	<u>Fund Balance</u>
Committed	\$ 71,730
Unassigned	<u>1,361,128</u>
Total	<u><u>\$ 1,432,858</u></u>

Net position consists of unrestricted amount. Unrestricted amounts reflect balances available for current operations. At June 30, 2023, NLS had only unrestricted balance:

	<u>Net Position</u>
Restricted	\$ 71,730
Unrestricted	<u>1,361,128</u>
Total	<u><u>\$ 1,432,858</u></u>

7. INSURANCE

NLS purchases catastrophic liability insurance to protect itself from unforeseen losses utilizing a premium based policy.

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2023

8. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND BALANCE SHEETS AND THE STATEMENTS OF NET POSITION

“Total fund balances” of NLS’s General fund of \$1,432,858 does not differ from “net position” of governmental activities of \$1,432,858, reported in the Statement of Net Position. A difference may occur from the long-term economic focus of the statement of net position versus the current financial resources focus of the General fund balance sheet. As of June 30, 2023, there was no difference between the long-term economic focus of the statement of net position and the current financial resources focus of the General fund balance sheet. Any effects of this difference would be illustrated below:

Balance Sheet/Statement of Net Position

	General Fund	Reclassifications and Eliminations	Statement of Net Position
Assets:			
Cash and investments	\$ 1,418,514	\$ -	\$ 1,418,514
Accounts receivable	197,929	-	197,929
Interest receivable	11,574	-	11,574
Total assets	\$ 1,628,017	\$ -	\$ 1,628,017
Liabilities:			
Accounts payable and accrued liabilities	71,055	-	71,055
Deposits payable	90,985	-	90,985
Total liabilities	162,040	-	162,040
Deferred Inflows:			
Unavailable revenue	33,119	-	33,119
Total Deferred Inflows	33,119	-	33,119
Fund Balances/Net Position			
Total fund balances/net position	1,432,858	-	1,432,858
Total liabilities, deferred inflows, and fund balances/net position	\$ 1,628,017	\$ -	\$ 1,628,017

NorthNet Library System
Notes to Basic Financial Statements, *continued*
For the year ended June 30, 2023

**9. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND
OPERATING STATEMENTS AND THE STATEMENT OF ACTIVITIES**

The “net change in fund balances” for the General fund, \$196,764, does not differ from the “change in net position” for governmental activities of \$196,764 reported in the Statement of Activities. A difference may occur from NLS incurring any long-term liabilities or depreciation expense. As of June 30, 2023, there was no difference between the long-term economic focus of the statement of activities versus the current financial resources of the general fund. Any effects of the difference would be illustrated below:

**Statement of Revenues, Expenditures, and Changes in
Fund Balances/Statement of Activities**

	General Fund	Reclassifications and Eliminations	Statement of Activities
EXPENDITURE/EXPENSES:			
Administrative	\$ 282,377	\$ -	\$ 282,377
Services and supplies	1,523,680	-	1,523,680
Special programs			
State	99,741	-	99,741
Total expenditures/expenses	1,905,798	-	1,905,798
REVENUES:			
Program revenues:			
Grants	973,752	-	973,752
Membership dues	151,189	-	151,189
Member reimbursements	947,583	-	947,583
Total program revenues	2,072,524	-	2,072,524
Net program expense	(166,726)	-	(166,726)
General revenues:			
Interest	30,038	-	30,038
Total general revenues	30,038	-	30,038
REVENUES OVER (UNDER) EXPENDITURES	196,764		
CHANGE IN NET POSITION		-	196,764
FUND BALANCES/NET POSITION			
Beginning of the year	1,236,094	-	1,236,094
End of the year	\$ 1,432,858	\$ -	\$ 1,432,858

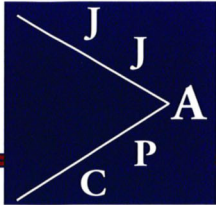
REQUIRED SUPPLEMENTARY INFORMATION

NorthNet Library System
Required Supplementary Information
For the year ended June 30, 2023

Budgetary Comparison Schedule
General Fund
For the year ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1, 2022	\$ 1,236,094	\$ 1,236,094	\$ 1,236,094	\$ -
Resources (inflows):				
Grants:				
Federal	4,730	4,730	-	(4,730)
State	960,911	960,911	973,752	12,841
Membership dues	143,772	143,772	151,189	7,417
Membership reimbursements	742,257	742,257	947,583	205,326
Interest	2,010	2,010	30,038	28,028
Amounts available for appropriation	1,853,680	1,853,680	2,102,562	(248,882)
Changes to appropriations (outflows):				
Administrative	283,092	283,092	282,377	715
Services and supplies	1,675,769	1,675,769	1,523,680	152,089
Special programs:				
Federal	4,730	4,730	-	4,730
State	-	-	99,741	(99,741)
Total charges to appropriations	1,963,591	1,963,591	1,905,798	152,804
Budgetary fund balance, June 30, 2023	\$ 1,126,183	\$ 1,126,183	\$ 1,432,858	\$ 306,675

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JJACPA, Inc.

A Professional Accounting Services Corp.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Administrative Council
NorthNet Library System
San Mateo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the NorthNet Library System (NLS), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively NLS's basic financial statements, and have issued our report thereon dated April 16, 2024.

Report Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the NLS's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of NLS's internal control. Accordingly, we do not express an opinion on the effectiveness of System's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that we have not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the NLS's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

April 16, 2024

JJACPA, Inc.
JJACPA, Inc.
Dublin, CA

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated May 1, 2024

State Library News	2
LSTA News.....	2
LDS Newsletter.....	2
Broadband Program News.....	2
Open Opportunities	2
First Partner–Book to Action.....	2
Groundwork Grants	2
Career Online High School	3
Community-Centered Libraries.....	3
Current Projects and Services	3
California Library Literacy Services – Ongoing.....	3
California Libraries Learn (CALL) - Ongoing.....	4
Tutoring Project – Ongoing.....	4
Parks Pass Program – Ongoing.....	5
Public Library Staff Education Program	5
PebbleGo Science: Early Literacy in STEM - Ongoing.....	5
Ready or Not	5
Networking and Training	6
Student Success Library Cards For All Listening Sessions: May 2024	6
Building Equity-Based Summers Learning Series.....	6
CAreer Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources.....	7
Online Tutoring Training 2024	7
2024 Sustainability Summit: May 21, 9:00 AM – 12:00 Noon – Registration Open Now!	7
Community-Centered Libraries.....	8
Next Directors Networking Call.....	8

State Library News

LDS Newsletter

Please sign up today for our new [newsletter!](#) Please share this with your teams as well.

Broadband Program News

The California State Library has selected the Imperial County Office of Education as the new Broadband Access Administrator, tasked with connecting public libraries to the California Research and Education Network (CalREN, managed by the CENIC Corporation). For those who were unable to attend our webinar on the transition, you may view the recording and slides by following the links below:

[Click here for the presentation slides.](#)

[Click here for a recording of the webinar.](#) If you are asked for a passcode, it is: ^f*a9=ef

LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

Open Opportunities

First Partner—Book to Action

In partnership with the California State Library and the Office of the First Partner of California, the California Library Association invites California public libraries to apply for up to \$5,000 to support Book to Action programming. Book to Action expands book clubs by encouraging participants to take part in community engagement activities related to a shared book. This year, Book to Action is connected to the [First Partner's Summer Book Club](#).

Visit the [opportunity page](#) for additional details and to apply. Applications are due **Friday, May 24, 2024 at 12:00 noon**. Please email BEBS@cla-net.org with any questions.

Groundwork Grants

The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over \$1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this [grant opportunity](#) is open on a rolling basis until May 31, 2024.

Grant Highlights:

- **Goals:** To provide funds and resources to California institutions with collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope:** A California-wide initiative to strengthen emergency readiness for institutions with collections of all types.
- **Awards:** Maximum award amount of \$15,000, with options for emergency preparedness support.

How to Apply:

Application guidelines are available at <https://www.groundworkgrants.org/>. Applicants are *strongly encouraged* to receive a free [Ready - or Not assessment](#) before applying. For more information about the grant opportunity, check out the [introductory webinar and sample applications](#). For questions, contact Grace Bautista at grace@myriadconsultants.org.

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

Career Online High School

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

Community-Centered Libraries

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

Current Projects and Services

California Library Literacy Services – Ongoing

The 2024-2025 CLLS funding application (state funded) for currently participating programs opened in April and is due **May 30, 2024**. All CLLS libraries have received their projected award amounts for adult literacy and family literacy. There is a new block grant model that applies **ONLY** for programs offering family literacy; these programs receive a single projected adult and family literacy award amount and programs may allocate these funds between programs within given parameters (a minimum of 51% for adult literacy services and 26% for family literacy

services). ESL award letters have already been sent. For more information, contact cls@library.ca.gov.

The Literacy Initiatives project (LSTA funded) is offering virtual tutor training on a statewide basis this summer. Any volunteer awaiting training at their local CLLS program may sign up for this 16-hour series, offered twice in June and once in August. Contact cls@library.ca.gov for more information.

Funding is available for learner and learner-led events, including trainings, meetings, and conferences. Events must be completed by August 30, 2024. There is a short application for programs and learner leaders to complete. Questions? Contact cls@library.ca.gov.

CLLS has added networking calls for **small/rural CLLS libraries** and a community of practice for non-English first-language literacy projects and opened a family literacy discussion to plan for next year's training. Training continues for CLLS program staff and volunteers, including monthly networking calls and more. Please visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/>

The next CLLS Coordinator/Staff Networking Call is cancelled for May because of the all-CLLS conference May 21-23 and will return in June. For more information, contact cls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). CALL has its own newsletter, *CALL Letters*, and users may [subscribe](#) directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Staff-generated programs that address issues of concern to bilingual, bicultural audiences and staff are of particular interest and will be co-branded with the Seguimos Creando Enlaces project. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Tutoring Project – Ongoing

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no

cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

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

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

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email parkspass@library.ca.gov. State of CA funded.

Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year! Thank you to all library staff who applied. A pilot mentorship program is being created. For any questions, email wwalker@socallibraries.org LSTA funded.

PebbleGo Science: Early Literacy in STEM - Ongoing

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

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

Ready or Not

The [“Ready – Or Not” Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to view information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to

engage in emergency preparedness consultations. Recordings can be viewed at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project](#). If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

Networking and Training

Student Success Library Cards For All Listening Sessions: May 2024

The California State Library is convening a series of nine one-hour listening sessions on Zoom to discuss the Student Success Cards for All program. These sessions will bring library leaders together to talk about the Student Success initiative and allow the State Library to gather feedback about local programs. Attendees will be encouraged to ask questions. A library leader with a current successful program will share information at each meeting.

The Student Success initiative comes from new California legislation – [SB 321 \(Ashby\)](#) – that helps get Student Success cards into the hands of every California kid who wants one.

At least one representative from each of the 186 library jurisdictions should attend a session. The results of these listening sessions will inform the resources on the State Library webpage and will help serve as a foundation for program planning in the 2024-2025 school year and beyond.

If you or your designee(s) cannot attend your scheduled meeting time, please contact Alexis Lacroix at lacroix@plporg.info with one preferred alternate date. Please see the schedule below.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Cooperative System</u>
Tuesday	5/14/2024	1:00 p.m.	SJVLS
Wednesday	5/15/2024	10:00 a.m.	Serra
Thursday	5/16/2024	10:00 a.m.	Black Gold
Tuesday	5/21/2024	10:00 a.m.	Inland
Wednesday	5/22/2024	10:00 a.m.	Santiago
Thursday	5/23/2024	10:00 a.m.	SCLC
Tuesday	5/28/2024	10:00 a.m.	NorthNet
Wednesday	5/29/2024	10:00 a.m.	PLP
Thursday	5/30/2024	10:00 a.m.	49-99 & Unaffiliated

Building Equity-Based Summers Learning Series

A monthly Community of Practice is available to all library staff to learn more about creating summer services that are centered in equity and community involvement. Please use this link to [register for the next Community of Practice](#).

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

[Career Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources](#)

The 2024 CAREer Pathways webinar series is now complete for Spring 2024. Learn more about the online resources on the [CAREer Pathways Staff Resource page](#), where you can find platform details, administration, marketing materials and more. Library staff can also [view the archived webinars on the CALL Academy CAREer Pathways channel](#). New to the library or not sure which platforms your library offers? Check out the [CAREer Pathways Services Locator map](#).

The January budget does not include funds to continue CAREer Pathways in the fiscal year that begins July 1, 2024. The January budget is a proposed budget, and the spending plan proposed in January isn't the budget that will be signed by the Legislature, or the one signed by the governor, six months from now. However, at this time, this program is not included for funding in the state budget and is scheduled to conclude September 2024.

If you have any questions, please contact: CAPathways@library.ca.gov or see the [CAREer Pathways Staff Resources page](#).

[Online Tutoring Training 2024](#)

Summer Service and Keeping Students Going Wednesday, May 15, 2024, 3:30–4:30 pm

The school year is coming to a close, but HelpNow is still available to support student learning. Join us to learn about HelpNow resources that can help students continue learning and beat the summer slide.

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

[Register in advance for the Summer Service webinar](#)

[2024 Sustainability Summit: May 21, 9:00 AM – 12:00 Noon – Registration Open Now!](#)

Join libraries across California and their community partners to share best practices from the current #SustainableCALibraries projects and beyond. Open to anyone who works in California libraries and anyone who partners with California libraries. Join us for a morning of shared solutions and inspiration for climate action!

- [View the 2024 Sustainability Summit Program](#)
 - Welcome, 9:00–9:10 am
 - **Anythink Nature Library**, Maria Mayo-Peaseley, 9:10–9:30 am
 - U-Tool-izing the Library, Benicia Public Library, Jennifer Baker, 9:30–9:45 am
 - Revisiting Azusa's Past, Azusa City Library, Leila Hassen and Nathan Nunez, 9:45–10:00 am

- **Sustainable Living with BPL**, Burlingame Public Library, Jodi Jirsa, 10:10–10:25 am
- **Sustainably Santa Barbara**, Santa Barbara Public Library, Kim Crail, 10:25–10:40 am
- Have you Heard the News? Earbud Recycling! County of San Luis Obispo Public Libraries, Dorothy Gruett and Melanie Bales, 10:40–10:55 am
- Sowing South Pasadena, South Pasadena Public Library, Alexis Mendoza and Olivia Radbill, 11:05–11:20 am
- Update on Climate and Sustainability Action Guide for California Libraries, Alliance for Library Impact, Cindy Fesemyer, 11:20–11:40 am
- [Register for the 2024 Sustainability Summit](#)

Community-Centered Libraries

A yearlong initiative brought to you by the California State Library and Pacific Library Partnership, the statewide initiative offers tools and training to help libraries center their communities as the plan and evaluate library programs and services. All recordings of the two webinar series, Equitable Data Practices and Culturally-Relevant Evaluation, are available on the [Community-Centered Libraries webinar page](#). LSTA funded.

Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for **Wednesday, May 15, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. California public library directors will receive an invitation to the Zoom meeting via email in early May.

Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

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