

**NLS Executive Committee Meeting
September 24, 2024, 9:00 a.m.**

ZOOM MEETING

<https://us02web.zoom.us/j/87528428702?pwd=yoOAbZMTa7P9VpeGqtF9leccm5b2cv.1>

Meeting ID: 875 2842 8702

Passcode: 923459

Phone +1 669 444 9171

- | | | |
|--|-----------------|----------------------|
| 1. Welcome and Roll Call | Halstead, Chair | |
| 2. Public Invited to Comment | Halstead | |
| 3. Approval of Consent Calendar (Action Item) | Halstead | |
| A. Adoption of Agenda | | |
| B. Approve Minutes of May 15, 2024 | | Attachment 1, pg. 3 |
| C. FY 2024-25 CLSA Plan of Service and Budget | | Attachment 2, pg. 10 |
| 4. Old Business | | |
| 5. New Business | | |
| A. On-Going Recruitment of Library-to-Go
Committee Chair (Action Item) | Halstead | Attachment 3, pg. 22 |
| B. Finance | | |
| a. Review and Approval of CLSA FY 2023-24
Annual Report (Action Item) | Frost | Attachment 4, pg. 25 |
| b. Review and Approval of CLSA FY 2023-24
System Expenditure Report (Action Item) | Frost | Attachment 5, pg. 29 |
| c. Review of CLSA FY 2023-24 Roll-over and
FY 2024-25 Plan of Service Detailed Budget
(Action Item) | Frost | Attachment 6, pg. 36 |
| C. Update from CLSA Ad Hoc Group | Halstead | Attachment 7, pg. 44 |
| 6. Agenda Building for January 29, 2025 - Mid-Year Administrative Council Meeting | | |
| • Determine format for this meeting – in-person or virtual; location if in-person | | |
| • CLSA Metrics | | |
| 7. System Chair Report | | |

8. Announcements

A. State Library Liaison Report

Durr

Attachment 8, pg. 51

9. Next Executive Committee Meeting December 18, 2024, 1:00 p.m. and Agenda Items

10. 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 the following:

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

Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

Meeting Locations

Benicia Public Library, 150 East L Street, Benicia, CA 94510

Del Norte County Library District, 190 Price Mall, Crescent City, CA 95531

El Dorado County Library, 345 Fair Lane, Placerville, CA 95667

Folsom Public Library, 411 Stafford Street, Folsom, CA 95630

Humboldt County Library, 1313 Third Street, Eureka, CA 95501

Lincoln Public Library, 485 Twelve Bridges Drive, Lincoln, CA 95648

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

Sonoma County Library, 6135 State Farm Drive, Rohnert Park, CA 94928

Yolo County Library, 226 Buckeye, Woodland, CA 95695

NLS Administrative Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403



DRAFT MINUTES

NLS Executive Committee Meeting

May 15, 2024

1. Welcome and Roll Call –Chair, Anthony Halstead, Napa County, called the meeting to order at 12:01 p.m. Also present were NLS Executive Committee members: Jennifer Baker, Benicia Public Library, Bryce Lovell, El Dorado County Library, Thomas Gruneisen, Folsom Public Library, Christopher Platt, Mono County Free Library, Nick Wilczek, Nevada County Library, Natasha Martin, Roseville Public Library, and Suzanne Olawski, Solano County Library. Also attending were NLS fiscal and administrative support, Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership, and Jacquie Brinkley, NLS/Pacific Library Partnership, Renee Forte, Napa County Library and Library to Go Co-Chair, Jessie Spragge, Shasta Public Libraries and Incoming Library to Go Chair and Chris Durr, staff liaison from the California State Library, were in attendance

2. Public Invited to Comment. No public comment.

3. Approval of Consent Items

Motion to approve the Consent Items Platt moved; Martin seconded. Vote taken by roll call. Motion passed with one abstention.

4. Old Business

A. NLS Book Club-in-a-Box Report and Approval of Funding for FY 2024-25

Platt presented memo with Book Club statistics for FY 2023-24 noting that usage had increased, and two new libraries began participating in the current year. The NLS approved funds of \$5,000 for FY 2023-24 have been fully expended on purchases of new titles. Butte County Library has requested \$5,000 for FY 2024-25 to continue building and refreshing this shared collection. Platt noted that the status of the State Budget and CLSA funding to NLS may determine if the NLS Executive Committee considers the requested funding for the next fiscal year.

Frost noted that CLSA funding at this time is proposed to be reduced by 50% from FY 2023-24 for the next two fiscal years (FY 2024-25 and 2025-26). Frost also noted that there is precedent of funding the Book Club program from CLSA funds and from General Funds of NLS.

It was recommended to defer action on this item until after the NLS Budget agenda item.

Item was deferred.

B. California State University Chico Meriam Library Withdrawal from NSCLS/NLS

Halstead presented the memo requesting approval from the Meriam Library to withdraw from NLS.

Frost noted that this action is procedural for NLS to accept the recommendation and officially acknowledge the withdrawal request.

Motion to approve the CSU Chico University Library departure from NLS effective July 1, 2024. Olawski moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

5. New Business

A. Ad Hoc Nominating Committee for Executive Committee Members

Halstead presented the memo to identify a nominating committee for new Executive Committee members.

Martin announced that they would be retiring in October and will be unable to fulfill their term through June 30, 2025. This would create a 4th vacancy on the NLS Executive Committee.

Halstead asked sitting Executive Committee members Baker and Lovell if they would be willing to serve a second term beginning July 1, 2024. Baker and Lovell agreed to serve a second term.

Martin and Gruneisen volunteered as the two standing Executive Committee members for an Ad Hoc Nominating Committee and to make inquiries to NLS directors in order to fill 2 (two) remaining vacant positions on the Executive Committee – 1 Vice Chair and 1 Executive Committee member. One other non-standing Executive Committee member will be asked to serve on the Ad Hoc Committee. Brinkley will assist with this process. The Ad Hoc Nominating Committee will have a recommendation for the Administrative Council at their June meeting.

B. Approval of Library-to-Go Committee Chair

Halstead thanked Platt and Forte for their work on Library-to-Go for past two years. Halstead invited Spragge to speak to the Executive Committee. Spragge thanked Platt and Forte for their support and noted that they were comfortable chairing the Committee on their own but would welcome another volunteer as a co-Chair.

Motion to approve Jessie Spragge as Library-to-Go Committee Chair for term of two years. Baker moved; Gruneisen seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

C. Approval of Five-Year Link+ Contract Renewal

Frost presented the Link+ contract renewal memo and recommended approval.

Motion to approve the five-year Link+ contract renewal. Olawski moved; Martin seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Halstead asked about the Link+ delivery contract. Frost reported that delivery contracts for Link+ are negotiated by individual libraries and that Link+ has their own contract courier service. Frost offered to get contact information for libraries regarding their Link+ courier services.

D. Recommendation for Library-to-Go /OverDrive Budget for FY 2024-25

Platt presented the Library-to-Go Budget memo and reported that the budget requested is the same as for FY 2023-24. Platt noted that pending the State Budget outcome and any reduction to CLSA, the requested Library-to-Go budget is a good budget to approve and move forward with to meet the required baseline of expenditures. Platt noted that eMagazine budget is a 3-year pricing model that was negotiated with the vendor.

Frost thanked Platt and Forte for their work on the transparency and comprehensive reporting of Library-to-Go. Frost reported that upon notice of pending CLSA reductions, she requested on May 14 a stop on all future LTG expenditures until the Executive Committee could meet and provide direction.

Platt reported that all FY 2023-24 funds had been expended and of the FY 2023-24 redirect of CLSA funds from libraries that \$36,291 remains.

Discussion regarding how the balance of CLSA redirected funds could be rolled over in part or in full.

Baker asked about the selection process. Discussion as to how best to utilize the funds remaining and to maximize vendor offerings.

Spragge noted that audiobooks are offered at large discount in June and LTG may consider using some of the remaining funds to purchase from this sale. Audiobooks include recent titles and older releases, and these are purchased to own with no limits on use.

Halstead and Baker agreed that holding some funds back from the \$36,291 balance was prudent. Halstead suggested holding back \$20,000 to roll-over to FY 2024-25.

Platt noted that they were comfortable with holding back \$20,000 and to move forward with approving the proposed LTG budget as presented. The Executive Committee could review again once the State Budget is approved and CLSA funds are determined for FY 2024-25.

Gruneisen noted that they did not want to see a hard stop on purchasing leading up to summer months when demand and usage is high.

Halstead recommended that NLS review the LTG budget in the Fall and to allow the original recommendation to move forward.

Frost asked for clarification that \$20,000 from FY 2023-24 balance would be rolled over, reducing the eBook budget from \$75,000 to \$55,000 plus the \$46,750 for eMagazines.

Olawski asked if a larger rollover should be considered.

Platt stated that if \$20,000 is rolled over to FY 2024-25 it keeps LTG within the baseline requirement for Fall spending.

Gruneisen asked what is estimated to be spent for remainder of this fiscal year.

Spragge reported that the focus will be on new titles for May and June and the audiobook sale.

Motion to approve Library-to-Go recommended budget for FY 2024-25 of \$75,000 for eBooks (of which is \$20,000 rollover from FY 2023-24) and \$46,750 for eMagazines. Baker moved; Halstead seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

E. Review and Approval of NLS FY 2024-25 CLSA Budget and Formation of Ad Hoc Committee

Frost noted that with the pending reductions to CLSA it was important for all directors to send letters to their legislators to request restoration to full funding for CLSA. Frost and Halstead prepared letters and will provide them to NLS directors as templates. Frost also noted that it was important to encourage stakeholders and community constituents to send letters as well.

Frost presented the memo and stated that the budget presented was now moot with the announcement of May 14 regarding the State Budget. The NLS budget will need to be revised to reflect the 50% reduction of CLSA.

Frost also noted that the CLSA System Plan of Service forms are under revision by the State Library and will require new information not previously asked in System reporting. The revisions are being made to make all State Library reporting consistent. NLS staff is still

reviewing the new reporting documents and information now required to complete. NLS is asking for an Ad Hoc Committee to assist in reviewing the new reporting requirements that include data gathering and funding impact questions.

Frost presented and reviewed a rough draft budget that reflects the reduction of CLSA funding.

Discussion of what NLS priorities will be with reduction of CLSA funding for FY 2024-25 and FY 2025-26.

Olawski recommended to support full funding to System Administration. The proposed FY 2024-25 Administrative Contract is \$190,187. Frost noted that all contract services to support NLS continue regardless of reduction to CLSA.

Suggested items to cut from System Administration budget included Califa membership, Staff Training, Travel for in-person meetings, website redesign in the CLSA budget. While the website redesign is discretionary, the migration to a new website host is required as the current host is retiring. Olawski noted that on-going security and support to the websites should remain a priority.

Frost noted that there are options to redirect funds from the NLS fund balance or from System Administration.

Platt noted that they were comfortable to redirect funds where needed.

Baker recommended not to use fund balance but to reduce expenses, instead.

Olawski recommended deferring expenses where possible versus redirecting funds to cover these items and to review at mid-year. Olawski restated her request to support System Administration funding.

Motion A: Approve and adopt NLS CLSA Budget as presented.

Motion B: If CLSA reduction of 50% goes forward, remove the following from the NLS budget:

- **Website Redesign**
- **Survey Monkey**
- **Book Club-in-a-Box**

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

Discussion on expenditures paid from Membership Dues. Recommendation to remove Staff Training, Califa membership and Staff Training. Funds saved with the elimination of these expenses could be moved to add to CLSA funds.

Gruenisen recommended saving Staff Training with the possibility to reduce, if needed.

Frost noted that members could supplement CLSA with local funds to close the gap.

Olawski stated that she preferred to keep the Member Dues funds and drop the website redesign, Survey Monkey and the Book Club-in-a-Box.

Frost asked for an Ad Hoc Committee to help with the new Plan of Service forms review. Baker and Platt volunteered. This activity will be completed within the next 6 weeks.

F. Review and Approval of NLS/PLP FY 2024-25 Contract

Frost presented the memo noting that this is the annual contract renewal for baseline services to NLS totaling \$190,187 for FY 2024-25. Frost invited questions or discussion.

Motion to approve the baseline contract of \$190,187 for FY 2024-25. Olawski moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

G. Review and Approval of Proposed NLS FY 2024-25 Budget

Yon presented the NLS budget and noted that this budget will be revised in light of the proposed reduction to CLSA funding. Yon stated that a new budget reflecting the final NLS budget will be presented at the June 20, 2024 Administrative Council meeting.

Motion A: If no reduction to CLSA, approve the NLS budget as presented.

Motion B: If CLSA funding is reduced, these items to be adjusted as noted:

- Staff Training – reduce to \$1,000 per jurisdiction
- Califa Membership – eliminate
- Travel – reduce to \$3,000

Note: These items could be reallocated in the future.

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

H. Approve NLS FY 2023-24 Financial Audit

Yon presented the NLS Financial Audit results for FY 2023-24 noting that the auditor reported a clean opinion.

Motion to approve the NLS FY 2023-24 Financial Audit as presented. Halstead moved; Olawski seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

6. Agenda Building for Annual Administrative Council Meeting, January 29, 2025

No additional items suggested.

7. System Chair Report

No report.

8. Announcements

Durr presented the State Library Liaison Report noting the following as highlights:

- Student Success Cards for All Listening Sessions – NLS session is May 28
- Library to Library LDS Newsletter- all library staff are encouraged to subscribe
- Building Equity Based Summers
- 2024 Sustainability Summit – some presenters are from NLS
- Palace Collection- to be integrated with OverDrive and Libby collections

Durr also noted that State Librarian Greg Lucas and Deputy State Librarian Rebecca Wendt will be speaking about the State Budget at the Library Directors Networking meeting on May 15.

Olawski asked if Durr was aware of what reductions Dept of Education lunch programs might be reduced in the proposed State Budget. Durr stated he had no knowledge of the Dept of Education budget.

9. Meeting adjourned at 1:56 p.m.



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

BASIC INFORMATION

INFORMATION REQUESTED	
Applicant Organization Name	
NorthNet Library System	
Organization Name	
NorthNet Library System	
Application Title	
NorthNet Library System_ CLSA Communication and Delivery Program _2024-2025	
Authorized Representative Information	
Ms. Carol Frost NorthNet Administrator 650-349-5538 Frost@plpinfo.org NorthNet Library System 32 W. 24 th Avenue, Suite 201 San Mateo, CA 94403-2265	
Alternate Contact Information	
Jacquie Brinkley NorthNet Library System Coordinator Brinkley@plpinfo.org 650-349-5538	
Administrative Council Chair Information	
Anthony Halstead Chair, NorthNet Library System Napa County Director of Library Services & Community Outreach anthony.halstead@countyofnapa.org 707- 253-4241	
Goal (California State Library Five Year Plan for Grantmaking)	
Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.	
Primary Audience(s) for Project	
General Population	
Employer Identification Number (EIN)	
EIN: 90-0497686	

PROJECT INFORMATION

<p>Brief Abstract</p>	
<p>The NorthNet Library System will provide shared resources, including shared courier services and eCollections, for its member libraries with the expected benefit of providing NorthNet residents the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to these physical and digital resources.</p>	
<p>Description Describe</p> <ul style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. 	
<p>NLS will use CLSA funds in accordance with the specified uses per California law to support equitable access to shared resources among three or more libraries.</p> <p>The NorthNet region, with 41 member libraries, covers 57,838 square miles in the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of the 58 California counties, 48% of them are in NLS, and 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches. Library budgets range from a few thousand dollars to several million.</p> <p>Funds will be allocated to support two specific courier services in two regions: Mountain Valley Library System, and North Bay Cooperative Library System. Funds will also support a shared eBook and eAudiobook collection among 27 number of libraries.</p> <p>Because the needs of the NLS region are so diverse, NLS will allocate some of the funds to the libraries so that they may choose from a menu of services, including support for Link+, support for their own shared eCollections, support for their own shared delivery, and to support broadband hardware and telecommunication costs.</p> <p>Providing a mechanism for sharing of physical materials and shared eCollections assists the public libraries in improving services to the underserved by ensuring books and other physical materials can move freely past jurisdictional boundaries and reach various communities. This breaks down the physical barriers and supports collaboration.</p> <p>Unfortunately, with the 50% funding reduction, NLS will not be able to support the shared eMagazine collection. The cut so late in the budget process will result in it being paid for with NLS fund balance, and most likely being discontinued in the future.</p>	
<p>Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system.</p>	
<p>The purpose of NorthNet as a consolidated regional system is to improve the services of its constituent member libraries by maintaining existing CLSA programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic,</p>	

economic, and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing. NLS develops broader goals and scope than the CLSA mandated programs in communications, delivery, and resource sharing, which are legislated by current law. The regional system improves and enhances services formerly provided by the three local systems. A local system may continue local best practices to meet its own needs.

In FY 2021/22 NLS leadership undertook a review and revision to the Strategic Priorities developed in FY 2015/16. The Administrative Council adopted the Strategic Priorities at the January 26, 2023 Mid-Year Meeting, and a revised version was adopted at the January 25, 2024 meeting. The Strategic Priorities projects are identified as Tier 1 and Tier 2. NLS directors and other staff will be engaged to carry out the proposed tasks under each priority.

Tier One Priorities:

1. Disaster Preparedness and Response (including support of the Recovery Together website to share best practices)
2. Future of Shared eResources (including support of shared eCollections)
3. Capacity Building for Staff – Our Most Valuable Asset (including systemwide and local training support)

Tier Two Priorities:

1. Monitoring CalPERS liability for the legacy systems
2. Advocacy
3. Maximizing the effectiveness of NLS training and communication practices

Impact to Date

Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service.

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

The primary goals for NLS are to continue to share materials and resources (both physical and electronic). These goals are being met through using CLSA funds to support shared courier/delivery services and shared eMaterials including eBooks and eAudiobooks. Positive impact has been demonstrated through access and use of these collections.

<p>Community Needs, Aspirations, and Assets Response 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.</p>	
<p>The NLS community of 41 member library directors has defined its needs and aspirations through member surveys, focus groups, and ad hoc committee leadership. NLS drafted the following language to guide the development and adoption of the Strategic Priorities for NorthNet. “In light of continually changing economic support, new service trends and new NLS leadership, a fresh look at system activities focused on clarifying and identifying strategic priorities has been undertaken. These priorities are extremely useful in identifying impactful services for member libraries and are informing recommendations to the California Library Services Board, the board that determines the services provided by NLS and other California Library Services Act (CLSA) systems.” The NLS Strategic Priorities were approved and adopted to include the projects identified under Tier 1 and Tier 2 below. NLS directors and other staff will be engaged to carry out the proposed tasks under each priority with a focus on the communities in geographically isolated and underserved areas of the region.</p> <p>Tier One Priorities:</p> <ol style="list-style-type: none"> 1. Disaster Preparedness and Response 2. Future of Shared eResources 3. Capacity Building for Staff – Our Most Valuable Asset <p>Tier Two Priorities:</p> <ol style="list-style-type: none"> 1. Monitoring CalPERS liability for the legacy systems 2. Advocacy 3. Maximizing the effectiveness of NLS training and communication practices 	
<p>Community Engagement Describe how you will engage underserved community members with your designed plan and activities.</p>	
<p>The NLS community of 41 member libraries and their directors are committed to adhering to the NLS Strategic Priorities adopted by the NLS Administrative Council that were founded on the goal of identifying the most impactful services for their communities. NLS libraries are overwhelmingly represented by the most geographically isolated, rural and frontier communities of California. In addition to the ruralness, recent demographics of the NLS region report the following: 12% are below the poverty level; 18% are over the age of 65 years; and 24% are non-English speaking. Individual member libraries are actively engaged with their community stakeholders and community partners, where available, to ensure community engagement at a local level.</p> <p>NLS has demonstrated a long-standing commitment to investing in services that will meet the needs of their most isolated and rural populations through the allocation of funds directed to courier delivery services and the investment in eMaterials. Providing a mechanism for sharing of physical materials and shared eCollections assists the public libraries in improving services to the underserved by ensuring materials can move freely past jurisdictional boundaries and reach all communities. This breaks down the physical barriers to support collaboration. Positive impact has been demonstrated through access and use of these collections, and patron requests for additional materials.</p>	

<p>NLS members select from a menu of service items on a Claim Form based on the needs, aspirations and direct engagement responses from their community. To continue to identify and evaluate the effectiveness of community engagement efforts among NLS libraries, an ad hoc committee will review and revise the CLSA Claim Form to include survey questions to determine how individual libraries reach out to and connect with members of underserved communities and gather information on new or expanded partnerships or collaborations that encourage or offer opportunity for community engagement.</p>	
Intent	
<p>Information Access: Improve access to information</p>	
Anticipated Outputs	
<p>List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.</p>	
<p>One shared subscription to OverDrive for 27 libraries called Library-to-Go for eBooks and eAudio, with an estimate of 966,279 items circulated.</p> <p>Contract with two couriers for delivery service among the North Bay Cooperative Library System for 6 libraries, and for the Mountain Valley Library Cooperative, for 10 libraries, with an anticipated 810,000 items being picked up and delivered.</p> <p>Development of a survey or other measurement tool to gather statistics and impact for the shared eResources</p> <p>Review of current menu of services for libraries to choose from, for their local CLSA allocation, including local shared eResources, Palace eBooks-for-all, Link+ subscription, other ILL, broadband hardware, and broadband telecommunication costs. It is estimated that 4 libraries would use funds to support broadband telecommunication costs, 2 libraries will use funds for broadband hardware, 15 libraries may use funds to support other shared eCollections, such as Kanopy, Palace eBook-for-all, or shared OverDrive, 5 libraries may allocate funds to support other local intra-delivery to support ILL, such as OCLC, and 4 libraries will use CLSA funds to offset costs for their Link+ subscription.</p>	
Evaluation Plans	
<p>What metrics will you use to assess whether your activities delivered positive outcomes.</p> <p>NLS will develop metrics and methods of collection for member libraries to define and evaluate the effectiveness and impact of the shared collection and courier services in their communities. Positive outcomes to measure and evaluate may include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. <i>Continued engagement relative to resources.</i> NLS will develop a tool to collect, evaluate, and report statistics from member libraries and couriers on new materials. Evaluation will include where engagement was most successful and why, and where improvement can be made. (Tier 1 and 2 of NLS Strategic Priorities) 2. <i>Converted engagement.</i> NLS will develop targeted promotion of shared collections and collect statistics on impact of new outreach efforts. Evaluation will include where targeted promotion was most effective and why, and where improvement can be made. (Tier 1 of NLS Strategic Priorities) 3. <i>Promotion.</i> NLS will review all promotional efforts and consider how to create services to measure user value and ask users "would you recommend this item?" NLS may run a limited "campaign" to target the promotion of specific collections and/or targeted populations in most geographically isolated and/or underserved communities. A tool will be developed to track, collect, evaluate and report statistics from any NLS outreach effort. 	

<p>Sustainability How is your cooperative system preparing and planning for the future?</p>	
<p>The NLS Executive Committee is actively engaged in discussion of the sustainability of continued services as it anticipates a loss of state revenue in FY 2024/25. Even without CLSA funds, the individual member libraries benefit from shared and pooled resources. Individual member libraries also have to consider how local budgets will affect their ability to participate in NorthNet services, more so if there is a loss in CLSA funding. By design, within the structure of NorthNet, there exists opportunity for each library to customize how it will take advantage of CLSA funds with the option to "opt out" or "pay in" for pooled services. If CLSA funds are reduced or eliminated this would still be true, but it is also anticipated that a reduction in funding would translate to a reduction in service offerings for many members.</p> <p>An ongoing issue remains where CLSA funds are not increasing, and, in the case of FY 2024/25, are being reduced, yet subscription costs continue to rise. Without additional funding, the sustainability of maintaining current levels of service is not tenable, and in many cases, the very small libraries do not have local funding to fill the gap. This results in a continued degradation of services.</p> <p>Unfortunately, with the 50% funding reduction, NLS will not be able to support the shared eMagazine collection. The cut so late in the budget process will result in it being paid for with NLS fund balance, and most likely being discontinued in the future.</p>	
<p>Summary of library participation in resources, services, and programs</p>	
<ol style="list-style-type: none"> One shared subscription to OverDrive for 27 libraries, called Library-to-Go, for eBooks and eAudio, with an estimate of 966,279 items circulated. The member libraries are: Alpine County, Benicia Public, Butte County, Colusa County, Del Norte Library District, El Dorado County, Folsom Public, Humboldt County, Lassen, Lincoln Public, Modoc County, Mono County, Napa County, Nevada County, Orland Public, Placer County, Plumas County, Roseville Public, Shasta, Siskiyou County, St Helena, Sutter County, Tehama County, Trinity County, Willows Public, Woodland Public and Yuba County. <p>The other remaining 13 NLS libraries did not participate because of other local shared collections.</p> <ol style="list-style-type: none"> Contract with two couriers for delivery service among the North Bay Cooperative Library System for 6 libraries, and for the Mountain Valley Library Cooperative, for 10 libraries, with an anticipated 810,000 items being picked up and delivered. <p>North Bay libraries are: Benicia, Solano County, Lake County, St Helena, Mendocino County and Sonoma County.</p> <p>Mountain Valley libraries are: Sacramento Public, Woodland Public, Solano County, Yolo County, Colusa County, Sutter County, Folsom Public, Roseville Public, Lincoln Public, and El Dorado County.</p> <p>The other libraries are not participating because the North State region is too geographically isolated for courier service.</p>	

<p>3. Because the needs of the NLS libraries are so diverse, NLS will allocate some of the funds to the libraries, so that they may choose from a menu of services. Below are the estimates, based on FY 23/24 choices:</p> <p>Link+ subscription (El Dorado County, Napa County, Nevada County, and Yolo County)</p> <p>Palace eBook-for-all (Butte County)</p> <p>Kanopy (San Rafael)</p> <p>Other shared OverDrive eCollections (Alpine County, Butte County, Humboldt County, Larkspur, Marin County, Orland, Plumas County, San Anselmo, San Rafael, Sausalito, Shasta, Sutter County and Willows)</p> <p>Broadband hardware (Sacramento and Trinity)</p> <p>Broadband telecommunication costs (Del Norte Library District, Modoc County, Sacramento and Tehama County)</p> <p>Other ILL, such as OCLC (Belvedere-Tiburon, Butte County, Mill Valley, Trinity County and Yolo County)</p>	
Any other comments?	

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

<p>Activity 1: Electronic Materials (Resource Sharing)</p> <p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	
<p>Title: Shared eResources</p> <p>1. OverDrive eBooks/eAudiobooks. This will include:</p> <p>a) the Library-to-Go shared collection among 27-member libraries.</p> <p>b) Should some regions with shared collections choose (such as MARINet) they may allocate some of their CLSA funds to a shared OverDrive collection between 3 or more libraries, or for shared Kanopy or Palace eBook-for-All.</p> <p>It is estimated that between all of these shared collections, 1,209,946 items will be circulated. It is not known how many titles will be purchased, as this metric was not counted in the past.</p> <p>Beneficiaries:</p> <ul style="list-style-type: none"> • General Population <p>Categories:</p> <p>Activity: Content</p> <p>Mode: Acquisition</p> <p>Format: Digital</p>	
<p>Activity 2: Learning Platforms (Resource sharing)</p> <p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses</p>	

and materials purchased from vendors such as Transparent Language and Trueflix.	
---	--

N/A

Activity 3: Inter Library Loan (Delivery)

Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.

Title: Inter Library Loan Delivery

To meet the diverse needs of the areas of NLS, some of the CLSA funds will be allocated to NLS Libraries through a menu of services. It is anticipated they will use the funds to support:

- 1.** Five libraries will choose to use funds to support **Inter-library loan delivery**, which may come from either OCLC ILL or from other local shared courier, or use of CLSA funds to mail items because of being in a geographically isolated area with no access to courier service.
- 2. Innovative Link+ Resource Sharing Subscription:** 4 of the 17 NLS libraries participating in the shared contract may allocate CLSA funds to support this subscription. It is not known how many items will be loaned or borrowed, as the libraries use their funds to support the subscription costs, and not the courier piece.

Beneficiaries:

- o General Population

Categories:

Activity: Content

Mode: Lending

Format: Physical

Activity 4: Intra System Lending (Delivery)

Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.

Title: Intra System Lending - Delivery

CLSA funds will continue to support the physical movement of resources from one library to another. This delivery system enables resource sharing among System members which is a high priority for most NLS libraries. NLS will support the contracted services of two couriers serving the Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with local funding.

Beneficiaries:

- o General Population

Categories:

Activity: Content

Mode: Lending

Format: Physical

Physical items sent by system member public libraries: **810,000**

Physical items delivered to system member public libraries: **810,000**

Physical items delivered to non-public libraries in system area: **0**

Total: **810,000**

Physical items sent by non-public libraries in system area: **0**

Physical items delivered to system member public libraries: **810,000**

Physical items delivered to non-public libraries in system area: **0**

Total: **810,000**

Number of system-owned delivery vehicles that physically move items: **0**

Frequency/schedule of physical delivery service: **1 to 5 days per week**

Number of contracted vendor delivery vehicles that physically move items: **4**

Frequency/schedule of physical delivery service: **1 to 5 days per week**

Percentage of items to be physically delivered by:

US Mail:

UPS:

System Van:

Contracted Van: **100%**

Other:

Activity 5: Programming (Resource Sharing)

Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.

N/A

Activity 6: Library Management and Operations (Resource Sharing)

Complete this activity section if funds will be used to procure services to support library

management and operations, for example, an Integrated Library System (ILS).	
N/A	

<p>Activity 7: Library Broadband (Communications and Delivery) Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.</p>	
<p>Title: Library Broadband To meet the diverse needs of the areas of NLS, some of the CLSA funds will be allocated to NLS Libraries through a formula. We anticipate that two libraries will allocate funds for Broadband hardware to purchase routers or switches for their network backbone, and four libraries may choose to allocate funds for Broadband telecommunication costs.</p> <p>Beneficiaries: ○ General Population</p> <p>Categories: Activity: Procurement</p>	

<p>Activity 8: System Operations (Resource Sharing, Communications, and Delivery) Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.</p>	
<p>Title: System Operations The Communication and Delivery baseline funds include baseline services for NLS, including office supplies, general postage, website hosting, Doodle, Zoom, and domain names. Providing these services promotes effective communication and supports the System's general needs.</p> <p>Beneficiaries: Library Workforce</p> <p>Categories: Activity: Procurement</p>	

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:	
N/A	

TIMELINE

List your major activities and when they will occur

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended
Purchase OverDrive shared collections	July 2024	June 2025
Link+ Subscription	July 2024	June 2025
Courier Service Delivery Contracts	July 2024	June 2025
Develop a measurement tool to gather statistics	August 2024	January 2025
Review Menu of Services	August 2024	January 2025
Issue the CLSA Claim Form to NLS libraries for selection of menu options	January 2025	April 2025
Gather statistics for annual reporting	April 2025	June 2025

BUDGET INFORMATION

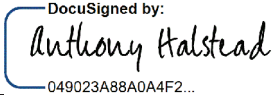
Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

SIGNATURES

System Name: NorthNet Library System		
Director: Carol Frost	Director Email: frost@plpinfo.org	
Address: 32 W. 25th Ave., STE 201	City: San Mateo	Zip: 94403
Phone:		

System Chair for FY 2024-2025: Anthony Halstead	Fiscal Agent: Pacific Library Partnership
--	--

Date approved by Administrative Council: June 20, 2024

Signature of FY 2024-25 Administrative Chair:	
 <p>DocuSigned by: Anthony Halstead 049023A88A0A4F2...</p>	
Print Name: Anthony Halstead	Date: 7/30/2024

To: NLS Executive Committee
From: Anthony Halstead, NLS Chair
Subject: Recruitment of the Library-to-Go Committee Chair
Date: September 24, 2024

Background

At their Annual Meeting on June 20, 2024, the NLS Administrative Council approved the appointment of Jessie Spragge to Chair the Library-to-Go Committee. In early July, Ms. Spragge notified NLS that she was leaving her position at Shasta Public Libraries and would be unable to fulfill the Library-to-Go Chair role.

A search has been conducted among Library-to-Go members for a person to fill the Chair position, however no Chair has yet been identified.

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 the NLS Executive Committee continue to recruit for the position of NLS Library-to-Go Committee Chair for FY 2024-25 and FY 2025-26, a term of two years. When a person has been identified and approved by the Executive Committee, the appointment will be presented at the NLS Administrative Council Mid-Year meeting in January 2025 with the recommendation 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.

CALIFORNIA LIBRARY SERVICES ACT
2023/24 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

NorthNet Library System

System Name

Pacific Library Partnership

System Fiscal Agent Jurisdiction

Report submitted by: DocuSigned by:
Anthony Halstead
049023A88A0A4F2...
Signature of System Chair (Anthony Halstead)

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

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

DocuSigned by:
Carol Frost
1353DA83BDA64A8...
Signature of agent of fiscal authority responsible 8/22/2024
Date

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	N/A
b. Internet (website hosting)	\$3,139
c. Other (office supplies, postage)	\$751
Total	\$3,890

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 07 –20, 2023	October 09-22, 2023	Jan. 15-28, 2024	April 22- May 05, 2024	Total multiplied by 6.5
a. System member public libraries	31,860	30,527	31,415	31,467	814,249
b. Non-public libraries in System area	0	0	0	0	0
Total	31,860	30,527	31,415	31,467	814,249
NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.				System Owned	Contracted Vendor
c. Number of delivery vehicles					4
d. Number of miles traveled by all System vehicles					33,895
e. Percentage of items delivered by:					
U.S. Mail <u> 0 </u> % UPS <u> 0 </u> % System Van <u> 0 </u> % Contracted Van <u>100</u> % Other <u> 0 </u> %					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					276,954 eMagazines circulations; 1,401,284 eBooks & eAudiobooks circulations.

Section 2

Plan of Service Objective Evaluation

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

The goals for the NorthNet Library System (NLS) Communication and Delivery programs were met through the ongoing CLSA funding. NLS completed all the funding objections described in the Plan of Service. The community benefitted by having access to the shared resources.

The NorthNet Library System distributes its CLSA baseline funds back to the libraries, for them to choose to use the funds for shared courier delivery services, a shared eMagazine collection, a shared OverDrive collection, local shared OverDrive collections among 3 or more libraries, broadband hardware, and Link+. Some funds are used to support system costs, such as office supplies, website hosting, and postage.

Shared e-resources remain a priority for all members, especially those in smaller, more geographically remote areas. The Library-to-Go consortium-shared OverDrive eBook and eAudio collection which can be accessed 24/7 through a custom library portal continues to be popular with NLS patrons. Each library builds their individual library collection from the OverDrive catalog of more than 3.3 million titles in 100+ languages from over 5,000 publishers and shared the collection with the other NLS participating libraries. In FY 2023-24, the total CLSA funds were \$128,558 to support the OverDrive collection, with circulation among 27 member library systems totaled 1.401million items. In addition, Library-to-Go saw a total of 27,829 new users in the FY 2023-24 year with a monthly average of new users joining OverDrive at 2,319 (an increase from 1,826/month in FY 2022-23) and indicates continued high demand as more library patrons have been converted to Library-to-Go users since the pandemic. Libraries participating in the NLS Library-to-Go OverDrive consortium use a combination of CLSA C&D funds as well as investing local resources to support this service.

NLS also has a shared eMagazine collection through OverDrive (\$44,000). The shared eMagazine collection circulation among 23-member library systems totaled 276,954 items (up from 100,430 in FY 2022-23). One library used \$9,757 to support Kanopy, and one library used \$10,000 for the Palaces eBooks-for-All collection.

NLS has delivery contracts with two courier services, funded with a combination of CLSA (\$170,708) and local funds, which moves physical materials among two-thirds of the NLS member libraries. Remote libraries that are not served by contract delivery vendors, primarily in the North State region, use the US Postal Service and/or UPS and used \$3,000 for this. Four NLS libraries used \$20,655 in CLSA funds to support other shared courier services among libraries.

Seventeen (17) NLS libraires offer Link+ services to their communities. The shared contract saves NLS participating libraries nearly \$17,000 annually. Four (4) NLS libraries allocated \$34,954 towards Link+.

Four (4) member libraries allocated \$103,372 of CLSA funds to help cover their CENIC costs.

Two (2) member libraries allocated \$23,980 to Broadband hardware telecommunication costs.

2. How much has been spent of the System’s funding for the FY 2023/24? If not all the funds have been spent, are you on track to expend funds by June 2026; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)

All FY 2023-24 CLSA System Administration funds were expended.

Of the \$663,910 Baseline allocation, \$648,915 was expended, and \$14,995 will roll over.

All of the \$14,995 will be allocated and used in the FY 2024-25 budget.

All FY 2023-24 CLSA funds will be fully expended by June 30, 2026.

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

The FY 2023-24 NorthNet CLSA budget did not include any prior year CLSA funds.

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

Of the FY 2023-24 Baseline allocation of \$663,910, \$648,915 was expended, and \$14,995 will roll over.

Source:

\$10,140 from Service C, shared OverDrive Library-to-Go collection

\$4,855 in Service A, Delivery

5. Is your System planning to roll over any funds from FY 2023/2024? Please provide the amount and the reason the funds will be rolled over.

Of the FY 2023-24 Baseline allocation of \$663,910, \$648,915 was expended, and \$14,995 will roll over.

Source:

\$10,140 from Service C, shared OverDrive Library-to-Go collection (reason: funds under-expended to save some for FY 2024-25 collection, due to 50% CLSA reduction)

\$4,855 in Service A, Delivery (reason: actual courier expenditures lower than anticipated due to lower gas prices)

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

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

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

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

**California Library Services Act
System Expenditure Report – FY 2023/24**

System Name: NorthNet Library System

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Program 1: C&D System Administration											
Salaries & Benefits	\$185,569	\$162,971	\$0	\$0	\$0	\$22,598	\$0	\$0	\$185,569	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$95,759	\$0	\$0	\$0	\$0	\$95,797	\$0	\$0	\$95,797	(\$38)	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$3,006	\$3,006	\$0	\$0	\$0	\$0	\$0	\$0	\$3,006	\$0	\$0
Program Total	\$284,334	\$165,977	\$0	\$0	\$0	\$118,395	\$0	\$0	\$284,372	(\$38)	\$0
Notes:											
Program 2: System C&D (baseline)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$838,286	\$648,915	\$0	\$0	\$0	\$174,376	\$0	\$0	\$823,291	\$14,995	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$838,286	\$648,915	\$0	\$0	\$0	\$174,376	\$0	\$0	\$823,291	\$14,995	\$0
Notes:	\$14,995 of FY 2023-24 funds will roll over to FY 2024-25										

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.			
Total Funds Budgeted	(funds from FY 2023-2024)	2022/2023	2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Program 3: Local											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$283,531	\$0	\$0	\$0	\$0	\$282,581	\$0	\$0	\$282,581	\$950	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$283,531	\$0	\$0	\$0	\$0	\$282,581	\$0	\$0	\$282,581	\$950	\$0
Notes:											

Program 4: Mountain Valley Library System											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$350	\$0	\$0	\$0	\$0	\$0	\$350	\$0	\$350	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$350	\$0	\$0	\$0	\$0	\$0	\$350	\$0	\$350	\$0	\$0
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.			
Total Funds Budgeted	(funds from FY 2023-2024)	2022/2023	2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	

Program 5: North Bay Cooperative Library System

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$64,128	\$0	\$0	\$0	\$0	\$64,128	\$0	\$0	\$64,128	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$64,128	\$0	\$0	\$0	\$0	\$64,128	\$0	\$0	\$64,128	\$0	\$0

Notes:

Program 5: North State Cooperative Library System

Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$71,835	\$0	\$0	\$0	\$0	\$71,835	\$0	\$0	\$71,835	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$71,835	\$0	\$0	\$0	\$0	\$71,835	\$0	\$0	\$71,835	\$0	\$0

Notes:

Grand Total System Expenditures	\$1,542,464	\$814,892	\$0	\$0	\$0	\$711,315	\$350	\$0	\$1,526,557	\$15,907	\$0
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Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B-F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Service A (as described in Plans of Service): Delivery											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$350,829	\$170,708	\$0	\$0	\$0	\$174,376	\$0	\$0	\$345,084	\$5,745	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$350,829	\$170,708	\$0	\$0	\$0	\$174,376	\$0	\$0	\$345,084	\$5,745	\$0
Notes:	Delivery costs were underspent by \$5,745. \$891 will be used to cover additional expenses for office supplies and web hosting (Service B below). Remaining \$4,855 will be allocated for FY 2024-25 Activity 4 shared delivery.										
Service B (as described in Plans of Service): Local Costs (Office Supplies, Conferencing Services, Website)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$4,000	\$4,891	\$0	\$0	\$0	\$0	\$0	\$0	\$4,891	(\$891)	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$4,000	\$4,891	\$0	\$0	\$0	\$0	\$0	\$0	\$4,891	(\$891)	\$0
Notes:	<p>1) Office Supplies: budgeted at \$100, Actual cost \$598. \$498 over budget due to changing banks and unexpected check printing fees.</p> <p>2)Website hosting: budgeted \$2,205, actual cost \$2,755; over budget by \$550. Due to current vendor discontinuing and need to pay transfer fees to move to new vendor.</p> <p>3)Postage: budgeted \$250; actual cost \$153, underspent by \$97.</p> <p>4)Zoom, Doodle, SurveyMonkey and Phone: budgeted \$1,445; actual cost \$1,385, underspent by \$60.</p> <p>The (\$891) over budget will be offset by the under-expenditure in the delivery costs in Service A.</p>										

Programs	Source of Funds for Expenditure								Total		
	a. Total Funds Budgeted	State			Federal	Local			g. Expended (B- F)	h. Encumbered (B-F)	i. Unexpended Balance
		b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other			
Service C : OverDrive eBooks, eMagazines, Link+, Broadband and Other Approved from Menu of Services											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$483,457	\$473,317	\$0	\$0	\$0	\$0	\$0	\$0	\$473,317	\$10,140	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$483,457	\$473,317	\$0	\$0	\$0	\$0	\$0	\$0	\$473,317	\$10,140	\$0
Notes:	<p>NLS held back \$10,140 of FY 2023-24 funds to offset the FY 2024-25 50% CLSA reduction. The funds will be allocated to the shared OverDrive in FY 2024-25.</p> <p>The FY2023-24 \$473,317 funds were allocated back to the library to choose from a menu of services, and were expended as follows:</p> <p>Shared eMagazine OverDrive subscription: \$44,000</p> <p>Shared OverDrive Library 2 Go eBook/eAudioBook collection: \$138,698</p> <p>Link+ subscription costs: \$34,954</p> <p>Other Shared local courier costs: \$20,655</p> <p>Other shared ILL: \$3,000</p> <p>Broadband hardware: \$23,980 and CENIC/Broadband costs \$103,372</p> <p>Palace eBook-for-All: \$10,000 and shared Kanopy: \$9,757</p> <p>Other Shared OverDrive eMagazine collections: \$95,041</p>										
Service D (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Service E (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											
Service G (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											

CLSA Programs Rollover	Expended Funds	Encumbered Funds			Unexpended Funds	
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY22/23	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY22/23	\$0	\$0			\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Year FY23/24	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Year FY23/24	\$0	\$14,995			\$0	Notes:\$14,995 of FY 2-23-24 baseline funds will roll to FY 2024-25

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



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www.northnetlibs.org

To: NLS Executive Committee
From: Carol Frost
Subject: Allocation of Final FY23-24 CLSA Roll-Over
Date: September 24, 2024

The FY 2024-25 approved NorthNet budget include the following estimated items:

\$106,531 CLSA allocation for shared courier services (reduced from \$175,042 if full CLSA funding)
\$ 55,000 CLSA allocation for OverDrive shared Library-to-Go collection
\$ 404 Roll-over CLSA FY 2023-24 from supplies
\$ 20,000 Roll-over CLSA FY 2023-24 OverDrive shared Library-to-Go collection (with \$10K for FY 2024-25, and \$10K for FY 2025-26)

As is the case each year, once the final expenditures are determined, the actual FY 2023-24 roll-over is calculated. The final amounts include:

Item	Budgeted FY2023-24 Roll-over to FY 2024-25 based on estimates	Actual FY2023-24 Roll-over to FY 2024-25	Notes
OverDrive shared Library-to-Go collection	\$20,000	\$10,140	Allocate \$10K for FY 2024-25, and \$10K for FY 2025-26)
Supplies and postage	\$404	(\$891)	Due to new checks required for new bank
Courier Services*	\$0	\$5,745	Due to lower fuel surcharges
Total	\$20,404	\$14,995	

**When budgeting for the shared courier services, gas fuel surcharges are taken into consideration. In FY 2023-24, the budgeted fuel surcharges were not fully used, which resulted in the larger-than-normal unexpended funds for courier services.*

In the spirit of applying the roll-over funds to the categories which they were originally intended, and to complete the Plan of Service in a timely manner, the FY2023-24 roll-over CLSA funds will be allocated as follows:

\$10,140 FY 2024-25 OverDrive shared Library-to-Go collection
\$ 4,855 FY 2024-25 Shared Courier Services
\$ 0 FY 2025-26 for the OverDrive shared Library-to-Go collection

It is recommended that the remaining \$4,855 of FY 2023-24 funds budgeted for the shared courier services be allocated back to the libraries for the FY 2024-25 shared courier services costs, which would reduce the local costs for courier services.

This would revise the total allocation for shared courier services as follows:

\$106,531	Budgeted FY 2024-25 CLSA allocation for shared courier services
\$ 4,855	FY 2023-24 rollover for shared courier services
\$233,106	Total revised reduced local cost for shared courier services

With the removal of \$10,000 of FY2023-24 roll-over funds that were earmarked for FY 2025-26 to support the shared OverDrive collection, the Executive Committee may make recommendations at a future meeting regarding funding sources to supplement that activity in FY 2025-26.

System Name: NorthNet Library System

Fiscal Year 2024-2025	Response:
If it will take you longer than one year to spend your 2024-2025 funds, specify why.	All funds are expected to be expended in FY 2024-25

Fiscal year 2024-2025: System Administration

Salaries/Wages/Benefits: System Administration

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
1)System Coordinator (.33 FTE)	\$26,350	\$24,350			
2)CEO (.10 FTE)	\$15,446	\$13,446			
3)Controller (.11 FTE)	\$14,589	\$12,623			
4)Operations Manager (.20 FTE)	\$15,149	\$15,149			
5)Accounting Assistant II (.08 FTE)	\$3,863	\$3,863			
6)Administrative Assistant II (.04 FTE)	\$1,965	\$1,965			
7)Fiscal/Admin Svcs Specialist (.09 FTE)	\$6,628	\$6,628			
8)Administrative Assistant (.09 FTE)	\$2,288	\$2,289			
Total Salaries/Wages/Benefits	\$86,278	\$80,313			

- 1) System Coordinator: provides committee support for NLS Executive and Council, and NLS regional Councils. Prepares correspondence, coordinates activities, prepares agenda packets, takes Minutes and adheres to Brown Act. Manages the website, ensures effective communication among members.
- 2)CEO: provides oversight of CLSA activities. The CEO works with the Executive Committee for priorities and ensures the overall fiscal and operational activities regarding CLSA reporting and activities are compliant with California law and are successfully completed. Writes and presents reports to the NLS Council and NLS regional Councils, and attends NLS and CLSB meetings.
- 3)Controller: prepares and monitors the CLSA budget and ensures all contracts with vendors for CLSA related services are completed. Prepares the fiscal CLSA reports and ensures compliance.
- 4)Operations Manager: with System Coordinator, updates the website to ensure effective communication; ensuring all agendas and minutes are posted in adherence to the Brown Act. Assist with coordination of all NLS and regions of NLS in their meeting set-ups and issues all agenda packets. Handles communication contracts for NLS, including purchasing of Zoom, Doodle, telecommunications, etc. She works with the NLS Coordinator to prepare and distribute agenda packets for NLS and the legacy systems where CLSA activities are discussed, and ensures adherence to the Brown Act.
- 5)Accounting Assistant II: processes payables weekly, prepares invoices, and prepares deposits. This includes activity related to library CLSA claim forms, and goods and services related to CLSA.
- 6)Administrative Assistant II: creates contracts for the various PLP CLSA services (e.g. contracts with contract workers, vendors, delivery, etc.) Assists in coordination of sending CLSA claim forms to each library.
- 7) Fiscal and Administrative Services Specialist: Coordinates invoices and payments for NLS including membership, subscription costs, vendor payments and CalPERS.
- 8) Administrative Assistant: Assists with processing reimbursements and invoices, and filing paperwork.

Supplies/Materials: System Administration

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match			
Total Supplies/Materials	\$0	\$0			

Equipment: System Administration

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match			
Total Equipment	\$0	\$0			

Services: System Administration

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match			
Total Services	\$0	\$0			

Total expenses: system administration \$86,278 \$80,313

Total income: fiscal year 2024-2025 \$86,278 \$80,313

Total remaining: fiscal year 2024-2025 \$0 \$0

Fiscal year 2024-2025: Baseline Funds

Consultant Fees

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description

Total Consultants	\$0	\$0			

Supplies/Materials					
Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.					
Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Office supplies	\$250		Activity 8: System Operations		Postage and General Supplies for effective resource sharing.
Total Supplies/Materials	\$250	\$0			

Equipment					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Broadband hardware	\$11,185		Activity 7: Library Broadband		Allocation to libraries, estimation of hardware (routers, switches) to be purchased for effective resource sharing.
Total Equipment	\$11,185	\$0			

Services					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Zoom	\$450		Activity 8: System Operations		Subscription to hold virtual executive and regional meetings for effective resource sharing.
Doodle	\$85		Activity 8: System Operations		Communication tool to assist in arranging meetings for effective resource sharing.
Website hosting and Domain Names	\$3,974		Activity 8: System Operations		Communication tool for effective resource sharing; Brown Act compliance
Two System Delivery Contracts	\$106,531	\$233,106	Activity 4: Intra-System Lending - Delivery		Systemwide contract: Courier service for two regional systems for effective resource sharing.
Shared OverDrive Library-to-Go eCollection	\$55,000		Activity 1: Shared eResources		Shared eBook and eAudio collection for effective resource sharing.
Other Shared eCollections	\$82,619		Activity 1: Shared eResources		Allocation to libraries for effective resource sharing, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive (\$62,869), Palace eBooks for All (\$10,000), or Kanopy (\$9,750)
Innovative Link+ Resource Sharing Subscription	\$30,000	\$242,264	Activity 3: InterLibrary Loan (Delivery)		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Link+ contract
Inter-library loan (local use)	\$15,000		Activity 3: InterLibrary Loan (Delivery)		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds for local courier costs
Broadband telecommunication costs	\$40,018		Activity 7: Library Broadband		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommunication costs
Total Services	\$333,677	\$475,370			

Total expenses: baseline	\$345,112	\$475,370			
Total income: fiscal year 2024-2025	\$345,112				
Total remaining: fiscal year 2024-2025	\$0				

Total expenses administration and baseline	\$431,390	\$555,683			
Total income: fiscal year 2024-2025	431390				
Total remaining: fiscal year 2024-2025	\$0				

I do not have 2023-2024 roll over funds

System Name: NorthNet Library System

Fiscal Year 2023-2024	Response:
If it will take you longer than one year to spend your remaining 2023-2024 funds, specify why.	Because of the 50% CLSA reduction, NLS held back \$10,140 of FY 2023-24 funds to apply to the OverDrive Shared Library-to-Go collection in FY 2024-25. \$4,855 roll-over funds (due to under-expenditures in shared courier) will be expended in FY 2024-25 and allocated to shared Delivery.

Fiscal year 2023-2024: System Administration

Salaries/Wages/Benefits: System Administration

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
Total Salaries/Wages/Benefits	\$0	\$0			

Supplies/Materials: System Administration

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match			
Total Supplies/Materials	\$0	\$0			

Equipment: System Administration

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match			
Total Equipment	\$0	\$0			

Services: System Administration

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match			
Total Services	\$0	\$0			

Total expenses: system administration	\$0	\$0			
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Total income: fiscal year 2023-2024			Do not include your full original 2023-2024 funds. Include only those funds that are remaining from the 2023-2024 fiscal year		
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Total remaining: fiscal year 2023-2024	\$0				
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Fiscal year 2023-2024: Baseline Funds

Consultant Fees

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Consultants	\$0	\$0			

Supplies/Materials

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Supplies/Materials	\$0	\$0			

Equipment					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Equipment	\$0	\$0			

Services					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Two System Delivery Contracts	\$4,855		Activity 4: Intra-System Lending - Delivery	System-wide Shared Courier Services	Systemwide contract: Courier service for two regional systems for effective resource sharing.
Shared OverDrive Library-to-Go eCollection	\$10,140		Activity 1: Shared eResources	Shared OverDrive Library-to-Go eBook and eAudio collection for effective resource sharing	Use of FY 2023-24 allocation to libraries for shared Library-to-Go to offset costs due to 50% allocation reduction
Total Services	\$14,995	\$0			

Total expenses: baseline	\$14,995	\$0			
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Total income: fiscal year 2023-2024	\$14,995				
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Total remaining: fiscal year 2023-2024	\$0				
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Total expenses administration and baseline	\$14,995	\$0			
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Total income: fiscal year 2023-2024	\$14,995				
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Total remaining: fiscal year 2023-2024	\$0				
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I do not have 2022-2023 roll over funds

System Name:

Fiscal Year 2022-2023	Response:
2022-2023 fiscal year funds, must be expended by June 30, 2025.	

Fiscal year 2022-2023: System Administration

Salaries/Wages/Benefits: System Administration

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
Total Salaries/Wages/Benefits	\$0	\$0			

Supplies/Materials: System Administration

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match			
Total Supplies/Materials	\$0	\$0			

Equipment: System Administration

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a

Equipment	CLSA Funds	Local Match			
Total Equipment	\$0	\$0			

Services: System Administration

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match			
Total Services	\$0	\$0			

Total expenses: system administration	\$0	\$0			
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Total income: fiscal year 2022-2023	500		Do not include your full original 2022-2023 funds. Include only those funds that are remaining from the 2022-2023 fiscal year		
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Total remaining: fiscal year 2022-2023	\$500				
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Fiscal year 2022-2023: Baseline Funds

Consultant Fees

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Consultants	\$0	\$0			

Supplies/Materials

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Supplies/Materials	\$0	\$0			

Equipment					
This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Equipment	\$0	\$0			

Services					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Services	\$0	\$0			

Total expenses: baseline	\$0	\$0			
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Total income: fiscal year 2022-2023					
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Total remaining: fiscal year 2022-2023	\$0				
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Total expenses administration and baseline	\$0	\$0			
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Total income: fiscal year 2022-2023					
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Total remaining: fiscal year 2022-2023	\$0				
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To: NLS Executive Committee
From: CLSA Metrics Ad Hoc Committee
Subject: Update on Ad Hoc Committee Recommendations for CLSA Reporting
Date: September 24, 2024

Background

The new CLSA Plan of Service reporting 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.”

New questions include: “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.

The NLS Executive Committee formed an Ad Hoc Committee with Jennifer Baker and Christopher Platt to develop language for the FY 2024-25 Plan of Service.

Status

At their Annual Meeting on June 20, 2024, the NLS Administrative Council created an expanded Ad Hoc Committee comprised of Jennifer Baker, Anthony Halstead, Peter Coyl and Alicia Meyer.

The Ad Hoc Committee reviewed the three actions which NLS agreed on in the Plan of Service, and discussed how to achieve these three goals through the development of metrics and methods of collection for member libraries to define and evaluate the effectiveness and impact of the shared collection and courier services in their communities.

1. *Continued engagement relative to resources.* NLS will develop a tool to collect, evaluate, and report statistics from member libraries and couriers on new materials. Evaluation will include where engagement was most successful and why, and where improvement can be made. (Tier 1 and 2 of NLS Strategic Priorities)
2. *Converted engagement.* NLS will develop targeted promotion of shared collections and collect statistics on impact of new outreach efforts. Evaluation will include where targeted promotion was most effective and why, and where improvement can be made. (Tier 1 of NLS Strategic Priorities)
3. *Promotion.* NLS will review all promotional efforts and consider how to create services to measure user value and ask users “would you recommend this item?” NLS may run a limited “campaign” to target the promotion of specific collections and/or targeted

populations in most geographically isolated and/or underserved communities. A tool will be developed to track, collect, evaluate and report statistics from any NLS outreach effort.

Current Recommendations of the Ad Hoc Committee

The Ad Hoc Committee members reviewed the three actions and developed three ideas for how to gather information.

NLS CLSA claim form and proposed that modifying the form to include narrative questions would assist NLS in quantifying its three stated goals. See **Exhibit A** with the revised draft CLSA Claim form.

1. Revise the NLS CLSA Claim form to include narrative questions and additional data points (see **Exhibit A** for draft). Revisions include:
 - a. Include additional data point reporting, such as :
 - For libraries choosing CLSA funds to support other shared delivery, reporting the number of items loaned and borrowed
 - For an allocation of funds towards eResources, the estimated number of titles to be purchased and circulated
 - For libraries choosing CLSA funds to support Link+, reporting the number of items loaned and borrowed.
 - b. In recognition that each library has its own diverse populations it serves, include three narrative questions to capture: a) how each library will use its CLSA funds to serve underserved populations; b) how they will promote those services funded through CLSA; and c) how, in the next 12 months, they will measure the impact of the services to the underserved groups.
2. Anthony Halstead has reached out to OverDrive to determine if either they could perform a survey on behalf of the Library-to-Go members, or if a list of existing patrons could be extracted for individual surveying.
3. NLS could create a standard survey which all libraries who claim funds for electronic resources could use. It is suggested that at the January Administrative Council meeting, volunteers could stay after to develop the draft survey.

It is acknowledged that each of the nine cooperatives will respond to these new reporting requirements in different ways. Through the changes in the NLS Claim form, and surveying NLS will gather information this first time, and will be able to analyze whether the methods are sufficient or need to be modified. An example may be garnering further group efforts, such as

tasking the Library-to-Go committee with developing shared marketing materials, or shared surveys, which can enhance the gathering of data.

It is recommended that the NLS Executive Committee review the proposed modifications and provide any feedback for changes. It is further recommended that the modified form be brought to the NLS Administrative Council at its January 2025 meeting for review, discussion and approval. It will then be issued once NLS receives its FY 2024-25 CLSA funds.

CLAIM FORM FOR CALIFORNIA LIBRARY SERVICES ACT (CLSA) FUNDS

Library: _____

Fiscal Year: _____

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

The spreadsheet included with this form shows:

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

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

SECTION 1: Approved Allocations in NLS Shared Services

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

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

\$_____ Annual fee for OverDrive eMagazine consortium subscriptions

\$_____ Delivery

COMPLETING THIS FORM

1. ***If your library has a remaining balance of CLSA funds after NLS Shared Services costs are deducted***, please indicate in Section 2 how your library would like to use the remainder of funds.
2. ***If your library costs exceed its CLSA allocation***, your library will be invoiced for any amount due.
3. ***All libraries: please complete Section 3 to demonstrate community impact of CLSA funds.***

Remaining Balance: \$_____

Invoice Amount: \$_____

The ***filled out*** and ***signed*** CLSA Claim Form should be submitted by **xxxxx, 2025**

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

OR

b) by mail with an original signed signature to

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

SECTION 2: Approved CLSA Allocations in NLS Shared Services

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

NorthNet Consortia Managed Services (Funds will be re-directed to the consortia)
\$ _____ OverDrive Library-to-Go (consortium materials)
Link + (Funds will be sent to the library system)
\$ _____ Link+ Software and Associated Courier
For Link+, please provide: Number of items loaned: _____ Number of items borrowed: _____
Other Delivery (Funds will be sent to the library system)
\$ _____ NSCLS Postage for Delivery \$ _____ Other Shared Courier
If choosing Other Shared Courier or Postage for Delivery, please provide: Number of items loaned: _____ Number of items borrowed: _____ Number of items delivered: _____
Telecommunication Costs (Funds will be sent to the library system)
\$ _____ Broadband hardware (this should not be claimed multiple years in a row) \$ _____ CENIC telecommunication costs, costs for covering warranties in data center (only by rural libraries)
Shared Digital Content (Funds will be sent to the library system)
\$ _____ OverDrive (Library-to-Go Advantage Plus materials that will be shared with NLS libraries) \$ _____ OverDrive (Other shared OverDrive collections (shared among 3 or more libraries) \$ _____ Palace eBooks-for-All Project (materials that will be shared) \$ _____ Other valid resource (e.g. Filmocracy, OCLC CloudLibrary Consortia product etc.) Please name resource _____
For Shared Digital Content, please indicate the estimated number of titles to be purchased and circulation _____ # of Titles _____ Circulation

SECTION 3: Impact of CLSA Funding

Completion of the following questions is required for CLSA distribution to the library. Please answer to the best of your ability regarding how your library allocates CLSA funds.

Please provide a written answer for each question listed below. Examples might include: allocating some CLSA funds to buy OverDrive items in collections in languages other than English; partnering with a community organization to provide training on a service funded by CLSA funds, providing delivery service to under-served communities, developing and delivering training on CLSA-funded services.

1. Describe how CLSA funds help your library to serve underserved groups in your jurisdiction. Examples of underserved may include: geographically isolated populations; persons with disabilities; adults with limited literacy skills; immigrant populations, etc.

2. Describe how you promote services funded with CLSA to the underserved groups in your jurisdiction. If you have not specifically promoted to the underserved, how would you promote going forward?

3. Describe how you will, in the next 12 months, measure the *impact* of the services to the underserved groups in your jurisdiction. (Outcomes versus Outputs)

Certification

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

Signature: _____

Title: _____

Name: _____

Date: _____

For Staff Use

Approved by: Carol Frost: Signature: _____

Date: _____

Updated September 6, 2024

DRAFT

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated September 12, 2024

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State Library News

LDS Newsletter

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

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.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey will be opened for data input on September 3, 2024. Data are due no later than Thursday, October 31, 2024.

- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- [Ready Reports page available to the public](#)
- [Log in to LibPAS to access additional Ready Reports available to libraries](#)
- [LibPAS Video Tutorials Page](#)

Contact LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- [Population Certification Memo from the State Librarian \(pdf\)](#)
- [Persons Served by California Public Libraries \(Excel\)](#)
- [Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024](#)

2024 Summer Community Impact Report

California's 2024 Summer Community Impact Report (formerly known as the Summer Participation Survey) is now open for data input in Counting Opinions. Data information is due from libraries no later than Wednesday, October 2, 2024. Data collected from this survey will show the impact of public library summer programs across California.

Please note that questions for this summer have been updated to reflect a focus on equity and impact which are central to the California State Library's [Building Equity-Based Summers \(BEBS\)](#) initiative.

This year's Summer Community Impact Report relates to all your library's summer 2024 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, storytimes, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

- [Summer Community Impact Questions and Guidance 2024:](#) Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- [Summer Community Impact Report form 2024:](#) A streamlined excel version of the questions to aid with data collection.
- [View the Summer Community Impact Report Information Session](#)

For your reference, these documents are available on the [California State Library's Statistics webpage](#).

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

We look forward to your suggestions and feedback as we continue to develop more materials for your use in the weeks and months ahead.

Open Opportunities

[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

Current Projects and Services

[Alexander Street Now available for Public Libraries](#)

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based

overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

The final report for 2023-2024 is now open in Counting Opinions and is **due September 30, 2024**. For guidance and details about the 2023-2024 reporting information session, and for details about how data collection has changed for the 2024-2025 program year, visit <https://www.library.ca.gov/grants/manage/#clls>.

There will be three CLLS-linked supersessions at the CLA conference in Pasadena on Thursday, Oct. 17, in addition to concurrent sessions later in the conference. For information on ongoing training, 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/clls/> The next CLLS Coordinator/Staff Networking Call is Wed., Sept. 18, at 2 p.m. and will focus on tutor and learner recruitment. For more information on any of these programs, contact clls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) - Ongoing

Support professional development for your staff by visiting www.callacademy.org and the CALL [calendar](#) to explore 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](#). Anyone may [subscribe](#) to the CALL Letters newsletter 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 library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, will focus on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

In addition to webinars, which will be announced shortly, there are two cohort learning opportunities that enable participants to learn from trainers on-line and in-person. Participants will apply what they learn by completing a project relevant to their work at the library.

[Share the cohort opportunity page with your staff](#) and encourage them to apply to join a cohort. Their participation will build their skills, strengthen your library's communications with and about your community, and benefit the people in your library service area.

eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

Online Tutoring Project – Sunsetting August 25, 2024

Since September 2022, the California State Library has provided free online tutoring for California K-12 students, available through public libraries.

To confirm previous messages from the State Library, this service is scheduled to conclude on Sunday, August 25, 2024.

Should your library be interested in continuing local access after August 25, reach out to info@brainfuse.com. Reach out to our general email, catutoring@library.ca.gov, if you have any additional questions.

Parks Pass Program – Ongoing

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

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.

PolicyMap Statewide Subscription for all public library workers

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.

Public Library Staff Education Program

The [California Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library staff with tuition reimbursement for courses required for a master's degree in library and information science. The 2024/25 PLSEP student application is anticipated to open September 2024. For more information, contact wwalker@socallibraries.org or plsep@library.ca.gov LSTA funded.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with NEDCC and Myriad, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready – Or Not team has assessed for disaster preparedness, browse the [Ready – Or Not Participant Showcase](#).

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready – Or Not": Cultural Heritage Disaster Preparedness Project – NEDCC](#). The webpage also provides 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. If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

Networking and Training

Building Equity-Based Summers Learning Series

A new series of Building Equity-Based Summers (BEBS) Learning Sessions will be starting this fall. Applications are now open to join this innovative 9-month BEBS learning series designed specifically for public library staff, focused on building equitable summer and year-round practices throughout California libraries and communities. This program aims to provide participants with the knowledge, tools, and opportunities necessary to transform libraries into inclusive and equitable systems and services.

Interested parties can review the [BEBS 9-Month Learning Series webpage](#) and the [BEBS Frequently Asked Questions](#) webpage. [Interest applications](#) are due by September 10th.

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

**Summer with Your Community | Building Equity-Based Summers:
Reimagining Long-Held Traditions & Your Library’s Summer “Why” Daylong Learning Session
in Pasadena, CA**

CLA conference attendance is NOT required to attend this session. The session is free. Travel funds are available.

Thursday, October 17th, 2024

9:00pm-4:00pm (a working lunch will be provided)

Pasadena Convention Center

[PRE-REGISTER HERE](#) by September 16th, 2024

What we’ll explore:

In the last two to three years, have your library’s summer services significantly evolved beyond a new theme each year? Are these services connecting with people who experience marginalization?

During this full-day session you will:

- Dig into the purpose of summer services and have the chance to reimagine long-standing practices.
- Learn how to apply Building Equity-Based Summers (BEBS) principles to your summer services and how to gather data that will give you fresh insights into engaging with communities experiencing marginalization.
- Develop a framework for building and assessing equitable summer services, and be on the way to ensuring your services are built on a foundation of equity.

Presented by: California Library Association’s Building Equity-Based Summers Project in partnership with the California State Library

Travel funds: Travel funds are available on a first come first-serve library-need basis.

Library teams: This session asks library staff to attend as a library team of 2 or more. A team can be made up of library colleagues and/or library staff and a community partner that wish to collaborate in building equity.

Pre-registration:

- CLA Conference registration/attendance is not required to register and attend this Super Session.
- The session is free. Travel funds are available on a first come first-serve library-need basis.
- Register by Monday, September 16th, 2024

PRE-REGISTER HERE

Questions?

Please don't hesitate to contact the BEBS team at bebs@cla-net.org

[CAreer Pathways Workforce & Upskilling Resources: Ending Fall 2024, Sunsetting Webinar Recording Now Available](#)

The CAreer Pathways program will wrap up in the fall 2024 as scheduled. Access to the following resources will be ending in September 2024:

- Coursera – access ends September 14, 2024, last day to sign-up was July 15, 2024
- Job & Career Accelerator (EBSCO) – September 30, 2024
- LearningExpress Library Complete (EBSCO) – September 30, 2024
- LinkedIn Learning – September 30, 2024
- Northstar – September 30, 2024
- VetNow (Brainfuse) – September 30, 2024

Note that access to the following two resources has already ended:

- GetSetUp – April 30, 2024
- Skillshare – Last day to register for 12-month membership was September 30, 2023

Depending on the resources your library has opted-in for, you will be receiving a separate email with sunsetting instructions for each resource to help prepare you for access ending. View the [August 2024 Sunsetting CAreer Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years! If you have any questions, contact: CAPathways@library.ca.gov or see the [CAreer Pathways Staff Resources page](#).

[Next Directors Networking Call](#)

The next Public Library Directors Networking Call is scheduled for Wednesday, **September 18, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests and sharing State Library news. California public library directors will receive an invitation to the Zoom meeting via email.

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.

Projects marked “State of CA funded” are supported in whole or in part by funding provided by the State of California, administered by the California State Library.