

NLS Administrative Council Annual Meeting
Tuesday, June 24, 2025
9:30 a.m.

Napa County Library
580 Coombs Street, Napa, CA 94559
and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/89816565294?pwd=XLoljda5xaZZWQh7II09hOvbjiimXp.1>

Meeting ID: 898 1656 5294, Passcode: 543443, Phone +1 669 444 9171

1. **Welcome and Roll Call** Halstead, Chair
2. **Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is System policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Council from discussing or acting on any matter not agendaized pursuant to State law.)
3. **Approval of Consent Items (Action Item)** Halstead
 - A. Approval of Agenda
 - B. Approval of January 29, 2025 Mid-Year Administrative Council Meeting Minutes Attachment 1, pg. 4
 - C. Communications to Legislators Attachment 2, pg. 9
4. **New Business**
 - A. Approval of Executive Committee Member (Action Item) Halstead Attachment 3, pg. 14
 - B. Approval of Woodland Request to Leave NLS Shared Link+ Contract (Action Item) Frost Attachment 4, pg. 15
 - C. Approve FY 2025-26 Library-to-Go Budget (Action Item) Kelly Attachment 5, pg. 17
 - D. Approve FY 2025-26 CLSA Plan of Service and Budget (Action Item) Frost Attachment 6, pg. 23
 - E. Approval of CLSA Impact Survey and Implementation Plan (Action Item) Baker Attachment 7, pg. 41
 - F. Approval of NLS/PLP FY 2025-26 Fiscal and Administrative Services Contract (Action Item) Frost Attachment 8, pg. 45

G. Approve the FY 2025-26 NLS Budget, Yon Attachment 9, pg. 48
and Membership Dues and Fees (**Action Item**)

5. State Library Report

A. California State Library Systems Report Durr Attachment 10, pg. 56

6. Panel Presentation – Legislative Advocacy

Presenting: Crystal Duran, Bel-Tiburon Public Library and Erika Thibault, Sonoma County Library

7. Announcements All

8. Adjournment

Working lunch to be provided at conclusion of meeting for in-person attendees for networking opportunities.

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

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

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

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

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

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

MEETING LOCATIONS:

Alpine County Library, 270 Laramie Street, Markleeville, CA 96120
Butte County Library, 1820 Mitchell Avenue, Oroville, CA 95966
Colusa County Library, 738 Market Street, Colusa, CA 95932
Lincoln Public Library, 485 Twelve Bridges Drive, Lincoln, CA 95648
Mendocino County Library, 225 Main Street, Point Arena, CA 95468
Mill Valley Public Library, 375 Throckmorton Avenue, Mill Valley, CA 94941
Mono County Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546
Nevada County Library, 980 Helling Way, Nevada City, CA 95959
Plumas County Library, 445 Jackson Street, Quincy, CA 95971
Sacramento Public Library, 828 I Street, Sacramento, CA 95814
San Anselmo Public Library, 110 Tunstead Avenue, San Anselmo, CA 94960
Shasta Public Libraries, 1100 Parkview Avenue, Redding, CA 96001
Siskiyou County Library, 719 4th Street, Yreka, CA 96097
Solano County Library, 1150 Kentucky Street, Fairfield, CA 94533
Tehama County Library, 545 Diamond Avenue, Red Bluff, CA 96080
Trinity County Library, 11 Court St., Room 230, Weaverville, CA 96093
Yuba County Library, 915 8th Street, Suite 113, Marysville, CA 95901
NorthNet Library System, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

DRAFT MINUTES

NLS Administrative Council Mid-Year Meeting
January 29, 2025

Meeting was a Hybrid format of in-person at the Napa County Library in Napa, California and
via Zoom

All votes were taken by roll call.

1. Welcome and Roll Call

Meeting called to order by NLS Chair, Anthony Halstead, 9:34 a.m. Halstead welcomed all attendees and acknowledged the new directors appointed since the June NLS Administrative Council Meeting including Misty Wright, Butte County; Joseph Bopp, Mono County; Narinder Sufi, Roseville; Mara Strickler, St Helena; Jeffrey Jackson, Sausalito; and Trent Tuthill, Trinity County. Halstead asked for the roll call. Attending:

Name	Library	Notes
Rita Lovell	Alpine County Library	Attended via Zoom
Crystal Duran	Belvedere-Tiburon Public Library	Attended in-person
Jennifer Baker	Benicia Public Library	Attended in-person
Misty Wright	Butte County Library	Attended in-person
Phyllis Goodeill	Del Norte County Library District	Attended in-person
Bryce Lovell	El Dorado County Library	Attended in-person
Thomas Gruneisen	Folsom Public Library	Attended in-person
Christopher Cooper	Humboldt County Library	Attended in-person
Damon Hill	Larkspur Public Library	Attended in-person
Heather Blevins	Lassen Library District	Attended via Zoom
Kathryn Hunt	Lincoln Public Library	Attended via Zoom
Leslie Galiani	Marin County Free Library	Attended in change of location-No Vote
Mellisa Hannum	Mendocino County Library	Attended via Zoom
Jennifer Hooker	Mill Valley Public Library	Attended in-person
Joseph Bopp	Mono County Library	Attended via Zoom
Anthony Halstead	Napa County Library	Attended in-person
Nick Wilczek	Nevada County Library	Attended via Zoom
Jody Meza	Orland/Willows Public Libraries	Attended in-person
Mary George	Placer County Library	Attended via Zoom
Dora Mitchell	Plumas County Library	Attended via Zoom
Narinder Sufi	Roseville Public Library	Attended in-person
Peter Coyl	Sacramento Public Library	Attended in-person
Mara Strickler	St. Helena Public Library	Attended in-person
Serianna Leyland	San Anselmo Public Library	Attended via Zoom
Daniel Avalos	San Rafael Public Library	Attended in-person

Jeffrey Jackson	Sausalito Public Library	Attended in-person
Teresa Johnson	Siskiyou County Library	Attended via Zoom
Suzanne Olawski	Solano County Library	Attended in-person
Erika Thibault	Sonoma County Library	Attended in-person
James Ochsner	Sutter County Library	Attended in-person
Alicia Meyer	Tehama County Library	Attended in-person
Trent Tuthill	Trinity County Library	Attended via Zoom
Greta Galindo	Woodland Public Library	Attended in-person
Diana Lopez	Yolo County Library	Attended in-person
Sandeep Sidhu	Yuba County Library	Attended via Zoom
Also Attending:		
Chris Durr	California State Library	Attended via Zoom
Renee Forte	Library-to-Go, Past Chair	Attended in-person
Amber Kelly	Library-to-Go Chair	Attended in-person
Carol Frost	NorthNet/Pacific Library Partnership	Attended in-person
Jacque Brinkley	NorthNet/Pacific Library Partnership	Attended in-person

2. Public Invited to Address the Council

No Public in attendance.

3. Approval of Consent Items

Coyl asked for background information on the NLS letter to Trinity County Library. Frost reported that NLS was informed that Trinity County was experiencing financial challenges and had restructured several county departments including the library. She noted the letter was to inform Trinity County about their NLS membership, and to offer assistance. Frost invited Tuthill to share with the Council any further information.

Tuthill reviewed the steps the County had taken in light of financial shortfalls that included reducing library hours and plans to replace the library director who had resigned. He reported that a one-year exemption request had been filed with the California State Library as required if no MLIS librarian is employed at the County level. Tuthill stated that he would be interested in teaming with other neighboring libraries for training and mentoring purposes and noted that Trinity County Library would also like to maintain its NLS membership.

Cooper offered to assist Trinity County during this period and will contact Tuthill.

Motion to approve Consent Items. Thibault moved; Olawski seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

4. State Library Presentation

Durr addressed the proposed Federal pause of Federal funding, noting that he had no new information beyond the email sent by State Librarian, Greg Lucas, on January 28, 2025, but that the State Library would be watching this closely and communicate accordingly.

Durr continued with his presentation on the California Freedom to Read Act (CFRA) and AB 1825. Durr shared the Collection Development Policy from San Leandro as a good example for all libraries to use in drafting their policy. He noted that all libraries must submit their collection development policies to the State Library for review and must self-attest that their policy adheres to the tenants set forth in the law.

Frost asked if collection development policies of consortia within a System, such as Library-to-Go, would also need to comply with the law. Durr stated that no specific requirements had been determined for consortia policies, but he would be happy to review consortia policies even if they were not required to be in compliance. Durr continued to note that if members of the consortia submit and receive approval of their individual policies and that they agree the shared collection will adhere to those policies, the consortia should be in compliance. A conflict could arise, however, if opinions regarding action on specific items within the consortia membership should differ. How that would be handled is yet to be determined.

Goodeill asked if the library policy should be reviewed by the State Library before going to the library board. Durr suggested sending the policy to the State Library first so that once approved at that level, the local board could add any higher standards that they agreed upon. No additional State Library review would be required after the initial draft was approved.

Public libraries must submit their collection development policies by December 2025.

Baker clarified that the State Library review of collection development policies does not apply to school libraries.

Discussion among members how aspects of the Bill and its implementation were being handled among library staff, boards and the public.

Durr presented the State Library report noting upcoming dates on LSTA and other grant opportunities.

5. New Business

A. Approval of Library-to-Go Chair

Halstead noted an error in the memo and recommendation and reported that only Amber Kelly was nominated for the position of Library-to-Go Chair. Renee Forte had resigned from the Library-to-Go chairmanship but would continue to support the consortia as a committee member.

Motion to approve Amber Kelly as the Library-to-Go Chair for the period of FY 2024-25 and FY 2025-26. Baker moved; Duran seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Halstead acknowledged Forte's years of leadership and assistance to the Library-to-Go Committee.

B. Library-to-Go eMagazine Subscription for FY 2025-26

Halstead reviewed the ongoing discussion regarding the continuation and funding of the Library-to-Go (LTG) eMagazine consortia subscription. LTG members have been polled multiple times over the last year to determine their interest to maintain the eMagazine subscription and their ability to pay if CLSA funds were unable to cover the cost due to the 50% reduction. Halstead reviewed the June 2024 NLS Council decision to use NLS funds balance to cover the subscription cost for one year (FY 2024-25). Members were re-polled to ask if they would continue on their own should the consortia discontinue the eMagazine subscription, with 16 being in favor of discontinuing, and 10 in favor of continuing the subscription. Halstead obtained quotes from OverDrive for individual subscription rates should the group subscription be discontinued, noting that the collective individual subscription costs would exceed the consortia subscription cost. The pricing ranged from \$2,000 to \$5,000, based on library size.

Discussion among members in reviewing the 4 options noted in the memo, with three additional options being presented, including a hybrid of use of local and CLSA funds, and keeping the consortia subscription but ensuring that all participating member pay.

Motion to approve the continuation of the shared eMagazine collection for FY 2025-26, with 50% funding using CLSA cost distribution, and 50% local funding, and allowing libraries which have additional CLSA funds the ability to use those funds rather than local funding. Gruneisen moved; Cooper seconded. Vote taken by roll call. One nay, five abstained; motion approved.

C. Review of CLSA Claim Form Narrative Questions

Frost provided background for the narrative questions included on the FY 2024-25 CLSA Claim Form noting that the State Library was now requiring all funded programs to demonstrate how the funds are being used to support underserved communities. NLS drafted the Claim Form questions to elicit baseline information as to how NLS libraries were serving underserved populations with CLSA funding. The individual responses will be reviewed and compiled into a narrative response, reflecting the diverse needs of NLS. The questions will be modified for the FY 2025-26 claim form to measure the impact of the services. There was discussion about whether NLS could create a template for surveying.

Suggestions were made regarding how the sharing of resources from one jurisdiction to another impacts the borrowing library as an underserved community and that a

measurement can be made by the count of items shared. Several libraries have already agreed to partner in designing a measurement tool for demonstrating impact.

D. NorthNet Mentoring Program Proposal

Coyl presented the Mentoring Program proposal from the Sacramento Public Library and invited NLS libraries to participate in a professional development cohort for any staffing level and invited NLS to submit mentor and mentee nominations. The cohort will run for 6 months and is designed to support the NLS Strategic Priority of Building Staff Capacity.

Halstead acknowledged his appreciation to Sacramento Public Library for this project.

6. Announcements

Thibault reported that the News Bank subscription has blocked online users from access to the Press Democrat issue of same day.

Jackson reported that Sausalito has combined departments, and the library is now under Community Services with Parks, Recreation and Senior Services. Baker commented that Benicia has done the same.

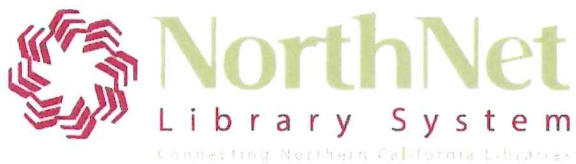
Gruneisen asked if any NLS library is using an off-site book vending kiosk that works with picture books. Folsom's equipment is jamming with these items. Libraries offered to share their information.

Goodeill asked if any NLS library was using phone booths for tele-health purposes. Halstead invited Goodeill to visit the Napa phone booth. Coyl reported that Sacramento Public had received grant funds for use of a phone booth for tele-health and could talk with Goodeill about their project.

Meyer asked about libraries using Koha and their experience. Several libraries shared that they were very happy with Koha and the cost savings they have experienced.

Cooper asked if NLS libraries had developed staff protocol for Immigration & Customs Enforcement (ICE) raids and asked members to share their guidelines. Duran offered to get language that was developed by CLA and will share with members.

7. Meeting adjourned at 12:28 p.m.



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

www.northnetlibs.org

April 21, 2025

The Honorable David Alvarez, Chair
Assembly Budget Subcommittee #3 on Education Finance
1021 O Street, Suite 5320
Sacramento, CA 95814

The Honorable John Laird, Chair
Senate Budget Subcommittee #1 on Education Finance
1021 O Street, Suite 8720
Sacramento, CA 95814

RE: **STATE LIBRARY – 6120**
1) California Library Services Act
2) Lunch at the Library
3) Federal LSTA Dollars at risk

Dear Chair Alvarez and Chair Laird:

The NorthNet Library System (NLS) respectfully requests your support in restoring funding to two crucial public library programs in the 2025-26 State Budget: the California Library Services Act and Lunch at the Library. While we know the state is facing a challenging Budget this year, these two programs provide vital services to Californians and are worthy of your continued support. NLS is a library cooperative system with 41 public and law libraries, covering 57,838 square miles in the northern part of the state from the Pacific Coast to the Nevada border and from Marin and the Sacramento area to the Oregon border.

NLS would also like to note our significant concerns regarding the potential vulnerability of almost \$16 million in federal funds that California receives annually for public library programs. If the federal Budget were to cut these dollars to California, the negative impact would be felt in countless programs that our patrons rely on and could not be backfilled by local libraries.

CALIFORNIA LIBRARY SERVICES ACT – 6120-211-0001

\$750,000 increase requested (ongoing appropriation)

The state is broken down into nine library regions or “Systems” to maximize resources among libraries in that geographic footprint more effectively. NLS is one of the nine cooperative systems which receives funding from the California Library Services Act (CLSA). The California Library Services Act has existed for more than five decades and provides direct funding to the Systems. A portion of the state dollars for the CLSA reimburses public libraries for moving

books and materials back and forth between libraries to promote the collaborative sharing of collections and to provide a greater depth of resources to library patrons. In recent years, funding has also supported the purchase of digital catalogs and subscriptions that can be shared between System members. Put simply, most of the smaller libraries in a System would never be able to afford to purchase these subscriptions on their own as it would be extremely cost-prohibitive. The CLSA effectively creates a so-called “bigger bang for the buck” for all libraries.

At its highest point, approximately 25 years ago, the CLSA was funded at \$26 million. In 2011, during the Recession years, the CLSA baseline was \$12.9 million, and Governor Brown zeroed out every last dollar in the fund. Since that time, libraries have attempted to restore the funding, bringing the baseline back to \$3.6 million in recent years, which is still substantially below the amount that is appropriate to fund the needs of the library systems and the millions of patrons in California who use the public library annually. Governor Newsom proposed zeroing out the funding entirely to address last year’s Budget deficit. However, the legislature felt it was essential to restore half of the funding in the 2024-25 State Budget last year. The CLSA baseline now stands at \$1.8 million, which equates to 5 cents per person in California.

Specifically, the impact of these cuts are:

- Rural and tribal libraries feel the impacts of budget cuts more profoundly and encounter barriers to materials and information due to their geographic remoteness and isolation.
- Deep cuts to annual eBook and audiobook purchases.
- Impacts to Link+ - a resource-sharing platform that provides access to more than 7,605,546 titles.
- Cuts to materials produced in multiple languages to meet the needs of communities.
- Severely disrupting the ability of libraries to collaboratively loan and lend physical books and materials by physical transport, at 5 million items annually for a cost of 18 cents per item.

The reduction of CLSA funds has been significant to NLS, and the cut means that we are now cutting services to our residents. 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.

NorthNet benefits greatly from the California Library Services Act funds in the following ways:

- Supporting the courier services that delivered over 800,000 books and library materials among libraries, travelling 195,000 miles to reach the more densely as well as the sparsely populated areas.

- Investing in shared eBook collections, that last year was used over 1.7 million times by nearly 76,000 people, with items in multiple languages and collections for students and adults
- Investing in a shared eMagazine collection shared with 27 libraries, which was used more than 277,000 times last year. Physical magazines are expensive, and sharing a collection greatly reduces the cost. Several libraries note that because of the availability of CLSA funds, and the high cost of print magazines, they have stopped all print magazines, and only utilize the digital ones. With the 50% reduction, libraries will need to pay for a portion of this with local funds, which creates a financial burden on the most rural libraries.
- Smaller libraries use it to support broadband access.

Here are some quotes from some of our library directors:

“The majority of our CLSA funding helps support our CENIC telecommunication costs, providing reliable, adequate speed internet for our patrons. Many of our patrons do not own computers and count on our services.”

“Digital circulation is 25% of the Shasta Public Library circulation. Our budget isn’t that large, so the ability to share with our libraries allows us to offer our patrons a selection we’d never be able to afford on our own. We are a county with 30% of the population living in rural areas, and a higher rate of poverty than average for California, so free resources not bound to a specific location are vital for our community.”

“eBooks are a viable option for sight-impaired patrons who would ordinarily depend on Large Type books. They also provide opportunities for patrons who can't physically get to the library.”

“We have a large number of older adults in our community who are greatly benefiting from eBooks. They can listen to eAudio as they walk, enjoy the benefits of enlarging font on the app, and don't have to leave home to come to the library if they are unable.”

“We use the funds to purchase OverDrive Spanish language materials and patron requested materials from those who cannot physically visit the library.”

“Yolo County Library uses CLSA funds to cover the costs of our Link+ subscription and courier. Link+ is crucial to our library system. Our participation in Link+ supports our equity goals by helping to ensure that everyone has access to the same resources, regardless of their location. This is especially important for our smaller, rural branches who serve largely immigrant populations, some with limited literacy or English language skills.”

A 50% reduction to the funds, from \$3.6M to \$1.8M, results in severe, drastic cuts that result in less services, since our most rural libraries cannot afford to close the financial gap in funding. The original funding has not increased in years, while we find our courier and subscription costs continue to rise approximately 5% annually.

Finally, because several subscription-based contracts were already negotiated before the 2024-25 State Budget year reductions, libraries must now make painful decisions regarding what other valuable services will be cut to honor existing contracts,

LUNCH AT THE LIBRARY – 6120-140-0001

\$750,000 increase requested (ongoing appropriation)

Last year, the Governor’s May Revision proposed the elimination of the entire baseline of \$5.5 million for the “Lunch at the Library” program. Thankfully, the legislature saved the program from total elimination by restoring \$3 million for the critically important statewide food and enrichment program.

Lunch at the Library, operated by the State Library and California’s public libraries, serves thousands of California children and teens who need a nutritious meal during the summer months. In the Summer of 2024, California public libraries worked with community partners to serve over 360,234 meals to children and teens at 201 public library and community meal sites. In a Lunch at the Library report released by the State Library, they offer a quote from the San Diego Public Library remarking about one of their participants in the program: *“The family was incredibly grateful for the meals provided, as they were the only meals their children would eat that day. Through the lunch program, the family discovered the library as a trusted community resource – a place where they could feed their children nutritious meals and participate in enrichment programs.”*

One significant benefit of providing lunch for youth at the library is that the public library is a judgment-free, safe, and welcoming space where children and their caregivers feel encouraged to attend and receive a meal. The corresponding enrichment programs offered at Lunch sites create an opportunity to enhance literacy skills or participate in a fun learning experience while receiving a meal. Caregivers are also beneficiaries when attending the Lunch programs with a child or teen, as they can receive essential connections to critical wrap-around stabilization services.

Thanks to a partnership between some public libraries and the local food pantry, families at several rural public library sites are eligible to take home non-perishable food to sustain them through the week.

In Budget year 2022-23, the legislature and Governor provided \$5 million in ongoing funding for the program, which was elevated and championed by First Partner Jennifer Siebel Newsom and the State Library then. Designating the funds as “ongoing” in nature allowed the public libraries to plan for the program consistently. The \$2 million reduction in 2024-25 has decreased services and limited the expansion of this program, which disproportionately hurts low-income children and teens at a time when high inflation continues to compound food insecurity challenges of many families.

FEDERAL LSTA DOLLARS AT RISK

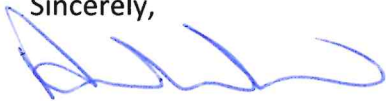
Finally, NLS is deeply concerned with the ongoing uncertainty regarding federal Library Services and Technology Act (LSTA) funding under the current Administration. On March 14, President Trump issued an Executive Order which would essentially dismantle the federal Institute of Museum and Library Services (IMLS). The Grants to States program, administered by IMLS, provides California nearly \$16 million as Library Services and Technology Act funds, benefitting the 1,128 library outlets statewide.

Public libraries use this federal funding for e-book purchases, including materials in 20 languages and materials focused on K-12 students. Additionally, the funds support summer reading programs, the Braille and Talking Books Library, patron access to newspapers, and California-specific historical items. In addition, LSTA funds support community-based grants that can be targeted to specific needs, including support for early childhood development, literacy, services to Veterans, workforce development, and much more.

We deeply appreciate that California joined the lawsuit submitted by Rhode Island on April 4 to contest this action. We know that the legislature is keeping a close eye on the impacts of the loss of federal dollars for various California programs, and we ask you to include public libraries in that growing list of vulnerable funds. A loss of any portion of the \$16 million federal funds designated for California would devastate our public libraries statewide and could not be backfilled locally.

Thank you for considering these issues and support when the State Library budget is before your subcommittee for review.

Sincerely,



Anthony Halstead, NorthNet Library System Chair, Napa County Director of Library Services

cc: Members of the Assembly and Senate Budget Subcommittees on Education Finance
Mark Martin, Consultant, Assembly Budget Subcommittee on Education Finance
Diego Lopez, Consultant, Senate Budget Subcommittee on Education Finance
Christina DiCaro, CLA Lobbyist, KP Public Affairs – cdicaro@ka-pow.com



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www.northnetlibs.org

To: NLS Administrative Council
From: Anthony Halstead
Subject: Approval of Member to FY 2025-2026 NLS Executive Committee
Date: June 24, 2025

One member of the current board of 9 Executive Committee members will be concluding their term of service on June 30, 2025. Member Thomas Gruneisen, who was originally appointed to the Executive Committee in December 2023, has agreed to continue his service on this Committee.

Per NLS Bylaws: *Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms, not to include terms as Vice-Chair and/or Chair.*

The Administrative Council approved the following at their June 2024 meeting for FY 2024-2025 and FY 2025-2026:

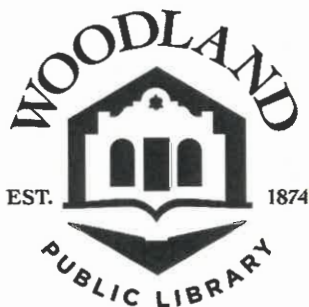
- Chair – Anthony Halstead, NBCLS (second term)
- Vice-Chair – Christopher Cooper, NSCLSL (second term)

- Member – Jennifer Baker, NBCLS (second term)
- Member – Bryce Lovell, MVLS (second term)

- Member - Phyllis Goodeill, Del Norte Library District, NSCLS (first term)
- Member – Kathryn Hunt, Lincoln Public Library, MVLS (first term)
- Member - Diana Lopez, Yolo County Library, MVLS (first term)
- Member - Erika Thibault, Sonoma County Library, NBCLS (first term)

Recommendation:

It is recommended that the NLS Administrative Council approve the appointment of Thomas Gruneisen for a second term beginning July 1, 2025.



Woodland Public Library

250 First Street • Woodland, Ca 95695
<http://www.cityofwoodland.org/library>
530 • 661 • 5980

May 15, 2025

MEMORANDUM

To: Clarivate

From: Greta Galindo, Library Services Director

Subject: Discontinuation of Link+ Subscription and Delivery Services

The City of Woodland has directed the Woodland Public Library to implement significant budget reductions beginning in Fiscal Year 2026 and continuing in subsequent years. As a result, the City will not be appropriating funds to cover the cost of the Link+ subscription or its associated delivery services.

Given that our patrons request fewer than 700 items per year through Link+, we have determined that the cost of maintaining the service is not feasible within our constrained budget.

We appreciate the support Clarivate has provided throughout our participation in the Link+ network, and we thank you for your partnership.

We understand that the Woodland Public Library is part of the NorthNet Library System's Link+ subscription. The contract, Section 6, states:

6. Early termination. Client may terminate this Agreement at any time during the Initial Term effective as of the date of the next annual anniversary of the term if Client's budget (funding) is eliminated and Client provides written evidence of the elimination of Client's budget (funding), such evidence to be in the form and substance reasonably requested by Clarivate.

We are providing this letter as evidence that our budget funding is eliminated for the Link+ service. We understand that the NorthNet Library System will work with Clarivate regarding removing Woodland from the group subscription. We further understand that it will be our responsibility to contact the courier to cancel that service.

Sincerely,

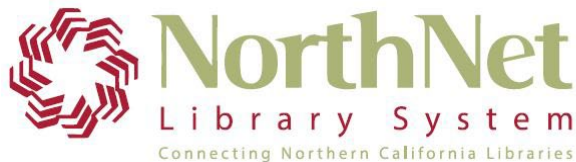

Greta Galindo

Director, Woodland Public Library

Growing Readers since 1905

Link+ Subscription Renewal FY 2025-26
No Woodland

	Original Subscription Renewal Year 2 FY 25/26	Original Year 2 NLS 5% Admin Fee	Original Year 2 FY25/26 Total	FY25-26, negotiated no increase	FY25-26, redistribute Woodland \$2,778 (\$6,006 -\$3228 credit from Clarivate)	Revised FY25-26 NLS 5% Admin Fee without Woodland
MARINet	\$78,758	\$3,938	\$82,696	\$76,464	\$76,811	\$3,841
Bel-Tib		\$0				
Larkspur		\$0				
Marin		\$0				
Mill Valley		\$0				
San Anselmo		\$0				
San Rafael		\$0				
Sausalito		\$0				
SPLASH	\$73,755	\$3,688	\$77,443	\$71,607	\$71,954	\$3,598
Benicia						
Solano		\$0				
St. Helena		\$0				
El Dorado	\$20,567	\$1,028	\$21,595	\$19,968	\$20,315	\$1,016
Napa County	\$16,600	\$830	\$17,430	\$16,116	\$16,464	\$823
Nevada	\$7,954	\$398	\$8,351	\$7,722	\$8,069	\$403
Sacramento	\$27,902	\$1,395	\$29,297	\$27,089	\$27,436	\$1,372
Sonoma County	\$30,926	\$1,546	\$32,473	\$30,026	\$30,373	\$1,519
Woodland	\$6,186	\$309	\$6,495	\$6,006	\$0	\$0
Yolo	\$17,785	\$889	\$18,674	\$17,267	\$17,614	\$881
TOTAL CONTRACT	\$280,432	\$14,022	\$294,453	\$272,264	\$269,036	\$13,452



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www.northnetlibs.org

To: NorthNet Library System Administrative Council
From: Library-to-Go Committee Chair, Amber Kelly
Subject: Proposed FY 2025-26 Library-to-Go Budget
Date: June 24, 2025

Background

Following are the proposed Library-to-Go budget for FY 2025-26 as well as the cost-share breakdown per participating library for the circulating OverDrive eBooks/audiobooks collection and the OverDrive eMagazine collection.

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

- Originally NLS set aside \$20,000 from FY 2023-24 to carry over to pay the platform fee for the current fiscal year and next fiscal year. This amount available for carryover was overestimated and these funds have been exhausted. Instead, \$12,000 from FY24/25 CLSA redirects is being carried over to the new fiscal year to cover the platform fees in FY25/26. This leaves an additional \$16,761 in CLSA redirects from the current fiscal year which will be spent down by June 30th.
- NLS Administrative Council agreed in the January 2025 meeting that all participating members would pre-commit 50% of the cost of the eMagazine subscriptions (\$44K) from their FY2025-26 CLSA funds. The remaining 50% will be covered by individual local libraries either with additional CLSA funds via their Claim Form or with local funding to be billed by NLS.
- The \$70K recommended for the Library-to-Go eBook and audiobook cost share budget is based on the assumption that CLSA funding levels will be the same as the current fiscal year.
- While not included in the proposed budget, it is reasonable to anticipate as much as \$28,000 in CLSA redirects, based on FY 2024-25 data. When these amounts are confirmed, the budget will be adjusted mid-year to increase the materials allocations for eBooks and Audiobooks.

Discussion

Depending on how the overall budget situation looks mid-year, we may want to revisit either another contribution if there are additional CLSA funds available, or conversely, setting aside a rollover to be used in FY2026-27.

Recommendation

We recommend the NLS Administrative Council approve the proposed Library-to-Go FY 2025-26 Budget as articulated below, with \$70,000 to OverDrive eBooks/audiobooks and \$44,000 to eMagazines.

Proposal for NLS Library to Go Budget FY 2025-26

<u>Revenues</u>	<u>Budget</u>	<u>Comments</u>
Previous Fiscal Year		
Carryover from FY 24/25	\$12,000	<i>These funds originated as part of the CLSA redirects from the current fiscal year and will be used to cover the cost of the Platform Fee</i>
25/26 Fiscal Year		
CLSA commitment for LTG eBooks/audio	\$70,000	<i>Based on assumption of CLSA funding base equal to current year</i>
CLSA redirects	\$ --	<i>This amount is unpredictable at this time. \$28,000 anticipated.*</i>
CLSA commitment to eMagazines	\$22,000	<i>Pre-committed</i>
Local commitments to eMagazines	\$22,000	<i>To be billed by NLS</i>
Total	\$154,000	

<u>Expenditures</u>	<u>Budget</u>	<u>Comments</u>
Platform Fee	\$12,000	
Material Orders (eBook, Audiobook)		
NEW English	\$26,900	
NEW Spanish language	\$5,300	
Sub-total	\$32,200	46% of total materials allocation
Re-purchase of MA titles	\$7,000	10%
Hold Management eBook / Audiobook	\$30,800	44% --Lucky Day Purchases eliminated in favor of more High Hold copies
Sub-Total*	\$70,000	
eMagazines	\$44,000	
Reserve for FY26/27	\$0	Will revisit with NLS mid-year
Total	\$154,000	

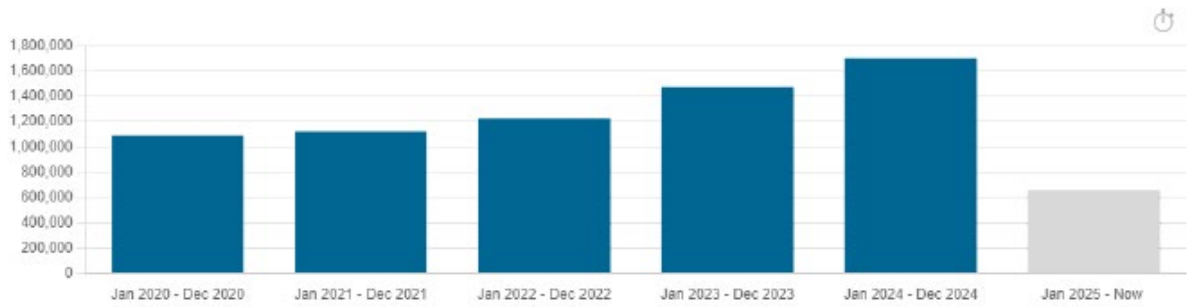
*Once CLSA redirect amounts are confirmed allocations to Material Orders will be increased.

Trends

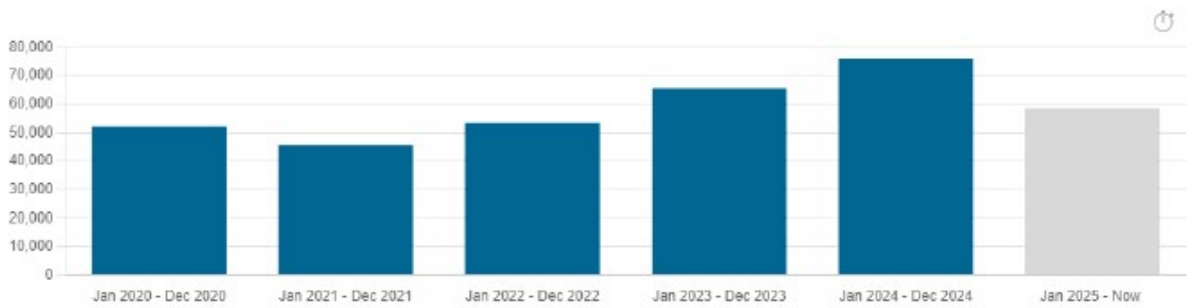
Year over year / User activity

Year over year

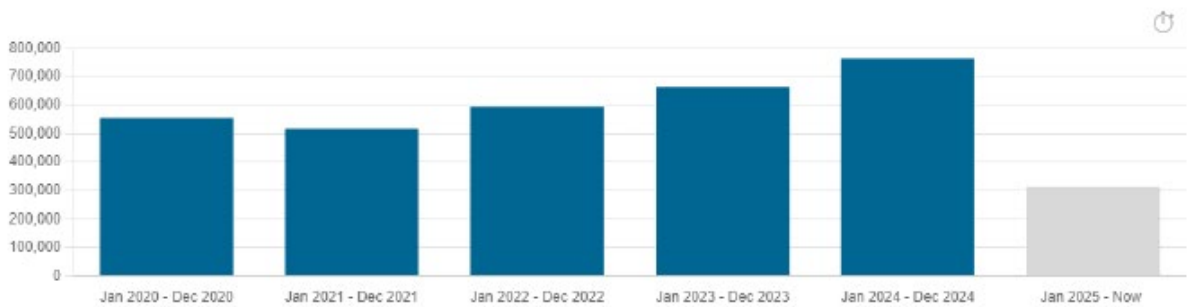
Checkouts: Year over year

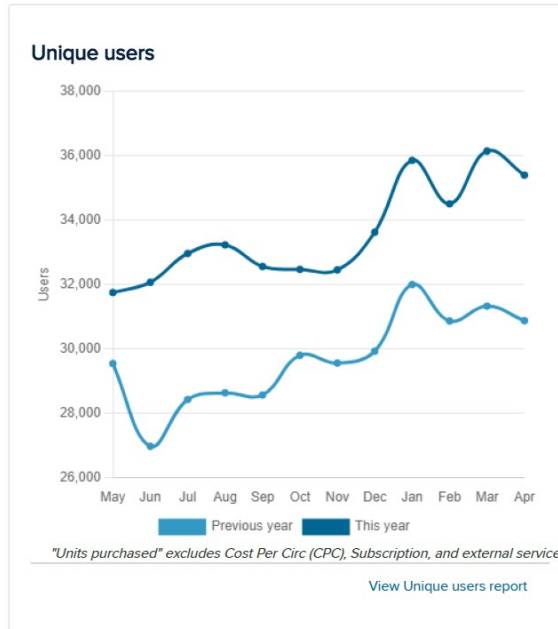
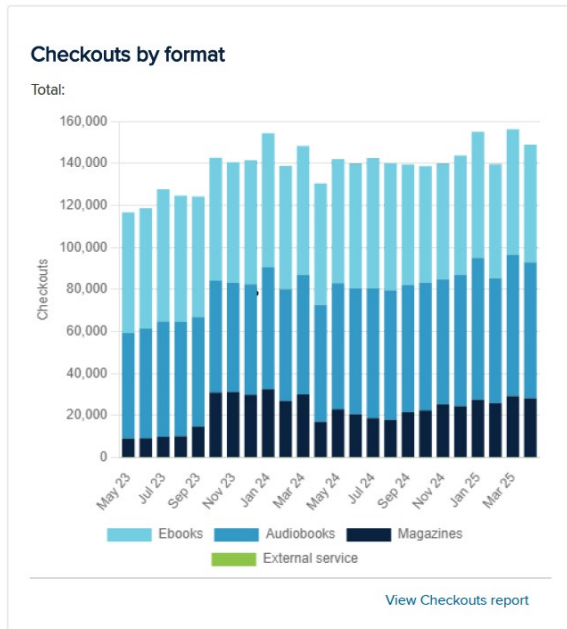


Unique users: Year over year



Holdings: Year over year





Reciprocal Lending Agreement 07/0/24-06/11/25

LENDING	Checkouts from NorthNet	Unique Users at NorthNet
MARINet	1,321	232
Peninsula Library System	2,535	291
TOTAL	3856	532

BORROWING	Checkouts	Unique Users
MARINet	36,252	2595
Peninsula Library System	40,402	2525
TOTAL	76654	5120

FY25/26 OverDrive Cost Share \$70,000

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

<u>Library</u>	<u>Circulation</u>	<u>% Total Circulation</u>	<u>50% cost per Circ</u>	<u>Unique Users</u>	<u>% Total Users</u>	<u>50% Cost Unique User</u>	<u>Total cost for library</u>
	1,373,892		35,000	71,065		35,000	70,000
NLS-Alpine County Library	1429	0.10%	\$36.40	96	0.14%	\$47.28	\$83.68
NLS-Benicia Public Library	46332	3.37%	\$1,180.31	2,602	3.66%	\$1,281.50	\$2,461.81
NLS-Butte County Library	138947	10.11%	\$3,539.69	5724	8.05%	\$2,819.11	\$6,358.79
NLS-Colusa County Library	2252	0.16%	\$57.37	132	0.19%	\$65.01	\$122.38
NLS-Del Norte County Library District	8867	0.65%	\$225.89	334	0.47%	\$164.50	\$390.38
NLS-El Dorado County Library	137870	10.03%	\$3,512.25	7,450	10.48%	\$3,669.18	\$7,181.42
NLS-Folsom Public Library	70344	5.12%	\$1,792.02	3,967	5.58%	\$1,953.77	\$3,745.79
NLS-Humboldt County Library	109450	7.97%	\$2,788.25	4,786	6.73%	\$2,357.14	\$5,145.38
NLS-Lassen Library District	5099	0.37%	\$129.90	186	0.26%	\$91.61	\$221.50
NLS-Lincoln Public Library	50627	3.68%	\$1,289.73	2,852	4.01%	\$1,404.63	\$2,694.36
NLS-Modoc County Library	3823	0.28%	\$97.39	117	0.16%	\$57.62	\$155.01
NLS-Mono County Library	12406	0.90%	\$316.04	697	0.98%	\$343.28	\$659.32
NLS-Napa County Library	137979	10.04%	\$3,515.03	6,933	9.76%	\$3,414.55	\$6,929.58
NLS-Nevada County Library	108920	7.93%	\$2,774.75	5,573	7.84%	\$2,744.74	\$5,519.49
NLS-Orland Free Library	5881	0.43%	\$149.82	358	0.50%	\$176.32	\$326.14
NLS-Placer County Library	176780	12.87%	\$4,503.48	9,278	13.06%	\$4,569.48	\$9,072.96
NLS-Plumas County Library	8324	0.61%	\$212.05	436	0.61%	\$214.73	\$426.79
NLS-Roseville Public Library	111194	8.09%	\$2,832.68	8,733	12.29%	\$4,301.06	\$7,133.74
NLS-Shasta Public Libraries	113009	8.23%	\$2,878.91	4,432	6.24%	\$2,182.79	\$5,061.70
NLS-Siskiyou County Library	22962	1.67%	\$584.96	1,022	1.44%	\$503.34	\$1,088.30
NLS-St. Helena Public Library	15739	1.15%	\$400.95	684	0.96%	\$336.87	\$737.83
NLS-Sutter County Library	24894	1.81%	\$634.18	1,273	1.79%	\$626.96	\$1,261.14
NLS-Tehama County Library	15974	1.16%	\$406.94	627	0.88%	\$308.80	\$715.74
NLS-Trinity County Library	3592	0.26%	\$91.51	147	0.21%	\$72.40	\$163.90
NLS-Willows Public Library	2874	0.21%	\$73.22	159	0.22%	\$78.31	\$151.52
NLS-Woodland Public Library	29692	2.16%	\$756.41	1,979	2.78%	\$974.67	\$1,731.08
NLS-Yuba County Library	8632	0.63%	\$219.90	488	0.69%	\$240.34	\$460.24

FY24/25 OverDrive eMagazine Cost Share \$44000

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

<u>Library</u>	<u>Circulation</u>	<u>% Total Circulation</u>	<u>50% cost per Circ</u>	<u>Unique Users</u>	<u>% Total Users</u>	<u>50% Cost Unique User</u>	<u>Total cost for library</u>	<u>CLSA*</u>	<u>Local**</u>
	276,827		22,000	14,510		22,000	44000	22000	22000
NLS-Alpine County Library	241	0.09%	\$19.15	18	0.12%	\$27.29	\$46.44	\$23.22	\$23.22
NLS-Benicia Public Library	12680	4.58%	\$1,007.71	576	3.97%	\$873.33	\$1,881.03	\$940.52	\$940.52
NLS-Butte County Library - Adult	17474	6.31%	\$1,388.69	1021	7.04%	\$1,548.04	\$2,936.73	\$1,468.36	\$1,468.36
NLS-Colusa County Library	147	0.05%	\$11.68	23	0.16%	\$34.87	\$46.55	\$23.28	\$23.28
NLS-Del Norte County Library District	1820	0.66%	\$144.64	94	0.65%	\$142.52	\$287.16	\$143.58	\$143.58
NLS-El Dorado County Library	26802	9.68%	\$2,130.01	1426	9.83%	\$2,162.10	\$4,292.10	\$2,146.05	\$2,146.05
NLS-Folsom Public Library	11413	4.12%	\$907.01	775	5.34%	\$1,175.05	\$2,082.07	\$1,041.03	\$1,041.03
NLS-Humboldt County Library	23741	8.58%	\$1,886.75	1134	7.82%	\$1,719.37	\$3,606.11	\$1,803.06	\$1,803.06
NLS-Lassen Library District	1928	0.70%	\$153.22	56	0.39%	\$84.91	\$238.13	\$119.06	\$119.06
NLS-Lincoln Public Library	8639	3.12%	\$686.56	583	4.02%	\$883.94	\$1,570.50	\$785.25	\$785.25
NLS-Modoc County Library	138	0.05%	\$10.97	25	0.17%	\$37.90	\$48.87	\$24.44	\$24.44
NLS-Mono County Library	3525	1.27%	\$280.14	160	1.10%	\$242.59	\$522.73	\$261.37	\$261.37
NLS-Napa County Library	23816	8.60%	\$1,892.71	1458	10.05%	\$2,210.61	\$4,103.32	\$2,051.66	\$2,051.66
NLS-Nevada County Library	22247	8.04%	\$1,768.01	1273	8.77%	\$1,930.12	\$3,698.13	\$1,849.07	\$1,849.07
NLS-Orland Free Library	644	0.23%	\$51.18	67	0.46%	\$101.59	\$152.77	\$76.38	\$76.38
NLS-Placer County Library	37180	13.43%	\$2,954.77	1855	12.78%	\$2,812.54	\$5,767.31	\$2,883.66	\$2,883.66
NLS-Plumas County Library	1586	0.57%	\$126.04	113	0.78%	\$171.33	\$297.37	\$148.69	\$148.69
NLS-Roseville Public Library	31918	11.53%	\$2,536.59	1567	10.80%	\$2,375.88	\$4,912.47	\$2,456.23	\$2,456.23
NLS-Shasta Public Libraries	21849	7.89%	\$1,736.38	854	5.89%	\$1,294.83	\$3,031.22	\$1,515.61	\$1,515.61
NLS-Siskiyou County Library	6443	2.33%	\$512.04	240	1.65%	\$363.89	\$875.93	\$437.96	\$437.96
NLS-St. Helena Public Library	4163	1.50%	\$330.84	171	1.18%	\$259.27	\$590.11	\$295.06	\$295.06
NLS-Sutter County Library	4434	1.60%	\$352.38	280	1.93%	\$424.53	\$776.91	\$388.46	\$388.46
NLS-Tehama County Library	3897	1.41%	\$309.70	135	0.93%	\$204.69	\$514.39	\$257.19	\$257.19
NLS-Trinity County Library	684	0.25%	\$54.36	40	0.28%	\$60.65	\$115.01	\$57.50	\$57.50
NLS-Willows Public Library	473	0.17%	\$37.59	35	0.24%	\$53.07	\$90.66	\$45.33	\$45.33
NLS-Woodland Public Library	7619	2.75%	\$605.50	433	2.98%	\$656.51	\$1,262.01	\$631.01	\$631.01
NLS-Yuba County Library	1326	0.48%	\$105.38	98	0.68%	\$148.59	\$253.97	\$126.98	\$126.98

* In the January meeting the Council agreed that each Library would precommit CLSA dollars to pay 50% of the cost of eMagazines.

** The remaining 50% is to be paid with local funds which can be CLSA or billed--based on CLSA claim form selections.

FY2025-26 CLSA C & D Funds Distribution

Library	CSL Certified 2024-25 Population Figures	50% of \$342,431 CLSA Fund/Equally Distributed \$171,215.50	50% of \$342,431 CLSA Funds/Base on Population \$171,215.50	Total CLSA Allocation (Rounded)	50% eMag. Cost Use \$22,000 of CLSA Funds	Revised CLSA Allocation (Rounded)	NBCLS and MVLS Deliveries	OverDrive \$70,000	50% eMag. Cost Use \$22,000 of LOCAL Funds	Total Delivery, OverDrive & eMagazine	C & D Funds Local Distribution or Amount to be Invoiced (Amt)
Alpine County Library	1,177	4,280	40	\$ 4,321	\$ (23)	\$ 4,298		\$ 84	\$ 23	\$ 107	\$ 4,191
Bel-Tiburon Public Library	10,968	4,280	377	\$ 4,657	\$ -	\$ 4,657			\$ -	\$ -	\$ 4,657
Benicia Public Library	26,195	4,280	900	\$ 5,181	\$ (941)	\$ 4,240	\$ 22,981	\$ 2,462	\$ 941	\$ 26,384	\$ (22,144)
Butte County Library	207,525	4,280	7,132	\$ 11,413	\$ (1,468)	\$ 9,945		\$ 6,359	\$ 1,468	\$ 7,827	\$ 2,118
Colusa County Library	22,026	4,280	757	\$ 5,038	\$ (23)	\$ 5,015	\$ 6,607	\$ 122	\$ 23	\$ 6,752	\$ (1,737)
Del Norte County Library Dist.	26,544	4,280	912	\$ 5,193	\$ (144)	\$ 5,049		\$ 390	\$ 144	\$ 534	\$ 4,515
El Dorado County Library	190,770	4,280	6,556	\$ 10,837	\$ (2,146)	\$ 8,691	\$ 756	\$ 7,181	\$ 2,146	\$ 10,083	\$ (1,392)
Folsom Public Library	92,577	4,280	3,182	\$ 7,462	\$ (1,041)	\$ 6,421	\$ 13,213	\$ 3,746	\$ 1,041	\$ 18,000	\$ (11,579)
Humboldt County Library	133,817	4,280	4,599	\$ 8,879	\$ (1,803)	\$ 7,076		\$ 5,145	\$ 1,803	\$ 6,948	\$ 128
Lake County Library	67,254	4,280	2,311	\$ 6,592	\$ -	\$ 6,592	\$ 49,397		\$ -	\$ 49,397	\$ (42,805)
Larkspur Public Library	12,731	4,280	438	\$ 4,718	\$ -	\$ 4,718			\$ -	\$ -	\$ 4,718
Lassen Library District	12,270	4,280	422	\$ 4,702	\$ (119)	\$ 4,583		\$ 222	\$ 119	\$ 341	\$ 4,242
Lincoln Public Library	54,520	4,280	1,874	\$ 6,154	\$ (785)	\$ 5,369	\$ 3,303	\$ 2,694	\$ 785	\$ 6,782	\$ (1,413)
Marin County Free Library	137,786	4,280	4,735	\$ 9,016	\$ -	\$ 9,016			\$ -	\$ -	\$ 9,016
Mendocino County Library	89,827	4,280	3,087	\$ 7,368	\$ -	\$ 7,368	\$ 75,759		\$ -	\$ 75,759	\$ (68,391)
Mill Valley Public Library	13,688	4,280	470	\$ 4,751	\$ -	\$ 4,751			\$ -	\$ -	\$ 4,751
Modoc County Library	8,491	4,280	292	\$ 4,572	\$ (24)	\$ 4,548		\$ 155	\$ 24	\$ 179	\$ 4,369
Mono County Free Library	12,684	4,280	436	\$ 4,716	\$ (261)	\$ 4,455		\$ 659	\$ 261	\$ 920	\$ 3,535
Napa County Library	130,775	4,280	4,494	\$ 8,775	\$ (2,052)	\$ 6,723		\$ 6,930	\$ 2,052	\$ 8,982	\$ (2,259)
Nevada County Library	100,354	4,280	3,449	\$ 7,729	\$ (1,849)	\$ 5,880		\$ 5,519	\$ 1,849	\$ 7,368	\$ (1,488)
Orland Free Library	15,799	4,280	543	\$ 4,823	\$ (76)	\$ 4,747		\$ 326	\$ 76	\$ 402	\$ 4,345
Placer County Library	201,743	4,280	6,933	\$ 11,214	\$ (2,884)	\$ 8,330	\$ 3,303	\$ 9,073	\$ 2,884	\$ 15,260	\$ (6,930)
Plumas County Library	22,055	4,280	758	\$ 5,038	\$ (149)	\$ 4,889		\$ 427	\$ 149	\$ 576	\$ 4,313
Roseville Public Library	158,494	4,280	5,447	\$ 9,727	\$ (2,456)	\$ 7,271	\$ 756	\$ 7,134	\$ 2,456	\$ 10,346	\$ (3,075)
Sacramento Public Library	1,512,168	4,280	51,969	\$ 56,249	\$ -	\$ 56,249	\$ 16,516		\$ -	\$ 16,516	\$ 39,733
St. Helena Public Library	5,349	4,280	184	\$ 4,464	\$ (295)	\$ 4,169	\$ 16,640	\$ 738	\$ 295	\$ 17,673	\$ (13,504)
San Anselmo Public Library	12,551	4,280	431	\$ 4,712	\$ -	\$ 4,712			\$ -	\$ -	\$ 4,712
San Rafael Public Library	59,885	4,280	2,058	\$ 6,339	\$ -	\$ 6,339			\$ -	\$ -	\$ 6,339
Sausalito Public Library	6,941	4,280	239	\$ 4,519	\$ -	\$ 4,519			\$ -	\$ -	\$ 4,519
Shasta Public Libraries	180,201	4,280	6,193	\$ 10,473	\$ (1,516)	\$ 8,957		\$ 5,062	\$ 1,516	\$ 6,578	\$ 2,379
Siskiyou County Library	43,311	4,280	1,488	\$ 5,769	\$ (438)	\$ 5,331		\$ 1,088	\$ 438	\$ 1,526	\$ 3,805
Solano County Library	423,644	4,280	14,559	\$ 18,840	\$ -	\$ 18,840	\$ 63,995		\$ -	\$ 63,995	\$ (45,155)
Sonoma County Library	482,848	4,280	16,594	\$ 20,875	\$ -	\$ 20,875	\$ 48,639		\$ -	\$ 48,639	\$ (27,764)
Sutter County Library	100,257	4,280	3,446	\$ 7,726	\$ (388)	\$ 7,338	\$ 9,910	\$ 1,261	\$ 388	\$ 11,559	\$ (4,221)
Tehama County Library	64,827	4,280	2,228	\$ 6,508	\$ (257)	\$ 6,251		\$ 716	\$ 257	\$ 973	\$ 5,278
Trinity County Library	15,884	4,280	546	\$ 4,823	\$ (58)	\$ 4,765		\$ 164	\$ 58	\$ 222	\$ 4,543
Willows Public Library	13,570	4,280	466	\$ 4,747	\$ (45)	\$ 4,702		\$ 152	\$ 45	\$ 197	\$ 4,505
Woodland Public Library	61,623	4,280	2,118	\$ 6,398	\$ (631)	\$ 5,767	\$ 13,213	\$ 1,731	\$ 631	\$ 15,575	\$ (9,808)
Yolo County Library	163,810	4,280	5,630	\$ 9,910	\$ -	\$ 9,910	\$ 378		\$ -	\$ 378	\$ 9,532
Yuba County Library	85,023	4,280	2,922	\$ 7,203	\$ (127)	\$ 7,076		\$ 460	\$ 127	\$ 587	\$ 6,489
Total	4,981,962	\$171,216	\$171,216	\$ 342,431	\$ (22,000)	\$ 320,432	\$ 345,366	\$ 70,000	\$ 22,000	\$ 437,365	



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2025-2026 Plan of Service
Application Instructions and Guidelines

California State Library
Sacramento
April 22, 2025

Greg Lucas, Chief Executive Officer
California Library Services Board

APPLICATION INSTRUCTIONS

APPLICANT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Organization - Question 1 and 1b	For question 1, (“Is your organization and public Library?”) select “No” and enter your legal organization name in question 1b NorthNet Library System
Location – Question 1c and 1d	Although your project will be implemented in a California Public Library please enter “No” for question 1c please enter “[your Cooperative system name] jurisdiction”. NorthNet Library System
Questions 2-8: 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
Questions 9-12: Recipient Grant Manager Contact Information	Carol Frost NorthNet Administrator frost@plpinfo.org 650-349-5538
Question 13: Eligibility	Please select yes .
Question 14. Federal Employer Identification Number (FEIN)	Enter your organization’s Federal Employer Identification Number. EIN: 90-0497686

PROJECT DETAIL

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Question1: Primary Project Audience	Identify the audience General Population
Question 2: Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	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.
Question 3: Description Describe A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. (Word limit: 300)	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. 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

	<p>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 member 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>With the continued 50% CLSA reduction, there is not enough funding to fully support the shared eMagazine collection. Libraries will need to contribute 50% of local funds to continue the service.</p>
<p>Question 4: Agency Information Describe how the proposed project aligns with your agency’s mission, values, strategic plan, goals, and/or other activities. (Word limit: 300)</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, 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.</p> <p>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.</p> <p>Tier One Priorities:</p> <ol style="list-style-type: none"> 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)

	<p>support)</p> <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>Question 5 and 5b: Will this be a brand-new project? (Y/N) Describe the project’s current status, any results, lessons learned, and impact to date in question 5b.</p>	<p>Please select “no” for question 5.</p> <p>5b. NLS leadership regularly surveys NLS membership 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. At its Annual Meeting in June 2023, the Administrative Council approved a revised CLSA Claim Form which includes narrative questions regarding the use and impact of CLSA funds in communities that make up the NLS region. NLS leadership will review and evaluate how these responses can be used to ensure CLSA funds continue to 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>
<p>Question 6 – 6b: Is this project expected to continue beyond the grant period to implement fully?</p>	<p>If yes, describe your plans for future years and how the activities proposed in this project contribute organization’s plans as a whole.</p>
<p>Question 7: Focus Population Who is the focus population for this project? (Word limit: 25)</p>	<p>NLS’s focus population will include a vast region of rural, frontier and geographically isolated and under-resourced libraries, as well as urban areas served by more well-funded libraries.</p>
<p>Question 8: Addressing Barriers and Unmet Needs: How does this proposed project address barriers and needs experienced by the focus population and align with the population’s needs and aspirations? (Word limit: 150)</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

	<p>2. Future of Shared eResources 3. Capacity Building for Staff – Our Most Valuable Asset</p> <p>Tier Two Priorities: 1. Monitoring CalPERS liability for the legacy systems 2. Advocacy 3. Maximizing the effectiveness of NLS training and communication practices</p>
<p>Question 9: Connecting with the Focus Population: How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation?</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>Question 10: Collaborate Focus Population:</p>	<p>Not Applicable.</p>
<p>Question 11: Project Outputs List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.</p>	<p>One shared subscription to OverDrive eBooks and eAudiobooks, and one shared subscription from OverDrive for shared eMagazines for 27 libraries called Library-to-Go for eBooks and eAudio, with an estimate of 1.6M 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 730,000 items being picked up and delivered.</p> <p>Implement 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, if funded, Link+ subscription, other ILL, broadband hardware, and</p>

	<p>broadband telecommunication costs. It is estimated that 3 libraries would use funds to support broadband telecommunication costs, 2 libraries will use funds for broadband hardware, 14 libraries may use funds to support other shared eCollections, such as Kanopy, Palace eBook-for-all, or shared OverDrive, 1 library may allocate funds to support other local intradelivery to support ILL, such as OCLC, and 3 libraries will use CLSA funds to offset costs for their Link+ subscription.</p>
<p>Question 12: Evaluation Plans Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)</p>	<p>Evaluation will include data points such as items delivered through CLSA funded couriers, circulation for eMaterials, and impact as a result of the funds and community engagement activities. This will inform how our activities and use of CLSA funds have supported our diverse communities. Beyond standard metrics, PLP will ask libraries to gather stories with positive outcomes because of CLSA-funded resources, or to consider the impact of the resource on their community.</p>
<p>Question 13: Future Plans Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned? (Word limit: 150)</p>	<p>The NLS Executive Committee is actively engaged in discussion of the sustainability of continued services as it anticipates another year of reduced CLSA funding in FY 2025/26. 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 with 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 2025/26, continued to be funded at 50%, 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>Question 14: Project Partners</p>	<p>“No”</p>
<p>Question 15: Community Connections These are invited but not required.</p>	<p>If you do not have any community connections, please select “No”.</p>

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Resources/Services/Programs Summary of library participation in resources, services, and programs</p>	<p>Resource/service/program name: Shared OverDrive eBook and eAudioBook Collection Participating Libraries: 27 One shared subscription to OverDrive for 27 libraries, called Library-to-Go, for eBooks and eAudio, with an estimate of 1.35 million items circulated.</p>

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.

The other remaining 13 NLS libraries did not participate because of other local shared collections.

**Resource/service/program name: Shared OverDrive eMagazine Collection
Participating Libraries: 27**

One shared subscription to OverDrive eMagazines for 27 libraries, called Library-to-Go, for eBooks and eAudio, with an estimate of 275,000 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.

The other remaining 13 NLS libraries did not participate because of other local shared collections.

**Resource/service/program name: Shared Courier
Participating Libraries: 16**

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 730,000 items being picked up and delivered. North Bay libraries are: Benicia, Solano County, Lake County, St Helena, Mendocino County and Sonoma County. 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.

The other libraries are not participating because the North State region is too geographically isolated for courier service.

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 24/25 choices:

**Resource/service/program name: Link+
Participating Libraries: 3**

El Dorado County, Napa County, and Yolo County

The other libraries are not participating as libraries have a choice from a menu of options that include other services.

**Resource/service/program name: Palace eBook-for-all, if funded
Participating Libraries: 1**

	<p>Butte County The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Kanopy Participating Libraries: 1 San Rafael The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Other shared OverDrive eCollections Participating Libraries: 13 Alpine County, Bel-Tiburon, Humboldt County, Larkspur, Marin County, Mill Valley, Orland, Plumas County, San Anselmo, Shasta, Trinity County and Willows The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Broadband hardware Participating Libraries: 2 Del Norte Library District and Sacramento The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name: Broadband telecommunication costs Participating Libraries: 3 Modoc County, Sacramento and Tehama County The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p> <p>Resource/service/program name Other ILL, such as OCLC Participating Libraries: 1 Trinity County The other libraries are not participating as libraries have a choice from a menu of options that include other services.</p>
INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Demographics of System Service Area	<ul style="list-style-type: none"> • Total population of System service area 5,001,927 • Economically Disadvantaged (below poverty level) population 575,438 • Institutionalized population 64,436 • Population aged 65+ 915,031 • Children and youth population <ul style="list-style-type: none"> • Under 5 years of age 269,272 • 5 to 9 294,931 • 10 to 14 320,250 • 15 to 19 317,113 • Persons with disabilities 657,531 • Speakers of limited English or English as a Second language population 473,186 • Non-English speaking population 1,209,231 • Ethnicity

	<ul style="list-style-type: none"> • Black 259,763 • Hispanic 1,173,585 • Asian 532,051 • Native American 58,677 • Other 30,266 • Geographically isolated population (Rural) 795,009 • Functionally illiterate population 1,007,747 <p>Homebound population 254,979</p>
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ACTIVITIES

<p>Activity 1: Electronic Materials (Resource Sharing)</p> <p>If funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p> <p>This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrasis.</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. It is estimated that between all of these shared collections, 1.4 million items will be circulated and 70,000 titles purchased.</p> <p>2. OverDrive eMagazine Subscription. This is the shared collection among 27 member libraries. The circulation is estimated at 275,000. As a subscription, there are no titles purchased.</p> <p>Beneficiaries: General Population</p> <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p>
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<p>Activity 2: Learning Platforms (Resource sharing)</p>	<p>N/A</p>
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<p>Activity 3: Inter Library Loan (Delivery)</p> <p>support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+</p> <p>Please note systems will be asked to report in the system annual report on the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries.</p> <p>Categories: Activity: Content Mode: Lending</p>	<p>Title: Inter Library Loan Delivery</p> <p>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:</p> <p>1. One library will choose to use funds to support Inter-library loan delivery, which may come from either OCLC ILL or from other local shared ILL, using CLSA funds to mail ILL items.</p> <p>2. Innovative Link+ Resource Sharing Subscription: 3 of the 17 NLS libraries participating in the shared contract may allocate CLSA funds to support this subscription.</p> <p>Beneficiaries: General Population</p> <p>Categories: Activity: Content</p>
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Format: Digital or physical or combined digital and physical	Mode: Lending Format: Physical
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<p>Activity 4: Intra System Lending (Delivery)</p> <p>If funds will be used to support intra system lending, including contractor vans, courier delivery, and postage, the activity categories should be:</p> <p>Categories: Activity: Content Mode: Lending Format: Digital or physical or combined digital and physical</p>	<p>Title: Intra System Lending - Delivery</p> <p>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.</p> <p>Beneficiaries: General Population</p> <p>Categories: Activity: Content Mode: Lending Format: Physical</p> <p>Physical items sent by system member public libraries: 730,000 Physical items delivered to system member public libraries: 730,000 Physical items delivered to non-public libraries in system area: 0 Total: 730,000</p> <p>Physical items sent by non-public libraries in system area: 0 Physical items delivered to system member public libraries: 730,000 Physical items delivered to non-public libraries in system area: 0 Total: 730,000</p> <p>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</p> <p>Percentage of items to be physically delivered by: US Mail: UPS: System Van: Contracted Van: 100%</p>
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Activity 5: Programming (Resource Sharing)	N/A
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Activity 6: Library Management and Operations (Resource Sharing)	N/A
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<p>Activity 7: Library Broadband (Communications and Delivery) If funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment, the activity categories should be:</p> <p>Categories: Activity: Procurement</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 three libraries may choose to allocate funds for Broadband telecommunication costs.</p> <p>Beneficiaries: General Population</p> <p>Categories: Activity: Procurement</p>
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<p>Activity 8: System Operations (Resource Sharing, Communications and Delivery)</p> <p>Beneficiaries: Library Workforce</p> <p>Categories: Activity: Procurement</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>
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TIMELINE

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

System Name: NorthNet Library System

Fiscal Year 2025-2026	Response:
If it will take you longer than one year to spend your 2025-2026 funds, specify why.	It is expected that all funds will be expended

Fiscal year 2025-2026: 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)	\$25,350	\$25,350			
2)CEO (.10 FTE)	\$15,555	\$14,339			
3)Controller (.11 FTE)	\$14,111	\$14,111			
4)Operations Manager (.20 FTE)	\$15,816	\$15,817			
5)Accounting Assistant II (.08 FTE)	\$3,919	\$3,920			
6)Administrative Assistant II (.04 FTE)	\$1,993	\$1,993			
7)Fiscal/Admin Svcs Specialist (.09 FTE)	\$6,920	\$6,920			
8)Administrative Assistant (.09FTE)	\$2,467	\$2,467			
Total Salaries/Wages/Benefits	\$86,131	\$84,917			

- 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	\$86,131	\$84,917			
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Total income: fiscal year 2025-2026	\$86,131				
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Total remaining: fiscal year 2025-2026	\$0				
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Fiscal year 2025-2026: 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	\$700		Activity 8: System Operations		Postage and General Supplies for effective resource sharing.
Total Supplies/Materials	\$700	\$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	\$20,000		Activity 7: Library Broadband		Allocation to libraries, estimation of hardware (routers, switches) to be purchased for effective resource sharing.
Total Equipment	\$20,000	\$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	\$100		Activity 8: System Operations		Subscription to hold virtual executive and regional meetings for effective resource sharing.
Doodle	\$25		Activity 8: System Operations		Communication tool to assist in arranging meetings for effective resource sharing.
Website hosting and Domain Names	\$1,267		Activity 8: System Operations		Communication tool for effective resource sharing; Brown Act compliance
Two System Delivery Contracts	\$121,169	\$224,197	Activity 4: Intra-System Lending - Delivery		Systemwide contract: Courier service for two regional systems for effective resource sharing.
Shared OverDrive Library-to-Go eCollection	\$94,000		Activity 1: Shared eResources		Shared eBook and eAudio collection for effective resource sharing.
Other Shared eCollections	\$42,712		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 (\$32,000), Palace eBooks for All (\$6,400), or Kanopy (\$6,300)
Shared eMagazine Subscription	\$22,000	\$22,000	Activity 1: Shared eResources		Shared eMagazine collection for effective resource sharing.
Innovative Link+ Resource Sharing Subscription	\$17,000	\$252,036	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)	\$2,300		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	\$23,250		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	\$323,823	\$498,233			

Total expenses: baseline	\$344,523	\$498,233			
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Total income: fiscal year 2025-2026	\$344,523				
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Total remaining: fiscal year 2025-2026	\$0				
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Total expenses administration and baseline	\$430,654	\$583,150			
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Total income: fiscal year 2025-2026	\$430,654				
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Total remaining: fiscal year 2025-2026	\$0				
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I do not have 2043-2025 roll over funds

System Name: NorthNet Library System

Fiscal Year 2024-2025	Response:
If it will take you longer than one year to spend your remaining 2024-2025 funds, specify why.	It is expected that all funds will be expended.

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			
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 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

Total income: fiscal year 2024-2025 Do not include your full original 2023-2024 funds. Include only those funds that are remaining from the 2023-2024 fiscal year

Total remaining: fiscal year 2024-2025 \$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

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 2023-2024					
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Total remaining: fiscal year 2023-2024	\$0				
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Total expenses administration and baseline	\$0	\$0			
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Total income: fiscal year 2023-2024					
-------------------------------------	--	--	--	--	--

Total remaining: fiscal year 2023-2024	\$0				
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www.northnetlibs.org

To: NLS Administrative Council
From: CLSA Ad Hoc Group
Subject: Approval of CLSA Impact Survey and Implementation Plan
Date: June 24, 2025

Background

NLS annually receives California Library Services Act (CLSA) funds that may be used for resource sharing. As part of this, NLS must submit a CLSA Plan of Service and Budget, as well as a System Annual Report.

As part of the FY 2024-25 NLS Plan of Service, NLS included language regarding Project Outputs and Evaluation Plans. To complete the reporting, the NLS Administrative Council should agree upon the activities required related to these two items. At the May Executive Committee, an Ad Hoc Group was formed consisting of Jennifer Baker, Alicia Meyer, Peter Coyl and Anthony Halstead to review what survey questions might be helpful for NLS libraries when measuring the impact of CLSA funds on underserved communities.

The NLS Administrative Council should also consider whether the questions on the CLSA claim form are adequate for FY 2025-26.

Data on Responses from NLS Libraries from the CLSA Claim Forms

A new claim form was adopted by the NLS Administrative Council for FY 2024-25, which included questions to measure the impact of CLSA funds on underserved communities. This was done in response to the new reporting requirements from the State Library.

Below is a summary of answers to the three questions.

Question 1: Describe how CLSA funds help your library to serve underserved groups in your jurisdiction.

Rural Geog Isolated Long Dist to Library	Limited Access Transport	Low/ Limited Literacy, Literacy Programs	Immigrant/ Speak Lang Other than English	High Poverty Low Income Economic Challenges	Seniors	Those w/ Disabilities	Students, DEI Under-represented	Limited Internet Computer Access	Courier Link+
18	10	7	8	10	7	5	3	4	5

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

Word of Mouth	Flyers, Posters, Promotional/ Signage	Newsletter Press Release	Social Media, Website, PSA	Market Campaign	Outreach Bkmobile Pop up Programs, Commun. Events	Collab. w/Other Orgs (schools, Etc.)	Targeted Outreach to specific under-served communities	Wkshps Program (may be in Diff Langs)	Book Delivery To Specific Pop's.
14	11	9	18	2	9	8	9	4	2

Question 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)

Circulation Statistics/Usage Data	Informal surveying/ customer feedback	Formal surveying	Community conversations	Outreach	Don't know what they would measure	Other
16	8	13	3	5	1	5

Other: Internet use in house (2), Literacy program surveying (1), Literacy rates of isolated communities, youth engagement (2)

NLS libraries will need to begin implementing their plans from Question 3, so that they may report on the results for their FY 2025-26 CLSA claim form.

It is recommended that the questions for the FY 2025-26 CLSA claim form be modified to capture this data:

Question 1: Describe how CLSA funds help your library to serve underserved groups in your jurisdiction (no change to this question)

Question 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? (no change to this question)

Question 3: Describe how, in the last 12 months, you have measured the impact of the services to the underserved groups in your jurisdiction. Please include data, statistics, and any analysis. (new question)

Question 4: 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) (no change to this question)

Project Outputs

In FY 2024-25 Plan of Service, the Administrative Council adopted the inclusion of the creation of a survey or other measurement tool to gather statistics and impact for the shared eResources. This could include the Library-to-Go collection, other areas of NLS where a shared eCollection is supported using CLSA funds or could be modified for other CLSA uses.

From the aggregated responses from libraries on Question 3, it is not clear if libraries have created their own survey tool or require assistance with a new tool. The Ad Hoc group has created the following draft language for a survey tool, should a library choose to use it.

It has been determined that OverDrive cannot perform a survey on behalf of NLS. Libraries wishing to perform a survey should use their own in-house tools. If they require assistance, they can reach out to other libraries or to NLS staff.

The Ad Hoc Group recommends the following guidelines in creating a survey:

There could be three categories of questions:

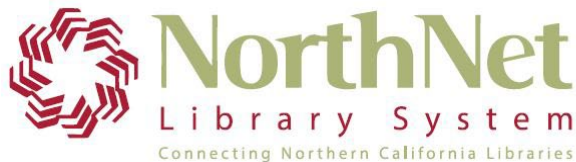
- 1) Data to determine if user is “underserved”
 - a. *Zip code*—primarily to identify the user’s jurisdiction and in some cases will identify categories of users such as Native American
 - b. *Number of people in the Household & Household income*—need to develop categories that together will identify socioeconomically disadvantaged users
 - c. *How far away is your nearest library? <5 miles, 5-10 miles, 10+ miles—identifies geographically isolated*
 - d. *How do you get to the library? Walk, ride bike, public transportation, personal vehicle*—can indicate both socioeconomic status and level of isolation
 - e. *Is English your first language?*
 - f. *Ethnicity*
 - g. *Do you have a disability that affects your ability to read print?* (may want to refine this question to capture other types of disabilities)
- 2) *Which of the following library services did you use in the last 12 months (note that not all services may be available through your library)? Check all that apply*—options should align with how your library uses its CLSA funds, and could include simple to understand language like “borrowed a book owned by another library”
- 3) *Do you feel you benefited from using this service? Not at all, I don’t know, somewhat, quite a bit, absolutely* (not 100% decided on these options, but you get the idea)

Distribution could be through a URL that can be shared via library websites, eNewsletters, social media, printed QR codes, and the OverDrive Libby app.

The library may consider offering the survey in languages other than English, depending on their community. The library may consider developing introductory language that explains that the survey is completely anonymous for purposes of improving services.

Recommendation

It is recommended that the Council approve the questions for the FY 2025-26 CLSA claim form. Although a formal adoption of the survey questions is not required, libraries may choose to consider using the survey questions as part of measuring their impact on their communities.



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To: NLS Administrative Council
From: Carol Frost
Subject: Approval of FY 2025-26 NLS/PLP Contract for Administrative and Fiscal Services
Date: June 24, 2025

Background

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

Support of PLP to NorthNet

During this last year, we have performed the following activities:

- With the 50% proposed CLSA budget reduction, as well as the proposed loss of federal IMLS funding, we have worked with the California Library Association Legislative and Advocacy Committee, CLA lobbyist, and NLS Chair for advocacy, and have written advocacy letters to key legislators. We have created templates for advocacy at the state and federal levels.
- We have negotiated a lower price for the shared eMagazine collection and have worked with the Library-to-Go Chair, the Executive Committee, and Administrative Council to develop a funding formula for FY 2025-26.
- We negotiated a lower contract for FY 2025-26 for Link+ and also worked with libraries regarding Woodland's participation.
- We have conducted an RFP for the Mountain Valley Library System for a new courier contract.
- A new ADA law requires all public facing websites be compliant with WCAG 2.1 Level AA standards by April 2026. We are working with our web hosting company to ensure both the NorthNetLibs.org and LibraryRecovery.org websites will be in compliance.
- We have worked with individual libraries regarding changes in management and have written letters on behalf of legacy systems in informing county and city administrations of their library's participation in NorthNet and the associated benefits and obligations. We have met with several new library directors to orient them to NLS and their legacy system.
- Staff have worked with each of the legacy systems on their CalPERS obligations. Each system is unique, and we have worked with each of them to establish and utilize a formula that suits their system for members to contribute to the obligations once the systems' Fund Balances are expended. We assisted NBCLS in paying off part of their unfunded liability obligations/
- We have held a special meeting for NBCLS to discuss ongoing retiree costs and discuss streamlined processes.

- We have continued to support the OverDrive Reciprocal Lending Agreement (RLA) between NLS, MARINet, and the Peninsula Library System, resulting in the participating libraries of the Library-to-Go collection having more than twice the size of the NLS current collection available for patrons to access.
- We have attended the California Library Services Board meetings and ensured that NLS priorities have been expressed. We have completed all CLSA reports on time and have tracked the use of CLSA funds.
- We continue to maintain and update the NLS website to keep members informed of NLS governance, member roster changes, upcoming meeting agendas and other NLS related communications.
- Under the direction of an Advisory Committee, we have maintained and updated the NLS Recovering Together website with current research and local resources to support NLS members in their disaster preparedness and recovery efforts.
- Staff have worked with the California State Library staff to keep NLS members informed of funding opportunities and ensure NLS members are notified of meetings, training, and other communications from the State Library.

Recommendation

The NLS Executive Committee approved the FY 2024-25 baseline contract for \$190,187 and recommends approval to the NLS Administrative Council, along with the first two-year renewal of the contract between NLS and PLP, for FY2025-26 and FY 2026-27.

Should there be any additional work in the upcoming year, such as CalPERS activities, work related to grants, or any other activities not outlined in the contract, a separate proposal will be developed with the anticipated additional costs and a contract amendment will be developed.

In the upcoming year, we will also look for collaborative opportunities between PLP and NLS. It is our belief that we are actually stronger when we work together.

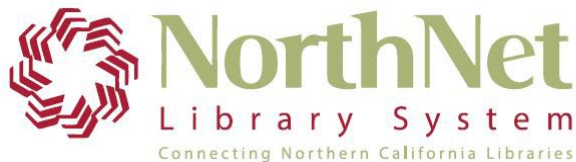


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PLP / NorthNet Contract FY 2025-26

<u>Staff</u>	<u>FTE</u>	<u>Administration</u>	<u>Total</u>
CEO	0.10	4 hours/week <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$29,894
Office Manager	0.20	8 hours/week <i>Manage website, listservs and rosters. Point of contact for System Delivery. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, committee Zoom, etc.</i>	\$31,633
Administrative Assistant II	0.04	1.50 hours/week <i>Prepare system contracts, open mail, mail ILL materials, coordinate Form 700s.</i>	\$3,986
Subtotal - Administration	0.34		\$65,512
		<u>Fiscal Accounting</u>	
Controller	0.11	4.5 hours/week <i>Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services</i>	\$28,223
Accounting Assistant II	0.08	3 hours/week <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$7,837
Fiscal/Admin Services Spec.	0.09	3.5 hours/week <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$13,839
Administrative Assistant	0.10	4 hours/week <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$5,701
Subtotal - Fiscal Acctg	0.38		\$55,601
		Total Administration/Fiscal Accounting	\$121,113
Coordinator	0.33	13 hours/week <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agendas for Council meetings, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports</i>	\$50,700
Total FTE	1.04	Total Staffing	\$171,813
		<i>Dec 2024 All Urban Consumers CPI 2.4%</i>	\$4,124
		<i>(1) Adobe License</i>	\$100
		Mileage	
		2 round trips @242 mile@ .70 mile (reduced from 3)	\$339
		Total	\$176,375
		10% Overhead	\$17,638
		Grand Total	\$194,013

<u>FY 24-25 PLP/NLS Contract</u>	<u>Amount</u>
Admin Staffing Cost	\$168,042
Mileage	\$476
10% Overhead & CPI	\$21,659
TOTAL CONTRACT	\$190,177



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To: NLS Administrative Council
From: Andrew Yon, Controller
Subject: Approval of Proposed NLS FY2025-26 Budget
Date: June 24, 2025

BACKGROUND

The purpose of this memo is to provide the NLS Administrative Council with highlights of the NLS FY2025-26 proposed budget. The proposed budget is \$1,271,687, which represents a -1.9% decrease from the previous fiscal year's budget of \$1,296,733.

It should be noted that the Governor's final budget has not yet been released at the writing of this memo. The presented budget reflects the anticipated 50% reduction of CLSA funds. Should the Governor's budget include a different allocation, the NLS budget will be revised.

NLS MEMBERSHIP BASE DUES SCHEDULE – CONSIDERATION OF MODIFICATIONS

The NLS Base Dues formula is comprised of 50% based on the certified population figures released by the State Library (typically released in June), and 50% based on the total operating expenditure of the library, reported to the State Library. The Base Dues include an annual CPI increase based on the December Bureau of Labor Statistics, which is 2.4% for FY2025-26.

The current Base Dues chart includes the following categories. One library (Butte County) is falling into a category this year which has not been part of the chart: Under 300,000 Population and Under \$5,000,000 Budget.

Base Dues	FY25/26 (2.4% CPI)	# Libraries
Under 100,000 Population and Under \$1,000,000 Budget	\$637	15
Under 300,000 Population and Under \$2,000,000 Budget	\$1,273	6
Under 300,000 Population and Under \$3,000,000 Budget	\$2,548	3
Under 200,000 Population and Over \$3,000,000 Budget	\$3,821	8
Under 300,000 Population and Over \$5,000,000 Budget	\$5,096	5
Over 300,000 Population or \$5,000,000 Budget	\$13,036	3
*Under 300,000 Population and Under \$5,000,000 Budget		1

*potential new category

The Executive Committee discussed this and proposed that an Ad Hoc group be formed to review the Membership Dues formula. It is recommended that this Ad Hoc group be formed at the June 2025 Administrative Council meeting.

ADMINISTRATION BUDGET

Revenues:

- Revenue from membership fees is \$119,987, a -.04% decrease from the prior year's \$120,034.
- The CLSA 50% allocation NLS's CLSA allocation is \$430,654, including \$86,131 for System Administration and \$344,523 for Baseline CLSA funds.
- The Administration revenue budget shows a credit towards Fund Balance of \$26,929, reflecting unused funds.

Expenditures:

- Contractual Services reflects \$194,013 for the FY 2025-26 NLS/PLP baseline contract.
- Contractual Services includes \$2,025 for the Recovering Together website services, and \$90 for the Collection Development Policy email for Library-to-Go. A new ADA law requires all public facing websites be compliant with WCAG 2.1 Level AA standards by April 2026. Additional funds have been included for the NorthNetLibs.org and LibraryRecovery.org websites to address the compliance.
- The NLS website requires a redesign, with \$3,750 budgeted for this activity. This was initially budgeted for FY 2024-25 but was not funded due to the last-minute cut to CLSA funds. This could be paid for out of CLSA funds, but it is recommended to use Administration funds, since the current budget includes a credit to Fund Balance.
- Special Departmental includes \$1,200 per library for staff training.
- The Califa membership fee for all libraries is \$11,790.
- The Travel and Meetings budget has increased slightly due to higher costs. This budget supports meals and travel reimbursements for the two in-person Administrative Council meetings. The Napa location has proven very popular, with more directors choosing to attend in person, and benefitting from the networking.

COMMUNICATIONS AND DELIVERY AND LOCAL

The 50% reduced CLSA funding for FY 2025-26 Communications and Delivery Baseline allocation is \$344,523. The budget includes the following elements:

- The budget included \$1,883 of roll-over funds, due to lower costs for web hosting, and \$14,140 of roll-over funds from the unspent Library-to-Go FY2024-25 budget, to be used for platform fees in FY2025-26.
- Courier costs reflects the new MVLS Courier services price, as a result of a recent RFP.
- \$70,000 for the shared OverDrive and \$44,000 for the shared eMagazine collections, with the use of \$22,000 CLSA funds supporting eMagazine, and \$22,000 of local funds to cover the other remaining 50%.
- \$231,743 will be distributed to libraries for local Communication and Delivery costs, including Link+, other local eResources, local delivery, telecommunications, etc.
- The Link+ contract has been negotiated to waive the 3% annual fee for FY 2025-26, and to reflect the Woodland Library's departure from the contract.

FUND BALANCE AND OPERATING RESERVE

The June 30, 2026, NLS Fund Balance is estimated to be \$1,525,651. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operating Reserve is \$71,730. The Fund Balance includes \$24,000 reserved for attorney fees related to CalPERS work. This was approved by the NLS Executive Committee at the August 13, 2019 meeting, with \$8,000 for each legacy system. Should any system like to use these funds, it will be approved by the legacy system's council and reported back to the NLS Executive Committee. To date, no system has requested use of the funds.

RECOMMENDATION

It is recommended that the NLS Administrative Council approve the FY 2025-26 budget.

FY 2025-26 NorthNet Libraries Dues and Fees

Date: 6/13/25

Library & Academic	CSL Certified 2024-25 Population Figures	CSL FY2023-24 Total Operating Expenditures	Base Dues	Delivery Admin Fee (5%>\$100K, 10%<\$100K)	OverDrive Admin Fee (10%<\$100K)	eMagazine Admin Fee (10%<\$100K)	Link+ Admin Fee (5%>\$100K)	Total Member Dues	NBCLS and MVLS Deliveries (Incl. CPI Adj)	\$70,000 OverDrive	\$44,000 eMagazine (50% CLSA Funds+50% Local Cost)	Link+ Renewal
Alpine County Library	1,177	\$463,044	\$ 637		\$ 8	\$ 5		\$ 650		\$ 84	\$ 46	
Bel-Tiburon Public Library	10,968	\$3,071,911	\$ 3,821					\$ 3,821				MARINet
Benicia Public Library	26,195	\$2,460,275	\$ 2,548	\$ 1,149	\$ 246	\$ 188		\$ 4,131	\$ 22,981	\$ 2,462	\$ 1,881	SPLASH
Butte County Library	207,525	\$4,225,460	\$ 3,821		\$ 636	\$ 294		\$ 4,751		\$ 6,359	\$ 2,938	
Colusa County Library	22,026	\$992,836	\$ 1,273	\$ 661	\$ 12	\$ 5		\$ 1,951	\$ 6,607	\$ 122	\$ 47	
Del Norte County Library Dist.	26,544	\$337,386	\$ 637		\$ 39	\$ 29		\$ 704		\$ 390	\$ 287	
El Dorado County Library	190,770	\$4,258,242	\$ 3,821	\$ 76	\$ 718	\$ 429	\$ 1,016	\$ 6,060	\$ 756	\$ 7,181	\$ 4,292	\$ 20,315
Folsom Public Library	92,577	\$2,084,249	\$ 1,273	\$ 1,321	\$ 375	\$ 208		\$ 3,177	\$ 13,213	\$ 3,746	\$ 2,082	
Humboldt County Library	133,817	\$4,871,603	\$ 3,821		\$ 515	\$ 361		\$ 4,696		\$ 5,145	\$ 3,606	
Lake County Library	67,254	\$1,785,153	\$ 1,273	\$ 2,470				\$ 3,743	\$ 49,397			
Larkspur Public Library	12,731	\$876,276	\$ 637					\$ 637				MARINet
Lassen Library District	12,270	\$340,922	\$ 637		\$ 22	\$ 24		\$ 683		\$ 222	\$ 238	
Lincoln Public Library	54,520	\$1,061,309	\$ 637	\$ 330	\$ 269	\$ 157		\$ 1,393	\$ 3,303	\$ 2,694	\$ 1,571	
Marin County Free Library	137,786	\$20,678,149	\$ 5,096					\$ 5,096				MARINet
Mendocino County Library	89,827	\$4,621,318	\$ 3,821	\$ 3,788				\$ 7,609	\$ 75,759			
Mill Valley Public Library	13,688	\$3,200,180	\$ 2,548					\$ 2,548				MARINet
Modoc County Library	8,491	\$272,237	\$ 637		\$ 16	\$ 5		\$ 657		\$ 155	\$ 49	
Mono County Free Library	12,684	\$1,639,865	\$ 1,273		\$ 66	\$ 52		\$ 1,392		\$ 659	\$ 523	
Napa County Library	130,775	\$10,458,645	\$ 5,096		\$ 693	\$ 410	\$ 823	\$ 7,022		\$ 6,930	\$ 4,103	\$ 16,464
Nevada County Library	100,354	\$8,107,660	\$ 5,096		\$ 552	\$ 370	\$ 403	\$ 6,421		\$ 5,519	\$ 3,698	\$ 8,069
Orland Free Library	15,799	\$558,806	\$ 637		\$ 33	\$ 15		\$ 685		\$ 326	\$ 153	
Placer County Library	201,743	\$9,332,898	\$ 5,096	\$ 330	\$ 907	\$ 577		\$ 6,910	\$ 3,303	\$ 9,073	\$ 5,767	
Plumas County Library	22,055	\$854,869	\$ 637		\$ 43	\$ 30		\$ 709		\$ 427	\$ 297	
Roseville Public Library	158,494	\$4,103,067	\$ 3,821	\$ 76	\$ 713	\$ 491		\$ 5,101	\$ 756	\$ 7,134	\$ 4,912	
Sacramento Public Library	1,512,168	\$57,108,784	\$ 13,036	\$ 1,652			\$ 1,372	\$ 16,059	\$ 16,516			\$ 27,436
Sacramento Law			\$ 637					\$ 637				
St. Helena Public Library	5,349	\$1,243,607	\$ 1,273	\$ 832	\$ 74	\$ 59		\$ 2,238	\$ 16,640	\$ 738	\$ 590	SPLASH
San Anselmo Public Library	12,551	\$1,314,038	\$ 1,273					\$ 1,273				MARINet
San Rafael Public Library	59,885	\$4,297,335	\$ 3,821					\$ 3,821				MARINet
Sausalito Public Library	6,941	\$877,441	\$ 637					\$ 637				MARINet
Shasta Public Libraries	180,201	\$3,021,383	\$ 2,548		\$ 506	\$ 303		\$ 3,357		\$ 5,062	\$ 3,031	
Siskiyou County Library	43,311	\$764,525	\$ 637		\$ 109	\$ 88		\$ 833		\$ 1,088	\$ 876	
Solano County Library	423,644	\$25,500,418	\$ 13,036	\$ 3,200				\$ 16,235	\$ 63,995			SPLASH
Sonoma County Library	482,848	\$41,618,453	\$ 13,036	\$ 2,432			\$ 1,519	\$ 16,986	\$ 48,639			\$ 30,373
Sutter County Library	100,257	\$1,626,372	\$ 1,273	\$ 991	\$ 126	\$ 78		\$ 2,468	\$ 9,910	\$ 1,261	\$ 777	
Tehama County Library	64,827	\$812,210	\$ 637		\$ 72	\$ 51		\$ 760		\$ 716	\$ 514	
Trinity County Library	15,884	\$437,508	\$ 637		\$ 16	\$ 12		\$ 665		\$ 164	\$ 115	
Willows Public Library	13,570	\$293,365	\$ 637		\$ 15	\$ 9		\$ 661		\$ 152	\$ 91	
Woodland Public Library	61,623	\$2,988,734	\$ 2,548	\$ 1,321	\$ 173	\$ 126		\$ 4,168	\$ 13,213	\$ 1,731	\$ 1,262	
Yolo County Library	163,810	\$10,045,745	\$ 5,096	\$ 38			\$ 881	\$ 6,014	\$ 378			\$ 17,614
Yuba County Library	85,023	\$999,256	\$ 637		\$ 46	\$ 25		\$ 708		\$ 460	\$ 254	
Total	4,981,962	\$ 243,605,534	\$ 119,987	\$ 20,666	\$ 7,000	\$ 4,400	\$ 6,014	\$ 158,066	\$ 345,366	\$ 70,000	\$ 44,000	\$ 269,035

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

Source: California State Library Statistics
 - 2023/2024 budget (total expenditures from California State Library website)
 - 2024/2025 CSL Certification of Population Figures

Link+ Cost	5% Admin Fee	Total	
\$ 76,811	\$ 3,841	\$ 80,652	Invoice will be sent to MARINet
\$ 71,954	\$ 3,598	\$ 75,552	Invoice will be sent to SPLASH

Base Dues	FY25/26 (2.4% CPI*)	FY24/25 (2.6% CPI)	Total
Under 100,000 Pop. And Under \$1,000,000 Budget	\$ 637	\$ 622	NBCLS Delivery Cost \$ 277,411
Under 300,000 Pop. And Under \$2,000,000 Budget	\$ 1,273	\$ 1,244	MVLS Delivery Cost \$ 67,955
Under 300,000 Pop. And Under \$3,000,000 Budget	\$ 2,548	\$ 2,488	
Under 200,000 Pop. And Over \$3,000,000 Budget	\$ 3,821	\$ 3,732	
Under 300,000 Pop. And Over \$5,000,000 Budget	\$ 5,096	\$ 4,976	
Over 300,000 Pop. Or \$5,000,000 Budget	\$ 13,036	\$ 12,730	

*BLS Dec 2024 CPI Index All Urban Consumers (SF-OAK-HAY, CA)

NorthNet Library System

FY 2025-26 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$72,500	\$0	\$0	\$72,500
3661	Membership Fees	158,066			158,066
3667	State Library CLSA	86,131	344,523		430,654
3674	Reimbursable from Members		224,197	397,176	621,373
3000	Roll-over of Prior Year Funds		16,023		16,023
3000	Fund Balance	(26,929)			(26,929)
Total Revenue		\$289,768	\$584,743	\$397,176	\$1,271,687

<u>Expenditure</u>					
4212	Communication		3,275		3,275
4219	Professional Services				-
4220	Contractual Services	216,378	345,366	269,036	830,780
4230	Office Expense		600		600
4233	Postage		100		100
4234	Special Departmental	49,200	235,402		284,602
4301	Insurance	2,750			2,750
4302	Membership Fees/Dues	11,790			11,790
4303	Travel & Meeting	7,850			7,850
4373	Service Fees	1,800			1,800
4445	Reimbursable from Members			128,140	128,140
TOTAL EXPENDITURE		\$289,768	\$584,743	\$397,176	\$1,271,687

Fund Balance and Reserve	Ending 6/30/2025	Ending 6/30/2026	Percent Change
Fund Balance	\$ 1,498,722	\$ 1,525,651	1.80%
Operating Reserves	71,730	71,730	0.00%
Legacy Systems Legal Fund (\$8K Per Sys.)	24,000	24,000	0.00%
Estimated Total	\$ 1,594,452	\$ 1,621,381	1.69%

NORTHNET LIBRARY SYSTEM
FY 2025-26 PROPOSED BUDGET

ADMINISTRATION (918)

		50% CLSA		
		Adopted	Proposed	
		FY 24/25	FY 25/26	Note
<u>GL Acct</u>	<u>Revenue</u>			
3510	Interest Earned	\$62,500	\$72,500	State Treasurer's LAIF Investment
3661	Membership Fees	154,221	158,066	NorthNet Members Dues
3667	CLSA-State Library*	86,278	86,131	CLSA System Admin Funds (50% Reduction)
3000	Budgeted Fund Balance	(56,611)	(26,929)	Fund Balance (Credit)
	TOTAL REVENUE	\$246,388	\$289,768	17.61%
	<u>Expenditure</u>			
4220	Contractual Services	\$190,187	\$194,013	FY25/26 NLS-PLP Contract
4220	Contractual Services	15,500	16,500	Annual Audit Services (\$10.5K); PS Storage (\$6K)
4220	Contractual Services	2,245	5,865	Recovering Together Website Services \$2,025; Library-to-Go Email \$90; Redesign of NorthNetLibs.org Website (\$3,750)
4234	Special Departmental	41,000	49,200	Staff Training Funds for Libraries (\$1,200 ea; 41 Libraries)
4301	Insurance	2,700	2,750	Professional Liability Insurance
4302	Membership Fees & Dues	11,790	11,790	Califa Membership Fees for Members
4303	Travel & Meeting	3,000	7,850	Administrative Council Meetings
4373	Service Fees	2,400	1,800	Bank Fees
	TOTAL EXPENDITURE	\$268,822	\$289,768	7.79%

*Note - pending State Library approval of CSL FY25/26 CLSA funds allocation

NORTHNET LIBRARY SYSTEM
FY 2025-26 PROPOSED BUDGET

COMMUNICATION & DELIVERY (916)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 24/25	50% CLSA Proposed FY 25/26	Note
3667*	CLSA State Library	\$345,112	\$344,523	CLSA C&D Funds (50% Reduction)
3674	Reimbursable Costs	237,961	224,197	NBCLS & MVLS Deliveries (\$345,366- \$121,169 CLSA Funds)
3000	Fund Balance - CSLA	20,404	16,023	Roll-Over CLSA Funds (\$14,140 OverDrive & \$1,883 other)
	TOTAL REVENUE	\$603,477	\$584,743	(3.10%)
	<u>Expenditure</u>			
4212	Communication	\$4,527	\$3,275	Website Hosting (\$2,550); Doodle (\$85), Zoom (\$450), Domain Names (\$190)
4220	Contractual Services	344,492	345,366	MVLS (\$67,955) and NBCLS (\$277,411) Delivery Services
4230	Office Supplies	100	600	NLS Reorder Checks and Envelopes
4233	Postage	150	100	USPS, UPS, FedEx
4234	Special Departmental	234,208	221,262	CLSA allocation for members; included \$1,883 roll-over CLSA Funds
4234	Special Departmental	10,000	14,140	FY 24-25 Roll-over Unspent OverDrive funds to supplement FY 25-26 OverDrive Collection
4234	Special Departmental	10,000		FY 23-24 Estimated OverDrive roll-over funds for use in FY25- 26 OverDrive collection was expended in FY23-24
	TOTAL EXPENDITURE	\$603,477	\$584,743	(3.10%)

*Note - pending State Library approval of CSL FY25/26 CLSA funds allocation

NORTHNET LIBRARY SYSTEM
FY 2025-26 PROPOSED BUDGET

LOCAL (915)

		Adopted	50% CLSA Proposed	
		FY 24/25	FY 25/26	Note
<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursable Costs	\$65,000	\$106,140	CLSA OverDrive eBooks (\$70K), eMagazines 50% (\$22K); FY24-25 Roll-over Unspent OverDrive (\$14,140)
3674	Reimbursable Costs		22,000	Library Contributions 50% eMagazines
3674	Reimbursable Costs	272,264	269,036	Member Libraries Link+ Cost Reimbursements
3000	Fund Balance	45,000	0	Use of Fund Balance for OverDrive eBooks
3000	Fund Balance	44,000	0	Use of Fund Balance for eMagazines
	TOTAL REVENUE	<u>\$426,264</u>	<u>\$397,176</u>	(6.82%)
	<u>Expenditure</u>			
4220	Contractual Services	\$ 272,264	\$ 269,036	Member Libraries Link+ Cost Reimbursements
4445	Reimbursable-Library Exp	154,000	128,140	OverDrive eBooks (\$70K) and Roll-over (\$14,140); eMagazines (\$44K)
	TOTAL EXPENDITURE	<u>\$ 426,264</u>	<u>\$ 397,176</u>	(6.82%)

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated June 12, 2025

State Library News 2
 LDS Newsletter 2
 eBooks for All Update 2
 Marketing Toolkits 2
 California Freedom To Read Act 2
 Networking and Training 3
 Public Library Directors Networking Call 3
 Rural Libraries 3
 Opportunities 3
 Zip Books 3
 Career Online High School 3
 Groundwork Grants 4
 California Library Connectivity Grant Opportunity 4
 Current Projects and Services 5
 California Library Literacy Services – Ongoing 5
 California Libraries Learn (CALL) – professional development for all levels of library staff 5
 California Public Libraries Data 5
 Community-Centered Libraries and PolicyMap access for all library workers 5
 COMPASS Project: Resources and Information for Public libraries 6
 Parks Pass Program – Ongoing 6
 Ready – Or Not: Cultural Heritage Disaster Preparedness Project 7
 Student Success Cards for All 7

State Library News

LDS Newsletter

Please be sure to sign up for the LDS Newsletter [LibrarytoLibrary](#). For those who receive this monthly email, please consider forwarding it to your staff and/or printing a copy for your break rooms.

eBooks for All Update

The State Library is working on plans to ensure that the Palace Project continues uninterrupted for all California public libraries in the 2025-2026 fiscal year and beyond. In partnership with Califa, the State Library is confident that libraries across the state will have no interruption of eBook access from Palace in the coming fiscal year. Specific plans will be announced in the near future, but in the meantime all Palace libraries can plan for the fact that their service will continue at no local cost for 2025-2026.

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.

California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up [this webpage](#) to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to collectiondevelopmentpolicy@library.ca.gov. We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email collectiondevelopmentpolicy@library.ca.gov with your request.

Networking and Training

Public Library Directors Networking Call

There will be no networking call in June 2025. However, library directors are invited to contribute to a Listening Session on **July 9, 2025** from 1-4 p.m. Public libraries are navigating rapid change—from shifting community expectations to evolving funding models. The leaders of California’s libraries need to assess where our libraries are and where they need to be. This conversation will provide an opportunity to step away from day-to-day demands and engage in strategic and creative thinking about the future of libraries in California. We will take time to imagine in five years from now how to create the future we should have, and how to exceed the expectations of the communities we serve. This is a conversation you need to be part of. **Please register by July 2. A discussion prompt will be shared with all registrants the week of July 2** to help you reflect and prepare for this important conversation. Please register using this [link](#).

Rural Libraries

The California State Library continues to host a monthly **Community of Practice for Rural Libraries**, held on the 4th Wednesday of each month at 3:00 PM via Microsoft Teams. Staff at all levels are encouraged to participate. Session dates can be viewed on the [webinar registration page](#).

In addition, rural library staff interested in health-focused programming and a dedicated Community of Practice specific to health information are invited to connect with **Lisa Lindsay**, Tribal and Rural Libraries Program Consultant, at lisa.lindsay@library.ca.gov to request more information or to receive an interest form.

Opportunities

Zip Books

The application period for our [2025-2026 Zip Books program](#) closed Wednesday, May 28. Applications are under review. *State of CA funded.*

Career Online High School

[Career Online High School](#) (COHS) program is open to all public libraries in the state and **there is no required local match 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. *State of CA funded.*

Groundwork Grants

Groundwork Grants: Cultural Heritage Disaster Preparedness Project is a California-wide initiative to strengthen emergency readiness for institutions with collections, including archives, museums, libraries, historical societies and sites, nonprofits, higher education institutions, local governments, and Native American Tribal governments. The grant opportunity provides funds and resources to institutions with historically and culturally significant collections, prioritizing those that document underrepresented and historically excluded communities. *State of CA funded.*

Groundwork Grants II: Major Projects provides awards up to \$150,000 to address significant improvements in disaster preparedness, prioritizing institutions that document the experiences of communities whose contributions to California's history and culture have long been underrepresented in mainstream memory institutions.

Grant Highlights

- **Goals:** Assist organizations with costly equipment upgrades, facility renovations, storage solutions recommended by consultants, and other projects related to disaster readiness. Special encouragement for installation or upgrading of automatic fire suppression systems.
- **Before You Apply:** Applicants are strongly encouraged (but not required) to receive a [free Ready or Not consultation](#) before applying. Applicants may also schedule a [Zoom](#) or [Teams](#) meeting with grant staff to discuss project eligibility, or email a project summary/application draft to the staff contact below.
- **Awards:** Maximum awards of **\$150,000**

Submission Deadline: Friday, August 8th, 2025 at 11:59pm PT

Apply Now: groundworkgrants.org

Staff Contact: Grace Bautista, Program Officer | grace@myriadconsultants.org

California Library Connectivity Grant Opportunity

The California Collaborative Connectivity (CCC) Grant, administered by the California Library Connect program, a program funded by the California State Library, is a funding opportunity designed to strengthen broadband infrastructure in public libraries across California. This program prioritizes underserved and hardship-impacted communities by providing up to \$100,000 per project for connectivity improvements, \$50,000 for internal network infrastructure, and \$10,000 for staff training.

Eligible applicants include California public libraries connected to the CalREN (CENIC) network or planning to join via the California Library Connect (CLC) initiative, as well as nonprofit organizations directly supporting public libraries, such as "Friends Of" organizations. The grant

covers expenses such as first-year broadband connection costs, network equipment, infrastructure upgrades, training, and network consulting.

The application will be opening on June 2 and will close July 31, 2025.

Awarded projects must be completed by June 30, 2026. *State of CA funded.*

Current Projects and Services

California Library Literacy Services – Ongoing

The application for continuing funds for current CLLS libraries closed May 29, 2025. See the [Manage Your Grant](#) page.

For information on ongoing training, visit the CLLS training and meeting [calendar](#). Monthly networking/community of practice calls for general CLLS topics, family literacy, and ESL are also scheduled for each month. The Adult Learner Leadership Institute project has announced cohort dates for 2025. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/> For more information on any of these programs, or to subscribe to the CLLS staff or CLLS directors' listserv, contact cls@library.ca.gov. CLLS is state-funded, and Literacy Initiatives projects are LSTA-funded.

California Libraries Learn (CALL) – professional development for all levels of library staff

- Access live and recorded professional development for all members of your team at www.callacademy.org.
- [Subscribe to the CALL Letters newsletter](#) for weekly updates.
- Encourage all levels of your staff to get started with [CALL Academy](#).

LSTA-funded.

California Public Libraries Data

The 2025 Library Service Area population estimates of unduplicated population served by each California public library jurisdiction is available at [California Public Library Statistics - California State Library](#), under the "Library Service Area Populations" section. For any questions, please contact LibraryStatistics@library.ca.gov. *LSTA-funded.*

Community-Centered Libraries and PolicyMap access for all library workers

Please note: Due to a lack of LSTA funds in FY 2025-26, **access to PolicyMap is scheduled to end July 31, 2025.**

More info and recorded trainings at: <https://www.library.ca.gov/services/to-libraries/ccl/policymap/>
LSTA funded.

COMPASS Project: Resources and Information for Public Libraries

At a time when many library systems are facing decreased budgets and may be forced to cut digital subscriptions, a reminder that California offers — at no cost to public schools, districts, local libraries or students — online educational content and tools with [COMPASS: the California Online Media Program for Access and Student Success](#) (formerly the K-12 Online Resources Program). The purpose of COMPASS from the California State Library is to provide equitable access to online library resources to all K-12 public school students and their families, both in the classroom and after school. *State of CA funded.*

COMPASS provides tools ranging from early literacy support (PebbleGo Science, TeachingBooks for Libraries) to science and climate change resources (Gale Interactive Science, Nat Geo Kids, Environmental Studies) to a suite of performing-arts and history/social studies content (20+ Alexander Street collections).

Timely COMPASS Resources and Information for Public Libraries

- [Slides from recent COMPASS for public libraries training](#)
- Need help setting up access to ALL COMPASS resources? [General program sign up form](#)
- Does your library currently offer Capstone's PebbleGo Science for your youngest patrons? More [information on this statewide resource](#) and [sign up to get PebbleGo Science for your library](#)
- Questions about the [Alexander Street content](#) or set up information? Watch this [recording of a July 2024 training](#) and accompanying [slide deck](#). Remember, the Alexander Street collections include [library performing rights too](#) (with the exception of the National Theatre collection) – a great addition for programming for all ages!
- Stay informed! [Sign up for the COMPASS newsletter](#). And please contact compass@library.ca.gov with any questions.

Parks Pass Program – Ongoing

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.*

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

California's [Cultural Heritage Disaster Preparedness Project](#) connects communities holding at-risk collections with the resources needed to protect those collections from destruction and make them available to all Californians. In partnership with the Northeast Document Conservation Center, [Ready – Or Not](#) preservation consultants provide consultation and conduct free site visits for California organizations stewarding cultural resources and then deliver an assessment report with their observations. See below for information on these free services. *State of CA funded.*

FREE Services

California heritage institutions can request free consulting services by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

Emergency Preparedness Assessments (On-Site)

A team of [emergency preparedness consultants](#) based in California conduct free, on-site emergency preparedness assessments for participating organizations and deliver a summary report that documents the organization's current state of emergency preparedness.

Each report includes recommendations for mitigating risks, taking emergency preparedness actions, and completing a disaster plan, thereby providing each with tools to better protect their collections in an emergency, ensuring that California's cultural heritage is preserved into the future.

[Schedule a Consultation](#)

Disaster Plan Creation or Update (Remote/Online)

An [emergency preparedness consultant](#) will work with you one-on-one to gather the information needed for them to write or update your organization's disaster plan. This work is done remotely.

[Request disaster plan assistance](#)

In-Person Wet Salvage Workshops

These in-person workshops cover disaster recovery basics—risk assessment, preparedness, response, and recovery. Participants will analyze two disaster scenarios, practice wet salvage techniques, and gain hands-on experience with a preservation expert. This training enhances annual disaster plan reviews and prepares attendees to be effective first responders. Only open to California-based participants.

[Register for Upcoming Workshops](#)

Student Success Cards for All

California legislation signed by the Governor in October 2023 — SB 321 (Ashby) — makes it easier for libraries to put Student Success cards into the hands of every California child who

wants one.

Student Success cards give students access to books and online resources from their public library, free of charge, through partnerships with local school districts. The Student Success Cards for All initiative works to ensure that all California students are provided the opportunity to obtain a Student Success card by the third grade.

The legislation asks the State Library to:

- Offer resources to assist public libraries and schools in finding strategies that work best for their communities.
- Coordinate with public libraries to determine the most effective means to ensure each student is provided the opportunity to obtain a Student Success card by third grade.
- Ensure that partnerships between public libraries and schools have been established to issue Student Success cards.

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.