

**NLS Executive Committee Meeting  
Tuesday, September 23, 2025, 1:00 p.m.**

**ZOOM MEETING**

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

Meeting ID: 875 2842 8702; Passcode: 923459

Phone: +1 669 444 9171

- |   |                 |                               |
|---|-----------------|-------------------------------|
| <b>1. Welcome and Roll Call</b>   | Halstead, Chair |                               |
| <b>2. Public Invited to Comment</b>   | Halstead        |                               |
| <p>(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 Executive Committee from discussing or acting on any matter not agendaized pursuant to State law.)</p> |                 |                               |
| <b>3. Approval of Consent Calendar (Action Item)</b>  | Halstead        |                               |
| A. Adoption of Agenda   |                 |                               |
| B. Approve Minutes of May 21, 2025  |                 | Attachment 1, pg. 3           |
| C. Minutes of June 24, 2025 Administrative Council Meeting (for review)   |                 | Attachment 2, pg. 8           |
| <b>4. New Business</b>  |                 |                               |
| A. NLS Membership Ad Hoc Committee Report and Recommendations ( <b>Action Item</b> )  |                 | Halstead Attachment 3, pg. 15 |
| B. Review NSL Operating Reserve Policy  |                 | Halstead Attachment 4, pg. 19 |
| C. Finance  |                 |                               |
| 1. Review and Approval of CLSA FY 2024-25 Annual Report ( <b>Action Item</b> )  |                 | Frost Attachment 5, pg. 24    |
| 2. Review and Approval of CLSA FY 2024-25 System Expenditure Report ( <b>Action Item</b> )  |                 | Frost Attachment 6, pg. 37    |
| D. Create Ad Hoc Committee for Nomination of NLS Executive Committee Member ( <b>Action Item</b> )  |                 | Halstead Attachment 7, pg. 44 |
| <b>5. Agenda Building and Date Setting for January 21, 2026 Mid-Year Administrative Council Meeting</b>   |                 |                               |
| <ul style="list-style-type: none"> <li>● Ad Hoc Committee Update on NLS Membership Dues</li> <li>● Ad Hoc Committee Update on Operating Reserve Policy</li> <li>● Library-to-Go Update</li> <li>● State Library Report to the Systems</li> <li>● Report on Mentoring Program</li> </ul>   |                 |                               |

## 6. System Chair Report

## 7. Announcements

A. State Library Liaison Report Durr Attachment 8, pg. 45

## 8. Next Executive Committee Meeting Tuesday, December 9, 2025, 1:00 p.m.

## 9. Adjournment

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

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

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

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

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

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

### Meeting Locations

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

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

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

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

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

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

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

Yolo County Library, 226 Buckeye, Woodland, CA 95695

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

**DRAFT MINUTES**

**NLS Executive Committee Meeting**

**May 21, 2025**

- 1. Welcome and Roll Call** –Chair, Anthony Halstead, Napa County, called the meeting to order at 9:04 a.m. Also present were NLS Executive Committee members: Jennifer Baker, Benicia Public Library; Phyllis Goodeill, Del Norte Library District; Bryce Lovell, El Dorado County Library; Christopher Cooper, Humboldt County Library; Kathryn Hunt, Lincoln Public Library; and Diana Lopez, Yolo County Library. Also attending were Dara Bradds, Sonoma County Library, Amber Kelly, Library-to-Go Committee Chair, NLS fiscal and administrative support, Carol Frost, Pacific Library Partnership, and Jacquie Brinkley, NLS/Pacific Library Partnership.
- 2. Public Invited to Comment.** No public comment.
- 3. Approval of Consent Items – Motion to approve the Consent Items**  
**Cooper moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously**
- 4. Old Business**  
None
- 5. New Business**
  - A. Approved Nominee for Executive Committee**  
Halstead presented nomination of Thomas Gruneisen, Folsom Public Library, to continue service on the Executive Committee for a second 2-year term, beginning July 1, 2025.  
**Motion to approve and recommend to the Administrative Council at their Annual Meeting the nomination of Thomas Gruneisen to the Executive Committee for second 2-year term, effective July 1, 2025. Baker moved; Hunt seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**
  - B. Recommendation for Library-to-Go/OverDrive Budget for FY 2025-26**  
Baker presented the Library-to-Go proposed budget noting that the FY 2025-26 redirects of CLSA funds from NLS libraries to the Library-to-Go account were unknown at this time not included in this budget. Baker also stated that funds for the eMagazine subscription of \$44,000 (FY 2025-26) would be paid 50% by CLSA and 50% by local or any balance of individual libraries CLSA funds. Baker noted that the LTG Committee

proposed holding back FY 2024-25 funds to pay the FY 2025-26 Platform Fees of \$12,000. The LTG Committee also recommends eliminating the Lucky Day purchases and eliminating other language material purchases, other than Spanish, due to limited availability.

**Motion to approve the Library-to-Go FY 2025-26 budget recommendation of \$70,000 to OverDrive, \$44,000 to eMagazine subscription. Goodeill moved; Lopez seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

Halstead commented that Napa was working to move patrons from physical magazine use to eMagazines by demonstrating the selection available with online collection.

### **C. Review of NLS FY 2025-26 CLSA Plan of Service and Budget**

Frost reported that the May revision of the Governor's FY 2025-26 Budget included the continued 50% reduction of CLSA funds (reduced from 2023-24 budget). Frost presented the draft NLS Plan of Service including the allocation to Baseline and Communication and Delivery categories. Frost suggested that the Committee consider the long-term effects of the 50% reductions on the backfill required from local funds and the reduction of services. Frost noted that in the past, NLS could hold back funds from year to year to cover shortfalls.

Frost continued to review the NLS proposed budget, noting that the MVLS delivery costs may change with a new contract to be approved at their annual meeting, and that there may be a rollover from the Baseline category of approximately \$1,000. The Plan of Service is due to the State Library on June 3, but an extension will be requested in order to have the Administrative Council approve the proposed Plan of Service at their Annual Meeting on June 24, 2025. Frost also noted that the System Administration Budget includes Local Match as CLSA does not fully cover the administrative contract. The budget was built based on the CLSA claim forms submitted by member libraries in the prior year. There is an estimated \$24,000 of redirects to OverDrive in FY 2025-26 based on prior year Claims.

Frost noted it is not known at this time whether the Palace eBooks resource will be available beyond June 30, 2025. NSL staff will revise the Plan of Service Narrative to indicate "if funded" with the Palace eBooks reference.

Frost asked for Executive Committee direction on Questions 11 and 12 in the Plan of Service Project Description with regards to how each library will establish and survey how they are serving underserved communities.

It was suggested that the NLS modify their response to Question #11 from "Implement a survey" to "Implement a survey or other measurement tool." NLS staff will revise the response in Plan of Service.

Baker reported that the Ad Hoc Committee would be meeting later in the week and would report back to the Administrative Council on their recommendations. They intend

to identify measurement data for general surveying that could apply to all NLS members with individual libraries to define their underserved communities.

Frost presented the response that Pacific Library Partnership used for Question #12. Baker, Hunt, Lopez and Lovell concurred that NLS should use the same response. NLS staff will revise the response to Question #12 in Plan of Service as requested.

Baker stated that she wanted to meet the requirements of the State Library but was challenged with surveying and aggregating data from very diverse communities of NLS.

Frost reported that the only other change to the Plan of Service as presented would be if there was a change to the State budget. Otherwise, with the recommended revisions in Question 11 and 12, the Plan of Service will be presented for approval to the Administrative Council at their June meeting.

Members voiced verbal approval of the draft Plan of Service and Budget.

#### **D. Review and Approval of NLS/PLP FY 2025-26 Contract- First of Two 2-Year Renewals**

Frost reported that PLP was completing the 3<sup>rd</sup> year of a 3-year contract with two 2-year renewal options for fiscal and administrative services for NLS. Frost reviewed the contract renewal and noted that the FY 2025-26 contract contained a 1.9% CPI increase.

**Motion to approve the 1<sup>st</sup> of a 2-year renewal (FY 2025-26 and FY 2026-27) in the amount of \$194,013. Lovell moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

Halstead asked how the reduction of CLSA is impacting System Administration and contract services of PLP. Frost reported that PLP reviewed and made reductions in programs and services to account for the reduction of state and federal revenue. Frost noted that NLS membership fees included a CPI increase that helps support System Administration included in the PLP contract.

#### **E. Review and Approval of Proposed NLS FY 2025-26 Budget**

Frost presented the proposed NLS FY 2025-26 Budget and noted that the Butte County library is falling in between two categories, and that the Committee may consider whether to add at this proposed new category for Base Dues. Frost asked the Executive Committee for their direction on adding this category at this time, or waiting until FY 2026-27, allowing for a grace period as Butte County will be paying a higher Base Due with the change. Frost continued to say that libraries move between categories each year.

Baker stated she was OK to add the category now and suggested looking at the chart next year to see if other adjustments are needed or other data points to consider besides Budget and Population. Baker suggested an Ad Hoc Committee to review other options for future consideration. NLS staff will include the suggestion for an Ad Hoc

Committee to review Base Dues Model as an Agenda Item for the June 2026 Annual Meeting.

Halstead suggested using no categories and instead using a formula for Base Dues.

Frost stated that Butte was not aware of the change to their category at this time.

Members agreed that Member Dues should remain the same for FY 2025-26 with no changes to categories at this time.

Frost noted that the Contract Services budget included funds for a website upgrade/redesign as the website platform is no longer supported. Frost stated that this expense could be in the CLSA budget, but was included here under System Administration, instead, as the Administration budget has unexpended funds going to Fund Balance.

Frost also noted that the Travel Expense required an increase due to the increased number of directors attending in-person Administrative Council meetings in the past year.

Discussion of increasing the Staff Development budget. Goodeill recommended to leave Staff Development as is due to economic uncertainty.

Frost noted that the Link+ costs will change due to Woodland's request to discontinue Link+ services. The request requires approval from Clarivate and is in review at this time.

**No Action on this Item.**

**F. Approval of NLS FY 2024-25 Financial Audit**

Frost presented the Financial Audit noting that NLS received a clean opinion and that NLS finances are in compliance. Frost noted that the Fund Balance is up by \$83,000 due to roll-over and interest accrued on balance.

**Motion to approve the NLS FY 2024-25 Financial Audit. Baker moved; Goodeill seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

**G. Consideration of Woodland Request to Leave NLS Shared Link+ Contract**

Frost presented the request from Woodland Public Library to withdraw from the NLS shared Link+ subscription due to budget constraints and referred to the letter Woodland provided to Clarivate (in the packet), which is under review. At this time, the revised costs cannot be determined but the Executive Committee may consider approving Woodland's request and presenting this issue to the Administrative Council. NLS will negotiate the reduction in overall cost with Clarivate.

**Motion to accept the request from Woodland to withdraw from the NLS Link+ contract pending the proviso of Clarivate's approval. Lopez moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

**6. Agenda Building for June 24, 2025 Annual Administrative Council Meeting**

Halstead will ask Duran and Thibault to present on Legislative Advocacy.

Baker reported that Benicia Library Trustees had asked for advocacy training and wondered if other libraries would be interested. Frost suggested Baker ask of NLS interest via the listserv. Lopez stated that Yolo would be interested. Halstead stated that Trustees are not allowed to advocate for the library in general, but only on specific projects. Bakers stated she would reach out via NLS listserv.

Frost reported that PLP had Deborah Doyle present at their annual meeting.

**7. System Chair Report – No report**

**8. Announcements**

Halstead reported that Napa will be applying for the first time for Zip Books funding from the State Library. He stated that a member of the public asked about it.

Baker noted that Zip Books and CLSA are reported in the same State Library budget line item and the CLA wants to have these items separated to account for exact budgets, as it appears that CLSA is not reduced as much as it has been with Zip Books remaining at \$1 million.

Cooper asked if CIPA compliance is required to participate in CENIC, and to apply for the State Library Broadband grant. Frost offered to forward the question to the State Library for clarification.

**9. Meeting adjourned at 10:49 a.m.**

**DRAFT MINUTES**

NLS Administrative Council Mid-Year Meeting

June 24, 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 Vice Chair, Christopher Cooper, 9:35 a.m. Cooper welcomed all attendees and acknowledged the new directors appointed since the June NLS Administrative Council Meeting including Julia Parsons, Shasta Public Libraries and Ayla Elkins, Sutter County Library. Cooper asked for the roll call. Attending:

<b>Name</b>	<b>Library</b>	<b>Notes</b>
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 via Zoom
Stacey Costello	Colusa County Library	Attended via Zoom
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 change of location – No Vote
Heather Blevins	Lassen Library District	Attended in-person
Kathryn Hunt	Lincoln Public Library	Attended via Zoom
Lana Adlawan	Marin County Free Library	Attended in-person
Mellisa Hannum	Mendocino County Library	Attended via Zoom
Anji Brenner	Mill Valley Public Library	Attended via Zoom
Joseph Bopp	Mono County Library	Attended via Zoom
Anthony Halstead	Napa County Library	Attended in-person
Jody Meza	Orland/Willows Public Libraries	Attended in-person
Mary George	Placer County Library	Attended in-person
Dora Mitchell	Plumas County Library	Attended via Zoom
Narinder Sufi	Roseville Public Library	Attended in-person
Pete Rooney	Sacramento County Public Law Library	Attended in-person
Mara Strickler	St. Helena Public Library	Attended in-person
Linda Kenton	San Anselmo Public Library	Attended via Zoom
Catherine Quffa	San Rafael Public Library	Attended in-person

Jeffrey Jackson	Sausalito Public Library	Attended in change of location- No Vote
Julia Parsons	Shasta Public Libraries	Attended via Zoom
Teresa Johnson	Siskiyou County Library	Attended via Zoom
Erika Thibault	Sonoma County Library	Attended in-person
Ayla Elkins	Sutter County Library	Attended in-person
Trent Tuthill	Trinity County Library	Attended via Zoom
Diana Lopez	Yolo County Library	Attended in-person
Sandeep Sidhu	Yuba County Library	Attended via Zoom
<b>Also Attending:</b>		
Chris Durr	California State Library	Attended via Zoom
Amber Kelly	Library-to-Go Chair	Attended in-person
Carol Frost	NorthNet/Pacific Library Partnership	Attended via Zoom
Andrew Yon	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**

Frost asked to modify the Agenda to allow Chris Durr from the CA State Library to present immediately after the Consent Items were approved.

**Motion to approve Consent Items with a change in the Agenda for Chris Durr to present after this Item is approved. Goodeill moved; Thibault seconded. Vote taken by roll call, one recusal, motion passed.**

**4. State Library Presentation**

Durr highlighted various subjects in the State Library report including signing up for the Library Newsletter; the Palace eBooks program will continue; the new Marketing Toolkit; the July 9<sup>th</sup> Directors’ Listening Session call and encouraged registration; COMPASS Resources; and the Student Success Program. Durr also mentioned an email from Reed Strege to library directors regarding LSTA priorities and encouraged all to read.

Durr asked for questions.

Frost asked if funds from Zip Books could be used to support Palace eBooks and if CLSA funds can be used for Palace. Durr confirmed that both Zip Books and CLSA funds can support purchases of Palace as they comply with CLSA resource sharing criteria.

Frost asked Durr if the State Library was looking into AB 1337 and noted that the California Library Association (CLA) Legislative Committee had concerns about this Bill because agencies cannot share patron personal information with other government agencies. Frost

noted that the proposed Bill has a potential negative effect on the Student Success Program as schools provide data for this program.

Durr stated that the State Library is aware of this Bill and reported that legislation for the Student Success Program documents contains language regarding the sharing of student data. Durr is unsure if the Bill would allow an override to the current language.

Gruneisen asked about the status of the New York Times subscription. Durr reported that there was no decision at this time from the State Library to continue but recommended that directors contact Reed Strege at the State Library for information.

Cooper thanked Durr for his presentation.

## 5. New Business

### A. Approval of Executive Committee Member

Brinkley reported that the current slate of Executive Committee members had been approved at the NLS Annual Meeting in June 2024, but that one member's term was concluding June 30, 2025. The recommendation is made to approve Gruneisen to another term of 2 years on the Executive Committee to begin July 1, 2025.

**Motion to approve Gruneisen as NLS Executive Committee member for a second 2-year term effective July 1, 2025. Baker moved; Thibault seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

### B. Approval of Woodland Public Library's Request to Leave NLS Shared Link+ Contract

Frost provided background on the request from the Woodland Public Library to leave the NLS Shared Link+ contract due to city budget constraints. Woodland submitted their request to Clarivate and Clarivate has approved the request effective July 1, 2025. Frost noted that the original negotiated contract for FY 2025-26 included no increase. Clarivate and NLS have since re-negotiated a new contract without Woodland, giving a credit for Woodland's departure, and the increase to the remaining libraries in the shared contract is still less than what they would have paid in a normal year.

**Motion to approve Woodland Public Library's request to leave the NLS shared Link+ contract. Lopez moved; Duran seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

### C. Approve FY 2025-26 Library-to-Go Budget

Gruneisen asked for clarification on the reciprocal lending agreement and the net borrower status. Baker and Kelly confirmed that the numbers are correct and that LTG is a net borrower by approximately 20:1.

### D. Approve FY 2025-26 CLSA Plan of Service and Budget

Frost presented the draft CLSA Plan of Service and noted that the Executive Committee recommendations for revisions were made and reflected in this version. Revisions were made to how to define the underserved and how NLS will evaluate the impact of CLSA

funds. Frost noted that only two CLSA systems allocate CLSA funds back to their members using a menu of options – NLS and the Pacific Library Partnership (PLP).

Frost noted that responses provided by NLS members in their FY 2024-25 CLSA Claim Form were used to complete this Plan of Service and also used in advocacy communications.

Frost reported that no State Budget has yet been approved but at this time, the CLSA funds remain in the budget.

**Motion to approve the FY 2025-26 CLSA Plan of Service and Budget. Sufi moved; Baker seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

#### **E. Approval of CLSA Impact Survey and Implementation Plan**

Baker acknowledged the Ad Hoc Committee members – Meyer, Coyl, Halstead and self. She reported that their goal was to recommend a means of measuring and evaluating the impact of CLSA funds, per the State Library's new reporting requirements, noting there had been no previous mechanism for measuring impact of CLSA funding.

Baker presented the Committee's recommendation for a broad, general survey as one suggested means of measuring impact. The Committee created a list of suggested questions to assist libraries with drafting their own survey, if a survey is the preferred evaluation tool to be used.

Frost thanked Baker and the Ad Hoc Committee for their work and noted that use of the draft questions or a survey instrument is completely optional. Frost also noted that NLS completes an Annual Report to demonstrate how funds were used and that data is also captured from the CLSA Claim Forms. The Annual Report requires NLS to demonstrate that impact was measured in serving the underserved and how it was measured. Some form of measurement for evaluation will be asked from all NLS libraries, but the option is open as to the tool(s) used.

**Motion to approve the Impact Survey questions for the FY 2025-26 CLSA Claim Form. Goodeill moved; Levins seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.**

Baker asked about the timing of the surveys. Frost recommended that surveys or whatever tool is selected by individual libraries be implemented and results tabulated by December 31, 2025. Claim Forms for CLSA funds will be due in February or March and survey or evaluation results will need to be reported in those Claim Forms.

Cooper asked members how they propose to measure services to the underserved in their communities.

Members reported various methods including matching Library-to-Go usage with most rural locations using zip codes, tracking number of Internet users at the library, broad-based surveys of all patrons and scrubbing of data for CLSA eligible services, reviewing of Strategic Plan surveys completed previously, using backend circulation data to inform

evaluation without asking in a formal survey using poverty index and targeted marketing efforts.

Adlawan noted that she appreciated the flexibility allowed for in the sample survey questions.

Sufi asked to clarify that surveys are optional. Baker confirmed that they are. Sufi also noted that the rapid growth in the City of Roseville has left parts of the City underserved by way of distance from a library location.

Bopp asked how others are counting for immigrant and non-English speaking populations and noted the increased sensitivity in sharing any information with a government agency.

Goodeill reported Del Norte's collaboration with other agencies to keep residents informed.

Costello reported working with a non-profit to inform and provide services to immigrant populations and taking library programs to labor camps in Colusa County. She also reported that with intent, one-half of the library staff are Spanish speaking. The non-profit offers private meetings with residents at the library.

**Note: Halstead assumed Chairing of the meeting at this point.**

#### **F. Approval of NLS/PLP FY 2025-26 Fiscal and Administrative Services Contract**

Frost presented the FY 2025-26 NLS/PLP contract noting that this was the first of two, 2-year renewals of the contract. Frost noted that the NLS websites are required to have ADA updates, and these services are included in the new contract.

#### **Motion to approve the NLS/PLP FY 2025-26 Fiscal and Administrative Services n passed Approval of FY 2025-26 NLS Budget, and Membership Dues and Fees**

Yon presented the budget. Yon noted that NLS may consider modifying their existing membership fee structure, as Butte County has moved into a population/budget category not currently defined. The Executive Committee recommended that an Ad Hoc Committee be created to review the NLS Membership Dues formula and data points used to establish the formula.

Thibault asked if the NLS budget would need to be revised with the change for Butte County. Frost reported that the Executive Committee recommended that no change be made to the NLS Membership Dues formula until after an Ad Hoc Committee makes its review and recommendation and that any change would not be implemented until FY 2026-27.

Ad Hoc Committee members for the review of the NLS Membership Dues will be Bopp, Cooper, Coyl, Halstead, and Thibault.

Halstead reported that he had informally discussed this with Coyl as Sacramento Public Library, as the largest member of the system, would be most impacted by any change to the Dues formula.

Discussion of the Fund Balance and Operating Reserves amount reported on the NLS Budget. Frost noted that NLS has previously established a policy for the Fund Balance and Reserves. Frost and Yon noted that the Fund Balance is used to cover NLS costs until CLSA funds are received, and that what is reported at this point in the fiscal year appears inflated as it does not reflect the contracts and services that are due and paid on July 1.

Baker asked what the minimum amount is to keep in the Reserves and what potentially would NLS use the funds for.

Frost stated that NLS staff will research past activity and records of NLS to report back to the Executive Committee.

Thibault asked if interest accrues on the Fund Balance. Yon confirmed and referenced the Interest Earned line item in the Budget. Thibault suggested that NLS consider creating a policy as to how and when to use the earned interest for NLS programs or services, such as to support Library-to-Go eMagazines, or smaller budget items as they arise.

Duran noted the challenge of unknown CLSA funding at this time and to be cautious with future commitment or policy changes and instead commit to retain reserves.

George agreed to be cautious but suggested to craft a policy for how to expend resources when needed.

Duran asked if the Travel and Staff Development funds are claimed in full. Frost verified that these funds are fully expended each year.

Thibault requested a history of the NLS Fund Balance.

Halstead recommended specific language that explains the Fund Balance as the topic comes up frequently.

Frost reported that the January 2022 Administrative Council Meeting Packet included a memo citing the Operating Reserve Policy and how the Reserves are to be used. Frost suggested that the Policy be included at the next Executive Committee meeting and that an Ad Hoc Committee be created to review.

George suggested that the policy be included in each Administrative Council annual meeting to accompany the Budget presentation.

**Motion to approve the FY 2025-26 NLS Budget, and Membership Dues and Fees, and that an Ad Hoc Committee review the Membership Dues formula and data points for revision. The Ad Hoc Committee will include Bopp, Cooper, Coyl, Halstead and Thibault. In addition, the NLS Executive Committee will review the Fund Balance and Reserves Policy and report out at the next Administrative Council meeting.**

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

## 6. Announcements

Goodeill announced her resignation as Director of Del Norte Library District. A recruitment to fill the position will be forthcoming. Goodeill will stay on as Bookkeeper and Assistant to the Director.

Goodeill recommended using San Jose State School of Information Science students for special projects. She also recommended purchasing low-cost books through the Books for School/Little Free Libraries organization.

Meza announced that she will become full-time at the City of Orland effective July 1, 2025, and that Orland will no longer contract library services to the City of Willows. Willows will be recruiting for a library director in the near future.

**7. Meeting adjourned at 12:35 p.m.**

DRAFT

**To: NLS Administrative Council**  
**From: Anthony Halstead**  
**Subject: NLS Membership Fees Ad Hoc Committee Report and Recommendations**  
**Date: September 23, 2025**

**Background**

At the June 2025 NLS Administrative Council meeting there was a discussion about the NLS membership fee formula. At that meeting, an Ad Hoc Committee was formed with Anthony Halstead, Erika Thibault, Peter Coyl, Joseph Bopp and Christopher Cooper.

The committee reviewed the current membership dues and developed several alternate models. Below is the recommendation from the Ad Hoc Committee.

**Current Membership and Other Administrative Fees**

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 to membership dues based on the December Bureau of Labor Statistics.

<b>Base Dues</b>	<b>FY25/26 (2.4% CPI*)</b>	<b>FY24/25 (2.6% CPI)</b>
Under 100,000 Pop. And Under \$1,000,000 Budget	<b>\$637</b>	<b>\$622</b>
Under 300,000 Pop. And Under \$2,000,000 Budget	<b>\$1,273</b>	<b>\$1,244</b>
Under 300,000 Pop. And Under \$3,000,000 Budget	<b>\$2,548</b>	<b>\$2,488</b>
Under 200,000 Pop. And Over \$3,000,000 Budget	<b>\$3,821</b>	<b>\$3,732</b>
Under 300,000 Pop. And Over \$5,000,000 Budget	<b>\$5,096</b>	<b>\$4,976</b>
Over 300,000 Pop. Or \$5,000,000 Budget	<b>\$13,036</b>	<b>\$12,730</b>

In FY 2019-20 NLS adopted an **administrative fee structure** with contracts over \$100,000 assessed a 5% administrative fee, and contracts below \$100,000 include a 10% administrative fee. The lower 5% administrative fee was in response to the new Link+ shared contract.

**Revenue and History of Membership Fees**

In FY 2025-26, the revenue from membership fees is \$119,987. The revenue for the NLS Administration budget is comprised of membership dues, CLSA System Administration funds, and LAIF investments. In FY2025-26, the revenue exceeded the expenditures, with \$26,929 falling to fund balance.

It is not clear when NLS developed its membership fee structure. However, it does seem similar to at least one of the other 9 cooperatives statewide (see further information below).

The historical documentation provided to PLP with NLS Agendas and Minutes is not complete. It is clear from reading minutes from 2009 that there was a Membership Fee Study, and it does appear that when the 3 legacy systems consolidated, membership was paid by each of the 3 legacy systems, rather than individually. There are notes from the NLS Finance Committee from September 2009 where they suggest not modifying the membership fee structure at that time. It is clear that by FY2013-14, the fee structure had changed so that each individual library paid membership using a tiered system.

### **Current Issue of Membership Fees**

When developing the FY2025-26 budget, PLP staff noticed that one library (Butte County) was falling into a category which has not been part of the chart: Under 300,000 Population and Under \$5,000,000 Budget.

This was brought to the attention of the Executive Committee at the May 2025 meeting. It was suggested that one way to address this issue was by adding an additional category to the current membership schedule, "Under 300,000 Population and Under \$5,000,000" with an associated membership due of \$4,460.

The Executive Committee chose to place Butte at the lower existing category, "Under 200,000 Population and Over \$3,000,000 Budget," and recommend to the Administration Council that an Ad Hoc Committee be formed to review the formula.

### **Ad Hoc Committee Work**

As part of the ad hoc committee work, they reviewed the membership formulas from the other cooperatives and the current formula. There was generally consensus that since the revenue from the membership fees and CLSA System Administrative funds cover the administrative costs, and also allows for funds to be allocated annually back to libraries in the form of staff development funds, along with there being funds falling to fund balance from the membership fees, that the intent of the review of the membership formula was not to generate additional revenue, but rather to reflect the changing populations and budgets of the libraries.

They reviewed several alternate models:

- Using the existing formula and adding a category of under 300,000 population and over \$4 million dollar budgets.
- Adding a third metric number of outlets per jurisdiction and weighing them 40% population, 40% operating expenditure, and 20% for locations.
- A formula using per capita.
- A formula utilizing the percentage of total population and percentage of total revenue.

Each of these models were found to lack equity and were not suitable.

It was decided that the best solution was to modify the labels of the current formula, and to broaden the description of one category, from “Under 200,000 Population and Over \$3,000,000 Budget” to “Under 300,000 Population and Budget \$3,000,001 - \$5,000,000.” This resulted in no library being moved to a different category, and with there being a category for each library to fall within.

Former Label	Revised Label	FY25/26	Libraries
Under 100,000 Population and Under \$1M Budget	Under 100,000 Population and Under \$1M Budget	\$637	15
Under 300,000 Population and Under \$2M Budget	Under 300,000 Population and Budget \$1M - \$2M	\$1,273	6
Under 300,000 Population and Under \$3M Budget	Under 300,000 Population and Budget \$2M - \$3M	\$2,548	3
Under <b>200,000</b> Population and Over \$3M Budget	Under <b>300,000</b> Population and Budget \$3M - \$5M	\$3,821	9
Under 300,000 Population and Over \$5M Budget	No Change	\$5,096	5
Over 300,000 Population or \$5MBudget	Over 300,000 Population and Budget Over \$5M	\$13,036	3

### Recommendation

It is recommended that the Executive Committee consider the proposed change to the Membership Fee from the Ad Hoc Committee, and present and recommend that change at the January mid-year Administrative Council meeting to be implemented in FY 2026-27.

**FY 2025-26 NorthNet Libraries Dues and Fees - Model for Revised Membership Dues**

<b>Library &amp; Academic</b>	<b>CSL Certified 2024-25 Population Figures</b>	<b>CSL FY2023-24 Total Operating Expenditures</b>	<b>Current Base Dues</b>
Alpine County Library	1,177	\$463,044	\$ 637
Bel-Tiburon Public Library	10,968	\$3,071,911	\$ 3,821
Benicia Public Library	26,195	\$2,460,275	\$ 2,548
Butte County Library	207,525	\$4,225,460	\$ 3,821
Colusa County Library	22,026	\$992,836	\$ 637
Del Norte County Library Dist.	26,544	\$337,386	\$ 637
El Dorado County Library	190,770	\$4,258,242	\$ 3,821
Folsom Public Library	92,577	\$2,084,249	\$ 2,548
Humboldt County Library	133,817	\$4,871,603	\$ 3,821
Lake County Library	67,254	\$1,785,153	\$ 1,273
Larkspur Public Library	12,731	\$876,276	\$ 637
Lassen Library District	12,270	\$340,922	\$ 637
Lincoln Public Library	54,520	\$1,061,309	\$ 1,273
Marin County Free Library	137,786	\$20,678,149	\$ 5,096
Mendocino County Library	89,827	\$4,621,318	\$ 3,821
Mill Valley Public Library	13,688	\$3,200,180	\$ 3,821
Modoc County Library	8,491	\$272,237	\$ 637
Mono County Free Library	12,684	\$1,639,865	\$ 1,273
Napa County Library	130,775	\$10,458,645	\$ 5,096
Nevada County Library	100,354	\$8,107,660	\$ 5,096
Orland Free Library	15,799	\$558,806	\$ 637
Placer County Library	201,743	\$9,332,898	\$ 5,096
Plumas County Library	22,055	\$854,869	\$ 637
Roseville Public Library	158,494	\$4,103,067	\$ 3,821
Sacramento Public Library	1,512,168	\$57,108,784	\$ 13,036
Sacramento Law			\$ 637
St. Helena Public Library	5,349	\$1,243,607	\$ 1,273
San Anselmo Public Library	12,551	\$1,314,038	\$ 1,273
San Rafael Public Library	59,885	\$4,297,335	\$ 3,821
Sausalito Public Library	6,941	\$877,441	\$ 637
Shasta Public Libraries	180,201	\$3,021,383	\$ 3,821
Siskiyou County Library	43,311	\$764,525	\$ 637
Solano County Library	423,644	\$25,500,418	\$ 13,036
Sonoma County Library	482,848	\$41,618,453	\$ 13,036
Sutter County Library	100,257	\$1,626,372	\$ 1,273
Tehama County Library	64,827	\$812,210	\$ 637
Trinity County Library	15,884	\$437,508	\$ 637
Willows Public Library	13,570	\$293,365	\$ 637
Woodland Public Library	61,623	\$2,988,734	\$ 2,548
Yolo County Library	163,810	\$10,045,745	\$ 5,096
Yuba County Library	85,023	\$999,256	\$ 637
<b>Total</b>	<b>4,981,962</b>	<b>\$ 243,605,534</b>	<b>\$ 123,814</b>

<b>Former Label</b>	<b>Base Dues</b>	<b>FY25/26 (2.4% CPI*)</b>	<b>Number of Libraries</b>
Under 100,000 Pop. And Under \$1,000,000 Budget	Under 100,000 Pop. And Budget Under \$1,000,000	\$ 637	15
Under 300,000 Pop. And Under \$2,000,000 Budget	Under 300,000 Pop. And Budget \$1,000,000 - \$2,000,000	\$ 1,273	6
Under 300,000 Pop. And Under \$3,000,000 Budget	Under 300,000 Pop. And Budget \$2,000,001- \$3,000,000	\$ 2,548	3
Under 200,000 Pop. And Over \$3,000,000 Budget	Under 300,000 Pop. And Budget \$3,000,001 - \$5,000,000	\$ 3,821	9
no change to label	Under 300,000 Pop. And Budget Over \$5,000,000	\$ 5,096	5
Over 300,000 Pop. Or \$5,000,000 Budget	Over 300,000 Pop. And Budget Over \$5,000,000 Budget	\$ 13,036	3



**To: NLS Administrative Council**  
**From: Anthony Halstead**  
**Subject: Review NLS Operating Reserve Policy**  
**Date: September 23, 2025**

## Background

At the June 2025 NLS Administrative Council meeting there was a discussion about the NLS fund balance and operating reserves. It was suggested that the Operating Reserve Policy be included in each Administrative Council annual meeting to accompany the budget presentation.

With the approval of the budget, it was recommended that the NLS Executive Committee review the existing policies and report out at the next Administrative Council meeting in January.

## NorthNet's Operating Reserve Policy

An Operating Reserve Policy was approved at the August 2017 NLS Executive Committee and adopted by the NorthNet Administrative Council at the January 2018 meeting. **Exhibit A** is that policy. Per the policy:

*The Operating Reserves Fund is intended to provide an internal source of funds for situations such as sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time nonrecurring expenses that will build long-term capacity, such as staff development or research and development. Other purposes for the use of the Operating Reserves may be established as necessary, if funds are available. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of NorthNet Library System for Operating Reserves to be used and replenished within a reasonably short period of time. The target minimum Operating Reserves Fund is equal to three months of the operating budget costs.*

## NLS Financial Budget Definitions

In FY2023-24, the NLS Executive Committee formed an Ad Hoc Group, which developed the document "NLS Financial Budget Definitions." These were presented and adopted by the NLS Administrative Council at the January 2024 meeting. Those are included in **Exhibit B**.

## Fund Balance

The fund balance includes a blend of funds, which may include any roll-over CLSA funds, funds relating to unexpended balances from grants, and funds not encumbered.

NLS uses membership fees and Fund Balance to pay for operating expenses until CLSA funds are received. Examples include the monthly invoices from the shared Library to Go collection, the courier contracts, and the shared Link+ contract. Therefore, it is necessary to have ample funds (at least 70% of current operating expenses) in the Fund Balance to cover these costs.

Particularly in years, such as this year, when NLS will receive CLSA funds very late in the fiscal year (in late February or March), the Fund Balance is used to pay invoices until those funds are received.

During any fiscal year, funds not spent fall to the Fund Balance.

The Ad Hoc group from FY 2023-24 noted the following, when preparing the Budget Definitions:

*The Ad Hoc Committee identified key budget components and definitions for each component. The discussion also raised the following thoughts:*

- 1. There is no current Fund Balance policy. Approximately 70% of it is used to cover costs until CLSA funds are received. Should NLS consider what percentage of the Fund Balance is that of the Operating Budget? If it is consistently larger than the Operating Budget, would there be an opportunity to use the Fund Balance to cover other expenses or allocate a portion of it?*
- 2. To be more transparent regarding NLS finances and funding, NLS may consider holding an open Zoom call once or twice a year where the NLS Chair, along with the administrator, can answer questions and/or review the definitions.*
- 3. NLS may consider establishing a 'buddy system' for new and interim directors with more experienced NLS directors to assist with budgeting questions.*

## **NorthNet Operating Reserves Fund Policy**

### **PURPOSE**

The purpose of the Operating Reserves Fund Policy for NorthNet Library System is to ensure the stability of the mission, bylaws, and ongoing operations of the organization. The Operating Reserves Fund is intended to provide an internal source of funds for situations such as sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time nonrecurring expenses that will build long-term capacity, such as staff development or research and development. Other purposes for the use of the Operating Reserves may be established as necessary, if funds are available.

Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of NorthNet Library System for Operating Reserves to be used and replenished within a reasonably short period of time. Operating Reserves Fund policy will be implemented in concert with the other governance and financial policies of NorthNet Library System and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

### **DEFINITIONS AND GOALS**

The Operating Reserves Fund is defined as the designated fund set aside by action of the NLS Administrative Council. The minimum amount to be designated as the Operating Reserves will be established in an amount sufficient to maintain ongoing operations for a set period of time, measured in months. The Operating Reserves serve a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Operating Reserves Fund is equal to **three months** of the operating budget costs. The calculation of operating budget costs includes all recurring, predictable expenses such as contracts that support communication and delivery products and services, fiscal and administrative services, insurance, and ongoing professional services. Reimbursable or pass-through programs, depreciation, in-kind, and other non-cash expenses are not included in the calculation.

The amount of the Operating Reserves Fund target minimum will be calculated each year after approval of the annual budget, reported to the Executive Committee, and included in the regular financial reports.

*Adopted by NLS Administrative Council, January 19, 2018*

## Exhibit B

### NorthNet Library System (NLS) Financial Budget Definitions

*NLS is funded through a combination of California Library Services Act (CLSA) funds, State Library grant indirect revenue, member dues and administrative fees.*

**NLS Budget** – The NLS budget is comprised of funds from member dues, local contributions for additional services, administrative fees for additional services, and California Library Services Act (CLSA) funds. The NorthNet budget is separate from the three ‘legacy systems’ which include Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). It is reviewed by the Executive Committee and adopted by the Administrative Council at the June meeting.

**NLS Fund Balance** – These funds are used throughout the year that carry NLS for the first 6 months of each year until the State Library releases the California State Library Services Act funds. 70% of the NLS Fund Balance are restricted funds and are used for the “dry period” from July to December of each fiscal year before CLSA funds are received. The Fund Balance also serves as a contingency should CLSA funds be reduced. The funds are unrestricted and can be used in any way the Administrative Council chooses. Any unexpended operating funds not expended at the end of a fiscal year will fall to the Fund Balance. Once CLSA funds are received, the Fund Balance is replenished of used funds during the dry period.

**NLS Operating Reserves Fund** – The Operating Reserves Fund is a separate fund and not part of the Fund Balance. The fund is intended to create organizational stability during times of impermanent fiscal instability or by absorbing unexpected costs. The target minimum fund amount for the NLS Operating Reserves Fund is equal to three months of the operating costs. The NorthNet Operating Reserves Fund Policy states that it “is intended to provide an internal source of funds for situations such as sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses.” The Operating Reserve Funds originated from the Fund Balance in accordance with NLS Administrative Council adoption of the Operating Reserve Policy at the January 2018 meeting.

**Administrative Fees for Services** – NLS has adopted an Administrative Fee Schedule for group contracts, and for special contracts for local libraries. The Fee Schedule includes a 10% administrative fee for contracts less than \$100,000, and a 5% administrative fee for contracts more than \$100,000. The fees offset the staff’s time to perform the work, and the funds are part of the Operating Budget. Examples of contracts are Link+, couriers, OverDrive, and Chilton for some libraries.

**Restricted funds** – Those funds which have specific restrictions. The California Library Services Act (CLSA) funds are restricted by law to be used for specific activities related to resource sharing, which are approved by the California State Library and the California Library Services Board. Other examples of restricted funds may include the Operating Reserves Fund, or funds allocated to a specific line item in the budget.

**Unrestricted funds** – Those funds which are not allocated to a specific item in the budget, or which have no other restrictions on them. This may also include funds in the Fund Balance

**Contingency Reserve Fund** – At times, NLS may designate contingency funds should there be an anticipated or potential reduction in funds. An example of this is if the economic forecast shows a potential deficit in the State Budget which may result in a lower CLSA allocation to NLS, NLS may choose to set aside some CLSA funds for future purchases, to cover the potential reduction of funds in the forthcoming year.

**Legacy System Budgets** – Before NorthNet was formed, each of the three ‘legacy’ systems had their own staff and budgets. None of the systems have any current staff, but each of the three systems has current and future CalPERS obligations for the former employees. The three legacy systems include Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS) and North State Cooperative Library System (NSCLS). Each of the legacy systems are responsible for their CalPERS liabilities which are addressed in their individual legacy system budgets.

**LSTA Funds** – Occasionally, NLS may choose to apply for a Library Services and Technology Act (LSTA) grant from the California State Library. The grant funds will be to support a specific initiative, with member participation.

**CLSA Funds** – The California Library Services Act (CLSA) is defined in Title 5 of the California Code of Regulations, sections 20100 – 20265. The distribution and oversight of the funds is done by the California Library Services Board (CLSB). Only public libraries belonging to a cooperative may receive these restricted CLSA funds. Per the CLSB, CLSA funds are divided into System Administration (20%) and Baseline for Communications and Delivery (C&D) (80%). Each of the nine cooperatives throughout the State determines how they will allocate their funds within the confines of the California Code. The CLSB typically awards the amounts annually in October, and systems receive their funds typically in January. A system has three years to expend the funds.

*Adopted by NLS Administrative Council, January 25, 2024*



CALIFORNIA LIBRARY SERVICES ACT  
Annual Report

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

California State Library  
Sacramento  
September 09, 2025

Greg Lucas, Chief Executive Officer  
California Library Services Board

## FINAL REPORT INSTRUCTIONS

### BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	
<b>Response:</b> NorthNet Library System	
Organization Name	
<b>Response:</b> N/A	
Project Title	
<b>Response:</b> NorthNet Library System CLSA Communication and Delivery Program 2024-2025	

**PROJECT INFORMATION**

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p><b>1. Project Description</b></p>	
<p><b>Response:</b>            The NorthNet Library System provided shared resources, including shared courier services and eCollections, for its member libraries with the benefit of providing NorthNet residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to these physical and digital resources.</p>	
<p><b>2. Success Story</b>            Detail a success story or stories that we should share with stakeholders.            (Word limit: 300)</p>	
<p><b>Response:</b>            CLSA funds are a lifeline to the people who live in Humboldt County. The Humboldt County Library strives to provide dynamic electronic resources to our rural residents who are isolated and who have difficulty accessing libraries and bookstores. The library offers OverDrive titles in Spanish to serve the County's growing and increasing diverse Latin-A community. There is a paucity of public transportation options in Humboldt County. Free digital content funded by CLSA helps remove some of the obstacles for individuals with accessibility or transportation barriers.</p> <p>The underserved groups in our jurisdiction (Willows Public Library) include rural, Spanish-speaking, geographically isolated and economically disadvantaged populations. Many of our patrons report having transportation issues that prevent them from visiting the library building to check out physical materials, so they rely on the OverDrive digital collection to fill their needs. We use CLSA funds to purchase OverDrive Spanish language materials and patron requested materials from those who cannot physically visit the library.</p>	
<p><b>3. Project Intent</b></p>	<p>Intent pre-populated by the State Library</p>
<p><b>Response:</b>            Information Access: Improve access to information</p>	
<p><b>4. Subject of Intent:</b></p>	
<p><b>Response:</b>            Resource Sharing</p>	
<p><b>Outputs</b></p>	

<p>5. List the outputs of this project. Indicate if they align with those you planned in your application. If they do not, explain.</p>	
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**Response:**  
 One shared subscription to OverDrive for 27 libraries called Library-to-Go for eBooks, eAudio, and eMagazines. Circulation among the 27-member library systems totaled 1,761,936 million items (including eMagazines). The shared eMagazine collection circulation among 23-member library systems totaled 301,024 items. In addition, Library-to-Go saw a total of 29,824 new users in the FY 2024-25 year with a monthly average of new users joining OverDrive at 2,485 per month.

Contract with two couriers for delivery service. Right Now Courier is contracted for the North Bay Cooperative Library System serving 6 libraries (735,735 items moved). Am-Tran is contracted for the Mountain Valley Library Cooperative, serving 10 libraries (17,992 items moved).

Development of one measurement tool to gather statistics and impact for the shared eResources.

Review of current menu of services for libraries to choose from, for their local CLSA allocation, including local shared eResources, Palace eBooks-for-all, Link+ subscription, other ILL, broadband hardware, and broadband telecommunication costs.

All of the outputs aligned with those planned in the application.

**Outcomes**

<p>6a. Did you measure outcomes for this project?</p>	
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**Response:**  
 Yes

<p>6b. What, if any, outcome tools did you develop for this project?</p>	
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**Response: Survey**  
 NLS formed an Ad Hoc Committee to develop survey questions regarding the impact of CLSA funds in member communities. The following 3 questions were added to the FY 24/25 NLS CLSA Claim Form to collect outcomes of CLSA for NLS. Questions asked the following:

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

2. Describe how you promote services funded with CLSA to the underserved groups in your jurisdiction. If you have not specifically promoted to the underserved, how would you promote going forward?
3. Describe how you will, in the next 12 months, measure the *impact* of the services to the underserved groups in your jurisdiction. (Outcomes versus Outputs)

The NLS Executive Committee will review the responses annually and will continue to evaluate the survey tool for collecting outcomes of CLSA.

7. Briefly describe the importance of these outcomes and findings for future program planning. (Up to 150 words)

**Response:** Nearly 50% of NLS members responded that CLSA funds most significantly impact their ability to serve geographically isolated customers or those who live a significant distance from a library outlet, and for serving customers who have limited or no transportation. One quarter of members also noted that CLSA positively impacts their ability to serve customers with limited English skills and customers with disabilities.

8. Explain one or two of the most significant lessons learned. (Up to 150 words)

**Response:** Allowing member libraries to choose how to use CLSA funds to benefit their local needs makes a lasting impact on their communities, particularly since so many NLS members are rural.

The Colusa Library notes, "Five of our branch libraries are in rural locations that have limited services outside of the public library, including no grocery stores, cultural institutions or extracurricular/leisure activity centers. Coupled with a large immigrant population, the second lowest literacy rates in the State of California, and high poverty, the CLSA funds go a very long way in serving underserved groups in Colusa County."

The Lake County Library Director notes, "Lake County is a rural area and considered one of the lowest income areas in the state of California. We have a large population of older adults. Our CLSA distribution contributes to delivery of print materials between our County and Sonoma and Mendocino County, which makes a wider array of materials available than we could provide with our own budget."

### Sustainability

9a. Do you anticipate continuing all aspects of this project after the grant period ends?

**Response:** The NLS Executive Committee is actively engaged in discussion of the sustainability of continued services as it anticipates the second year of reduced state revenue in FY 2025/26. Even without CLSA funds, however, the individual member libraries

benefit from shared and pooled resources. Individual member libraries also have to consider how local budgets will affect their ability to participate in NorthNet services, more so if there is a continued reduction 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 further reduced or eliminated this would still be true, but many members report that this second year of reductions in funding have led to a reduction in service offerings to customers.

9b. Do you anticipate any change in level of effort in managing this project?

**Response:** Yes. An ongoing issue remains where CLSA funds are not increasing, and, in the case of FY 2024/25 and again in FY 2025/26, are being reduced, yet subscription costs continue to rise. Without restoration of 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.

9c. Do you anticipate changing the types of activities and objectives addressed by the project?

**Response:** Not at this time.

**Evaluation**

10a. Was an evaluation conducted of this project? if no skip down to the “Communication, Delivery, & Resource Sharing” section.

**Response:** No

10b. Was a final written evaluation report produced?

**Response:** N/A

11. What data collection tools were used for any report outcomes and outputs

**Response:** N/A

12. How were participants (of items) selected?

**Response:** N/A

13. Did you collect any media for the data?

**Response:** N/A

15. What types of methods were used to analyze collected data?

**Response:** N/A

16a. What type of research design did you use to compare the value for any reported output or outcome?	
<b>Response:</b> N/A	
16b. Comparison of a reported output or outcome to an assigned target value.	
<b>Response:</b> N/A	
16c. Comparison for a reported output or outcome to another, non-randomly selected group not participating in the project.	
<b>Response:</b> N/A	
16d. Comparison for a reported output or outcome to another randomly selected group not participating	
<b>Response:</b> N/A	
16e. No comparison for any reported output or outcome.	
<b>Response:</b> N/A	
<b>Communications, Delivery, and Resource Sharing Program Information</b>	
17. Summary of library participation in resources, services, and programs	
<p>Resource/service/program name: <b>Shared eResources: OverDrive Subscription – Library-to-Go</b></p> <p>Participating libraries: All or Some (if "some", list participating jurisdictions) - Some One shared subscription to OverDrive for 27 libraries, called Library-to-Go, for eBooks, eAudiobooks, and eMagazines. The member libraries are: Alpine County, Benicia Public, Butte County, Colusa County, Del Norte Library District, El Dorado County, Folsom Public, Humboldt County, Lassen, Lincoln Public, Modoc County, Mono County, Napa County, Nevada County, Orland Public, Placer County, Plumas County, Roseville Public, Shasta, Siskiyou County, St Helena, Sutter County, Tehama County, Trinity County, Willows Public, Woodland Public and Yuba County.</p> <p>If applicable, why did some libraries not opt in to this resource/service/program: The other remaining 13 NLS libraries did not participate because of other local shared Collections, and having a choice from a menu of options that include other services.</p> <p>Resource/service/program name: <b>Shared eResources: eCollections</b></p> <p>Participating libraries: All or Some (if "some", list participating jurisdictions) – Some Libraries chose through the menu of services to purchase other shared eCollections, including: Kanopy (San Rafael) Palace eBooks for All (Butte)</p>	

Other Shared OverDrive Collections 13 libraries (Alpine County, Belvedere-Tiburon Public, Humboldt County, Larkspur Public, Marin County Free, Mill Valley Public, Orland Free, Plumas County, San Anselmo Public, Sausalito Public, Shasta Public, Trinity County and Willows Public)

If applicable, why did some libraries not opt in to this resource/service/program:  
Libraries had a choice from a menu of options that included other services.

Resource/service/program name: **Inter Library Loan Link+ Subscription Cost**

Participating libraries: El Dorado County, Napa County, and Yolo County

If applicable, why did some libraries not opt in to this resource/service/program:  
Libraries had a choice from a menu of options that included other services.

Resource/service/program name: **Inter Library Loan Other ILL**

Participating libraries: Trinity libraries used funds to support other ILL.

If applicable, why did some libraries not opt in to this resource/service/program:  
Libraries had a choice from a menu of options that included other services.

Resource/service/program name: **Intra-System Lending - Delivery**

Participating libraries: All or Some (if "some", list participating jurisdictions) - Some Contract with two couriers for delivery service among the North Bay Cooperative Library System (6 libraries), and Mountain Valley Library Cooperative (10 libraries), with 753,727 items being picked up and delivered.

North Bay libraries: Benicia, Solano County, Lake County, St Helena, Mendocino County and Sonoma County.

Mountain Valley libraries: Sacramento Public, Woodland Public, Solano County, Yolo County, Colusa County, Sutter County, Folsom Public, Roseville Public, Lincoln Public, and El Dorado County.

If applicable, why did some libraries not opt in to this resource/service/program:  
The other libraries did not participate because the North State region is too geographically isolated for courier service.

Resource/service/program name: **Broadband Telecommunication Costs**

Participating libraries: Modoc County, Sacramento and Tehama County

If applicable, why did some libraries not opt in to this resource/service/program:  
Libraries have a choice from a menu of options that include other services.

Resource/service/program name: **Broadband Hardware Costs**

Participating libraries: Sacramento and Del Norte County

If applicable, why did some libraries not opt in to this resource/service/program:  
Libraries have a choice from a menu of options that include other services.

## 18. Communications Program Workload

**Response:**

Telephone/Tele Facsimile:

- Number of messages: N/A
- Annual Cost of Service: N/A

Internet (including electronic mail): Web Hosting

- Number of messages: N/A
- Annual Cost of Service: \$1796

Other (specify, EX: external postage): office supplies, postage

- Specify the other communication device: N/A
- Number of messages: N/A
- Annual Cost of Service: \$547

**19. Delivery Activity****Intra system Physical Delivery**

In the spreadsheet below please list the items delivered to member public libraries in the two-week sample periods.

Items Sent by:	Aug 12-25, 2024	Oct 14-27, 2024	Jan 6-19, 2025	April 28- May 11, 2025	Total multiplied by 6.5
System member public libraries	27,868	28,876	28,455	30,759	753,727
Non-public libraries in System area	0	0	0	0	0
<b>Totals:</b>	<b>27,868</b>	<b>28,876</b>	<b>28,455</b>	<b>30,759</b>	<b>753,727</b>

Please provide the statistics requested below on vehicles, miles and delivery methods.

**Response:**Number of Delivery vehicles: **4**Number of miles traveled by all System vehicles: **28,020**

Percentage of items delivered by:

- U.S. Mail
- UPS
- System Van
- **Contracted Van 100%**
- Other

If other, please specify delivery method. N/A

**20. Any other comments?****Response:** N/A

## ACTIVITIES

<p><b>Activity 1: Electronic Materials (Resource Sharing)</b></p> <p>Complete this activity section if funds were used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrasis.</p>	
<p>Response:</p> <p>Title: <b>OverDrive eBooks/eAudiobooks/eMagazines</b></p> <p>This included:</p> <p>a) the Library-to-Go shared collection among 27-member libraries. 33,760 eBook and eAudiobook titles purchased, 1,761,936 circulations (including eMagazines). eMagazines: 301,024 circulations.</p> <p>b) NLS allowed member libraries to choose from a menu of services to address their local needs. Some libraries chose through the menu of services to purchase other shared eCollections, including:</p> <p>Kanopy, with circulation of 2,107 and 2,107 titles purchased Palace eBooks for All, with circulation of 500 and 100 titles purchased Other Shared OverDrive Collections, with 23,715 circulation and 1,321 titles purchased</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none"><li>o General Population</li></ul> <p>Categories:</p> <p>Activity: Content</p> <p>Mode: Acquisition</p> <p>Format: Digital</p>	
<p><b>Activity 2: Learning Platforms (Resource sharing)</b></p>	
<p>Response: <a href="#">N/A</a></p>	
<p><b>Activity 3: Inter Library Loan (Delivery)</b></p> <p>Complete this activity section if funds were used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+.</p>	
<p>Response:</p> <p>Title: <b>Inter Library Loan Delivery</b></p>	

NLS allowed member libraries to choose from a menu of services to address their local needs. To meet the diverse needs of the areas of NLS, some libraries chose through the menu of services to purchase subscriptions to support Inter Library Loan Delivery, including:

1. One library used funds to support their subscription to OCLC ILL.
2. Innovative Link+ Resource Sharing Subscription: 3 of the 17 NLS libraries participating in the shared contract allocated CLSA funds to support this subscription. It is not known how many items were loaned or borrowed, as the libraries use their funds to support the subscription costs, and not the courier piece.

Beneficiaries (General Population):

- General Population

Categories:

Activity: Content

Mode: Lending

Format: Physical

#### **Activity 4: Intra System Lending (Delivery)**

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

Response:

Title: **Intra System Lending - Delivery**

CLSA funds continued 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 supported the contracted services of two couriers serving the

Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with local funding.

Beneficiaries:

- General Population

Categories:

Activity: Content

Mode: Lending

Format: Physical

Physical items sent by system member public libraries: **753,727**

Physical items delivered to system member public libraries: **753,727**

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

Total: **753,727**

Physical items sent by non-public libraries in system area: **0**  
 Physical items delivered to system member public libraries: **753,727**  
 Physical items delivered to non-public libraries in system area: **0**  
 Total: **753,727**

Number of system-owned delivery vehicles that physically move items: **None**  
 Frequency/schedule of physical delivery service: **N/A**  
 Number of contracted vendor delivery vehicles that physically move items: **4**  
 Frequency/schedule of physical delivery service: **1-5 days per week**

Other: please describe **N/A**

**Activity 5: Programming (Resource Sharing)**

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

N/A

**Activity 6: Library Management and Operations (Resource Sharing)**

Complete this activity section if funds were used to procure services to support library management and operations, for example, an Integrated Library System (ILS).

Response: N/A

**Activity 7: Library Broadband (Communications and Delivery)**

Complete this activity section if funds were used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.

Response: Title: **Library Broadband**

NLS allowed member libraries to choose from a menu of services to address their local needs. To meet the diverse needs of the areas of NLS, some libraries chose through the menu of services to use funds to support library broadband, including:

Two libraries allocated funds for **Broadband hardware** to purchase routers or switches for their network backbone,

Three libraries allocated funds for **Broadband telecommunication costs**.

Beneficiaries: General Population

Categories:

Activity: Procurement

**Activity 8: System Operations (Resource Sharing, Communications and Delivery)**

Complete this activity section if funds were used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.

Response:

Title: **System Operations**

The Communication and Delivery baseline funds included baseline services for NLS, including office supplies, general postage, website hosting, Doodle, Zoom, and domain names. Providing these services promoted effective communication and supported the System's general needs.

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

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

**Other Activity:**

Response: N/A

Fiscal Year 2024-2025	Response:
<b>System Name:</b>	NorthNet Library System
Please indicate how any 2024-25 fiscal year funds were unspent. If it will take you longer to spend your 2024-2025 funds, specify why.	\$1,883 was remaining from Baseline Services Website hosting due to fewer website changes required, and \$4,000 was remaining from Shared OverDrive Library-to-Go eCollection due to fewer end-of-year purchases, for a total of \$5,883. These funds will roll over to FY 2025-26

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	Matching Funds	Activity Associated with the expenditure	Description
1)System Coordinator (.33 FTE)	\$26,350	\$24,350		Provides committee support for NLS Executive and Council, and NLS regional Councils. Prepared correspondence, coordinated activities, prepared agenda packets, took Minutes and adhered to Brown Act. Managed the website, ensured effective communication among members.
2)CEO (.10 FTE)	\$15,446	\$13,446		Provided oversight of CLSA activities. Worked with the Executive Committee for priorities and ensured the overall fiscal and operational activities regarding CLSA reporting and activities were compliant with California law and were successfully completed. Wrote and presented reports to the NLS Council and NLS regional Councils, and attended NLS and CLSB meetings.
3)Controller (.11 FTE)	\$14,589	\$12,623		Prepared and monitored the NLS and CLSA budget and ensured all contracts with vendors for CLSA related services were completed. Prepared the fiscal CLSA reports and ensured compliance.
4)Operations Manager (.20 FTE)	\$15,149	\$15,149		With System Coordinator, updated the website to ensure effective communication; ensured all agendas and minutes were posted in adherence to the Brown Act. Assisted with coordination of all NLS and regions of NLS in their meetings where CLSA activities were discussed, including set-up, issued all agenda packets. Handled communication contracts for NLS, including purchasing of Zoom, Doodle, telecommunications, etc.
5)Accounting Assistant II (.08 FTE)	\$3,863	\$3,863		Processed payables weekly, prepared invoices and deposits. This included activity related to library CLSA claim forms, and goods and services related to CLSA.
6)Administrative Assistant II (.04 FTE)	\$1,965	\$1,965		Prepared contracts for signature for the various NLS CLSA services (e.g. contracts with vendors, delivery, etc.) Assisted in coordination of sending CLSA claim forms to each library.
7)Fiscal/Admin Svcs Specialist (.09 FTE)	\$6,628	\$6,628		Coordinated invoices and payments for NLS including membership, subscription costs, vendor payments and CalPERS.
8)Administrative Assistant (.09 FTE)	\$2,288	\$2,289		Assisted with processing reimbursements and invoices, and filing paperwork.
<b>Total Salaries/Wages/Benefits</b>	<b>\$86,278</b>	<b>\$80,313</b>		

**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	Activity Associated with the expenditure	Description
<b>Total Supplies/Materials</b>	<b>0</b>	<b>0</b>		

**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	Activity Associated with the expenditure	Description
<b>Total Equipment</b>	<b>0</b>	<b>0</b>		

**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	Activity Associated with the expenditure	Description
<b>Total Services</b>	<b>0</b>	<b>0</b>		

<b>Total expenses: system administration</b>	<b>\$86,278</b>	<b>\$80,313</b>		
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<b>Total income: fiscal year 2024-2025</b>	<b>\$86,278</b>			
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<b>Total remaining: fiscal year 2024-2025</b>	<b>0</b>			
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<b>Consultant Fees</b>				
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 Associated with the expenditure	Description
Total Consultants	0	0		

<b>Supplies/Materials</b>				
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 Associated with the expenditure	Description
Office supplies	\$547		Activity 8: System Operations	Postage and General Supplies for effective resource sharing. Budgeted \$250. Actual cost \$547 with overexpenditure of \$297. Moved \$297 from unexpended Doodle (\$2) and Web Hosting (\$295) in Services to cover overexpenditure.
Total Supplies/Materials	\$547	0		

<b>Equipment</b>				
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	Activity Associated with the expenditure	Description
Broadband hardware	\$25,322		Activity 7: Library Broadband	Allocation to libraries to choose from a menu of services. Broadband hardware (routers, switches) purchased for effective resource sharing. Budgeted \$11,185. Expended \$25,322 with overexpenditure of \$14,137. Funds moved from following Services to cover overexpenditure: \$1,521 from Link+, and \$12,616 from Inter-Library loan (Local Use)
Total Equipment	\$25,322	0		

<b>Services</b>				
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 Associated with the expenditure	Description
Zoom	\$450		Activity 8: System Operations	Subscription supporting virtual executive and regional meetings for effective resource sharing.
Doodle	\$83		Activity 8: System Operations	Communication tool to assist in arranging meetings for effective resource sharing. Budgeted \$85. Actual expenditure \$83. Redirect \$2 to cover over-expenditure of Office Supplies.
Website hosting and Domain Names	\$1,796		Activity 8: System Operations	Communication tool for effective resource sharing. Budgeted \$3,974, including additional funds for potential website changes. Actual expenditure \$1,796. Redirect \$295 to cover over-expenditure of Office Supplies. Remaining \$1,883 will roll over to FY 2025-26
Two System Delivery Contracts	\$106,531	\$233,106	Activity 4: Intra-System Lending - Delivery	Systemwide contract: Courier service for two regional systems for effective resource sharing.
Shared OverDrive Library-to-Go eCollection	\$51,000	\$45,000	Activity 1: Shared eResources	Shared eBook and eAudio collection for effective resource sharing. Remaining \$4,000 will roll over to FY 2025-26
Other Shared eCollections	\$103,081		Activity 1: Shared eResources	Allocation to libraries to choose from a menu of services for effective resource sharing. Shared eCollections. Budgeted \$82,619. Expended \$103,081. Shared OverDrive \$90,030, Palace eBooks for All \$6,460, Kanopy \$6,321. Funds moved from following Services to cover overexpenditure: \$10,838 from Link+; \$9,624 from Broadband Telecommunication
Link+ Resource Sharing Subscription	\$17,641	\$242,264	Activity 3: interLibrary Loan (Delivery)	Allocation to libraries to choose from a menu of service to support effective resource sharing. Shared Link+ subscription. Budgeted \$30,000, expended \$17,641, with \$12,359 remaining. Redirect \$1,521 to cover over-expenditure of Broadband Hardware and \$10,838 to Other Shared eCollections.
Inter-library loan (local use)	\$2,384		Activity 3: interLibrary Loan (Delivery)	Allocation to libraries for effective resource sharing of OCLC ILL. Budgeted \$15,000, expended \$2,384. Remaining \$12,616 will be applied to Broadband Hardware.

Broadband telecommunication costs	\$30,394		Activity 7: Library Broadband	Allocation to libraries to choose from a menu of service to support effective resource sharing. Broadband telecommunication costs. \$40,018 budgeted, and \$30,394 expended. The remaining \$9,624 will be applied to overage in Other Shared eCollections.
Total Services	\$313,360	\$520,370		
Total expenses: baseline	\$339,229	\$520,370		
Total income: fiscal year 2024-2025	\$345,112			
Total remaining: fiscal year 2024-2025	\$5,883			
Total expenses administration and baseline	\$425,507	\$600,683		
Total income: fiscal year 2024-2025	\$431,390			
Total remaining: fiscal year 2024-2025	\$5,883			

<b>Fiscal Year 2023-2024</b>	<b>Response:</b>
System Name:	NorthNet Library System
This system has no funds remaining from the 2023-2024 fiscal year	<input type="checkbox"/>
If you had funds left over from the 2023-24 fiscal year please indicate below how they were spent. If it will take you longer to spend your remaining 2023-2024 funds, specify why.	The \$14,995 FY 23-24 funds were fully expended on the items identified in the budget (shared OverDrive ebooks and Courier services).

**Fiscal year 2023-2024: System Administration**

**Salaries/Wages/Benefits: System Administration**

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

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Matching Funds	Activity Associated with the expenditure	Description
<b>Total Salaries/Wages/Benefits</b>	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	Activity Associated with the expenditure	Description
<b>Total Supplies/Materials</b>	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	Activity Associated with the expenditure	Description
<b>Total Equipment</b>	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	Activity Associated with the expenditure	Description
<b>Total Services</b>	0	0		

**Total expenses: system administration**      0      0

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

**Total remaining: fiscal year 2023-2024**      0

**Fiscal year 2023-2024: Baseline Funds**

**Consultant Fees**

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

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity Associated with the expenditure	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 Associated with the expenditure	Description
Total Supplies/Materials	0	0		

**Equipment**

This category should only be used for single items/units costing \$5,000 or more. Include the types and quantities of 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 Associated with the expenditure	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 Associated with the expenditure	Description
Two System Delivery Contracts	\$4,855			Systemwide contract: Courier service for two regional systems for effective resource sharing. Use of FY 2023-24 allocation to libraries for shared Library-to-Go to offset costs due to 50% allocation reduction
Shared OverDrive Library-to-Go eCollection	\$10,140			
Total Services	\$14,995	0		

Total expenses: baseline	\$14,995	0		
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Total income: fiscal year 2023-2024	\$14,995			
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Total remaining: fiscal year 2023-2024	\$0			
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Total expenses administration and baseline	\$14,995			
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Total income: fiscal year 2023-2024	\$14,995			
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Total remaining: fiscal year 2023-2024	\$0			
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<b>Fiscal Year 2022-2023</b>	<b>Response:</b>
<b>System Name:</b>	NorthNet Library System
This system has no funds remaining from the 2022-2023 fiscal year	<input checked="" type="checkbox"/>
If you had funds left over from the 2022-23 fiscal year please indicate below how they were spent. All of these funds should have been used during the 2024-25 fiscal year.	

**Fiscal year 2022-2023: System Administration**

<b>Salaries/Wages/Benefits: System Administration</b>				
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				
Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Matching Funds	Activity Associated with the expenditure	Description
<b>Total Salaries/Wages/Benefits</b>	0	0		

<b>Supplies/Materials: System Administration</b>				
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 Associated with the expenditure	Description
<b>Total Supplies/Materials</b>	0	0		

<b>Equipment: System Administration</b>				
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	CLSA Funds	Local Match	Activity Associated with the expenditure	Description
<b>Total Equipment</b>	0	0		

<b>Services: System Administration</b>				
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 Associated with the expenditure	Description
<b>Total Services</b>	0	0		

<b>Total expenses: system administration</b>	0	0		
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<b>Total income: fiscal year 2022-2023</b>			Do not include your full original 2022-2023 funds. Include only those funds that are remaining from the 2022-2023 fiscal year	
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<b>Total remaining: fiscal year 2022-2023</b>	0			
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**Fiscal year 2022-2023: Baseline Funds**

<b>Consultant Fees</b>				
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				
Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity Associated with the expenditure	Description
<b>Total Consultants</b>	0	0		

<b>Supplies/Materials</b>				
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 Associated with the expenditure	Description





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[www.northnetlibs.org](http://www.northnetlibs.org)

**To: NLS Executive Committee**

**Date: September 23, 2025**

**From: Jacquie Brinkley, NLS System Coordinator**

**Subject: Nominating Committee for Replacement of NLS Executive Committee Member**

Executive Committee Member, Phyllis Goodeill, resigned from the director position at Del Norte Library District effective June 2025. Per NLS Bylaws, the Administrative Council and thereby Executive Committee members will be the head librarian of the member library.

NLS staff is requesting the NLS Chair and Executive Committee to appoint an Ad Hoc Nominating Committee to nominate candidate(s) to fill the position on the Executive Committee for the 2-year term that remains through June 30, 2026.

The NLS Executive Committee extends their appreciation to Phyllis Goodeill for her time on the Executive Committee.

**Recommendation:** The NLS Executive Committee appoints a 3-member Ad Hoc Nominating Committee to identify candidate(s) for an Executive Committee member to serve on the NLS Executive Committee through June 30, 2026.

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

State Library News ..... 3  
     California Libraries Learn (CALL) project scheduled to pause Friday, September 12, 2025 ..... 3  
     Listservs scheduled to pause Friday, September 12, 2025 ..... 3  
     LDS Newsletter ..... 3  
     eBooks for All Joins Zip Books: Free Access with Expanded Capabilities..... 3  
     Marketing Toolkits ..... 4  
     California Freedom To Read Act ..... 4  
 Networking and Training ..... 4  
     Public Library Directors Networking Call ..... 4  
     Rural Libraries ..... 4  
     Sustainable California Libraries Open Door Quarterly Chats..... 5  
 Opportunities ..... 5  
     Career Online High School ..... 5  
     Lunch at the Library ..... 5  
 Current Projects and Services ..... 6  
     California Library Literacy Services – Ongoing..... 6  
     California Libraries Learn (CALL) – professional development for all levels of library staff ..... 7  
     California Public Libraries Data ..... 7  
     Community-Centered Libraries and PolicyMap access for all library workers – Ending ..... 7  
     COMPASS Project: Resources and Information for Public libraries..... 7  
     Parks Pass Program – Ongoing..... 8  
     Ready – Or Not: Cultural Heritage Disaster Preparedness Project..... 8  
     Student Success Cards for All..... 9  
     Summer Community Impact Report ..... 10



## State Library News

### [California Libraries Learn \(CALL\) project scheduled to pause Friday, September 12, 2025](#)

The state legislature is currently working on restoring access to LSTA funding to the State Library's budget. While that happens, the California Libraries Learn (CALL) project will pause for a short period of time starting at the end of the day on Friday, September 12, 2025. The State Library and the California Library Association will restart CALL as soon as possible when funding access is restored. We appreciate the patience of the California library community, and we look forward to offering more free professional development and continuing education opportunities soon.

### [Listserves scheduled to pause Friday, September 12, 2025](#)

Our listservs will also pause for a short period of time starting at the end of the day on Friday, September 12, 2025. The State Library will restart the listservs as soon as possible when funding access is restored. *Please note that the CLA Talk listserv is a service of the California Library Association and will not be affected by this pause.*

### [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 Joins Zip Books: Free Access with Expanded Capabilities](#)

We're excited to share that eBooks for All is now supported under the Zip Books initiative. This transition enables libraries on the Palace platform to continue offering both the statewide digital collection and their local eBook offerings, all at no local cost.

## **New Features for Patrons and Libraries:**

- **Patron Request Portal:** Thanks to Califa, patrons can now submit title requests in both [English](#) and [Spanish](#) via an online form. Once a requested title is added to the statewide collection, patrons receive notification and can check it out immediately.
- **Seamless Access Across Platforms:** Requested titles will appear both in California's Bookshelf and within each library's local instance of Palace, offering consistent and comprehensive access.
- **New Libraries Welcome:** Libraries not yet on Palace can join the program at no cost and gain access to over **300,000 additional eBook and eAudiobook licenses** from the statewide collection.

Please reach out to [ebooksforall@library.ca.gov](mailto:ebooksforall@library.ca.gov) with any questions.

## 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.

### [Libraries can now submit their policy via a web-form.](#)

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](mailto: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](mailto:collectiondevelopmentpolicy@library.ca.gov) with your request.

## Networking and Training

### Public Library Directors Networking Call

Stay posted for information on upcoming calls, and thank you to all who participated in the July 9 visioning session.

### 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. To receive the registration link, please email [lisa.lindsay@library.ca.gov](mailto:lisa.lindsay@library.ca.gov).

## Sustainable California Libraries Open Door Quarterly Chats

All California library staff and community partners are welcome to join these casual conversation and resource sharing sessions focused on sustainability and California libraries. The Sustainable California Libraries: open door series will be held quarterly. Sessions are one hour and will not be recorded.

The first quarterly chat was held on August 6, 2025 with special guests from the California Volunteers [Climate Action Counts](#) team. **Register for the [Wednesday, November 12, 2025, 10:00–11:00 am open door chat \(Zoom\)](#).** Special guests to be announced later.

## Opportunities

### 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 end-of-year report. COHS questions can be sent to [cohs@library.ca.gov](mailto:cohs@library.ca.gov). *State of CA funded.*

### Lunch at the Library

Applications for the 2025-2026 [Lunch at the Library](#) grant opportunity will open September 15th. The Lunch at the Library grant program has sustained annual funding of \$3 million from the state of California. Funds support libraries who plan to provide summer meals at their library and/or will be providing pop-up library services at community meal sites.

#### Funds can be used for:

- Summer enrichment programming before, during, or after meal service.
- Books to build home libraries and connect to your summer learning program.
- Teen internship or volunteer programs.
- Staff time spent on program planning, implementation, and evaluation.
- Supplies and materials to support a successful Lunch at the Library program.

Upcoming Information Session and Office Hours:

**Lunch at the Library 2026 Information Sessions:** for general information about the Lunch at the Library 2026 funding opportunity and how to apply.

- Wednesday, September 17, 2025 from 9:00am-10:00am. [Register here.](#)

**Lunch at the Library Office Hours:** for questions related to the funding opportunity and the application. Feel free to drop in at any point during the time window listed.

- Wednesday, September 24, 2025, from 9:30am-10:30am. [Register here.](#)

- Thursday, October 30, 2024, from 1:30pm-2:30pm. [Register here.](#)

**The Lunch at the Library application is opens September 15th. The deadline to apply is Wednesday, November 5, 2025, at 5:00pm PST.**

For details how to apply, please visit the [Lunch at the Library Application Information](#) webpage.

For more information, please contact the Lunch at the Library team at [lunch@library.ca.gov](mailto:lunch@library.ca.gov)

## **Current Projects and Services**

### [California Library Literacy Services – Ongoing](#)

The 2024-2025 CLLS final annual report is now open and is due October 30, 2025. Detailed instructions were sent to all CLLS programs. Reporting walkthrough and Q+A registration links are below.

### **Walkthrough Sessions**

Our support sessions are changing to adapt to the different structure of [AmpliFund](#). We are hosting two "walkthroughs" instead of information sessions. These walkthroughs will walk you through the actual reporting structure and process in [AmpliFund](#) providing helpful information along the way. We will record walkthroughs and share them with the field. Please register even if you are unable to attend to receive the recording.

### **2024-25 CLLS Final Report Narrative Sections Walkthrough**

When: Wednesday, September 10, 2025 2:00 PM Pacific Time

[Register for the 2024-25 CLLS Final Report Narrative Sections Walkthrough.](#)

### **2024-25 CLLS Final Report Financial Reporting Sections Walkthrough**

When: Wednesday, September 17, 2025 2:00 PM Pacific Time

[Register for the 2024-25 CLLS Final Report Financial Reporting Walkthrough.](#)

### **Q&A Sessions**

Based on your feedback from the 2025-26 CLLS Application process, we are providing five Q&A sessions to support you through the new reporting process in [AmpliFund](#). To get the most out of these sessions, please come prepared with questions. Due to the informal nature of the Q&A format, we *will not* record these sessions.

- Wednesday, September 24 at 11:00 am – [Registration link for Q&A #1](#)
- Wednesday, October 1 at 2:00 pm – [Registration link for Q&A #2](#)
- Wednesday, October 8 at 2:00 pm – [Registration link for Q&A #3](#)
- Wednesday, October 22 at 11:00 am – [Registration link for Q&A #4](#)
- Wednesday, October 29 at 2:00 pm – [Registration link for Q&A #5](#)

See the [Manage Your Grant](#) page for information on data collection. All CLLS listservs will be on pause starting September 12. For more information, reach out to [cls@library.ca.gov](mailto:cls@library.ca.gov). *State-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](http://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

California's 2024-2025 Public Libraries Survey opens September 1, 2025. This survey relates to your library's building(s), budget, staffing, collections, and services during 7/1/2024-6/30/2025. The due date for the completion of the survey is October 31, 2025.

All California public libraries are asked to provide library statistics. Data elements collected for fiscal year 2024/25 are the same as the fiscal year 2023/24 Public Libraries Survey. Although multiple people can gather data for your library's statistics, only one person should submit the data for your library jurisdiction. Data collected from this survey will show the breadth and services of public libraries across California.

Resources for completing the Public Libraries Survey can be found at <https://www.library.ca.gov/services/to-libraries/statistics/> (The survey form will be available 9/1/2025.) Additionally, an information session will be held on 9/4/2025 11 AM-12 PM. Survey submitters can register for the information session at [Webinar Registration - Zoom](#)

For any questions, please contact [LibraryStatistics@library.ca.gov](mailto:LibraryStatistics@library.ca.gov).

Community-Centered Libraries and PolicyMap access for all library workers – Ending The 24/25 cohorts and trainings are complete. Past webinars on Community-Centered Libraries topics may still be viewed at <https://www.library.ca.gov/services/to-libraries/ccl/>

Due to a lack of LSTA funds in FY 2025-26, **access to PolicyMap ended July 31, 2025.**

*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](mailto:compass@library.ca.gov) with any questions.

### **Parks Pass Program – Ongoing**

The final state budget signed by Governor Newsom includes continued funding for the Parks Pass Program. As a result, Parks Passes will remain valid through **December 31, 2026**.

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](http://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](mailto: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](mailto: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.

See the CLA talk messages around Student Success for registration links to the monthly networking calls.

### [Summer Community Impact Report](#)

The 2025 Summer Community Impact Report is open. Data are due no later than October 1, 2025.

You can find the questions and link to the 2025 Summer Impact report through our [Building Community Based Summers webpage](#), and [California Public Library Statistics page](#).

Student Success Questions are included and will be required to ensure compliance with [SB 321 \(Ashby\)](#) and [updated SB 1329](#).

The Summer Community Impact Report relates to all your library's summer 2025 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

*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.*