FY 2025-26 CLSA Plan of Service

Prepared by NorthNet Library System
for California State Library 2025-26 California Library Service Act

Submitted by Carol Frost

Submitted on 08/26/2025 4:59 PM Pacific Standard Time

Opportunity Details

Opportunity Information

Title
2025-26 California Library Service Act

Description
California Library Services Act allocations provides funding to the nine cooperative library systems across the state to facilitate communication, delivery and resource sharing.

Awarding Agency Name
California State Library

Agency Contact Name
Monica Rivas

Agency Contact Phone
916-603-7159

Agency Contact Email
monica.rivas@library.ca.gov

Public Link
https://www.gotomygrants.com/Public/Opportunities/Details/adf74e2f-70d8-4a5d-9c77-d1e301d1924e

Funding Information

Funding Sources
State

Award Information

Award Period
Starts 07/01/2025

Eligibility Information

Project Information

Application Information

Application Name
FY 2025-26 CLSA Plan of Service

Award Requested
$430,654.00

Total Award Budget
$430,654.00

Primary Contact Information

Name
Carol Frost

Email Address
frost@plpinfo.org

Address
32 West 25th Avenue, Suite 201
San Mateo, CA 94403

Phone Number
650-349-5538

Project Description

Applicant Information

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To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

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1. Is your organization a California public library? If your organization is not a California Public Library you will be prompted to enter your organizations name in the next field.

○ Yes
◉ No

1b. Organization Name

NorthNet Library System

1c. Will the project proposed be implemented in a California public library? If the proposed project will not be implemented in a California Public Library you will be prompted to enter the location in the next field.

○ Yes
◉ No

1d. Name of location(s) where project will be implemented

NorthNet Library System

2. Authorized Representative First and Last Name

Carol Frost

3. Authorized Representative Title

NorthNet Administrator

4. Authorized Representative Phone (Use the format 123-456-7890)

650-349-5538

5. Authorized Representative Email

frost@plpinfo.org

6. Authorized Representative Street

32 W. 24th Avenue, Suite 201

7. Authorized Representative City

San Mateo

8. Authorized Representative Postal Code (Use the format 12345 or 12345-6789)

94403-2265

9. Recipient Grant Manager First and Last Name

Carol Frost

10. Recipient Grant Manager Title

NorthNet Administrator

11. Recipient Grant Manager Email

frost@plpinfo.org

12. Recipient Grant Manager Phone (Use the format 123-456-7890)

650-349-5538

Open this link to check that your organziation meets all eligibility requirements:

California Library Services Act

13. Based on the requirements in the document linked above, is your organizations eligible to apply for this funding?

◉ Yes
◯ No

14. Organizations Federal Employer Identification Number

90-0497686

Project Details

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

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1. Primary Project Audience: Identify the audience(s) for this project.

Select all that apply

- ☐ Adults
- ☐ Families
- ☐ Immigrants/Refugees
- ☐ Intergenerational Groups (Excluding Families)
- ☐ Library Staff, Volunteers, and/or Trustees
- ☐ Low Income
- ☐ Non/Limited English Speaking
- ☐ People with Disabilities
- ☐ People with Limited Functional Literacy
- ☐ Pre-School Children
- ☐ Rural Populations
- ☐ School Age Children
- ☐ Senior Citizens
- ☐ Statewide Public
- ☐ Suburban Populations
- ☐ Unemployed
- ☐ Urban Populations
- ☐ Young Adults and Teens
- ☐ LGBTQ+
- ☒ Not Specific Primary Audience
- ☐ Other

2. Abstract: Provide a brief summary of your project including what you will do, for whom, and for what expected benefit. This statement may be used for publicity purposes. (Word limit: 60)

See Project Description & Brief Abstract Writing Examples for an example.

Question 2 Response:

The NorthNet Library System will provide shared resources, including shared courier services and eCollections, for its member libraries with the expected benefit of providing NorthNet residents the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to these physical and digital resources.

3. Project Description: Provide a description that will enable the reviewers to understand the overall project if they were to read only this response and no other part of the application. (Word limit: 300)

See **Project Description & Brief Abstract Writing Examples** for an example.

The text should be a summary of:

- the needs and aspirations your project responds to
- your planned activities
- how the activities you propose will achieve your desired outcomes and goal

Organize your text in a readable format. Use subheadings as needed.

Question 3 Response:

NLS will use CLSA funds in accordance with the specified uses per California law to support equitable access to shared resources among three or more libraries.

The NorthNet region, with 41 member libraries, covers 57,838 square miles in the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of the 58 California counties, 48% of them are in NLS, and 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches. Library budgets range from a few thousand dollars to several million.

Funds will be allocated to support two specific courier services in two regions: Mountain Valley Library System, and North Bay Cooperative Library System. Funds will also support a shared eBook and eAudiobook collection among 27 member libraries.

Because the needs of the NLS region are so diverse, NLS will allocate some of the funds to the libraries so that they may choose from a menu of services, including support for Link+, support for their own shared eCollections, support for their own shared delivery, and to support broadband hardware and telecommunication costs.

Providing a mechanism for sharing of physical materials and shared eCollections assists the public libraries in improving services to the underserved by ensuring books and other physical materials can move freely past jurisdictional boundaries and reach various communities. This breaks down the physical barriers and supports collaboration.

With the continued 50% CLSA reduction, there is not enough funding to fully support the shared eMagazine collection. Libraries will need to contribute 50% of local funds to continue the service.

4. **Agency Alignment:** **Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 150)**

Question 4 Response:

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

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

Tier One Priorities:

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

Tier Two Priorities:

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

5. Is this a brand new project?

A new project is one that has not been implemented before at your organization. This is a project that you are starting from scratch.

Question 5 Response:

○ Yes
◉ No

5b. Impact to Date: Describe the project's current status, any results, lessons learned, and impact to date. (Word limit: 150)

Question 5b Response:

NLS leadership regularly surveys NLS membership to understand how they can better serve all NLS libraries and their communities, and to determine how to most equitably distribute and allocate CLSA funding throughout the region. At its Annual Meeting in June 2023, the Administrative Council approved a revised CLSA Claim Form which includes narrative questions regarding the use and impact of CLSA funds in communities that make up the NLS region. NLS leadership will review and evaluate how these responses can be used to ensure CLSA funds continue to support the needs of the diverse communities within NorthNet.

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

6. Is this project expected to continue beyond the grant period to implement fully?

○ Yes
◉ No

7. Focus Population: Who is the focus population for this project? (Word limit: 50)

Describe the focus population for your proposed project.

Question 7 Response:

NLS's focus population will include a vast region of rural, frontier and geographically isolated and under-resourced libraries, as well as urban areas served by more well-funded libraries.

8. How does this proposed project address barriers and needs experienced by the focus population and align with the population's strengths and aspirations? (Word limit: 150)

Describe how what you plan to do will help address the barriers and unmet needs and align with the aspirations of the focus population.

Question 8 Response:

The NLS community of 41 member library directors has defined its needs and aspirations through member surveys, focus groups, and ad hoc committee leadership. NLS drafted the following language to guide the development and adoption of the Strategic Priorities for NorthNet. "In light of continually changing economic support, new service trends and new NLS leadership, a fresh look at system activities focused on clarifying and identifying strategic priorities has been undertaken. These priorities are extremely useful in identifying impactful services for member libraries and are informing recommendations to the California Library Services Board, the board that determines the services provided by NLS and other California Library Services Act (CLSA) systems." The NLS Strategic Priorities were approved and adopted to include the projects identified under Tier 1 and Tier 2 below. NLS directors and other staff will be engaged

to carry out the proposed tasks under each priority with a focus on the communities in geographically isolated and underserved areas of the region.

Tier One Priorities:

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

Tier Two Priorities:

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

9. How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)

Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.

Question 9 Response:

The NLS community of 41 member libraries and their directors are committed to adhering to the NLS Strategic Priorities adopted by the NLS Administrative Council that were founded on the goal of identifying the most impactful services for their communities. NLS libraries are overwhelmingly represented by the most geographically isolated, rural and frontier communities of California. In addition to the ruralness, recent demographics of the NLS region report the following: 12% are below the poverty level; 18% are over the age of 65 years; and 24% are non-English speaking. Individual member libraries are actively engaged with their community stakeholders and community partners, where available, to ensure community engagement at a local level.

NLS has demonstrated a long-standing commitment to investing in services that will meet the needs of their most isolated and rural populations through the allocation of funds directed to courier delivery services and the investment in eMaterials. Providing a mechanism for sharing of physical materials and shared eCollections assists the public libraries in improving services to the underserved by ensuring materials can move freely past jurisdictional boundaries and reach all communities. This breaks down the physical barriers to support collaboration. Positive impact has been demonstrated through access and use of these collections, and patron requests for additional materials.

10. If applicable, how is your project being created, planned, and implemented in collaboration with the focus population? (Word limit: 300)

Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it.

Question 10 Response:

Not applicable.

11. Project Outputs: List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.

Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

Example list of outputs:

- **2000 items delivered to System libraries**
- **5 libraries participating in Overdrive**

- **one outcomes survey developed**

Question 11 Response:

One shared subscription to OverDrive eBooks and eAudiobooks, and one shared subscription from OverDrive for shared eMagazines for 27 libraries called Library-to-Go for eBooks and eAudio, with an estimate of 1.6M items circulated.

Contract with two couriers for delivery service among the North Bay Cooperative Library System for 6 libraries, and for the Mountain Valley Library Cooperative, for 10 libraries, with an anticipated 730,000 items being picked up and delivered.

Implement a survey or other 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. It is estimated that 3 libraries would use funds to support broadband telecommunication costs, 2 libraries will use funds for broadband hardware, 14 libraries may use funds to support other shared eCollections, such as Kanopy, Palace eBook-for-all, or shared OverDrive, 1 library may allocate funds to support OCLC ILL, and 3 libraries will use CLSA funds to offset costs for their Link+ subscription.

12. Additional Evaluation: Describe plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)

Question 12 Response:

Evaluation will include data points such as items delivered through CLSA funded couriers, circulation for eMaterials, and impact as a result of the funds and community engagement activities. This will inform how our activities and use of CLSA funds have supported our diverse communities. Beyond standard metrics, NLS will ask libraries to gather stories with positive outcomes because of CLSA-funded resources, or to consider the impact of the resource on their community.

13. Future Plans: How will this project be supported and sustained in the future? How will you share successes and lessons learned? (Word limit: 150)

Question 13 Response:

The NLS Executive Committee is actively engaged in discussion of the sustainability of continued services as it anticipates another year of reduced CLSA funding in FY 2025/26. Even without CLSA funds, the individual member libraries benefit from shared and pooled resources. Individual member libraries also have to consider how local budgets will affect their ability to participate in NorthNet services, more so with a loss in CLSA funding. By design, within the structure of NorthNet, there exists opportunity for each library to customize how it will take advantage of CLSA funds with the option to “opt out” or “pay in” for pooled services. If CLSA funds are reduced or eliminated this would still be true, but it is also anticipated that a reduction in funding would translate to a reduction in service offerings for many members.

An ongoing issue remains where CLSA funds are not increasing, and, in the case of FY 2025/26, continued to be funded at 50%, yet subscription costs continue to rise. Without additional funding, the sustainability of maintaining current levels of service is not tenable, and in many cases, the very small libraries do not have local funding to fill the gap. This results in a continued degradation of services.

14. Project Partner: Do you have a project partner to report? Project Partners are invited but not required.

A partner is an organization that will contribute resources to your project (materials, funds, staff, etc.) and with which

you have a signed agreement.

Contractors paid for their involvement with the project are NOT partners.

Question 14 Response

- ○ Yes
- ◉ No

15. Community Connections: A community connection is a cooperating institution or agency with which the applicant works to achieve project goals but with which the applicant might not have a formal, signed agreement.

Organizations or individuals who are contractors under the project are not considered community connections.

Community Connections are invited but not required.

Do you have a community connection to report?

- ○ Yes
- ◉ No

16. Project Partner and Community Connection Letters of Support: Attach any letters of support to your application. This is invited but not required.

Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Your letters of support should be named OpportunityName_LetterofSupport1_OrganizationName

If you have more than one letter of support, click Choose File again to upload multiple files.

Upload Letters of Support Here:

Plan of Service -CLSA Specific Information

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

Summary of Library Participation - Resources, Services, and Programs

List below each of the the resources, services, and programs that will be provided and supported with your CLSA funds. For each one identify the participating libraries and, if applicable, why non-participating libraries are not participating.

1. First resource, service, or program provided to your member libraries using CLSA funds.
   Response does not fit into this space. Please see attached document "NLS FY25-26 Answer_Resource_Services_Programs"

1b. Do you have another resource, service or program you provide?
   ○ Yes
   ◉ No

Demographics of System Service Area

This section provides information on the System population profile. Below, please enter the requested underserved population information for your system.

2. Total population of System service area.
   5001927

3. Economically Disadvantaged (below poverty level) population
   575438

4. Institutionalized population
   64436

5. Population aged 65+
   915031

6. Children and youth population - Under 5 years of age
   269272

6b. Children and youth population - 5 to 9 years of age
   294931

6c. Children and youth population - 10 to 14 years of age
   320250

6d. Children and youth population - 15 to 19 years of age
   317113

7. Persons with disabilities

657531

8. Speakers of limited English or English as a Second language population
473186

9. Non-English speaking population
1209231

10. Ethnicity - Black
259763

10b. Ethnicity - Hispanic
1173585

10c. Ethnicity - Asian
532051

10d. Ethnicity - Native American
58677

10e. Ethnicity - Other
30266

11. Geographically isolated population (Rural)
795009

12. Functionally illiterate population
1007747

13. Homebound population
254979

Budget

Prior Year Unused Funds - Budget

In the field below please upload the budget spreadsheet showing how you plan to spend any unused funds from fiscal year 2023-24 and 2024-25. You will enter your projected budget for the current fiscal year (2025-26) in the budget form included as part of this application.

This spreadsheet was sent to you via email along with the application login information and AmpliFund instructions. It has also been attached below.

If you do not have any remaining funds from prior fiscal years you may skip this question.

Prior Fiscal Year Spreadsheet
Prior Fiscal Year CLSA Budget Form.xlsx

Budget Spreadsheet
NLS 2025-26 CLSA Plan of Service Prior Year Rollover Budget Form Rev 08212025.xlsx

Project Activities

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

What activities will be used to accomplish your project and achieve your outcomes?

- **An Activity is an action or actions that help you accomplish the goal of your project.**
- **Your project will likely have between one and four activities.**
- **You should only report on major activities.**
- **Include all activities that account for at least 10% of your project budget.**
- **Routine actions such as purchasing supplies to support programs are not activities.**

Activity Name

Shared eResources

Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit: 90-160)

1. OverDrive eBooks/eAudiobooks. This will include:

a) the Library-to-Go shared collection among 27-member libraries.

b) Should some regions with shared collections choose (such as MARINet) they may allocate some of their CLSA funds to a shared OverDrive collection between 3 or more libraries, or for shared Kanopy or Palace eBook-for-All.

It is estimated that between all of these shared collections, 1.4 million items will be circulated and 70,000 titles purchased.

2. OverDrive eMagazine Subscription. This is the shared collection among 27 member libraries. The circulation is estimated at 275,000. As a subscription, there are no titles purchased.

Choose your activity

○ Instruction: Involves an interaction for knowledge or skill transfer.
◉ Content: Involves the acquisition, development, or transfer of information.
○ Planning/Evaluation: Involves design, development, or assessment of a project, program, service, operation, resource and/or user group.
○ Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Choose the Type that best describes the content activity

◉ Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
○ Creation: Design or production of an information tool or resource such as digital objects, curricula, manuals. Includes digitization or the process of converting data to digital format.
○ Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
○ Lending: Circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to a library user, upon request.
○ Preservation: Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.

Choose the format that best describes the Content

◉ Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

○ Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])
○ Combined digital and physical.

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?

○ Library workforce
◉ General population

Do you have a second activity to report?

◉ Yes
○ No

Second Activity Name

Inter Library Loan Delivery

Second Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit 90-160)

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

1. One library will choose to use funds to support Inter-library loan delivery, which may come from either OCLC ILL or from other local shared ILL, using CLSA funds to mail ILL items.

2. Innovative Link+ Resource Sharing Subscription: 3 of the 17 NLS libraries participating in the shared contract may allocate CLSA funds to support this subscription.

Choose your second activity

○ Instruction: Involves an interaction for knowledge or skill transfer.
◉ Content: Involves the acquisition, development, or transfer of information.
○ Planning/Evaluation: Involves design, development, or assessment of a project, program, service, operation, resource and/or user group.
○ Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Choose the Type that best describes the content activity

○ Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
○ Creation: Design or production of an information tool or resource such as digital objects, curricula, manuals. Includes digitization or the process of converting data to digital format.
○ Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
◉ Lending: Circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to a library user, upon request.
○ Preservation: Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.

Choose the format that best describes the Content

○ Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.
◉ Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])
○ Combined digital and physical.

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?

○ Library workforce
◉ General population

Do you have a third activity to report?

◉ Yes
○ No

Third Activity Name

Intra System Lending - Delivery

Third Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit 90-160)

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

Physical items sent by system member public libraries: 730,000

Physical items delivered to system member public libraries: 730,000

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

Total: 730,000

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

Physical items delivered to system member public libraries: 730,000

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

Total: 730,000

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

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

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

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

Percentage of items to be physically delivered by: Contracted Van: 100%

Choose your third activity

○ Instruction: Involves an interaction for knowledge or skill transfer.
◉ Content: Involves the acquisition, development, or transfer of information.
○ Planning/Evaluation: Involves design, development, or assessment of a project, program, service, operation, resource and/or user group.
○ Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Choose the Type that best describes the content activity (**Outcomes survey(s) must be issued during the project period if beneficiary is library workforce.)

○ Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
○ Creation: Design or production of an information tool or resource such as digital objects, curricula, manuals. Includes digitization or the process of converting data to digital format.
○ Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
◉ Lending: Circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to a library user, upon request.
○ Preservation: Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.

Choose the format that best describes the Content

○ Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data

transfer connections and protocols, systems at any scale, and metadata.
◉ Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])
○ Combined digital and physical.

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?
○ Library workforce
◉ General population

Do you have a fourth activity to report?
◉ Yes
○ No

Fourth Activity Name
Library Broadband

Fourth Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit 90-160)

To meet the diverse needs of the areas of NLS, some of the CLSA funds will be allocated to NLS Libraries through a formula. We anticipate that two libraries will allocate funds for Broadband hardware to purchase routers or switches for their network backbone, and three libraries may choose to allocate funds for Broadband telecommunication costs.

Choose your fourth activity
○ Instruction: Involves an interaction for knowledge or skill transfer.
○ Content: Involves the acquisition, development, or transfer of information.
○ Planning/Evaluation: Involves design, development, or assessment of a project, program, service, operation, resource and/or user group.
◉ Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Do you have a fifth activity to report?
◉ Yes
○ No

Fifth Activity Name
System Operations

Fifth Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit 90-160)

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

Choose your fifth activity
○ Instruction: Involves an interaction for knowledge or skill transfer.
○ Content: Involves the acquisition, development, or transfer of information.
○ Planning/Evaluation: Involves design, development, or assessment of a project, program, service, operation, resource and/or user group.
◉ Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Do you have a sixth activity to report
○ Yes
◉ No

If No, scroll to the bottom of page

Project Timeline

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

Timeline:

The timeline should capture when project actions will occur.

- **It must include all Project Activities listed in the application and connect to the Project Description.**
- **List actions in chronological order.**
- **Actions must be within the project implementation dates.**

Below, enter each of your major actions and when they will occur.

Action 1 Description
Purchase OverDrive shared collections

Action 1 Start Date
7/1/2025

Action 1 End Date
6/30/2026

Do you have a 2nd action to report?
◉ Yes
○ No

Action 2 Description
Link+ Subscription

Action 2 Start Date
7/1/2025

Action 2 End Date
6/30/2026

Do you have a 3rd action to report?
◉ Yes
○ No

Action 3 Description
Courier Service Delivery Contracts

Action 3 Start Date
7/1/2025

Action 3 End Date
6/30/2026

Do you have a 4th action to report?
◉ Yes
○ No

Action 4 Description

Develop a measurement tool to gather statistics

Action 4 Start Date

8/15/2025

Action 4 End Date

1/31/2026

Do you have a 5th action to report?

- (●) Yes
- ( ) No

Action 5 Description

Review Menu of Services

Action 5 Start Date

8/15/2025

Action 5 End Date

1/31/2026

Do you have a 6th action to report?

- (●) Yes
- ( ) No

Action 6 Description

Issue the CLSA Claim Form to NLS libraries for selection of menu options

Action 6 Start Date

1/1/2026

Action 6 End Date

4/30/2026

Do you have a 7th action to report?

- (●) Yes
- ( ) No

Action 7 Description

Gather statistics for annual reporting

Action 7 Start Date

4/15/2026

Action 7 End Date

6/15/2026

Do you have an 8th action to report?

- ( ) Yes
- (●) No

If No, scroll to the bottom.

Additional Information/Uploads

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

Applicant Organization Assessment

1. Recipient Grant Manager Name
   Carol Frost

2. Is the recipient grant manager new to your organization (joined within the past year)?
   ○ Yes
   ◉ No

2b How long has the recipient grant manager worked in your organization? (Enter in years. Example: 3.5)
   9

3. Has the recipient grant manager previously managed any other grant projects within the last three years?
   ◉ Yes
   ○ No

3b. How many grant projects has the recipient grant manager previously managed?
   15

4. How long has the organization's director been in his/her current position? (Enter in years. Example: 3.5)
   9

5. Has the applicant organization received any grants from the California State Library in the past three (3) years?
   ◉ Yes
   ○ No

5b. How many grants has the applicant organization received from California State Library in the past three (3) years?
   1

6. Has the applicant organization been awarded a grant not issued by the California State Library in the past three (3) years?
   ○ Yes
   ◉ No

7. For any grants received within the past three (3) years, has the applicant organization been late submitting any of the following (select all that apply)?
   ☐ Amendments
   ☐ Budget modifications, augmentations and/or revisions
   ☐ Fiscal and/or narrative reporting
   ☒ The applicant organization has not been late in any of the above
   ☐ N/A - The applicant organization has not received any grants within the past three (3) years.

8. For any grants received within the past three (3) years, has your organization failed to meet any grant requirements?
   ○ Yes
   ◉ No

9. In the past two years, has your organization undergone a reorganization or major shift in management that would affect this program?

○ Yes
◉ No

10. Has the applicant organization ever been convicted of violating state and federal criminal law involving fraud, bribery, or gratuity violations?

○ Yes
◉ No

11. Does the applicant organization have a current lawsuit filed against them or previously had a lawsuit filed against them in the last five (5) years?

○ Yes
◉ No

12. How many times in the past five (5) years has the applicant organization received an audit and/or monitoring finding(s)?

◉ The applicant organization has not received an audit finding in the past five years
○ 1-3 findings
○ 4-6 findings
○ 7+ findings

13. Select the type of audit(s) or monitoring that resulted in findings (select all that apply):

☒ The applicant organization has not received an audit finding in the past five years
☐ Federal audit
☐ Financial audit
☐ LSTA monitoring
☐ State audit
☐ Any other type of audit not identified above:

13b. If 'Any other type' was chosen, explain audit type.

14. Does your accounting system identify and track expenditures and receipt of program funds separately for each grant award?

◉ Yes
○ No

15. Is your organization facing bankruptcy or major budget deficits?

○ Yes
◉ No

Additional Documents

Attach additional supporting documents to this application should you have any.

Supporting attachments should provide data for information provided in the narrative.

Examples of attachments include:
• Letter of support from individuals or groups (not partner or community connections);
• Citations from reports supporting the needs statement;
• Staff position descriptions;
• Sample evaluation tools;
• Description and expertise of any consultants to be used

Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Your additional documents should be named OpportunityName_UpToThreeWordDescription_OrganizationName

Attach additional supporting documents to this application. If you have more than one file, click Choose File again to upload multiple files.

NLS FY25-26 Answer_Resource_Services_Programs.docx, NLS 2025-26 CLSA Plan of Service Budget Form with Matching Funds Rev 08212025.xlsx

Application Certification

This form does not auto-save your work. Click the green Save button often

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

Application Certification Upload Instructions

1. **Download the Application Certification Template below.**
2. **The Authorized Representative signs for your project.**
3. **Upload your completed form by using "Choose File" button below.**

Application Certification Template

OpportunityName_Certification_OrgnizationName.docx

Upload your completed Certification and Signature page. Your file name should follow the format OpportunityName_Certification_OrganizationName. Example: InspirationGrant_Certification_CaliforniaStateLibrary. Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

FY2025-25_CLSA_PlanOfService_Certification_NLS.docx

Authorized Representative Reminder

The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement executing the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization.

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
A. CLSA Salaries/Wages/Benefits (Admin)			
Accounting Assistant II	$3,919.00	$0.00	$3,919.00
Administrative Assistant	$2,467.00	$0.00	$2,467.00
Administrative Assistant II	$1,993.00	$0.00	$1,993.00
CEO	$15,555.00	$0.00	$15,555.00
Controller	$14,111.00	$0.00	$14,111.00
Fiscal and Administrative Services Specialist:	$6,920.00	$0.00	$6,920.00
Operations Manager	$15,816.00	$0.00	$15,816.00
System Coordinator	$25,350.00	$0.00	$25,350.00
Subtotal	**$86,131.00**	**$0.00**	**$86,131.00**
F. CLSA Supplies/Materials			
Office supplies	$700.00	$0.00	$700.00
Subtotal	**$700.00**	**$0.00**	**$700.00**
G. CLSA Equipment			
Broadband hardware	$20,000.00	$0.00	$20,000.00
Subtotal	**$20,000.00**	**$0.00**	**$20,000.00**
H. CLSA Services			
Broadband telecommunication costs	$23,250.00	$0.00	$23,250.00
Doodle	$25.00	$0.00	$25.00
Link+ Resource Sharing Subscription	$17,000.00	$0.00	$17,000.00
OCLC ILL	$2,300.00	$0.00	$2,300.00
Other Shared eCollections	$42,712.00	$0.00	$42,712.00
Shared eMagazine Subscription	$22,000.00	$0.00	$22,000.00
Shared OverDrive Library-to-Go eCollection	$94,000.00	$0.00	$94,000.00
Two System Delivery Contracts	$121,169.00	$0.00	$121,169.00
Website hosting and Domain Names	$1,267.00	$0.00	$1,267.00
Zoom	$100.00	$0.00	$100.00
Subtotal	**$323,823.00**	**$0.00**	**$323,823.00**

	Grant Funded	Non-Grant Funded	Total Budgeted
Total Proposed Cost	**$430,654.00**	**$0.00**	**$430,654.00**

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	$430,654.00		$430,654.00
Subtotal	**$430,654.00**		**$430,654.00**
Non-Grant Funding			
Cash Match		$0.00	$0.00
In-Kind Match		$0.00	$0.00
Other Funding and Contributions		$0.00	$0.00
Subtotal		**$0.00**	**$0.00**
Total Proposed Revenue	**$430,654.00**	**$0.00**	**$430,654.00**

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

A. CLSA Salaries/Wages/Benefits (Admin)

Salaries/Wages/Benefits paid for with the System Administrative funds.

System Coordinator

System Coordinator: provides committee support for NLS Executive and Council, and NLS regional Councils. Prepares correspondence, coordinates activities, prepares agenda packets, takes Minutes and adheres to Brown Act. Manages the website, ensures effective communication among members.

CEO

CEO: provides oversight of CLSA activities. The CEO works with the Executive Committee for priorities and ensures the overall fiscal and operational activities regarding CLSA reporting and activities are compliant with California law and are successfully completed. Writes and presents reports to the NLS Council and NLS regional Councils, and attends NLS and CLSB meetings.

Controller

Controller: prepares and monitors the CLSA budget and ensures all contracts with vendors for CLSA related services are completed. Prepares the fiscal CLSA reports and ensures compliance.

Operations Manager

Operations Manager: with System Coordinator, updates the website to ensure effective communication; ensuring all

agendas and minutes are posted in adherence to the Brown Act. Assist with coordination of all NLS and regions of NLS in their meeting set-ups and issues all agenda packets. Handles communication contracts for NLS, including purchasing of Zoom, Doodle, telecommunications, etc. She works with the NLS Coordinator to prepare and distribute agenda packets for NLS and the legacy systems where CLSA activities are discussed, and ensures adherence to the Brown Act.

Accounting Assistant II

Accounting Assistant II: processes payables weekly, prepares invoices, and prepares deposits. This includes activity related to library CLSA claim forms, and goods and services related to CLSA.

Administrative Assistant II

Administrative Assistant II: creates contracts for the various PLP CLSA services (e.g. contracts with contract workers, vendors, delivery, etc.) Assists in coordination of sending CLSA claim forms to each library.

Fiscal and Administrative Services Specialist:

Fiscal and Administrative Services Specialist: Coordinates invoices and payments for NLS including membership, subscription costs, vendor payments and CalPERS.

Administrative Assistant

Administrative Assistant: Assists with processing reimbursements and invoices, and filing paperwork.

F. CLSA Supplies/Materials

CLSA Communication, Delivery, and Resource Sharing project specific items purchased using baseline funds.

Office supplies

Postage and General Supplies for effective resource sharing.

G. CLSA Equipment

Any single item valued at $5,000 or more per unit belongs in the Equipment category. This category is for items purchase with baseline funds.

Broadband hardware

Allocation to libraries, estimation of hardware (routers, switches) to be purchased for effective resource sharing.

H. CLSA Services

Communications, delivery or resource sharing services provided with CLSA baseline funds.

Zoom

Subscription to hold virtual executive and regional meetings for effective resource sharing.

Doodle

Communication tool to assist in arranging meetings for effective resource sharing.

Website hosting and Domain Names

Communication tool for effective resource sharing; Brown Act compliance

Two System Delivery Contracts

Systemwide contracts: Courier service for two regional systems for effective resource sharing.

Shared OverDrive Library-to-Go eCollection

Shared eBook and eAudio collection for effective resource sharing.

Other Shared eCollections

Allocation to libraries for effective resource sharing, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive ($30,012), Palace eBooks for All ($6,400), or Kanopy ($6,300)

Shared eMagazine Subscription

Shared eMagazine collection for effective resource sharing.

Link+ Resource Sharing Subscription

Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Link+ contract

OCLC ILL

Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds for OCLC ILL

Broadband telecommunication costs

Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommuncation costs

System Name: NorthNet Library System

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

Fiscal year 2025-2026: System Administration

Salaries/Wages/Benefits: System Administration

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

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
1)System Coordinator (.33 FTE)	$25,350	$25,350			
2)CEO (.10 FTE)	$15,555	$14,339			
3)Controller (.11 FTE)	$14,111	$14,111			
4)Operations Manager (.20 FTE)	$15,816	$15,817			
5)Accounting Assistant II (.08 FTE)	$3,919	$3,920			
6)Administrative Assistant II (.04 FTE)	$1,993	$1,993			
7)Fiscal/Admin Svcs Specialist (.09 FTE)	$6,920	$6,920			
8)Administrative Assistant (.09FTE)	$2,467	$2,467			
Total Salaries/Wages/Benefits	$86,131	$84,917			

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

Supplies/Materials: System Administration

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

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

Equipment: System Administration

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

Equipment	CLSA Funds	Local Match			
Total Equipment	$0	$0			

Services: System Administration

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

Services	CLSA Funds	Local Match			
Total Services	$0	$0			

Total expenses: system administration	$86,131	$84,917			
Total income: fiscal year 2025-2026	$86,131				
Total remaining: fiscal year 2025-2026	$0				

Fiscal year 2025-2026: Baseline Funds

Consultant Fees

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

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

Total Consultants	$0	$0			

Supplies/Materials					
Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.					
Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Office supplies	$700		Activity 8:System Operations		Postage and General Supplies for effective resource sharing.
Total Supplies/Materials	$700	$0			

Equipment					
This category should only be used for single items/units costing $5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.					
Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Broadband hardware	$20,000		Activity 7: Library Broadband		Allocation to libraries, estimation of hardware (routers, switches) to be purchased for effective resource sharing.
Total Equipment	$20,000	$0			

Services					
Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.					
Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Zoom	$100		Activity 8:System Operations		Subscription to hold virtual executive and regional meetings for effective resource sharing.
Doodle	$25		Activity 8:System Operations		Communication tool to assist in arranging meetings for effective resource sharing.
Website hosting and Domain Names	$1,267		Activity 8:System Operations		Communication tool for effective resource sharing; Brown Act compliance
Two System Delivery Contracts	$121,169	$224,197	Activity 4: Intra-System Lending - Delivery		Systemwide contracts: Courier service for two regional systems for effective resource sharing.
Shared OverDrive Library-to-Go eCollection	$94,000		Activity 1:Shared eResources		Shared eBook and eAudio collection for effective resource sharing.
Other Shared eCollections	$42,712		Activity 1:Shared eResources		Allocation to libraries for effective resource sharing, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive ($30,012), Palace eBooks for All ($6,400), or Kanopy ($6,300)
Shared eMagazine Subscription	$22,000	$22,000	Activity 1:Shared eResources		Shared eMagazine collection for effective resource sharing.
Link+ Resource Sharing Subscription	$17,000	$252,036	Activity 3: interLibrary Loan (Delivery		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Link+ contract
OCLC ILL	$2,300		Activity 3: interLibrary Loan (Delivery		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds for OCLC ILL
Broadband telecommunication costs	$23,250		Activity 7: Library Broadband		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommuncation costs
Total Services	$323,823	$498,233			

Total expenses: baseline	$344,523	$498,233			
Total income: fiscal year 2025-2026	$344,523				
Total remaining: fiscal year 2025-2026	$0				
Total expenses administration and baseline	$430,654	$583,150			
Total income: fiscal year 2025-2026	$430,654				
Total remaining: fiscal year 2025-2026	$0				

☐ I do not have 2043-2025 roll over funds

System Name: NorthNet Library System

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

Fiscal year 2024-2025: System Administration

Salaries/Wages/Benefits: System Administration

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

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

Supplies/Materials: System Administration

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

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

Equipment: System Administration

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

Equipment	CLSA Funds	Local Match			
Total Equipment	$0	$0			

Services: System Administration

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

Services	CLSA Funds	Local Match			
Total Services	$0	$0			

Total expenses: system administration	$0	$0			

Total income: fiscal year 2024-2025			Do not include your full original 2023-2024 funds. Include only those funds that are remaining from the 2023-2024 fiscal year		
Total remaining: fiscal year 2024-2025	$0				

Fiscal year 2024-2025: Baseline Funds

Consultant Fees

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

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

Supplies/Materials

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

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

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(ies) these funds are supporting	Previous Budget Categories	Description
Total Equipment	$0	$0			

Services

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

Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Zoom	$350		Activity 8:System Operations	Website hosting and Domain Names	Use of FY2024-25 funds to support subscription to hold virtual executive and regional meetings for effective resource sharing.
Doodle	$60		Activity 8:System Operations	Website hosting and Domain Names	Use of FY2024-25 funds to support communication tool to assist in arranging meetings for effective resource sharing.
Website hosting and Domain Names	$1,473		Activity 8:System Operations	Website hosting and Domain Names	Use of FY2024-25 funds to support Communication tool for effective resource sharing; Brown Act compliance
Shared OverDrive Library-to-Go eCollection	$4,000		Activity 1:Shared eResources	Shared OverDrive Library-to-Go eBook and eAudio collection for effective resource sharing	Use of FY 2024-25 allocation to libraries for shared Library-to-Go to offset costs due to 50% allocation reduction
Total Services	$5,883	$0			

Total expenses: baseline	$5,883	$0			
Total income: fiscal year 2024-2025	$5,883				
Total remaining: fiscal year 2024-2025	$0				
Total expenses administration and baseline	$5,883	$0			
Total income: fiscal year 2024-2025	$5,883				
Total remaining: fiscal year 2024-2025	$0				

☐ I do not have 2023-2024 roll over funds

System Name:

Fiscal Year 2023-2024	Response:
2023-2024 fiscal year funds, must be expended by June 30. 2026.	

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

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

Supplies/Materials: System Administration

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

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

Equipment: System Administration

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

Equipment	CLSA Funds	Local Match			
Total Equipment	$0	$0			

Services: System Administration

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

Services	CLSA Funds	Local Match			
Total Services	$0	$0			

Total expenses: system administration	$0	$0			

Total income: fiscal year 2023-2024	500		Do not include your full original 2022-2023 funds. Include only those funds that are remaining from the 2022-2023 fiscal year		

Total remaining: fiscal year 2023-2024	$500				

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

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

Supplies/Materials

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

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

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

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

Total expenses: baseline	$0	$0			

Total income: fiscal year 2023-2024					

Total remaining: fiscal year 2023-2024	$0				

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

NorthNet Library System
FY 2025-26

PLAN OF SERVICE – CLSA SPECIFIC INFORMATION

Resources/Services/Programs

Summary of library participation in resources, services, and programs

Shared OverDrive eBook and eAudioBook Collection

Participating Libraries: 27

One shared subscription to OverDrive for 27 libraries, called Library-to-Go, for eBooks and eAudio, with an estimate of 1.35 million items circulated. The member libraries are: Alpine County, Benicia Public, Butte County, Colusa County, Del Norte Library District, El Dorado County, Folsom Public, Humboldt County, Lassen, Lincoln Public, Modoc County, Mono County, Napa County, Nevada County, Orland Public, Placer County, Plumas County, Roseville Public, Shasta, Siskiyou County, St Helena, Sutter County, Tehama County, Trinity County, Willows Public, Woodland Public and Yuba County.

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

Shared OverDrive eMagazine Collection

Participating Libraries: 27

One shared subscription to OverDrive eMagazinesfor 27 libraries, called Library-to-Go, for eBooks and eAudio, with an estimate of 275,000 items circulated. The member libraries are: Alpine County, Benicia Public, Butte County, Colusa County, Del Norte Library District, El Dorado County, Folsom Public, Humboldt County, Lassen, Lincoln Public, Modoc County, Mono County, Napa County, Nevada County, Orland Public, Placer County, Plumas County, Roseville Public, Shasta, Siskiyou County, St Helena, Sutter County, Tehama County, Trinity County, Willows Public, Woodland Public and Yuba County.

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

Shared Courier

Participating Libraries: 16

Contract with two couriers for delivery service among the North Bay Cooperative Library System for 6 libraries, and for the Mountain Valley Library Cooperative, for 10 libraries, with an anticipated 730,000 items being picked up and delivered. North Bay libraries are: Benicia, Solano County, Lake County, St Helena, Mendocino County and Sonoma County. Mountain Valley libraries are: Sacramento Public, Woodland Public, Solano County, Yolo County, Colusa County, Sutter County, Folsom Public, Roseville Public, Lincoln Public, and El Dorado County.

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

Because the needs of the NLS libraries are so diverse, NLS will allocate some of the funds to the libraries, so that they may choose from a menu of services. Below are the estimates, based on FY 24/25 choices:

Resource/service/program name: Link+
Participating Libraries: 3 El Dorado County, Napa County, and Yolo County
The other libraries are not participating as libraries have a choice from a menu of options that include other services.

Resource/service/program name: Palace eBook-for-all
Participating Libraries: 1 Butte County
The other libraries are not participating as libraries have a choice from a menu of options that include other services.

Resource/service/program name: Kanopy
Participating Libraries: 1 San Rafael
The other libraries are not participating as libraries have a choice from a menu of options that include other services.

Resource/service/program name: Other shared OverDrive eCollections
Participating Libraries: 13
Alpine County, Bel-Tiburon, Humboldt County, Larkspur, Marin County, Mill Valley, Orland, Plumas County, San Anselmo, Shasta, Trinity County and Willows
The other libraries are not participating as libraries have a choice from a menu of options that include other services.

Broadband hardware
Participating Libraries: 2 Del Norte Library District and Sacramento
The other libraries are not participating as libraries have a choice from a menu of options that include other services.

Broadband telecommunication costs
Participating Libraries: 3 Modoc County, Sacramento and Tehama County
The other libraries are not participating as libraries have a choice from a menu of options that include other services.

Other ILL, such as OCLC
Participating Libraries: 1 Trinity County
The other libraries are not participating as libraries have a choice from a menu of options that include other services.

APPLICATION CERTIFICATION

This form is to be completed by the applicant organization's authorized representative.

I have read and support this Grant Application.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812

If your application is successful, project funds may take up to 6-8 weeks to arrive after your claim form is received by the State Library. With the submission of your application, you acknowledge that you are aware of this timeline and confirm that you will be able to start and continue your project, as needed, before grant funds arrive.

CONTACT INFORMATION

Library/Organization	**NorthNet Library System**
Project Name	**NLS FY 2025-26 CLSA Plan of Service**
Authorized Representative Name	**Carol Frost**
Title	**NorthNet Administrator**

Carol Frost

June 25, 2025

Authorized Representative Signature **Date**

Please print this certification form and sign in blue ink.
Scan the signed certification form and attach it to the online application (see instructions for more information).