

NLS Executive Committee Meeting
September 15, 2026
3:30 p.m.

ZOOM MEETING

<https://us02web.zoom.us/j/81593220059?pwd=4XZOTS3llaSqv1F9KcA0Dxil2C4Mt9.1>

Meeting ID: 815 9322 0059 Passcode: 427949 Phone + 1 669 444 9171

- | | | |
|---|--------------|----------------------|
| 1. Introductions and Roll Call | Baker, Chair | |
| 2. Public Invited to Comment | Baker | |
| 3. Approval of Consent Items (Action Item) | Baker | |
| A. Adoption of Agenda | | |
| B. Approve Minutes of July 23, 2026 | | Attachment 1, pg. 3 |
| 4. New Business | | |
| A. Review of NLS Executive Committee and
Administrative Council Roles (Action Item) | Baker | Attachment 2, pg. 5 |
| B. Review of Ad Hoc Groups: Emergency Preparedness
and Fund Balance | Baker | |
| C. NLS CLSA Zip Book Guidelines (Action Item) | Baker | Attachment 3, pg. 10 |
| D. Finance | | |
| 1. Approval of Revised NLS FY 2026-27 CLSA Plan
of Service and Budget (Action Item) | Frost | Attachment 4, pg. 12 |
| 2. Approval of NLS FY 2025-26 CLSA Annual Report
and Budget (Action Item) | Frost | Attachment 5, pg. 51 |
| 3. Approval of Revised NLS
FY 2026-27 Budget (Action Item) | Yon | Attachment 6, pg. 76 |
| 4. Review and Approval of NLS Purchasing Policy
(Action Item) | Yon | Attachment 7, pg. 80 |
| 5. Discussion of Mid-Year Administrative Council Meeting | | |
| • Confirmation of date – January 12 or January 26 | | |
| • Speaker Presentation/Professional Development/Other | | |
| • Location | | |
| 6. System Chair Report | | |

7. Announcements

A. State Library Liaison Report

Durr

Attachment 8, pg. 92

8. 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 (b)(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)."

In accordance with 54953.8(b)(8), please contact NLSadmin@plpinfo.org for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132).

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

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

**NLS Executive Committee
SPECIAL MEETING
July 23, 2026, 1:00 p.m.
Via Zoom
MINUTES**

Committee Attendees:

Jennifer Baker, Chair, Benecia Public Library
Misty Wright, Butte County Library
Bryce Lovell, El Dorado County Library
Thomas Gruneisen, Folsom Public Library
Kathryn Hunt, Lincoln Public Library
Anthony Halstead, Napa County Library
Erika Thibault, Sonoma County Library
Diana Lopez, Yolo County Library

System Staff:

Carol Frost, PLP & NLS
Justin Wasterlain, PLP & NLS
Andrew Yon, PLP & NLS
Michele Foley, NLS

Other:

Dora Mitchell, Plumas County Library

1. Introductions and Roll Call taken

Chair Baker called the meeting to order at 1:06 p.m.

2. Public Comment – Dora Mitchell, Plumas County librarian attended to listen about the Zip Book funding discussion.

3. Approval of Consent Items

- A. Approval of Agenda
- B. Approval of Minutes of May 19, 2026
- C. Approval of NLS FY 2024-25 Financial Audit

**A motion was made, and passed unanimously via roll call vote, to approve the Consent Items.
(M/S Hunt/Thibault)**

4. New Business

A. Discussion of Updates to NLS CLSA FY 2026-27 Plan of Service Budget

Frost discussed the additional CLSA allocation for the cooperatives and reviewed the survey feedback from the libraries on how to allocate additional funds, which could be used to inform changes to the amended Plan of Service Report and Budget.

Frost reported that the cooperatives met with the State Library to understand if the cooperatives could use CLSA funds to support Zip Books. The State Library confirmed that this is allowable through their interpretation of the definition of Innovative Resource Sharing. The State Library will no longer support the program administratively. The cooperatives agreed that, for this year, if a cooperative would like to use CLSA funds for Zip Books, that they should follow the prior Zip Books guidelines established by the State Library, and that sharing of materials should be limited to within that cooperative. Frost suggested,

should NorthNet decide to add Zip Books to its menu of services, a task force be formed to establish the mechanics for sharing materials.

Frost reviewed the feedback from library directors, which included vast interest in adding Zip Books, as well as directing funds back to libraries to choose how to allocate their funds. There was also a request to add Book Club in a Box and its shipping costs. It was agreed that Zip Books and the Book Club in a Box would be added to the menu of services, and that libraries would be able to choose how to use their allocations, rather than increasing allocations for current shared resources.

Discussion ensued about the additional System Administration funds, and whether to use them in System Administration, or allocate them to the Communication and Delivery section, to increase the allocation to libraries. It was agreed to move the \$45,836 to Communications and Delivery as it was a more equitable approach since some libraries don't use Link+, shared delivery, or Zip Books. Thibault noted she would like to understand why more libraries didn't use Link+. Frost discussed a survey was done on this by NorthNet and the costs of courier service were found to be a barrier.

A motion was made, and passed unanimously via roll call vote, to approve the allocation of the \$229,182 of additional CLSA funds to the Communications and Delivery line item and adding the Book Club in a Box and Zip Books as allowable choices on the menu of service, with funds being distributed using the established allocation formula, and the ability for libraries to choose how to allocate their funds. The Administrative staff have the authority to work with Chair Baker and Vice-Chair Lovell to finalize the revised Plan of Service and submit it, with copies being included in the next meeting packet to be reviewed by the Executive Committee, along with a revised budget. (M/S Thibault/Halstead)

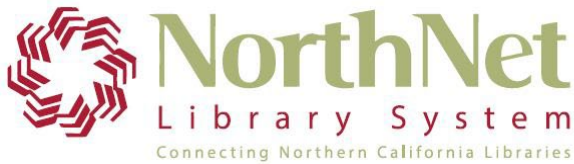
B. Discussion of eRate

Halstead discussed the eRate review currently being done at the federal level, noting the negative financial effect it would have on libraries. Halstead encouraged taking action to let the FCC know how important the program is for libraries.

5. Announcements

6. Adjournment

Meeting adjourned at 2:05 p.m.



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

www.northnetlibs.org

NorthNet Library System Executive Committee Roles and Responsibilities

The roles defined below adhere to the NLS Bylaws, which can be referred to for full procedural processes.

NorthNet Library System Chair Roles and Responsibilities

Act as Chair for both the NorthNet Library System (NLS) Executive Committee and Administrative Council meetings. Assist the contracted System Administrator staff in setting agendas, preparing memos, and developing the budget, in alignment with NLS priorities.

Work with the contracted System Administrator staff on all NLS related communications and NLS activities regarding the state, including, but not limited to required reports for the California State Library, California Library Services Act, and any other required reporting and collaborative efforts.

Represent NLS in attending the California Library Services Board meeting virtually, with the contracted System Administrator. Collaborate with other Library Cooperative Chairs as required regarding activities related to the California Library Services Act. Represent NLS on other occasions as demands.

As required, sign documents for NLS which require the Chair's signature, such as the California Library Services Act (CLSA) Plans of Service and Annual Report.

Perform advocacy on behalf of NLS, including signing letters to key legislative stakeholders and the Governor, at the direction of the California Library Association's Legislative and Advocacy Committee, the California Library Association, and the NorthNet Executive Committee or Administrative Council.

Participate in Ad Hoc groups and special studies related to activities of NLS, as required or as time permits.

Suggest new items of discussion as needed that pertain to the business of NLS as a whole or its members, to be included on Committee agendas.

Vice-Chair Roles and Responsibilities

The Vice-Chair/Chair-Elect shall preside over Executive Committee and Administrative Council meetings and act as Chair in the absence of the Chair. The Vice-Chair, when so acting, shall have the powers of, and be subject to the restrictions upon the Chair.

The Vice-Chair shall support the Chair in all NLS related activities.

The Vice-Chair shall succeed to the office of Chair following the completion of the Chair's term.

Executive Committee

The NLS Administrative Council shall elect the NLS Executive Committee annually at their June meeting.

The NLS Executive Committee shall be comprised of nine directors, composed of a Chair, Vice-Chair, Past Chair, and six Directors, ideally two from each of the three NLS regions, who shall be as representative as possible of the sizes and types of libraries.

Five members of the Executive Committee shall constitute a quorum for the transaction of business.

The Executive Committee shall be responsible for overseeing the operations of NLS including but not limited to approving the budget, approving system-wide contracts as required, and recommending an annual budget and CLSA Plan of Service to the Council. The Executive Committee shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.

The Executive Committee shall meet at least quarterly, and all meetings shall be subject to the Brown Act.

Terms for Executive Committee

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's service as Vice-Chair. The Chair shall hold office for one year or until they resign, be removed, or otherwise disqualified to serve, or until their successor shall be qualified.

Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee.

The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS.

A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

Internal Recommendations and Notes to Strengthen this section

More transparency and clarification about how nominating committee nominates candidates.
More opportunities for participation in the Executive Committee Consider an 'open call' for participation rather than asking people individually

**NorthNet Library System
Administrative Council, Executive Committee and
Ad Hoc Committee Roles and Responsibilities**

Bylaws

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called "Council," shall be comprised of the head librarian or duly authorized alternate of each constituent library.

Section 2. Administrative Council Duties

Pursuant to Section 18747(a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Council to: oversee and administer the business of NLS; formulate policy and goals; adopt an annual plan of service; adopt an annual budget, and elect a Chair-Elect who shall be Vice-Chair and members of the Executive Committee. Any officer may resign or may be removed with or without cause by the Council at any time. The Council shall also perform additional duties imposed by law or defined in these Bylaws.

Section 3. Council Officers

a. Chair

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's service as Vice-Chair. The Chair shall hold office for one year or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. It shall be the duty of the Chair to preside at meetings of the Council; to prepare the agendas for meetings of the Council in consultation with the System Administrator; to execute contracts and other instruments on behalf of NLS as authorized by the Council or Executive Committee; to appoint committees as authorized by the Council; and to represent NLS as occasion demands. If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she shall hold office as Vice-Chair for one year or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the following year. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Executive Committee shall appoint a Chair-Elect who shall serve until the next regular

meeting, when the appointment shall be confirmed by the Council. If the appointee is not confirmed, a Chair-Elect shall then be elected by the Council.

Section 4. System Administration

The Council shall provide for System Administration either by contracting with an agency or company or by employing personnel to conduct the business of NLS and serve as the System Administrator. The System Administrator shall be responsible for administration of all NLS services and activities that have not been assigned to Members or constituent libraries.

- a. The System Administrator shall be responsible for the preparation of documents, grant applications and reports, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required.
- b. It shall also be the duty of the System Administrator to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council and Executive Committee meetings; to certify official documents of the Council; and to maintain such official records as are required.
- c. The System Administrator shall maintain an office that will be the principal office for the transaction of the NLS business.
- d. If neither a contract is in force nor personnel are employed, the Chair or designee shall assume the duties usually assigned to the System Administrator.

Section 5. Standing Committees

5.1 Meetings of all standing committees shall be conducted in accordance with Article V, Sections 1-4 of these Bylaws.

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.
- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting

only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.

d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.

e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent libraries that are not members of Council.

a. Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee. The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS. A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

To: NLS Executive Committee
From: Carol Frost
Subject: NLS CLSA Zip Books Guidelines
Date: September 15, 2026

Background

At the July 23, 2026 NLS Executive Committee meeting, the Committee approved adding Zip Books as a menu option on the NLS CLSA FY 2026-27 Plan of Service and Budget.

The purpose of this memo is to develop guidelines for how NLS libraries will track and share Zip Books resources.

Background

The 9 cooperatives met with the State Library on July 22, where it was confirmed that:

- ✓ Cooperatives could use CLSA funds to support Zip Books
- ✓ The State Library would not support the program going forward (e.g. supporting a list-serv, etc.)
- ✓ It was agreed that the intent of “Zip,” meaning quick delivery, must remain. So, for instance, using Amazon will still be required (as opposed to purchasing from other book vendors such as Ingram)
- ✓ It was recommended that the general Zip Book guidelines established by the State Library should be followed in FY 2026-27 to allow the cooperatives time to develop their own guidelines
- ✓ Each cooperative should share the Zip Book items within their cooperative and can develop intra-cooperative sharing at a later date, as the programs evolve.

Discussion

An ad-hoc group was formed in NLS to discuss implementation, comprised of Jody Meza, Rita Lovell and Jennifer Baker. Below are recommendations from the group.

The NLS CLSA claim form will be modified to include this as an option. (Staff are clarifying what metrics will be required, as the data points for Zip Books did not match what is currently being collected for Content Lending.)

Each library will be doing its own purchasing (it will not be done centrally by NLS)

FY 2026-27 could be considered a pilot year, and the activities, participation and success could be discussed at the June 2027 and January 2028 Administrative Council meetings.

One of the challenges of CLSA funds is that they are not typically received until mid-fiscal year. CLSA regulations allow that the funds can be expended within 3 years. This would allow a

library to expend their funds from, for instance, January – January, spanning two different fiscal years, so that there is not a ‘gap’ in offering the program.

A basic tenant of the former Zip Books program was sharing lists of items purchased that the library does not want to add. The curated list would be shared with other libraries so that other libraries could claim the item and add it to their collection. The ad hoc discussed pros and cons of various ways to share. It was recommended that:

- A separate list-serv for NLS for sharing is not needed during the pilot. If it were developed in the future, perhaps it would be up to the participating libraries to provide staff names for it.
- It was suggested that those available lists could be shared through the NLS Directors list-serv. There was a firm desire to not add additional staff beyond the NLS Directors to this list-serv.
- To share a list, the email should have “Zip Books” in the subject line so that the email would be easy to flag, and the directors could forward it to other staff.
- When sharing with other libraries, it is interesting to think that libraries not using CLSA funds for Zip Books could also claim those materials. In that case, it might be interesting to collect data for how many items were shared to non-participating libraries. Perhaps this could be done on a fiscal year basis, through a shared Google form, and the data could be shared during the review of the program

Recommendation

It is recommended that the Executive Committee determine how to implement local Zip Books as a choice using CLSA funds for libraries.

Once approved, this information should be shared with the NLS Directors before receiving their CLSA claim form. These guidelines can be approved at the January mid-year Administrative Council meeting.



FY 2026-27 CLSA Plan of Service

Prepared by NorthNet Library System
for California State Library 2026-2027 California Library Service Act

Submitted by Carol Frost

Submitted on 08/27/2026 8:30 AM Pacific Standard Time

Opportunity Details

Opportunity Information

Title

2026-2027 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

Program

2026-2027_California Library Services Act

Fund Activity Categories

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/c4a3a65a-9e61-419d-bdf7-12ea2e919354>

Funding Information

Funding Sources

State

Award Information

Award Period

Starts 07/01/2026

Project Information

Application Information

Application Name

FY 2026-27 CLSA Plan of Service

Award Requested

\$660,046.00

Total Award Budget

\$660,046.00

Primary Contact Information

Name

Carol Frost

Email Address

frost@plpinfo.org

Address

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

Phone Number

Project Description

Applicant Information

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

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

1. Applicant Organization Name

NorthNet Library System

2. Select the Applicant Organization Type

- ☐ Academic Library, Elementary School Library, Secondary School Library or Research Library
- ☐ California Government Agency (Note: Government agencies applying on behalf of a library they directly operate should select the appropriate library category.)
- ☐ California Public Library
- ☐ Library Friends or Foundation Group
- ☒ Library Consortium (Includes any local, statewide, regional, interstate or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic and special libraries and information centers, for improved services for the clientele of such library entities.)
- ☐ Nonprofit (Note: Library Friends Groups or Library Foundations applying should select Library Friends or Foundation Group.)
- ☐ Other

3. Will the project proposed be implemented at or in conjunction with a California public library?

- ☐ Yes
- ☒ No

3c. Name of location where project will be implemented

NorthNet Library System jurisdiction

4. Organization's Federal Employee Identification Number (EIN)

90-0497686

Application Certification

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

Application Certification And Signature Page-2425.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.

FY26-27 _CLSA_PlanofService_Certification_NLS.pdf

Authorized Representative

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 the applicant organization.

Authorized Representative First and Last Name.

Carol Frost

Authorized Representative Title

NorthNet Administrator

Authorized Representative Email

frost@plpinfo.org

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

650-349-5538

Authorized Representative Street Address

32 W 25th Avenue, Suite 201

Authorized Representative City

San Mateo

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

4403-2265

Recipient Manager

The Recipient Manager is the main contact for the proposed project. Typically they are responsible for communicating with the State Library on a day to day basis, carrying out project activities and submitting reporting for grants. The State Library has previously referred to this role as a Project Coordinator.

Recipient Manager First and Last Name

Carol Frost

Recipient Manager Title

NorthNet Administrator

Recipient Manager Email

frost@plpinfo.org

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

650-349-5538

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.

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 with 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 restoration of some CLSA funds, libraries will still need to contribute local funds to continue the services such as the shared eMagazines.

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.

The NLS Administrative Council reviews the NLS Strategic Priorities on a regular basis, with the most recent adopted the Strategic Priorities being adopted at the January 25, 2024 meeting. The Strategic Priorities projects are identified as Tier 1 and Tier 2. NLS directors and other staff are 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. Since 2024/25, NLS has included a narrative response survey on the annual CLSA Claim Form for members to describe how CLSA funds help their library to serve underserved groups in their jurisdiction and to describe what groups they identify as being underserved. The survey also asks how the CLSA funded services are promoted to those groups and to describe the impact of the services that are provided. Members are also asked to identify the means they will use to measure the impact of those services on the targeted groups.

NLS leadership reviews and evaluates 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 includes a vast region of rural, frontier and geographically isolated and under-resourced libraries, as well as urban areas serving 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:

NLS library directors have defined its needs and aspirations through the NLS Strategic Priorities, which includes: "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, that determines the services provided by NLS and other California Library Services Act (CLSA) systems."

NLS relies on the expertise of library directors and their staff to understand and anticipate the needs of their specific communities. For some libraries, delivery is a critical need to ensure materials can be shared efficiently to rural locations with limited local collections. For others, the ability to purchase shared eResources supports increasingly high local demand for eBooks and eAudiobooks. In other locations, support of broadband services helps ensure residents lacking access to the internet have the ability to connect at the library.

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. The NLS region also serves those experiencing poverty, the elderly, and non-English speaking communities. 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 1.7M items circulated.

Contract with two couriers for delivery service among the North Bay Cooperative Library System for 3 libraries, and for the Mountain Valley Library Cooperative, for 10 libraries, with an anticipated 560,000 items being picked up and delivered.

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 2 libraries would use funds to support broadband telecommunication costs, 1 library may use funds for broadband hardware, 12 libraries may use funds to support other shared eCollections, such as Kanopy or shared

OverDrive, 1 library may use CLSA funds to offset costs for their Link+ subscription, and 1 library may use CLSA funds to offset shared courier costs.

With additional CLSA funding, include two additional items for menu of services for libraries to choose from: Zip Books, with an estimate of 9 libraries, and Book Club in a Box shared collection, with an estimate of 2 libraries.

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:

NLS is grateful for the additional CLSA funds. The NLS Executive Committee continues to discuss the sustainability of shared services with the additional funds, although it does not fully cover the total cost of services such as courier and eCollections. Individual member libraries benefit from shared and pooled resources.

By design, within the structure of NorthNet, there exists an opportunity for each library to customize how it will take advantage of CLSA funds through choosing from a menu of shared services, with the option to "opt out" or "pay in" for pooled services. Even with the additional CLSA funds, this is still true.

With the additional funds, two items are being added to the menu of shared services: Zip Books, and Book Club in a Box. Participating libraries will continue to use local funds to support Zip Books.

Successes and lessons learned will be included in the NLS CLSA Annual Report.

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.

Because the diverse needs of NLS libraries, NLS will allocate some CLSA funds to the libraries to choose from a menu of services. 1 library (Yolo County) will use CLSA funds for Link+. The other libraries are not participating, as they will choose from other menu options

1b. Do you have another resource, service or program you provide?

- ☒ Yes
☐ No

1c. Second resource, service, or program provided to your member libraries using CLSA funds.

1. One shared subscription to OverDrive eBooks, eAudioBooks and eMagazines for 27 libraries, called Library-to-Go. The libraries are: Benicia, Folsom, Lincoln, Orland, Roseville, St Helena, Willows and Woodland public libraries, and Alpine, Butte, Colusa, Del Norte, El Dorado, Humboldt, Lassen, Modoc, Mono, Napa, Nevada, Placer, Plumas, Shasta, Siskiyou, Sutter, Tehama, Trinity, and Yuba County libraries.
The other remaining 13 NLS libraries did not participate because of other local shared collections.

2. 12 libraries will choose shared eResources from the menu of services. San Rafael: Kanopy. 11 libraries: shared OverDrive: Alpine, Butte, Humboldt, Marin, Trinity counties; Larkspur, Mill Valley, Orland, San Anselmo, Sausalito, and Willows.

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

1d. Do you have another resource, service or program you provide?

- ☒ Yes
☐ No

1e. Third resource, service, or program provided to your member libraries using CLSA funds.

2 courier services. 3 NBCLS libraries.: Lake, Mendocino, Sonoma counties; 10 MVLS libraries (Folsom, Lincoln, Roseville, Sacramento, Woodland; Colusa, El Dorado, Solano, Sutter, Yolo counties). Belvedere–Tiburon will choose shared courier from CLSA menu.
Other libraries too geographically isolated.

1f. Do you have another resource, service or program you provide?

- ☒ Yes
☐ No

1g. Fourth resource, service, or program provided to your member libraries using CLSA funds.

Because the diverse needs of NLS libraries, NLS will allocate some CLSA funds to the libraries to choose from a menu of services. 1 library (Sacramento) will choose broadband hardware, and 2 libraries (Sacramento and Tehama County) will choose Broadband telecommunication.
Other libraries will choose other options from menu.

1h. Do you have another resource, service or program you provide?

- ☒ Yes
☐ No

1i. Fifth resource, service, or program provided to your member libraries using CLSA funds.

It is estimated that 9 libraries (Alpine, Colusa, Del Norte, Humboldt, Lassen, Napa, and Plumas counties; and Orland and Willows) will choose Zip Books; 2 libraries (Butte County and Benicia) will choose to support a shared Book Club in a Box.

Other libraries will choose other options from menu.

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.

5020967

3. Economically Disadvantaged (below poverty level) population

582856

4. Institutionalized population

64436

5. Population aged 65+

897354

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

257759

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

285319

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

306999

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

310102

7. Persons with disabilities

678937

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

768517

9. Non-English speaking population

1241734

10. Ethnicity - Black

256145

10b. Ethnicity - Hispanic

1174250

10c. Ethnicity - Asian

536928

10d. Ethnicity - Native American
64939

10e. Ethnicity - Other
30504

11. Geographically isolated population (Rural)
795009

12. Functionally illiterate population
1007747

13. Homebound population
263204

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 Prior Fiscal Year CLSA Budget Form FY25-26.xlsx

Project Activities: Content

This form does not auto-save your work. Click the 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.

There are five categories of activities you can select from.

- **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.
- **Infrastructure:** Involves all phases of construction or maintenance of physical spaces or communications systems including, planning, and design.

Each activity category has a dedicated application form. Please be sure to use the correct form to enter activities for your project.

Content Activities: Involve the acquisition, development, or transfer of information.

Content activities are further categorized by:

Type

- **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.

Format

- **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.**

Who the activity directed is directed at

- **Library workforce (includes volunteers and trustees)**
- **General Population**

Do you have a Content activity to report?

- ☒ Yes
☐ No

Content Activity Name

Shared eResources

Content 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) Some regions with shared collections (such as MARINet) may allocate some of their CLSA funds to a shared OverDrive collection between 3 or more libraries, or for shared Kanopy.

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 340,000. As a subscription, there are no titles purchased.

Choose the Content Type that best describes the content activity.

- ☒ Content - Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
- ☐ Content - 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.
- ☐ Content - Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
- ☐ Content - 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.
- ☐ Content - 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 Content activity to report?

- ☒ Yes
☐ No

Second Content Activity Name

Inter Library Loan Delivery

Second Content 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:

Innovative Link+ Resource Sharing Subscription: 1 of the 17 NLS libraries participating in the shared contract may allocate CLSA funds to support this subscription.

Choose the Content Type that best describes the content activity.

- ☐ Content - Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
- ☐ Content - 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.
- ☐ Content - Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
- ☒ Content - 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.
- ☐ Content - 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 Content activity to report?

- ☒ Yes
- ☐ No

Third Content Activity Name

Intra System Lending - Delivery

Third Content 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.

1) NLS will support the contracted services of two couriers serving the Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (3 libraries), with additional local and inter-library delivery services paid with local funding.

2) 1 Library may choose to allocate, through the menu of services, funds to support intra system lending.

There are no system-owned delivery vehicles. Across the 2 regions with courier service, there are 4 contracted delivery vehicles that physically move materials. Frequency of delivery depends on the region and varies from 1 to 5 days a week.

Choose the Content Type that best describes the content activity.

- ☐ Content - Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
- ☐ Content - 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.
- ☐ Content - Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
- ☒ Content - 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.

- ☐ Content - 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 Content activity to report?

- ☒ Yes
- ☐ No

Fourth Content Activity Name

Book Club in a Box

Fourth Content 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 the lending of Book Club in a Box kits. The book club in a box sets are available for checkout to any NLS member library through the Butte County Library. The book club sets are available for library staff to run book clubs and for patrons in book club groups.

Choose the Content Type that best describes the content activity.

- ☐ Content - Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
- ☐ Content - 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.
- ☐ Content - Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
- ☒ Content - 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.
- ☐ Content - 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 fifth Content activity to report?

- ☒ Yes
- ☐ No

Fifth Content Activity Name

Zip Books

Fifth Content 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, it is estimated that some libraries will choose from the menu of services to use CLSA funds to support a regional Zip Books program. Zip Books is a program that provides library users with speedy access to books that are not available at their local libraries which are purchased, shipped to their home, and returned to the library to be shared further.

Choose the Content Type that best describes the content activity.

- ☐ Content - Acquisition: Selecting, ordering, and receiving materials. May also include obtaining software or hardware for the purpose of storing and/or retrieving information.
- ☐ Content - 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.
- ☐ Content - Description: Apply standardization descriptive to items in a collection for the purposes of intellectual control, organization, and retrieval.
- ☒ Content - 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.
- ☐ Content - 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 sixth Content activity to report

- ☐ Yes
- ☒ No

If No, scroll to the bottom of page

Project Activities: Planning/Evaluation

This form does not auto-save your work. Click the 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.

There are five categories of activities you can select from.

- **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.
- **Infrastructure:** Involves all phases of construction or maintenance of physical spaces or communications systems including, planning, and design.

Each activity category has a dedicated application form. Please be sure to use the correct form to enter activities for your project.

Planning/Evaluation Activities: Involves design, development, or assessment of a project, program, service, operation, resource and/or user group.

Planning/Evaluation activities are further categorized by:

Type

- **Retrospective:** Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group
- **Prospective:** Effort that involves assessments of a future condition of a project, program, service, operation, resource, and/or user group

Format

- **In-house:** Conducted by people within your organization
- **Third-party:** Conducted by an outside individual or group, such as a consultant

Who the activity is directed at

- **Library workforce** (includes volunteers and trustees)
- **General population**

Grantees that implement Planning/Evaluation activities directed at the library workforce are required to gather and submit outcomes data using survey questions provided by IMLS. For guidance on Outcome Surveys, visit [Outcome Survey Information](#).

Do you have a Planning/Evaluation activity to report?

- ☐ Yes
☒ No

If No, scroll to the bottom of page and select mark complete.

Project Activities: Procurement

This form does not auto-save your work. Click the 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.

There are five categories of activities you can select from.

- **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.
- **Infrastructure:** Involves all phases of construction or maintenance of physical spaces or communications systems including, planning, and design.

Each activity category has a dedicated application form. Please be sure to use the correct form to enter activities for your project.

Procurement Activities: Involve purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

This activity type is rarely applicable to projects and in most cases a Content-Acquisition activity is appropriate. Applicants should contact monica.rivas@library.ca.gov before choosing this activity.

Procurement activities do not have types or formats.

Do you have a Procurement activity to report?

- ☒ Yes
☐ No

Procurement Activity Name

Library Broadband

Procurement 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 one library will allocate funds for Broadband hardware to purchase routers or switches for their network backbone, and two libraries may choose to allocate funds for Broadband telecommunication costs.

Choose the Type that best describes the Procurement activity.

- ☒ **Procurement:** Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Do you have a second Procurement activity to report?

- ☒ Yes
☐ No

Second Procurement Activity Name

System Operations

Second Procurement 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 the Type that best describes the Procurement activity.

- ☒ Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

Do you have a third Procurement activity to report?

- ☐ Yes
☒ No

If No, scroll to the bottom of page

Project Activities: Instruction

This form does not auto-save your work. Click the 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.

There are five categories of activities you can select from.

- **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.
- **Infrastructure:** Involves all phases of construction or maintenance of physical spaces or communications systems including, planning, and design.

Each activity category has a dedicated application form. Please be sure to use the correct form to enter activities for your project.

Instruction Activities: Involve an interaction for knowledge or skill transfer.

Instruction activities are further categorized by:

Type

- **Program:** Formal interaction and active user engagement (i.e. a computer class)
- **Presentation:** Formal interaction and passive user engagement (i.e. an author talk)
- **Consultation:** Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.

Format

- **In-person** (carried out face-to-face)
- **Virtual** (mediated by a computer, computer network, or mobile device)
- **Combined In-person & virtual** (delivered both in-person and via a computer, computer networked, or mobile device)
- **Other** (describe)

Who the activity is directed at

- **Library Workforce** (includes volunteers and trustees)
- **General Public**

Grantees that implement Instruction Program activities for the benefit of the library workforce or general public are required to gather and submit outcomes data using survey questions provided by IMLS. For

guidance on Outcome Surveys, visit [Outcome Survey Information](#).

Do you have an Instruction activity to report?

- ☐ Yes
☒ No

If No, scroll to the bottom of page and select mark complete.

Project Timeline

This form does not auto-save your work. Click the 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

7/6/2026

Action 1 End Date

6/30/2027

Do you have a 2nd action to report?

- ☒ Yes
☐ No

Action 2 Description

Link+ Subscription

Action 2 Start Date

7/1/2026

Action 2 End Date

6/30/2027

Do you have a 3rd action to report?

- ☒ Yes
☐ No

Action 3 Description

Courier Service Delivery Contracts

Action 3 Start Date

7/1/2026

Action 3 End Date

6/30/2027

Do you have a 4th action to report?

- ☒ Yes
☐ No

Action 4 Description

Review Menu of Services

Action 4 Start Date

8/1/2026

Action 4 End Date

1/31/2027

Do you have a 5th action to report?

☒ Yes☐ No

Action 5 Description

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

Action 5 Start Date

1/1/2027

Action 5 End Date

4/30/2027

Do you have a 6th action to report?

☒ Yes☐ No

Action 6 Description

Gather statistics for annual reporting

Action 6 Start Date

4/1/2027

Action 6 End Date

6/30/2027

Do you have a 7th 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)

10

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)

10

5. Has the applicant organization received any grants from the California State Library in the past three (3) years?

- ☐ Yes
☒ No

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.

Cash Match and In-Kind Contributions

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

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

Cash Match and In-Kind Contributions Overview

Cash match and in-kind contributions are the money and other resources that your organization provides to support a project in addition to the grant funds. Sharing information about your organization's match and contributions helps us communicate the value of your project to our stakeholders and demonstrates your community's commitment.

Cash match refers to direct funds from your organization, including money that may be contributed to the project by other public agencies and institutions, private organizations and/or individuals, to pay for project expenses.

In-kind refers to non-cash contributions your organization provides to a project. Examples include donated supplies or equipment, free use of space or facilities or professional services provided at no cost.

For project costs or resources not paid for by the grant to count as cash match or in-kind contributions, they must be:

- allowable per opportunity guidelines and applicable federal and state rules and regulations;
- reasonable in cost in relation to current market value of items and payment for services;
- necessary to the achievement of the project goals within the project period.

For questions on cash match and in-kind match contributions or requirements, the project period, and allowable expenses refer to the opportunity guidelines located on the [Manage Your Grant](#) webpage. The grant monitor is also available to assist with any questions.

1. Do you have cash match or in-kind contributions to report for this project?

- ☒ Yes
☐ No

All amounts and descriptions entered below must be limited to the details on cash match and in-kind contributions. Description for grant-funded items must be included in the budget for the project.

If an item is paid for with both grant funds and cash match or in-kind contributions:

- The "Total Cash Match and In-Kind Contributions Amount" should only include the cash match or in-kind portion of the item.
- The "Description for Cash Match and In-Kind Contributions Amount" must list the item's total cost and how much of that cost comes from cash match or in-kind.

Salaries Wages and Benefits

Include all salaries, wages, and fringe benefits paid to staff employed by the applicant organization who contribute directly to the project.

The cash match and in-kind contribution description for Salaries, Wages and Benefits must include:

- Position title(s)
- Number of hours worked directly on the project (cash match portion only)

- Hourly rate(s) inclusive of salaries, wages and benefits
- Activities completed in support of the project.

Entry must be rounded to the nearest dollar. If there are no salaries, wages and benefit contributions to report, enter \$0 for the amount and N/A for the description.

2. Total Salaries Wages and Benefits Cash Match and In-Kind Contributions Amount:

\$91,533.00

3. Description for Salaries, Wages and Benefits Cash Match and In-Kind Contributions Amount:

- 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. (\$26,000)
- 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. (\$16,023)
- 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. (\$15,140)
- 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. (17,501)
- 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. (\$4,017)
- 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. (\$2,154)
- 7) Fiscal and Administrative Services Specialist: Coordinates invoices and payments for NLS including membership, subscription costs, vendor payments and CalPERS. (\$7,894)
- 8) Administrative Assistant: Assists with processing reimbursements and invoices, and filing paperwork. (\$2,804)

Consultant Fees

Include all expenses related to acquiring the services of a consultant for a specific activity within the project.

Typically, consultants advise and are specialists in the specific area for which the advice is provided. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Include the consultant fee and tasks carried out and deliverables to be provided for this fee.

The Services category should be used to capture all other, non-consultation, services.

The cash match and in-kind contribution description for Consultant Fees must include:

- Name of the firm, organization or consultant
- The field the consultant specializes in

Entry must be rounded to the nearest dollar. If there are no consultant fee contributions to report, enter \$0 for the amount and N/A for the description.

4. Total Consultant Fees Cash Match and In-Kind Contributions Amount:

5. Description for Consultant Fees Cash Match and In-Kind Contributions Amount:

Travel

Include all expenses associated with travel for the project.

Travel costs must be related to the project activities and must be incurred by the staff directly employed by the applicant organization or formal partners working on the project, or by participants in project activities if their participation is essential and they must travel to participate.

Costs may include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times. Mileage reimbursement cannot exceed the current state rate. The current state mileage rate can be located on the [CalHR Travel Reimbursements](#) webpage.

The cash match and in-kind contribution description for Travel must include:

- Number of travelers
- Who they are
- Purpose for the travel
- Types of travel expenditures
- How costs are calculated

Entry must be rounded to the nearest dollar. If there are no travel contributions to report, enter \$0 for the amount and N/A for the description.

6. Total Travel Cash Match and In-Kind Contributions Amount:

7. Description for Travel Cash Match and In-Kind Contributions Amount:

Supplies and Materials

Include all expenses related to supplies and materials for project-specific activities.

Supplies and materials must be allowable under the opportunity guidelines and cost less than the per-item dollar limit that would classify them as Equipment.

Subscriptions and licenses must be reflected in the Services category.

The cash match and in-kind contribution description for Supplies and Materials must include:

- Brief details to demonstrate the items are allowable, reasonable and necessary.
- Any required elements noted in the opportunity guidelines for the budget.

Entry must be rounded to the nearest dollar. If there are no supplies and materials contributions to report, enter \$0 for the amount and N/A for the description.

8. Total Supplies and Materials Cash Match and In-Kind Contributions Amount:

\$0.00

9. Description for Supplies and Materials Cash Match and In-Kind Contributions Amount:

Equipment

Include all expenses for equipment used specifically for the project. Check the opportunity guidelines for the per-item dollar amount that defines what counts as equipment.

Allowable items costing less than the per-item dollar limit are considered small equipment and must be included under Supplies and Materials.

The cash match and in-kind contribution description for Equipment must include:

- Brief details to support the items are allowable, reasonable and necessary.
- Any required elements noted in the grant guidelines for the budget.

Entry must be rounded to the nearest dollar. If there are no equipment contributions to report, enter \$0 for the

amount and N/A for the description.

10. Total Equipment Cash Match and In-Kind Contributions Amount:

11. Description for Equipment Cash Match and In-Kind Contributions Amount:

Services

Include any costs for individuals, organizations or businesses contracted to manage and/or implement the project activities.

Services typically include items such as printing, subscriptions or licenses, project-specific media and marketing services, equipment and vehicle maintenance, and building equipment lease and rental.

Cash match and in-kind contributions cannot fund portions of contracts that fall outside of and/or extend beyond the project period.

The cash match and in-kind contribution description for Services must include:

- **Vendor or service contractor name with the type of service provided.**

Entry must be rounded to the nearest dollar. If there are no services contributions to report, enter \$0 for the amount and N/A for the description.

12. Total Services Cash Match and In-Kind Contributions Amount:

\$359,019.00

13. Description for Services Cash Match and In-Kind Contributions Amount:

- 1)Two System Delivery Contracts and other shared Courier (\$124,462)
- 2)Shared eMagazine Subscription (\$4,950)
- 3)Link+ Resource Sharing Subscription (\$229,607)

Indirect

An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Indirect costs are limited to a certain percentage of the project's Modified Total Direct Costs (MTDC). You can find your project's indirect cost limit and instructions on how to calculate MTDC in the opportunity guidelines.

Entry must be rounded to the nearest dollar. If there are no indirect contributions to report, enter \$0 for the amount and N/A for the description.

14. Total Indirect Cash Match and In-Kind Contributions Amount:

15. Description for Indirect Cash Match and In-Kind Contributions Amount:

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
A. CLSA Salaries/Wages/Benefits (Admin)		
Accounting Assistant II	\$4,017.00	\$4,017.00
Administrative Assistant	\$2,804.00	\$2,804.00
Administrative Assistant II	\$2,154.00	\$2,154.00
CEO	\$15,063.00	\$15,063.00
Controller	\$14,140.00	\$14,140.00
Fiscal/Admin Svcs Specialist	\$6,494.00	\$6,494.00
Operations Manager	\$15,501.00	\$15,501.00
System Coordinator	\$26,000.00	\$26,000.00
Subtotal	\$86,173.00	\$86,173.00
F. CLSA Supplies/Materials		
Office Supplies	\$150.00	\$150.00
Subtotal	\$150.00	\$150.00
G. CLSA Equipment		
Broadband hardware	\$15,000.00	\$15,000.00
Subtotal	\$15,000.00	\$15,000.00
H. CLSA Services		
Book Club In A Box	\$1,000.00	\$1,000.00
Broadband telecommunication costs	\$75,982.00	\$75,982.00
Communication tools	\$534.00	\$534.00
Link+ Resource Sharing Subscription	\$47,500.00	\$47,500.00
Other Shared eCollections	\$98,519.00	\$98,519.00
Shared eMagazine Subscription	\$41,800.00	\$41,800.00
Shared OverDrive Library-to-Go eCollection	\$113,548.00	\$113,548.00
System Delivery Contracts and other shared Courier	\$129,344.00	\$129,344.00
Website hosting and Domain Names	\$1,733.00	\$1,733.00
Zip Books	\$48,763.00	\$48,763.00
Subtotal	\$558,723.00	\$558,723.00

	Grant Funded	Total Budgeted
Total Proposed Cost	\$660,046.00	\$660,046.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$660,046.00	\$660,046.00
Subtotal	\$660,046.00	\$660,046.00
Total Proposed Revenue	\$660,046.00	\$660,046.00

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. .33 FTE

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. .10 FTE

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. .11 FTE

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. .20 FTE

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. .08 FTE

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. .04 FTE

Fiscal/Admin Svcs Specialist

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. .09 FTE

Administrative Assistant

Administrative Assistant: Assists with processing reimbursements and invoices, and filing paperwork. .09 FTE

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 to choose from a menu of services, 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.

Zip Books

Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Zip Books. Zip Books is a program that provides library users with speedy access to books that are not available at their local libraries which are purchased, shipped to their home, and returned to the library to be shared further.

Book Club In A Box

Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Book Club In a Box. The book club in a box sets are available for checkout to any NLS member library through the Butte County Library. The book club sets are available for library staff to run book clubs and for patrons in book club groups.

Communication tools

Zoom (\$450) and Doodle (\$84) subscription to hold virtual executive and regional meetings for effective resource sharing.

Website hosting and Domain Names

Communication tool for effective resource sharing; Brown Act compliance

System Delivery Contracts and other shared Courier

Systemwide contracts: Courier service for two regional systems for effective resource sharing (\$121,581). Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support other shared courier for resource sharing (\$7,763).

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 (\$87,968) or Kanopy (\$10,551)

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

Broadband telecommunication costs

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

☐ I do not have 2025-2026 roll over funds

System Name: NorthNet Library System

Fiscal Year 2025-2026	Response:
If it will take you longer than one year to spend your remaining 2025-2026 funds, specify why.	It is expected that all funds will be expended by June 30, 2027

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			
Total Salaries/Wages/Benefits	\$0	\$0			

Supplies/Materials: System Administration

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

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

Equipment: System Administration

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

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

Services: System Administration

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

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

Total expenses: system administration	\$0	\$0			
---------------------------------------	-----	-----	--	--	--

Total income: fiscal year 2025-2026			Do not include your full original 2024-2025 funds. Include only those funds that are remaining from the 2024-2025 fiscal year		
-------------------------------------	--	--	---	--	--

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
Total Supplies/Materials	\$0	\$0			

Equipment

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

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

Services

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

Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Shared OverDrive Library-to-Go eCollection	\$12,000		Activity 1:Shared eResources	Shared OverDrive Library-to-Go eBook and eAudio collection for effective resource sharing	Use of FY 2025-26 allocation to libraries for shared Library-to-Go to offset costs due to 50% allocation reduction
Total Services	\$12,000	\$0			

Total expenses: baseline	\$12,000	\$0			
--------------------------	----------	-----	--	--	--

Total income: fiscal year 2025-2026	12000				
-------------------------------------	-------	--	--	--	--

Total remaining: fiscal year 2025-2026	\$0				
Total expenses administration and baseline	\$12,000	\$0			
Total income: fiscal year 2025-2026	12000				
Total remaining: fiscal year 2025-2026	\$0				

Final Project Narrative

Project Abstract

1. Briefly describe your project. What did you do, with whom, and what was the result? (90-160 words)

The NorthNet Library System facilitated access to shared resources for its libraries, providing NorthNet residents the opportunity to obtain from their libraries needed materials and informational services.

A small portion of funds supported communication tools (Zoom and website). A significant portion supported courier services among the libraries within two of the three regions: NBCLS (North Bay Cooperative Library System) and MVLS (Mountain Valley Library System). A significant amount of funding supported the shared eMagazine, eBook and eAudiobook Library-to-Go collection.

Because of diverse needs of NLS, libraries were allocated some funds, where they chose 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 assisted libraries in improving services to the underserved. Materials move freely past jurisdictional boundaries and reach various communities, breaking down the physical barriers and supporting collaboration.

Success Story

2. Detail a success story or stories that we should share with stakeholders.

The Lake County Library Director reports that the library leverages the small amount of CLSA funding they receive to mitigate the substantial logistical costs associated with the physical transport and delivery of materials across a rural service area. By participating in a coordinated tri-county distribution network—comprising Lake, Mendocino, and Sonoma Counties—Lake County Library achieves economies of scale that would be unattainable as an independent entity. This collaborative framework ensures that limited local funding is maximized, directly supporting the "lean" operating budget of a system that currently operates with a significantly lower per-capita staff expenditure than neighboring jurisdictions. Enhancing Service Equity for Diverse and Vulnerable Populations Regional resource sharing is a critical component of Lake County Library's commitment to providing equitable access to a community characterized by its geographic dispersion and unique demographic needs. The tri-county partnership provides a robust pipeline of diverse materials essential for the county's notable proportion of older residents, many of whom reside in isolated unincorporated communities. Access to the larger, combined collections of Sonoma and Mendocino Counties allows Lake County Library to meet the growing demand for Spanish-language materials more effectively than its individual budget allows, supporting the library's mission of "voluntary inquiry and the dissemination of information" for all residents. Lake County is geographically isolated from California's major urban and economic corridors, a challenge compounded by inconsistent broadband access and limited public transportation. For many residents, the physical delivery of items from the broader tri-county system is not merely a convenience but a primary link to information and lifelong learning. This integration into the regional network ensures that geographic barriers do not translate into informational deficits, upholding the California Library Services Act (CLSA) mandate for universal access across the state.



Project Intent

3. Choose one intent that best describes your project. This should match the intent selected in your grant application.

- ☐ Improve users' formal education
- ☐ Improve users' general knowledge and skills
- ☐ Improve users' ability to discover information resources
- ☒ Improve users' ability to obtain and/or use information resources
- ☐ Improve the library workforce
- ☐ Improve the library's physical and technology infrastructure
- ☐ Improve library operations
- ☐ Improve users' ability to use resources and apply information for employment support
- ☐ Improve users' ability to use and apply business resources
- ☐ Improve users' ability to apply information that furthers their personal, family, or household finances
- ☐ Improve users' ability to apply information that furthers their personal or family health & wellness
- ☐ Improve users' ability to apply information that furthers their parenting and family skills
- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversation around topics of concern

Subject of Intent

4. Select the subject(s) that best describe the project. Select no more than two subjects.

- ☐ Arts, Culture & Humanities
- ☐ Business and Finance
- ☐ Employment
- ☐ Personal Finance
- ☐ Small Business
- ☐ Civic Affairs
- ☐ Community Concerns
- ☐ Government
- ☐ Education
- ☐ After-school activities
- ☐ Curriculum support
- ☐ Environment
- ☐ General (only for electronic databases or other data sources)
- ☐ Health and Wellness
- ☐ Parenting and family skills
- ☐ Personal/Family health and wellness
- ☐ History
- ☐ Languages
- ☐ Literacy
- ☐ Adult literacy
- ☐ Digital literacy
- ☐ Early literacy
- ☐ Reading program (not summer reading)
- ☐ Summer reading
- ☐ Science, Technology, Engineering, and Math (STEM)
- ☐ Library Infrastructure and Capacity
- ☐ Broadband Adoption
- ☐ Buildings and Facilities
- ☐ Certification
- ☐ Collection Development and Management
- ☐ Continuing Education and Staff Development

- ☐ Disaster Preparedness
- ☐ Library Skills
- ☐ Programming and Event Planning
- ☐ Research and Statistics
- ☐ Outreach and Partnerships
- ☐ Systems and Technologies
- ☒ Other

If other, specify Resource Sharing

Project Outputs

5. List the outputs of this project. Indicate if they align with those you planned in your application. If they do not, explain.

One shared subscription to OverDrive eBooks and eAudiobooks (called Library-to-Go), and one shared subscription from OverDrive for shared eMagazines for 27 libraries.

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. Through the menu of services, 1 library chose to use CLSA funds to offset shared courier costs among the libraries in Marin County.

Modified and included survey questions on the CLSA Claim form with the menu of services, resulting in aggregate statistics and impact for the shared eResources.

Reviewed 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. 4 libraries use funds to support broadband telecommunication costs, 1 library used funds for broadband hardware, 7 libraries used funds to support other shared eCollections (Kanopy and shared OverDrive), and 1 library used CLSA funds to offset costs for their Link+ subscription.

All of the outputs aligned with those planned in the application. This year, Palace eBooks-for-All and OCLC ILL were not chosen by the libraries.

Project Outcomes

6a. Separate from the surveys and self-assessment required by the State Library and Institute of Museum and Library Services, did you measure outcomes for this project?

- ☒ Yes
☐ No

If no, skip Question 6b. and move to Question 7.

6b. What outcome tools did you develop for this project?

- ☒ Survey
- ☒ Review of Administrative Data
- ☐ Interview/Focus Group
- ☐ Participant Observation
- ☐ Tests
- ☐ Other

If other, please explain

Other Findings

- Do not include quantitative results from required IMLS survey questions.
- Include quotes and other feedback from participants, that cannot be reported in other parts of the report.
- Report them in a narrative format, rather than cutting-and-pasting raw data.
- Avoid listing outputs unless they resulted in important outcomes.

CLSA funds reach very diverse underserved population segments. Nevada County has a robust ESL program serving mostly Spanish speakers, and promote their Spanish eBook collections purchased using CLSA funds.

7. List any important outcomes or findings not already discussed in this report (Up to 150 words)

Very rural libraries, such as Lake and Modoc counties, support elderly and geographically distanced customers with CLSA-purchased services. Modoc notes, "The library frequently adds new users to the OverDrive program and our many users are very happy with this service we can provide. CENIC remains an essential service, as local Internet providers are not able to provide the reliability of the broadband service we receive. As CENIC costs are very high, any funds that can be used to help off-set these fees are very appreciated. Many Modoc County residents use library Internet services for research, recreation, and printing. The library is the only place in some of our communities that can provide these services for people from all walks of life."

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

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.

NLS libraries collaborate in sharing eResources throughout the cooperative.

The model of allowing NLS libraries to choose from a variety of menu options and use CLSA funds to match their local needs has made huge impacts on the communities the libraries serve. NLS will continue to review the menu of options, in light of what is allowable. It is expected that in FY 2026-27, some libraries may choose to use CLSA funds to support local Zip Books.

Lessons Learned

9. Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project. (Up to 150 words)

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.

Alpine County Library notes "The use of CSLA funds to purchase eBooks and eMagazines significantly expanded access to library materials for the community, particularly for underserved and remote users. Digital collections remove barriers related to transportation, limited operating hours, and physical access, allowing patrons to read and learn anytime and anywhere."

And Humboldt County Librarian notes "As a rural county, CLSA funds are lifeline to the communities of Humboldt County. Humboldt County Library strives to provide dynamic electronic resources to rural residents who are isolated and who have difficulty accessing libraries and bookstores. There are few public transportation options in Humboldt County, so digital content helps remove some of the obstacles for individuals with accessibility or transportation barriers."

Looking Forward

10a. Do you anticipate continuing this project after this grant work and funding ends?

- ☒ Yes
☐ No

If no, skip Questions 10.b - 10e. and move to Question 11a.

10b. If continuing, do you anticipate any change in level of effort in managing this project?

- ☐ Yes
☒ No

10c. Explain changes in level of effort.

10d. If continuing, do you anticipate changing the types of activities and objectives addressed by the project?

- ☒ Yes
☐ No

With the discontinuation of Zip Books statewide, NLS has decided to add it to the menu of services for libraries to choose from

10e. Explain changes to type of activities and objectives.

An ongoing issue remains where CLSA funds are not increasing, and, in the case of FY 2024/25 and again in FY 2025/26, being reduced, yet subscription costs continue to rise. Even with the partial 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.

Project Evaluation

11a. Was an evaluation conducted of this project?

- ☐ Yes
☒ No

If no, skip Questions 11b - 18, and move to the Additional Materials Section.

11b. Was a final written evaluation report produced?

- ☐ Yes
☐ No

11c. If no, skip to question 12. If yes, upload report.

11d. Can the final written evaluation report be shared publicly?

- ☐ Yes
☐ No

12. Was the evaluation conducted by project staff (either the State Library Administrative Agency or local library) or by a third-party evaluator?

- ☐ Project Staff
☐ Third Party

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

- ☐ Administrative Records Review

outputs?

- ☐ Surveys
- ☐ Direct Observation
- ☐ Interviews
- ☐ Focus Groups
- ☐ Participant Observation
- ☐ Other

If other, explain data collection tools.

14. How were participants (or items) selected?

- ☐ Randomly – We selected people (or items) arbitrarily
- ☐ Systematic Sample – We selected every nth person (or item)
- ☐ Targeted Sample – We selected based on a desired characteristic, e.g. age
- ☐ Census – We selected everyone (or every item).
- ☐ Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate
- ☐ Other

If other, explain how participants were selected.

15. Did you collect any media for the data?

- ☐ Photos
- ☐ Videos
- ☐ Audio

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

- ☐ Statistical Methods
- ☐ Qualitative Methods
- ☐ Other

If other, explain method used.

17a. What type of research design did you use to compare the value for any reported output or outcome?

Provide narrative for each.

17b. Comparison of a reported output or outcome to an assigned target value.

17c. Comparison for a reported output or outcome to another, non-randomly selected group not participating in the project.

17d. Comparison for a reported output or outcome to another randomly selected group not participating in project.

17e. No comparison for any reported output or outcome.

18. Attach additional supporting evaluation documents to this final report. Acceptable file formats for supporting documents include Word (.doc, .docx) and PDF.

Additional Materials

Add any additional attachments to project content you would like to include.

19. Additional Documents

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

Your additional documents should be named:
Grant Number_OrganizationName_ThreeWordDescription.

Additional Documents [2025-2026CLSA Annual Report Rollover Budget_NorthNetLibrarySystem.xlsx](#)

Additional Documents

Additional Documents

Additional Documents

Additional Documents

Additional Documents

20. Share links to project content (e.g. webpages, YouTube videos, social media posts, and other project content available online) .

<https://northnetlibs.org/special-projects/library-to-go/>

Activity Report - Content Acquisition - General Public

Type of Activity

Content Acquisition	Content: information resource(s). Acquisition: selecting, ordering, receiving material, software by purchase, exchange, gift; procuring software or hardware to store and/or retrieve information, or to enable retrieval, interaction, manipulation, or other interaction with the resource. For example, purchase of books (print material), E-books (electronic material), educational manipulatives (hardware), licensed educational computer lesson series (software), or a research database (licensed database acquired).
---------------------	--

Activity Main Information

1. Activity Title ⓘ	Shared eResources
2. Briefly describe the Activity. What you did, with whom, and what was the result? (Word Limit:160)	Shared eResources with member libraries. 1. OverDrive eBooks/eAudiobooks. A total of 7,130 titles added and 2,067,093 circulation. This included: a) The Library-to-Go shared collection among 27-member libraries. b) Six libraries in Marin County for shared OverDrive and Kanopy collections. 2. OverDrive eMagazine Subscription among 27 member libraries, with 405,725 circulations. As a subscription, there are no titles purchased.

Metrics - Content Acquisition - General Public

3. Format	☐ Physical ☒ Digital ☐ Combined physical and digital
4. Number of items acquired (enter number for all that apply)	
a. Hardware	
b. Software	
c. Licensed databases	
d. Print materials (books and government docs)	
e. Electronic materials	7130
f. Audio/Visual units	



Partner Information

5. Did you have any project partners?
- ☐ Yes
☒ No

If No, skip to Beneficiary Information Section.

6. List the organization names of your project partners.

7. What were the partners' roles in your project?

- ☐ Programs/Presentations
☐ Staff Training
☐ Materials/Supplies
☐ Outreach
☐ Space
☐ Expertise/Consultation
☐ Go-Between/Creating Connections

8. Select the area(s) in which your partner organization(s) operate.

- ☐ Libraries
☐ Historical Societies or Organizations
☐ Museums
☐ Archives
☐ Cultural Heritage Organization Multi-Type
☐ Multi-type
☐ Preschools
☐ Schools
☐ Adult Education
☐ Human Service Organizations
☐ Other

8a. If Other, explain:

9. Select the legal types of your partner organization(s).

- ☐ Federal Government
☐ State Government
☐ Local Government (excluding school districts)
☐ School District
☐ Non-profit
☐ Private Sector
☐ Tribe/Native Hawaiian Organization
☐ Other

9a. If Other, explain:

Beneficiary Information

10. Was the Activity directed at the library workforce (includes volunteers and trustees), the general population, or a targeted group?

- ☐ Library Workforce (includes volunteers and trustees)
☒ General Population
☐ Targeted Group

11. If Targeted Group, which best describes the geographic community of the Targeted Group?

- ☐ Urban
- ☐ Suburban
- ☐ Rural

12. If Targeted Group, select one or more of the following Activity target age groups.

- ☐ All ages
- ☐ 0-5 years
- ☐ 6-12 years
- ☐ 13-17 years
- ☐ 18-25 years
- ☐ 26-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70+ years

13. If the Activity was directed at those in one or more of the following economic situations, select one or more.

- ☐ People who are living below the poverty line
- ☐ Unemployed
- ☐ Unhoused
- ☐ Not applicable

14. If the Activity was directed at any of the following populations, select one or more.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Not Applicable

15. If the Activity was directed at any of the following groups, select one or more.

- ☐ Families
- ☐ Caregivers
- ☐ Intergenerational groups (not families)
- ☐ Immigrants/refugees
- ☐ Non-English speakers
- ☐ Those with disabilities
- ☐ Those with limited functional literacy or informational skills
- ☐ Incarcerated
- ☐ Decarcerated
- ☐ Entrepreneurs
- ☐ Not Applicable

16a. Was the Activity directed at groups that fall into a category not already captured?

- ☐ Yes
- ☐ No

16b. If Yes, please describe:

Volunteers

If no volunteer information to report, skip to Geographic Scope Section.

17. Number of volunteers:

18. Total volunteer hours:

Geographic Scope

19. What is the scope of this Activity?

- ☐ Statewide Activity: targets all library staff/library users OR project is offered to a wide range of libraries/library users across the state.
- ☒ Regional Activity: targets more than one library jurisdiction's staff/library users in a contiguous region of the state.
- ☐ Local Activity: targets one library jurisdiction's staff/library users.

20. If you answered "Statewide Activity" enter number of each institution type that participated:

a. Number of Public Libraries 33

b. Number of Academic Libraries

c. Number of State Libraries

d. Number of Consortia

e. Number of Special Libraries

f. Number of School Libraries

g. Number of Other Institutions

21. If Other, list type(s) of institution(s):

Specific Beneficiary/Participating Organizations

Identify the institutions that participated in or benefited from this project, upload them using the template below. Statewide projects should include library jurisdictions. Regional and local projects should include library branches, community centers, partner organization locations, etc.

Template [Org Name_BenOrgs.xlsx](#)

22. Upload your beneficiary/participant file here. Name your file using this format: YourOrganizationName_BenOrgs.

[NorthNetLibrarySystem_BenOrgs_SharedResources.xlsx](#)

Activity Report - Content Lending

Type of Activity

Content Lending Content: information resource(s). Lending: provision of library's resources and collections through the circulation of materials (physical or electronic)

Activity Main Information

1. Activity Title ⓘ Inter Library Loan Delivery

To meet the diverse needs of the areas of NLS, some of the CLSA funds were allocated to NLS Libraries through a menu of services.

2. Briefly describe the Activity. What you did, with whom, and what was the result? (Word Limit:160)

1. Innovative Link+ Resource Sharing Subscription: 1 of the 17 NLS libraries participating in the shared contract allocated CLSA funds to support this subscription.

2. No libraries chose 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.

Metrics - Content Lending

3. Format

- ☒ Physical
☐ Digital
☐ Combined physical and digital

4. Total number of times items purchased for this activity circulated

5. Average number of times per month items purchased for this activity circulated

6. Total number of ILL transactions 12759

7. Average number of ILL circulations per month 1048

Partner Information

8. Did you have any project partners? ☐ Yes ☒ No

If No, skip to Beneficiary Information Section.

9. List the organization names of your project partners.

10. What were the partners' roles in your project?

- ☐ Programs/Presentations
☐ Staff Training
☐ Materials/Supplies
☐ Outreach
☐ Space
☐ Expertise/Consultation
☐ Go-Between/Creating Connections

11. Select the area(s) in which your partner organization(s) operate.

- ☐ Libraries
☐ Historical Societies or Organizations
☐ Museums
☐ Archives
☐ Cultural Heritage Organization Multi-Type
☐ Multi-type
☐ Preschools
☐ Schools
☐ Adult Education
☐ Human Service Organizations
☐ Other

11a. If Other, explain:

12. Select the legal types of your partner organization(s).

- ☐ Federal Government
☐ State Government
☐ Local Government (excluding school districts)
☐ School District
☐ Non-profit
☐ Private Sector



- ☐ Tribe/Native Hawaiian Organization
☐ Other

12a. If Other, explain:

Beneficiary Information

13. Was the Activity directed at the library workforce (includes volunteers and trustees), the general population, or a targeted group?
- ☐ Library Workforce (includes volunteers and trustees)
☒ General Population
☐ Targeted Group
14. If Targeted Group, which best describes the geographic community of the Targeted Group?
- ☐ Urban
☐ Suburban
☐ Rural
15. If Targeted Group, select one or more of the following Activity target age groups.
- ☐ All ages
☐ 0-5 years
☐ 6-12 years
☐ 13-17 years
☐ 18-25 years
☐ 26-49 years
☐ 50-59 years
☐ 60-69 years
☐ 70+ years
16. If the Activity was directed at those in one or more of the following economic situations, select one or more.
- ☐ People who are living below the poverty line
☐ Unemployed
☐ Unhoused
☐ Not applicable
17. If the Activity was directed at any of the following populations, select one or more.
- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or other Pacific Islander
☐ Not Applicable
18. If the Activity was directed at any of the following groups, select one or more.
- ☐ Families
☐ Caregivers
☐ Intergenerational groups (not families)
☐ Immigrants/refugees
☐ Non-English speakers
☐ Those with disabilities
☐ Those with limited functional literacy or informational skills
☐ Incarcerated
☐ Decarcerated
☐ Entrepreneurs
☐ Not Applicable
- 19a. Was the Activity directed at groups that fall into a category not already captured?
- ☐ Yes
☐ No

19b. If Yes, please describe:

Volunteers

If no volunteer information to report, skip to Geographic Scope Section.

20. Number of volunteers:

21. Total volunteer hours:

Geographic Scope

22. What is the scope of this Activity?
- ☐ Statewide Activity: targets all library staff/library users OR project is offered to a wide range libraries/library users across the state.
☒ Regional Activity: targets more than one library jurisdiction's staff/library users in a contiguous region of the state.
☐ Local Activity: targets one library jurisdiction's staff/library users.

23. If you answered "Statewide Activity," enter number of each institution type that participated:

a. Number of Public Libraries 1

b. Number of Academic Libraries

c. Number of State Libraries

d. Number of Consortia

e. Number of Special Libraries

f. Number of School Libraries

g. Number of Other Institutions

24. If Other, list type(s) of institution(s):

Specific Beneficiary/Participating Organizations Identify the institutions that participated in or benefited from this project, upload them using the template below. Statewide projects should include library jurisdictions. Regional and local projects should include library branches, community centers, partner organization locations, etc.

Template [Org Name_BenOrgs.xlsx](#)

25. Upload your beneficiary/participant file here. Name your file using this format: YourOrganizationName_BenOrgs. [NorthNetLibrarySystem_BenOrgs_InterLibraryLoanDeliveryLinkPlus.xlsx](#)

Type of Activity	
Content Lending	Content: information resource(s). Lending: provision of library's resources and collections through the circulation of materials (physical or electronic)

1. Activity Title	Intra System Lending - Delivery
2. Briefly describe the Activity. What you did, with whom, and what was the result? (Word Limit:160)	CLSA funds continued to support the physical movement of resources from one library to another. This delivery system enabled 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 (9 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with local funding. In addition, through the menu of services, 1 library (Belvedere/Tiburon) chose to use CLSA funds to offset shared courier costs among the libraries in Marin County.

3. Format		
	☒ Physical	
	☐ Digital	
	☐ Combined physical and digital	
4. Total number of times items purchased for this activity circulated		
5. Average number of times per month items purchased for this activity circulated		
6. Total number of ILL transactions	759607	
7. Average number of ILL circulations per month	63300	

8. Did you have any project partners? ☐ Yes ☒ No

If No, skip to Beneficiary Information Section.

9. List the organization names of your project partners.

10. What were the partners' roles in your project?

☐ Programs/Presentations
☐ Staff Training
☐ Materials/Supplies
☐ Outreach
☐ Space
☐ Expertise/Consultation
☐ Go-Between/Creating Connections

11. Select the area(s) in which your partner organization(s) operate.

☐ Libraries
☐ Historical Societies or Organizations
☐ Museums
☐ Archives
☐ Cultural Heritage Organization Multi-Type
☐ Multi-type
☐ Preschools
☐ Schools
☐ Adult Education
☐ Human Service Organizations
☐ Other

11a. If Other, explain:



12. Select the legal types of your partner organization(s).

- ☐ Federal Government
- ☐ State Government
- ☐ Local Government (excluding school districts)
- ☐ School District
- ☐ Non-profit
- ☐ Private Sector
- ☐ Tribe/Native Hawaiian Organization
- ☐ Other

12a. If Other, explain:

Beneficiary Information

13. Was the Activity directed at the library workforce (includes volunteers and trustees), the general population, or a targeted group?

- ☐ Library Workforce (includes volunteers and trustees)
- ☒ General Population
- ☐ Targeted Group

14. If Targeted Group, which best describes the geographic community of the Targeted Group?

- ☐ Urban
- ☐ Suburban
- ☐ Rural

15. If Targeted Group, select one or more of the following Activity target age groups.

- ☐ All ages
- ☐ 0-5 years
- ☐ 6-12 years
- ☐ 13-17 years
- ☐ 18-25 years
- ☐ 26-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70+ years

16. If the Activity was directed at those in one or more of the following economic situations, select one or more.

- ☐ People who are living below the poverty line
- ☐ Unemployed
- ☐ Unhoused
- ☐ Not applicable

17. If the Activity was directed at any of the following populations, select one or more.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Not Applicable

18. If the Activity was directed at any of the following groups, select one or more.

- ☐ Families
- ☐ Caregivers
- ☐ Intergenerational groups (not families)
- ☐ Immigrants/refugees
- ☐ Non-English speakers
- ☐ Those with disabilities
- ☐ Those with limited functional literacy or informational skills
- ☐ Incarcerated
- ☐ Decarcerated
- ☐ Entrepreneurs
- ☐ Not Applicable

19a. Was the Activity directed at groups that fall into a category not already captured?

- ☐ Yes
- ☐ No

19b. If Yes, please describe:

Volunteers

If no volunteer information to report, skip to Geographic Scope Section.

20. Number of volunteers:

21. Total volunteer hours:

Geographic Scope

22. What is the scope of this Activity?	☐ Statewide Activity: targets all library staff/library users OR project is offered to a wide range libraries/library users across the state. ☒ Regional Activity: targets more than one library jurisdiction's staff/library users in a contiguous region of the state. ☐ Local Activity: targets one library jurisdiction's staff/library users.
23. If you answered "Statewide Activity," enter number of each institution type that participated:	
a. Number of Public Libraries	16
b. Number of Academic Libraries	
c. Number of State Libraries	
d. Number of Consortia	
e. Number of Special Libraries	
f. Number of School Libraries	
g. Number of Other Institutions	
24. If Other, list type(s) of institution(s):	
Specific Beneficiary/Participating Organizations	Identify the institutions that participated in or benefited from this project, upload them using the template below. Statewide projects should include library jurisdictions. Regional and local projects should include library branches, community centers, partner organization locations, etc.
Template	Org Name_BenOrgs.xlsx
25. Upload your beneficiary/participant file here. Name your file using this format: YourOrganizationName_BenOrgs.	NorthNetLibrarySystem_BenOrgs_IntraSystemLendingDelivery.xlsx

Activity Report - Procurement

Type of Activity

Procurement

Acquiring or leasing facilities, purchasing equipment, hardware/software, or other material that support general library infrastructure. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. "Hardware" is mechanical, electrical, electronic, or other physical equipment and machinery associated with a computer system or necessary for the playback or projection of nonprint media. Basic microcomputer hardware includes a central processing unit (CPU), keyboard, and monitor. "Software" is computer programs and their associated documentation, a product that consists of a set of instructions written by a programmer, distinct from the manufactured hardware used to run it. It includes systems programs such as operating systems (OS), database management systems (DBMS), utilities that control the operation of the computer itself, and application programs designed to process data and accomplish specific tasks for the user.

Activity Main Information

1. Activity Title ⓘ

Library Broadband Hardware and Telecommunication costs
2. Briefly describe the Activity. What you did, with whom, and what was the result? (Word Limit:160)

To meet the diverse needs of the areas of NLS, 1 library chose to allocate some of their CLSA funds for the menu option of Broadband hardware to purchase a Cisco Catalyst 8500 Series Router for their network backbone, and 4 libraries chose to allocate funds for Broadband telecommunication costs (3 libraries, and the library that chose broadband hardware also used some funds for telecommunications), with the result of creating a stable network to access library resources.

Metrics - Procurement

- 3a. Number of equipment acquired

1
- 3b. Number of acquired equipment used

1
- 4a. Number of hardware items acquired
- 4b. Number of acquired hardware items used
- 5a. Number of software items acquired
- 5b. Number of acquired software items used



6a. Number of materials/supplies
acquired

6b. Number of acquired
materials/supplies used

Partner Information

7. Did you have any project
partners? ☐ Yes
☒ No

If No, skip to Beneficiary Information Section.

8. List the organization names of
your project partners.

9. What were the partners' roles in
your project?

- ☐ Programs/Presentations
- ☐ Staff Training
- ☐ Materials/Supplies
- ☐ Outreach
- ☐ Space
- ☐ Expertise/Consultation
- ☐ Go-Between/Creating Connections

10. Select the area(s) in which your
partner organization(s) operate.

- ☐ Libraries
- ☐ Historical Societies or Organizations
- ☐ Museums
- ☐ Archives
- ☐ Cultural Heritage Organization Multi-Type
- ☐ Multi-type
- ☐ Preschools
- ☐ Schools
- ☐ Adult Education
- ☐ Human Service Organizations
- ☐ Other

10a. If Other, explain:

11. Select the legal types of your
partner organization(s).

- ☐ Federal Government
- ☐ State Government
- ☐ Local Government (excluding school districts)
- ☐ School District
- ☐ Non-profit
- ☐ Private Sector
- ☐ Tribe/Native Hawaiian Organization
- ☐ Other

11a. If Other, explain:

Beneficiary Information

12. Was the Activity directed at the library workforce (includes volunteers and trustees), the general population, or a targeted group?
- ☐ Library Workforce (includes volunteers and trustees)
☒ General Population
☐ Targeted Group
13. If Targeted Group, which best describes the geographic community of the Targeted Group?
- ☐ Urban
☐ Suburban
☐ Rural
14. If Targeted Group, select one or more of the following Activity target age groups.
- ☐ All ages
☐ 0-5 years
☐ 6-12 years
☐ 13-17 years
☐ 18-25 years
☐ 26-49 years
☐ 50-59 years
☐ 60-69 years
☐ 70+ years
15. If the Activity was directed at those in one or more of the following economic situations, select one or more.
- ☐ People who are living below the poverty line
☐ Unemployed
☐ Unhoused
☐ Not applicable
16. If the Activity was directed at any of the following populations, select one or more.
- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or other Pacific Islander
☐ Not Applicable
17. If the Activity was directed at any of the following groups, select one or more.
- ☐ Families
☐ Caregivers
☐ Intergenerational groups (not families)
☐ Immigrants/refugees
☐ Non-English speakers
☐ Those with disabilities
☐ Those with limited functional literacy or informational skills
☐ Incarcerated
☐ Decarcerated
☐ Entrepreneurs
☐ Not Applicable
18. Was the Activity directed at groups that fall into a category not already captured?
- ☐ Yes
☐ No

If Yes, please describe:

If no volunteer information to report, skip to Geographic Scope Section.

19. Number of volunteers:

20. Total volunteer hours:

Geographic Scope

21. What is the scope of this Activity?

- ☐ Statewide Activity: targets all library staff/library users OR project is offered to a wide range libraries/library users across the state.
- ☐ Regional Activity: targets more than one library jurisdiction's staff/library users in a contiguous region of the state.
- ☒ Local Activity: targets one library jurisdiction's staff/library users.

If you answered "Statewide Activity," enter number of each institution type that participated:

a. Number of Public Libraries

b. Number of Academic Libraries

c. Number of State Libraries

d. Number of Consortia

e. Number of Special Libraries

f. Number of School Libraries

g. Number of Other Institutions

22. If Other, list type(s) of institution(s):

Specific Beneficiary/Participating Organizations

Identify the institutions that participated in or benefited from this project, upload them using the template below. Statewide projects should include library jurisdictions. Regional and local projects should include library branches, community centers, partner organization locations, etc.

Template

[Org Name_BenOrgs.xlsx](#)

23. Upload your beneficiary/participant file here. Name your file using this format: YourOrganizationName_BenOrgs.

[NorthNetLibrarySystem_BenOrgs_BroadbandHardwareTelecom.xlsx](#)

Activity Report - Procurement

Type of Activity

Procurement

Acquiring or leasing facilities, purchasing equipment, hardware/software, or other material that support general library infrastructure. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. "Hardware" is mechanical, electrical, electronic, or other physical equipment and machinery associated with a computer system or necessary for the playback or projection of nonprint media. Basic microcomputer hardware includes a central processing unit (CPU), keyboard, and monitor. "Software" is computer programs and their associated documentation, a product that consists of a set of instructions written by a programmer, distinct from the manufactured hardware used to run it. It includes systems programs such as operating systems (OS), database management systems (DBMS), utilities that control the operation of the computer itself, and application programs designed to process data and accomplish specific tasks for the user.

Activity Main Information

1. Activity Title ⓘ System Operations

2. Briefly describe the Activity. What you did, with whom, and what was the result? (Word Limit: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.

Metrics - Procurement

3a. Number of equipment acquired

3b. Number of acquired equipment
used

4a. Number of hardware items
acquired

4b. Number of acquired hardware
items used

5a. Number of software items
acquired

5b. Number of acquired software
items used



Number of materials/supplies
acquired

6b. Number of acquired materials/supplies used

Partner Information

7. Did you have any project partners?
- ☐ Yes
☒ No

If No, skip to Beneficiary Information Section.

8. List the organization names of your project partners.

9. What were the partners' roles in your project?

- ☐ Programs/Presentations
☐ Staff Training
☐ Materials/Supplies
☐ Outreach
☐ Space
☐ Expertise/Consultation
☐ Go-Between/Creating Connections

10. Select the area(s) in which your partner organization(s) operate.

- ☐ Libraries
☐ Historical Societies or Organizations
☐ Museums
☐ Archives
☐ Cultural Heritage Organization Multi-Type
☐ Multi-type
☐ Preschools
☐ Schools
☐ Adult Education
☐ Human Service Organizations
☐ Other

- 10a. If Other, explain:

11. Select the legal types of your partner organization(s).

- ☐ Federal Government
☐ State Government
☐ Local Government (excluding school districts)
☐ School District
☐ Non-profit
☐ Private Sector
☐ Tribe/Native Hawaiian Organization
☐ Other

- 11a. If Other, explain:

Beneficiary Information

12. Was the Activity directed at the library workforce (includes volunteers and trustees), the
- ☒ Library Workforce (includes volunteers and trustees)
☐ General Population

general population, or a targeted group?

☐ Targeted Group

13. If Targeted Group, which best describes the geographic community of the Targeted Group?

- ☐ Urban
- ☐ Suburban
- ☐ Rural

14. If Targeted Group, select one or more of the following Activity target age groups.

- ☐ All ages
- ☐ 0-5 years
- ☐ 6-12 years
- ☐ 13-17 years
- ☐ 18-25 years
- ☐ 26-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70+ years

15. If the Activity was directed at those in one or more of the following economic situations, select one or more.

- ☐ People who are living below the poverty line
- ☐ Unemployed
- ☐ Unhoused
- ☐ Not applicable

16. If the Activity was directed at any of the following populations, select one or more.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Not Applicable

17. If the Activity was directed at any of the following groups, select one or more.

- ☐ Families
- ☐ Caregivers
- ☐ Intergenerational groups (not families)
- ☐ Immigrants/refugees
- ☐ Non-English speakers
- ☐ Those with disabilities
- ☐ Those with limited functional literacy or informational skills
- ☐ Incarcerated
- ☐ Decarcerated
- ☐ Entrepreneurs
- ☐ Not Applicable

18. Was the Activity directed at groups that fall into a category not already captured?

- ☐ Yes
- ☐ No

If Yes, please describe:

Volunteers

If no volunteer information to report, skip to Geographic Scope Section.

19. Number of volunteers:

20. Total volunteer hours:

Geographic Scope

21. What is the scope of this Activity?

- ☐ Statewide Activity: targets all library staff/library users OR project is offered to a wide range libraries/library users across the state.
- ☒ Regional Activity: targets more than one library jurisdiction's staff/library users in a contiguous region of the state.
- ☐ Local Activity: targets one library jurisdiction's staff/library users.

If you answered "Statewide Activity," enter number of each institution type that participated:

a. Number of Public Libraries

b. Number of Academic Libraries

c. Number of State Libraries

d. Number of Consortia

e. Number of Special Libraries

f. Number of School Libraries

g. Number of Other Institutions

22. If Other, list type(s) of institution(s):

Specific Beneficiary/Participating Organizations

Identify the institutions that participated in or benefited from this project, upload them using the template below. Statewide projects should include library jurisdictions. Regional and local projects should include library branches, community centers, partner organization locations, etc.

Template

[Org Name_BenOrgs.xlsx](#)

23. Upload your beneficiary/participant file here. Name your file using this format: YourOrganizationName_BenOrgs.

[NorthNetLibrarySystem_BenOrgs.xlsx](#)



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

www.northnetlibs.org

To: NLS Executive Committee
From: Andrew Yon
Subject: Approval of Revised NLS FY 2026-27 Budget
Date: September 15, 2026

Background

At the June 24, 2026 NLS Administrative Council meeting, the Council approved a proposed FY 2026-27 budget with the proviso that a revised NLS budget would be needed if the final approved State Budget included a change in CLSA funds. While the approved State budget did not increase the overall amount allocated to CLSA funds, it did clarify that the \$1M of CLSA funds allocated for Zip Books must be redirected to the cooperatives. This change resulted in an additional \$229,182 in CLSA funds available to NLS.

At the NLS Executive Committee special meeting on July 23, 2026, the Committee discussed and approved how to allocate the additional funds, agreeing that all of the new CLSA funds should be applied towards the Communication and Delivery budget. The Committee also recommended the addition of two items to the NLS CLSA claim form's menu of services: support for a regional Zip Books program and support for Book Club in a Box services.

Discussion

The revised FY 2026-27 NLS budget includes the following changes to the June 24, 2026 approved budget per the July Special Committee meeting discussions, as well as other minor changes required due to ADA compliance:

Administration Revenue

- Administration's System Admin CLSA funds have increased by an additional \$45,836 and this total was reallocated to Communication and Delivery Budget.
- The fund balance credit of \$24,593 is reduced to \$4,278 due to the addition of the Emergency Preparedness Program and ADA website compliance work.

Administration Expenditure

- \$315 is allocated to support additional ADA compliance work on the Recovering Together website.
- \$20,000 is added to support emergency preparedness training programs.

Communication and Delivery Expenditures

- \$114 was removed from Communication account line budget due to reduced costs for domain names.
- The CLSA allocation to libraries has increased by \$192,142, from \$257,723 to \$449,875.

Recommendation

It is recommended the NLS Executive Committee approve the revised FY 2026-27 budget.

NORTHNET LIBRARY SYSTEM
FY 2026-27 PROPOSED BUDGET
REVISED - ADDITIONAL CLSA FUNDS

ADMINISTRATION (918)

		Adopted FY 25/26	Proposed FY 26/27	Note
<u>GL Acct</u>	<u>Revenue</u>			
3510	Interest Earned	\$72,500	\$65,000	State Treasurer's LAIF Investment
3661	Membership Fees	158,066	167,676	NorthNet Members Dues
3667	CLSA-State Library	86,131	86,173	CLSA System Admin Funds (increased allocation from \$86,173 to \$132,009. Redirecting additional \$45,836 to C&D budget))
3000	Budgeted Fund Balance	(26,929)	(4,278)	Fund Balance (Credit)
	TOTAL REVENUE	\$289,768	\$314,571	8.56%
	<u>Expenditure</u>			
4220	Contractual Services	\$194,013	\$202,758	FY 26/27 NLS-PLP Contract
4220	Contractual Services	16,500	17,500	Annual Audit Services (\$11K); PS Storage (\$6.5K)
4220	Contractual Services	5,865	1,785	Recovering Together Website Services \$1,695; Library-to-Go Email \$90
4234	Special Departmental	49,200	49,200	Staff Training Funds for Libraries (\$1,200 ea; 41 Libraries)
4301	Insurance	2,750	2,988	Professional Liability Insurance
4302	Membership Fees & Dues	11,790	11,790	Califa Membership Fees for Members
4303	Travel & Meeting	7,850	7,000	Administrative Council Meetings
4304	Education & Training	0	20,000	Emergency Preparedness
4373	Service Fees	1,800	1,550	Bank Fees
	TOTAL EXPENDITURE	\$289,768	\$314,571	8.56%

NORTHNET LIBRARY SYSTEM
FY 2026-27 PROPOSED BUDGET
REVISED - ADDITIONAL CLSA FUNDS

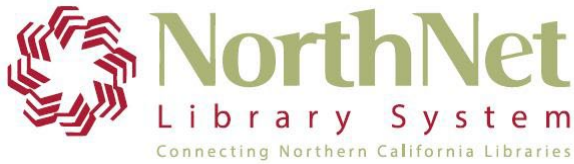
COMMUNICATION & DELIVERY (916)

		Adopted FY 25/26	Proposed FY 26/27	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$344,523	\$528,037	CLSA C&D Funds (Increased allocation from \$344,691)
3667	CLSA State Library		\$45,836	CLSA System Admin Funds redirected to C&D
3674	Reimbursable Costs	224,197	124,462	NBCLS & MVLS Deliveries (\$246,043 - \$121,581 CLSA Funds)
3000	Fund Balance - CSLA	5,883		Moved FY25-26 Roll-over Unspent OverDrive Funds to LOCAL (915) Budget
TOTAL REVENUE		\$574,603	\$698,335	21.53%
<u>Expenditure</u>				
4212	Communication	\$3,275	\$2,267	Website Hosting (\$1,695); Doodle (\$84), Zoom (\$450), Domain Names (\$38)
4220	Contractual Services	345,366	246,043	MVLS (\$69,874) and NBCLS (\$176,169) Delivery Services
4230	Office Supplies	600	100	NLS Reorder Checks and Envelopes
4233	Postage	100	50	USPS, UPS, FedEx
4234	Special Departmental	221,262	449,875	CLSA allocation for members
4234	Special Departmental	4,000		0 FY 25-26 Roll-over Unspent OverDrive funds (moved to LOCAL budget)
TOTAL EXPENDITURE		\$574,603	\$698,335	21.53%

NORTHNET LIBRARY SYSTEM
FY 2026-27 PROPOSED BUDGET
REVISED - ADDITIONAL CLSA FUNDS

LOCAL (915)

		Adopted	Proposed	
		FY 25/26	FY 26/27	Note
<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursable Costs	\$96,000	\$ 93,375	CLSA OverDrive eBooks (\$70K), eMagazines 50% (\$23,375);
3674	Reimbursable Costs	22,000	23,375	Library Contributions 50% eMagazines
3674	Reimbursable Costs	269,036	277,107	Member Libraries Link+ Cost Reimbursements
3000	Fund Balance - CSLA		12,000	FY25-26 Roll-over Unspent OverDrive (\$12,000)
TOTAL REVENUE		<u>\$387,036</u>	<u>\$405,857</u>	4.86%
	<u>Expenditure</u>			
4220	Contractual Services	\$ 269,036	\$ 277,107	Member Libraries Link+ Cost Reimbursements
4445	Reimbursable-Library Exp	118,000	128,750	OverDrive eBooks (\$70K) and Roll-over OverDrive (\$12K); eMagazines (\$46,750)
TOTAL EXPENDITURE		<u>\$ 387,036</u>	<u>\$ 405,857</u>	4.86%



PURCHASING POLICY

PURPOSE

The intent of this policy is to promote transparent, fair, and open competition in ethically procuring the best value in products and services that meet the NorthNet Library System's (NLS) operational requirements.

1. Authorized Persons

Per the NLS and Pacific Library Partnership (PLP) contract dated June 28, 2022, NLS has contracted Pacific Library Partnership (PLP) to perform all administrative and fiscal management duties therein, and as required by Government Code 6505 and 6505.5.

The contract between NLS and PLP for fiscal and administrative oversight is reviewed and renewed annually. The contract delegates authority to PLP staff to perform all administrative functions including acquisition of goods and services on behalf of NLS operational requirements. The PLP CEO, Assistant Director, Controller, and Operations Manager are expressly authorized as procurement people. Should NLS discontinue its relationship with PLP, NLS should consider a new purchasing policy with the new administrative agency.

2. General Requirements for Making Purchases by Authorized Staff

a. Use of Requisitions

To the extent that a requisition represents a request to make a purchase or spend NLS funds, a written requisition will be made for purchases, rentals, and contracts. The term "written" does not preclude the use of electronic format. Nor does the requisition need to be a separate document, but a function of making a request in the purchase order and/or contract creation.

b. Executing Purchase Orders

To the extent that use of a purchase order is the equivalent of a legally binding contract and all contracts for goods and services require a purchase order, except as otherwise provided by law, no purchase shall be made without obtaining a quote.

3. Unlawful Purchases

- a. If any person, whether authorized staff or not, purchases or contracts for supplies, materials, equipment, or contractual services contrary to the provisions of this policy, the purchase order or contract may be declared void. The person who made the purchase or contract may, depending on the circumstances, be personally liable for the purchase amount which may be recovered by NLS.

4. Professional Services Agreements and Memorandum of Understanding (MOUs)

- a. Professional services require extended analysis, the exercise of discretion, and independent judgment in their performance and/or the application of an advanced, specialized type of knowledge, expertise, or training, customarily acquired either by a prolonged course of study or equivalent experience in the field.

b. List of Transactions Generally Required (Not All-Inclusive):

The following transactions generally require preparation of Professional Services agreements:

- Services provided directly by licensed professionals such as attorneys, accountants, and non-licensed professionals such as software developers, financial experts, and other consultants.
 - Certain legal services, litigation-related legal expenses, investigators, experts, and materials required for confidential employment-related investigations.
 - Grant awards or agreements that require certain firms or individuals to perform the work.
- c. The PLP CEO or designee is authorized to enter into and execute any contract for professional services.
- d. MOUs may be required for services between public agencies. This could be used for joint services between agencies, such as delivery service. The PLP CEO or designee is authorized to enter into and execute any MOU.

5. Transactions EXEMPT from Procurement Policies and Procedures

List of Transactions Generally Exempt (Not All-Inclusive):

The following transactions generally require preparation of a requisition for tracking purchase types but are otherwise exempt from these procurement policies and procedures. A direct payment voucher or claim for payment will be used as applicable for payment processing:

- Advertising
- Insurance
- Fees, taxes, etc.
- Membership fees for services
- Reimbursements and other miscellaneous payments (workshop fees, membership fees, etc.)
- Marketing of bonds and other forms of debt or debt management products, including, but not limited to, interest rate management agreements
- Transactions eligible for credit card procurement method such as dues, memberships, subscriptions, professional development training, and related expenses, i.e., approved travel, lodging, and meals, as well as books and periodicals
- Purchases or payments made from, or the disposition to, other federal, state, and local governments, associations, universities/colleges, and non-profit organizations
- Printing services
- Credit card payments
- Refunds
- Postage costs

6. Credit Cards

- a. Authorized staff may be provided with a credit card. Cardholders shall adhere to the NLS Credit Card Policy. Individual monthly credit card limits will be \$5,000 with a single purchase limit of \$1,500. The PLP CEO or Controller may approve credit card limits in excess of this amount based on operational needs, and credit card limits may be temporarily increased due to a specific need.
- b. Cardholders may use the NLS credit card to purchase goods in person, by telephone, by electronic mail, or electronically over the Internet. The credit card may be used at any business establishment that accepts credit cards as a form of payment. The credit card may be used to make low dollar purchases of items when no other advantage in price, terms, or delivery time can be gained by using vendor quotes.
- c. Prohibited credit card purchases include, but are not limited to, the following transactions:
 - Personal use
 - Professional services
 - Capital assets
 - Wire transfer, money order
 - Financial institutions: cash advance or withdrawal
 - Non-financial institutions: foreign currency, money orders, traveler's check
 - Security brokers
 - Betting, casino gaming, off-track betting, alcohol, non-over-the-counter drugs
 - Political organizations
 - Fines
 - Court costs, bail and bond payments
 - Other restrictions as defined in the procedures or determined by the PLP CEO or designee

7. Bidding Policies

It is NLS's policy to develop maximum competition for all purchases and to make awards based on the lowest qualified responsible bid received. Reasonable good faith efforts shall be made to solicit quotes, proposals, and RFPs from local vendors as a first resource.

Commodities/Goods (Materials & Equipment)

\$1 to \$10,000 – Administrative Process

Competitive bidding is not required but may be desired depending on the situation. At the discretion of the authorized staff, a purchase order may be issued to a vendor. Most orders in this range are suitable for processing by using the Procurement Credit Card as described in Section 6, the vendor account's line of credit, or Purchase Order.

\$10,001 to \$75,000 – Unadvertised Written Quotations/ Proposals

Authorized staff shall exercise best efforts to obtain a minimum of three (3) written informal Request for Quotations/Proposals. The determination as to the use of unadvertised written quotations/proposals process shall be based on the cost of the item(s), including all taxes, fees, freight, installation and any other miscellaneous costs. The procurement requirements shall not be artificially divided or fragmented to circumvent the purchasing process under this section or the Formal Bids and RFPs procedures. The number

of vendors contacted may vary, depending on the dollar amount of the purchase and the time available to meet the procurement requirements. A Purchase Order Award is made to the most qualified responsive and responsible vendor which includes metrics of pricing and meeting the technical requirements and services. Competitive bidding is not required.

Over \$75,001 – Formal Bids and RFPs

Competitive bidding is required. Authorized staff will issue a formal Request for Proposals (RFP). The number of vendors/contractors contacted will vary depending on the dollar amount of the purchase and the time available to meet the procurement requirements. The RFP award will be made in accordance with the evaluation criteria, terms, and conditions set forth in the RFP.

Open Purchase Order Limitations

If the volume of business with a vendor exceeds \$10,000 during a year, the procedures for informal quotes or bidding set forth above are required for use.

8. Exceptions to Bidding

Single and Sole Source Purchases and Contracting

It is the policy of NLS to solicit competitive bids and proposals for its procurement requirements to maximize the best value in expenditure of its funds.

Single source procurement is a term used to designate a material, service, construction, or product required to be purchased from one specified vendor for strategic reasons or NLS requirements, and such purchases which are in the best interest of NLS and can meet the required need as specified, even if there is more than one source available.

Sole source procurement is used when there is only one supplier of the product or service due to the unique or unusual properties of specifications of the good or services sought. Sole source procurement may not be used unless there is clear and convincing evidence that only one source exists to fulfill the NLS's requirements. Sole source purchasing minimizes or eliminates competition and should be avoided whenever possible.

An exception may be granted based on two premises:

- Only a single company or organization can supply the product or service needed. As in the case of proprietary software maintenance, only the licensor of the product can provide support.
- On behalf of NLS member libraries, NLS is directed to enter into an agreement with a particular vendor for a specific service or subscription.

Sole or single source purchases are an exception to the competitive solicitation requirement and must always be requested using the Single/Sole Source Justification Request Form. Sole and single source purchases will require approval in advance for all instances.

Authorized staff may conduct negotiations, as appropriate, as to price, delivery, and terms.

9. Piggyback Purchasing

NLS may arrange to enter into purchase contracts with a vendor for the purchase of supplies or services, the pricing and terms of which have been previously established by another public agency, provided that the authorized staff determine that a "piggyback" purchase is in the NLS's best interests.

10. Emergency Purchases

An emergency need is one that could not have been foreseen. The item(s) purchased *are immediately necessary* for:

- The continued operation of the office or department involved; or
- Are immediately necessary for the preservation of life or property.

11. Cooperative Purchasing

NLS may purchase supplies and general services without convening a competitive procurement process if such purchases are based upon an agreement or cooperative purchasing program entered into by any public or similar such agencies, regardless of whether NLS is a named party to the agreement or an actual participant in such program. (California Government Code Section 6502)

Requirements for Use of Cooperative Purchasing

Cooperative purchasing would be allowed if the underlying purchase was made using competitive negotiation or bidding procedures at least as restrictive as the NLS's, including the Federal, State, and municipal contracts. This is providing that NLS determines that a "piggyback" purchase is in the NLS's best interests. (see Piggyback Purchasing Section 9)

In all such cases, the supplies and services purchased must be the same and be offered at the same price as the supplies and services subject to the cooperative agreement or program.

12. Use of Grant Funds for Procurement of Goods and Services

NLS may be the recipient of various grant funds. Grant sources include private donations, and/or local, state, and federal funding streams. In some instances, the source of funds will dictate the procurement method. It is important to identify any special procurement requirements, including any matching requirements or other commitments, before the grant application process, but not later than upon notification of grant award.

Should NLS be required to purchase goods, services, or perform activities related to grants, the requirements of the grant may supersede the requirements listed in the sections above in this policy. In instances where the purchasing policy conflicts with the requirements of the grant, the PLP CEO will decide on which to adhere to.

As a designated fiscal agent, authorized staff shall follow all guidelines set forth in grants and funds received by those agencies regarding purchasing, document retention, and reporting. Some grants may require contract staff who may be responsible for purchasing goods (such as supplies for conferences or trainings) as part of the grant. Authorized staff will work closely with those contracted staff and approve all purchases in compliance with the grant.

Adopted[date], 2026

NORTHNET LIBRARY SYSTEM CREDIT CARD POLICY

OVERVIEW

This credit card policy establishes who can receive a NLS credit card and the acceptable use for using credit cards in making minor supply and service purchases and paying for travel expenses when on PLP business.

By using credit cards instead of other payment options, NLS strives to:

- Reduce procurement and payment processing costs.
- Improve vendor relations by making transactions with PLP easier.
- Enhance internal control by better identifying specific employee/contractors making minor supply and service purchases on behalf of NLS and improving the accuracy of account distributions between programs and projects.

POLICY

NLS credit cards will be issued to specific authorized staff where purchasing supplies and services on behalf of NLS is an integral part of their job duties.

Authorized staff include: CEO, Assistant Director, Controller, and Operations Manager. Although these positions have been identified, they may not all be issued a card unless there is a demonstrated need. The CEO has the authority to authorize additional people as required.

The primary responsibility for ensuring the appropriate use of credit cards lies with each authorized staff assigned a card. They are each responsible for being aware of purchasing policies.

- Purchasing limits are defined in the NLS Purchasing Policy. Based on written justification by the authorized staff, the Controller or CEO may approve credit or per transaction limits in excess of this amount.
- Credit cards should never be used to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made in excess of amounts that would otherwise require competitive bidding. Authorized staff should adhere to the NLS Purchasing Policy for guidance.
- Credit cards should not be used for professional services that provide support services to NLS operations. Such services are generally provided through Professional Services agreements. Professional Services include legal, design, marketing, architectural, financial, Information Technology services, contractors, and other services as required.
- Credit cards shall not be used for the purchase of fixed assets. Fixed assets are any asset or set of assets with an original purchase value of \$1,000 or more (including sales tax, shipping and handling and other fees) and a useful life expectancy of 3 years or more.

- Credit cards may be used in paying for travel expenses. However, NLS's *Travel Expense Reimbursement Policy* will still apply to all such credit card payments, including attaching original receipts, and use of the Reimbursement Request Form.
- Employees will not use NLS credit cards for personal expenses even if the intent is to reimburse NLS later. Charging personal expenses on NLS cards is a misuse of NLS funds. Doing so will result in disciplinary action, up to and including termination.
- All authorized staff assigned a credit card will adhere to this policy and the NLS Purchasing Policy. The person assigned the credit card will be responsible for all purchases made on the credit card.

Competitive Bidding. NLS's competitive bidding standards apply to all types of payment methods, including credit card purchases. Generally, credit card purchases will be for smaller expenditures. While there may be exceptions as allowed under NLS's Purchasing Policy, this means individual purchases should not exceed amounts that would require competitive bidding and only purchase orders, or formal agreements should be used for purchases in excess of the amount specified in the NLS Purchasing Policy.

PROCEDURES

Should it be deemed that a credit card is required for an authorized staff, or the purchasing limit needs review, the CEO should consider the following factors:

- Purchasing supplies and services on behalf of the NLS is an integral part of the employee's job duties.
- Consideration of the employee's ability to accept the terms and accountability of using a NLS credit card for purchases.
- Frequency of use, diversity of vendors, and dollar value of purchases made by the employee.
- The limit required for the card. A baseline for the monthly \$5,000 limit may be used, and the limit may be adjusted depending on need. It may be increased temporarily as needed, for instance, for making hotel accommodations for grants.

Cardholder Agreement. Before receiving a credit card, the authorized staff will sign the Credit Cardholder Use Agreement setting forth their obligations.

Monthly Process for Payment. Each month, the card holder will complete a Credit Card Expense Report. The monthly report will include an itemized list of all charges, the Accounting Program and General Ledger Code for the item to be charged to the departmental budget or to the appropriate grant, and include supporting documentation for credit card purchases, such as itemized receipts.

Once the Credit Card Expense Report is complete, the card holder should give the completed form and complete documentation to their direct supervisor for review and approval. Upon completion of review, the direct supervisor will provide the completed documentation to the appropriate designated person for processing.

Timely Payment. The authorized staff are responsible for ensuring that each credit card statement (along with appropriate supporting documentation reconciled to the statement) is submitted for payment in a timely manner. Based on the statement cycle date, Accounting staff will establish specific monthly payment schedules for credit card statements. To avoid posting errors, administrative charges and late fees, Accounting staff will pay all credit card charges based on the “master account” on a timely basis, even if supporting documentation is not yet received from the authorized staff. When subsequently received, the supporting documentation will be retroactively reconciled to the payment. Instances where this occurs should be very rare and due to extenuating circumstances. Accounting staff will notify the Controller of any such instances of late or inaccurate payment submittals. After reviewing the circumstances, the Controller will recommend to the CEO appropriate follow-up action, including cancellation of card privileges and disciplinary action.

Disputed Charges and Fraud. Cardholders are responsible for ensuring that the vendor and issuing bank are notified immediately of any disputed charges. Standard forms (provided by the issuing bank) are available from Administration for this purpose. The Accounting Department should pay the statement in full—including any disputed amounts—to avoid finance charges and late fees; when resolved, this will result in a credit to the account on the next monthly statement.

Lost or Stolen Cards. Cardholders are responsible for notifying the CEO and Controller immediately if a card is lost or stolen. Failure to do so may result in making the cardholder responsible for any fraudulent use of the card.

Disciplinary Action. The CEO is responsible for all disciplinary action surrounding misuse of cards, including requesting cancellation of card privileges.

Return of the Card Upon Request or Termination. The CEO can request a cardholder to immediately surrender their card. The Operations Manager is responsible for retrieving the credit card when an employee/contractor separates from PLP or surrenders their card. Use of the credit card for any purpose after its surrender is requested is prohibited.

SUMMARY

These guidelines cannot cover every issue, exception or contingency that may arise in using PLP credit cards. Accordingly, the basic standard that should always prevail is to use common sense and good judgment in the use and stewardship of PLP resources.

Approved [DATE]

CREDIT CARDHOLDER USE AGREEMENT

Authorized Staff: _____

The above-named authorized staff is being issued an NLS credit card. The cardholder has been provided with a copy of the NLS 's Credit Card Policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. **Official Use Only.** NLS credit cards are for official system use only. Charging personal expenses on NLS cards is a misuse of system funds. Doing so—even if the intent is to reimburse the system later—will result in disciplinary action, up to and including termination.
2. **Timely, Accurate and Supported Payments.** Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and attached to Credit Card Expense Report.
3. **Disputed Charges.** The vendor and issuing bank will be notified immediately of any disputed charges.
4. **Lost or Stolen Cards.** The CEO will be notified immediately of a lost or stolen card. Failure to do so could make the cardholder responsible for any fraudulent use of the card.
5. **Surrender Upon Request or Separation.** The credit card will be immediately surrendered upon retirement, termination or upon request of the CEO. Use of the credit card for any purpose after its surrender is prohibited.
6. **Credit Card Information.** The credit limit of this card is \$_____.
7. **Other Restrictions.** No cash advance.

Cardholder Signature: _____ Date: _____

CEO Signature: _____ Date: _____

DISTRIBUTION:

- Original - Cardholder Personnel File
- Copies - Administration and Cardholder

RETURN OF NLS CREDIT CARD UPON SEPARATION FROM PLP EMPLOYMENT

I HEREBY SURRENDER the credit card issued to me by the PLP to the Administration Department. I declare that all outstanding charges on the credit card are for official PLP business and will be paid through established procedures.

Cardholder Signature: _____

Date: _____

Administration: _____

Date: _____

Sole/Single Source Justification Request Form

(NLS Purchasing Policy Section 8. Exception to Bidding)

Attach this completed form to requisitions when competitive bids are not solicited. ***(Required for requisitions greater than \$50,000)***

Requested Single/Sole Source Supplier

Date:		Company Name:	
Requestor:		Rep Name:	
P.O. #:		Address:	
		City, State, Zip:	
		Rep Email:	

TYPE OF PROCUREMENT: (Select one)

Sole Source: ☐

Only one supplier can supply the required commodity or service, NLS engages one supplier based on below written justification.

Single Source: ☐

Although two or more suppliers can provide the required commodity or service, NLS selects one supplier over another based on written justification on page 2.

Briefly describe the description of item(s) and/or service(s) including installation if required; item should include brand, model, and part number if applicable.

Description of Item or Service:

(If additional space is needed, include in a separate page)

Estimated Cost: \$ _____

CRITERIA FOR VALIDATION OF SINGLE/SOLE SOURCE:

- Compatibility or interchangeable with existing equipment
- Only Vendor/Supplier offering the product and/or service
- Unique feature(s) which department needs for functionality of critical system already procured from that supplier
- Other justifications for sole source may be identified by department, but they must be reviewed and approved by CEO.

Single/Sole Justification:

Explain why the recommended company is the only Single/Sole source for this purchase it is important to sufficiently address the key reason(s) for awarding an order without soliciting competitive bids. If applicable, provide supporting evidence for the Single/Sole source conclusion and why other vendors/suppliers are unable to meet the department's purchasing needs.

Single/Sole Justification Approval

I certify that the information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Single/Sole source justification precludes the use of full and open competitive bids.

REQUESTOR SIGNATORY:

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

APPROVED:

DATE:

PLP CEO OR AUTHORIZED DESIGNEE

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated September 2, 2026

State Library News	2
COMPASS and the State Budget	2
HomeworkCA	2
PolicyMap.....	2
Free Digital Tools and Resources for California Libraries	3
Share the Digital Equity Resource Finder with your Patrons	3
Marketing Toolkits	3
LDS Newsletter	3
Career Online High School	3
Networking and Training Opportunities	3
Public Library Directors Networking Call	4
Communities of Practice	4
Current Projects and Services	4
Rural Library Leaders: A Community of Practice for New Directors.....	4
Lunch at the Library 2027 Funding Opportunity.....	4
California Library Literacy Services: ESL included in 2026-2027 Budget, Guidance Shared	5
California Libraries Learn (CALL) – professional development for all levels of library staff	5
Library Statistics	6
Parks Pass Program	6
Ready – Or Not: Cultural Heritage Disaster Preparedness Project	7
Rural Health Connections	7
Student Success Cards for All.....	8
Summer Community Impact Report 2026	8

State Library News

COMPASS and the State Budget

The recently passed state budget ends the COMPASS partnership with the Riverside County Office of Education, with all funding for resources ceasing in July 2027.

[Unless there is a change](#) in the California state budget between now and June 2027, the [COMPASS program's resources and collections](#) will no longer be available at no cost to local libraries via COMPASS after July 31, 2027.

The California State Library will keep the field updated on this matter and provide any new information (sign up at <https://bit.ly/COMPASSnewslettersignup>). Questions may be directed to compass@library.ca.gov.

HomeworkCA

HomeworkCA - free online tutoring for K-12 students across California is now available for libraries to provide to their patrons. If your library has not signed up for HomeworkCA, they can do so by filling out [this form](#).

HomeworkCA provides live tutoring sessions, on-demand homework help resources, and subject-specific assistance across core academic areas including mathematics, science, language arts, and social studies. The platform also offers test preparation support to help students build confidence and succeed academically. With qualified tutors available 24/7, HomeworkCA removes barriers to educational support by making professional tutoring accessible to all students in California.

For libraries interested in learning more about implementation, patron access options, training resources, or partnership details, visit www.HomeworkCA.com

PolicyMap

The California State Library and Pacific Library Partnership are excited to provide free statewide access to Policy Map, an online mapping platform that enables public library workers to access information about their communities beyond traditional U.S. Census datasets. PolicyMap is the perfect place to learn more about your community and strengthen the impact of your library services and programs.

Your access is now live and will conclude on July 31, 2027.

If your library team previously used PolicyMap, your former login credentials are the same.

If you'd like to get set up with an account, reset your password for an old account, or for any issues logging in, email Alexis LaCroix at lacroix@plpinfo.org.

Free Digital Tools and Resources for California Libraries

The California State Library and the Department of Technology are excited to offer library branches access to a comprehensive suite of free digital tools and resources! This includes digital inclusion program management training for library branches and digital navigation training for staff, digital literacy assessment and skills training, Artificial Intelligence training, all designed to promote digital inclusion for patrons.

Resources will be made available through state Digital Inclusion partnerships established with CETF, DigitalLift, Human IT and Northstar Digital Literacy platform. **There are 100 Northstar licenses reserved for public libraries, with staff training included if needed.**

For more information and to indicate your desire to utilize these resources go to [Digital Inclusion Partnerships | Broadband for All](#) or email broadbandforall@state.ca.gov.

Share the Digital Equity Resource Finder with your Patrons

Help connect every Californian to essential digital inclusion programs and services right in their communities. The [Outreach Toolkit](#) includes customizable outreach materials to promote the Resource Finder with your patrons and residents in your community. Help spread the word!

Please send questions to DEResourceFinder@state.ca.gov.

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.

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.

Career Online High School

In the approved 2026-2027 California State budget, the Governor approved \$5 million in state funding for [Career Online High School](#) (COHS) program. We are working on moving forward with this good news. In the meantime, the California State Library and Pacific Library Partnership are excited to announce plans for the 2026-2027 Literacy and Learning Initiatives project. Plans include 505 Career Online High School (COHS) seats to support adults earning a high school diploma. The COHS team shared guidance on August 3 detailing the next steps for enrollment. COHS questions can be sent to cohs@library.ca.gov. *State of CA and LSTA-funded.*

Networking and Training Opportunities

[Public Library Directors Networking Call](#)

The next call is scheduled for Wednesday, August 19 at 3:30 p.m. The call will feature updates from the State Library, further work on the statewide visioning project, and collaborative group discussions. You may register for the call [here](#).

[Communities of Practice](#)

The California State Library lists all Community of Practice events on a single calendar. On our website, under Services to Libraries, select Resources for Public Libraries to find the [Communities of Practice](#) calendar. Help your staff build valuable connections across the state by sharing relevant Communities of Practice with them. Newly added is a **Community of Practice for Rural Health Programming**. Details on this and more can be found on the calendar.

Current Projects and Services

[Rural Library Leaders: A Community of Practice for New Directors](#)

The year-long cohort, launched through a partnership between Califa and the California State Library, begins in the fall. This group will help inform a New Library Director Toolkit. califa.org/rural-library-leaders *LSTA-funded.*

[Lunch at the Library 2027 Funding Opportunity.](#)

The California State Library [Lunch at the Library](#) 2027 funding opportunity opens on **Tuesday September 1, 2026**. California public libraries are invited to apply for this state-funded opportunity to help connect local children and teens to summer meals and enrichment programming.

Lunch at the Library Key Dates:

- **Application period:** September 1, 2026 – October 14, 2026
- **Grant period:** February 1, 2027 – January 31, 2028
- **Lunch at the Library programming:** Summer 2027

Libraries that apply to take part in Lunch at the Library will receive Lunch at the Library funds to support the following summer meals activities:

- **Enrichment Programs at Library Meal Sites:** Jurisdictions serving USDA summer meals and providing enrichment programming at library sites.
- **Enrichment Programs at Community Meal Sites:** Jurisdictions bringing pop-up library programming to other community meal sites.

Funds may be used for:

- Summer enrichment programming before, during, or after meal service, including Farm to Summer activities.
- Books to build home libraries which include materials that connect families to summer reading.
- Teen internship or volunteer programs to develop leadership and workforce readiness skills while supporting Lunch at the Library.
- Staff time spent on program planning, implementation, and evaluation.
- Supplies and materials to support a successful Lunch at the Library program.

Lunch at the Library Office Hours

Lunch at the Library team will be available for questions related to the funding opportunity and application. Applicants are welcome to drop in at any point during the times listed.

- Tuesday, September 22, 2026, from 9:00a.m.-10:00a.m. [Register for the 9.22 Office Hours here.](#)
- Tuesday, October 13, 2026, from 2:00p.m.-3:00p.m. [Register for the 10.13 Office Hours here.](#)

The [Lunch at the Library application](#) is open as of Tuesday September 1, 2026. The deadline to apply is Wednesday, October 14, 2026, at 12:00p.m. PST.

For more information about the program and how to apply, visit the [Lunch at the Library Application Information Page](#)

Questions? Contact us at Lunch@library.ca.gov.

State funded.

California Library Literacy Services: ESL included in 2026-2027 Budget, Guidance Shared

The 2026-2027 California state budget states that California Library Literacy Services (CLLS) funds may now be used to provide English as a Second Language (ESL) services. The CLLS team shared guidance on August 3, which included details about the Project Scope Change process.

For general information on the CLLS program, see the [CLLS web pages](#) and visit the [Manage Your Current Grant](#) page for information on CLLS data collection. Reach out to clls@library.ca.gov for more information. *State of CA-funded.*

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

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

- Catalyst is back! [Apply now](#) for the 26_27 cohort. To learn more, attend one of the [two information sessions](#).
- Encourage all levels of your staff to get started with [CALL Academy](#).
LSTA-funded.

Library Statistics

The 2026 data for the unduplicated population served by each California public library jurisdiction is now available at [Persons Served by California Public Libraries \(Excel\)](#). Library service area population figures have been prepared using the most recently published and available combined estimate for cities and counties from the California Department of Finance, adjusted to reflect the geographic service areas of California Public Libraries.

The 2024-25 Public Libraries Survey dataset is available at [California Public Library Statistics - California State Library](#). Data is provided by public libraries of California through the annual Public Libraries Survey.

For more information or questions, contact LibraryStatistics@library.ca.gov

Parks Pass Program

Great news! As part of the approved 2026-2027 State of California budget, funding for the [State Parks Passes](#) is now **ongoing**. This means your library's park passes **will not expire** on 12/31/2026, and they can continue to be used in future.

Our partner, the California State Parks, is conducting a statewide survey to help shape the future of three new state parks coming to the California Central Valley. The State Parks Forward visioning survey is available online at parks.ca.gov/forward, and will remain open until Sept. 4, 2026.

California State Parks is seeking public feedback that will help shape the future of three new state parks coming to the Central Valley: Feather River Park in Yuba County, San Joaquin River Parkway in Fresno and Madera counties, and Dust Bowl Camp in Kern County. The news release is here: <https://www.parks.ca.gov/NewsRelease/1549>

The State Library and State Parks would appreciate it if libraries, especially those in the Central Valley, would share the survey with their communities by posting it in public spaces at the library.

The Parks Pass program supports all Californians in exploring the outdoors and gaining the benefits of our parks by providing free vehicle day-use entry passes for checkout at local libraries. The public can access information on the State Parks Pass at checkoutcastateparks.com

The Parks Pass quarterly report due dates are:

- October 22, 2026 (for reporting period July-Sept 2026)

- January 28, 2027 (for reporting period Oct-Dec 2026)
- April 22, 2027 (for reporting period Jan-Mar 2027)
- July 22, 2027 (for reporting period Apr-June 2027)

Quarterly reports should be submitted via the [California State Library Statistics Portal](#). For any questions, email parkspass@library.ca.gov.

Program information is available at [Parks Pass Program](#) and [Parks Pass subject guide](#) is available to support marketing, circulation, programming, and more.

To report lost passes and request replacement, please enter each lost pass [using this webform](#) (an individual submission for each lost pass). If a participating public library jurisdiction needs more bookmarks or survey flyers, [please fill out the order form from State Parks](#). *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, the [Ready – Or Not: Cultural Heritage Disaster Preparedness Project](#) is sharing practical resources that can help cultural organizations everywhere strengthen their emergency preparedness.

The project offers three new video shorts to prepare, prioritize, and recover collections. These three short videos highlight key steps for protecting collections before and after a disaster:

1. [Preparing Collections Before a Disaster](#) - Learn how California State Parks sites reduce risks and prepare for emergencies.
2. [Prioritizing Collections for Emergencies](#) - Discover strategies for prioritizing collections for evacuation ahead of a wildfire.
3. [Recovering Collections from Soot and Ash](#) - See safe and effective techniques for recovering collections and collection spaces affected by soot and ash after a fire.

For more information, contact CAready@nedcc.org *State of CA-funded.*

Rural Health Connections

The American Heart Association's Libraries with Heart program can now be found in 17 counties serving rural California residents across the state: Butte, El Dorado, Fresno, Glenn, Inyo, Kings, Madera, Mariposa, Mendocino, Mono, Riverside, San Benito, San Diego, Santa Barbara, Siskiyou, Sutter, Tehama, and Tulare.

With support from Califa, 52 public and tribal library locations now have blood pressure monitors for in-library use, along with supporting material, including information on local clinics for anyone without a primary care provider.

LSTA-funded

Student Success Cards for All

Library cards help children succeed.

California legislation [SB 321 \(Ashby\)](#), [updated SB 1329](#) makes it easier for public libraries to put library cards into the hands of every California child who wants one. The State Library is working with schools and libraries to help make sure every California student has a library card by the third grade.

The California State Library has launched a new [Student Success Cards Partnerships Toolkit](#) to help libraries plan, strengthen, and sustain partnerships that support Student Success Cards (public library cards issued in collaboration with local educational agencies).

This toolkit for library staff includes practical, ready-to-use resources such as:

- Guidance on identifying and engaging potential partners to start a Student Success Cards program
- Tips for developing partnership goals, roles, and workflows
- Communication tools and templates that can be adapted locally
- Examples and materials to help with program implementation and ongoing support

For more information about the Student Success Cards initiative, visit the [State Library's Student Success Cards for All website](#) or contact the Student Success team at studentsuccess@library.ca.gov.

Summer Community Impact Report 2026

The 2026 Summer Community Impact Report is now open and ready for you to enter your summer program data. Only one person should respond to and complete the survey on behalf of all libraries in your jurisdiction no later than **Thursday October 1, 2026**.

Submissions are made through Microsoft Forms [2026 Summer Community Impact Report](#)

Additional Notes

- Resources needed to submit required statistics and programming information for your library's 2026 summer programs can be found on the [California Public Library Statistics webpage](#) and the [Successful Summers webpage](#). The report should be completed once for each library jurisdiction with one person responding on behalf of all your jurisdiction libraries.

- Include all programs and activities that happened in the summer, including summer reading, and learning programs, Lunch at the Library programs, Parks Pass activities, youth development programs, story times, outreach programs, etc.
- Submit your summer reading data even if your jurisdiction did not use the iREAD theme.

The Summer Community Impact Report relates to all your library's summer 2026 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.

Reach out with any questions to Kaela Villalobos at kaela.villalobos@library.ca.gov.

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.