Executive Committee Meeting
May 05, 2016
4:00 p.m. – 5:00 p.m.
Conference Call

	1.	Welcome and Roll Call	Lightbody, Chair
	2.	Public Invited to Address the Committee	Lightbody
ACTION	3.	Approval of the Agenda	Lightbody
	4.	Consent Calendar	Brinkley
ACTION		A. Minutes of Executive Committee Meeting, 03/18/16	Attachment 1
	5.	OLD BUSINESS:	
		A. Synthesis of Strategic Planning Priorities	Attachment 2
	6.	NEW BUSINESS:	
		A. Review Correspondence from State Librarian to Systems/Field	Attachment 3
		B. Review 3/24 Memo to CLSB from NLS	Attachment 4
		C. Review other possible services/initiatives to incorporate in CLSB recommendations	Attachment 5
ACTION		D. Select 3-5 items and prioritize for NLS	
		E. Discuss 2016/17 Plan of Service due 6/1/16	Attachment 6
		F. Pitch An Idea Community Engagement & Facilitation Skills for NLS and PLP Libraries	Attachment 7
		G. Review revised 16/17 PLP/NLS contract and leadership transition plan	Attachment 8
	7.	Next Meeting Date	
	8.	Adjournment	

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). 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." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

      (1) it must comply with all of the Act's requirements applicable to other meetings;

      (2) all votes must be taken by roll call;

      (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;

      (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;

      (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and

      (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations
NLS Admin office, 2471 Flores Street, San Mateo, CA 94403
Alpine County Library, 270 Laramie St., Markleeville, CA 96120
Butte County Library, 110 Oak Grove Parkway, Oroville, CA 95966
Humboldt County Library, 1313 Third St., Eureka, CA 95501
Napa County Library, 580 Coombs St., Napa, CA 94559
Placer County Library, 350 Nevada St., Auburn, CA 95603
Roseville Public Library, 225 Taylor St., Roseville, CA 95678
Shasta Public Library, 1100 Parkview Ave., Redding, CA 96001
Siskiyou County Library, 719 4th St., Yreka, CA 96097
Sonoma County Library, 211 E Street, Santa Rosa, CA 95404

Conference Call Information
Audio Conference Details:
Participant Code: 337190

Conference Number:
US: 1-888-850-4523

To join the meeting:
http://infopeople.adobeconnect.com/may2016/

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Draft Minutes

Executive Committee Meeting
Adobe Connect/Conference Call
Meeting Friday, March 18, 2016

1. **Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 10:05 AM. Also present were Executive Committee members Erin Francoeur, Mary George, Rita Lovell, and Michael Perry. Executive Committee member calling in was Victor Zazueta. Also attending: Lisa Dale, CA State Library System Liaison, and Susan Hildreth (via conference call) and Jacquie Brinkley of the Pacific Library Partnership.

2. **Public Invited to address the Committee:** None were present

3. **Approval of the Agenda**: Lovell moved, Perry seconded; unanimously approved by voice vote.

> A. **Consent Calendar:** Minutes of December 10, 2015 and January 11, 2016. Lovell noted edit to be made on minutes of 1/11/2016 (typo "NSL"). With edit, Perry moved to approve. Zazueta seconded. George abstained. Approved by voice vote.

4. **Old Business**
   A. **NLS Broadband Claim Form** . Hildreth reported on both Items A & B. NLS has limited number of libraries who participated in Year 1 and 2 of CENIC and who will be eligible to make a claim for these funds. Hildreth and Califa staff, Wayne Walker, will identify eligible libraries and will within next few weeks work with those libraries on a one-on-one basis to assist them in completing Claim Form.

   B. **Update on Broadband Equipment Funds –** Report by Hildreth noted above.

C. **Update on NLS Initiatives identified at Admin Council meeting of January 25, 2016 –** Reviewed each item with report from EC members or PLP staff in attendance.

i. Member Asset Mapping – Lightbody reported no update at this time. Zazueta asked for clarification on this item. Lightbody explained that through Strategic Planning meetings and online survey, libraries reported various skills and abilities they have and are willing to share with other NLS member libraries in order to strengthen all. Asset Mapping is intended to inventory what each library has and is willing to offer and when the "map" is drafted, will be shared with all NLS members. Brinkley to follow-up with consultant Sam McBane Mulford who offered to assist on this activity.

ii. Sharing People and Knowledge Platform – Hildreth reported that the Black Gold System (Central Coast) has volunteered to develop a knowledge sharing platform that can be shared among all Systems and System members to gather Best Practices from libraries, including but not limited to Fines & Fees Policies, Library communication templates, Board and Committee Policies, etc. Black Gold has a staff person who has experience with Joomla, program being use as platform, and can allocate some time to this project. Sharing began with gathering Fines & Fees policies from libraries. There will be an update on this statewide shared resource at the April 8 CLSB meeting in Sacramento. This knowledge platform program can also be customized to have an intra-system capability for sharing within systems. It is recommended that a staff person or local advocate be appointed from each System to learn the program and be the point person for updating communications.

iii. **Zip Books** - George reported that there has been no update from CSL Zip Book coordinator, Janet Coles, as to how future funding of this project will be directed. Dale reported that while the State Librarian has approved continued statewide funding for Zip Books, there will be an evaluation of current project members, but no information yet available as to bringing in new libraries for next fiscal year. At this time, requirements prohibit libraries who have shared catalogs from participation. These requirements are also under review.

George asked Hildreth and EC members about their knowledge of any state or national trends with the concept of "customer-centered collection development", i.e. Zip Books. Zazueta reported that he had read literature reviews on "patron-driven acquisition" and information on this concept is available.

iv. **Training and Development & Facilitation & Capacity Building** – Lightbody reported that Suzanne Olawaski, Solano County, is working on a staff training and development program that might be relevant for NLS. Also, that this date (3/18) is last day to apply for Harwood Training through CSL invite and encouraged all NLS member libraries to apply. And, that NLS staff under advisement of EC, has submitted a Pitch An Idea proposal to fund training for NLS and PLP libraries in Facilitation Skills to build on the Harwood training. This project will be open to libraries who do not participate in the CSL/Harwood project.

v. No comments for this item.

vi. **Budget Cycle Alignment –** George reported no progress to date. Brinkley reported that a draft ILS/Vendor survey has been created and will meet with George to review survey before distribution to NLS members. Will also review survey with Califa staff to insure all required information is captured in one survey tool.

Zazueta asked about Link+ and indicated his interest in this service should there be a System negotiated pricing for NLS. Hildreth reported that Napa County has discontinued their relationship with current delivery consortium (SNAP) and has joined with Napa College and Solano College to contract with Link+ for delivery service. Dale reported that Sacramento Public Library also uses Link+.

D. Next Steps
Staff will compile updates and create Next Steps document to share with Executive Committee.

NEW BUSINESS:

A. Nominating Committee for termed out EC members

Lightbody asked for volunteers to form the Nominating Committee for EC Members terming out 6/30/2016 – Zazueta, Lovell and George. EC Members volunteering for Nominating Committee are: George, Lovell and Francoeur. Lightbody suggested that the Committee look to new library directors in order to bringing and engage new members.

B. Link+ - Kreimeier not in attendance to present. Hildreth reviewed status of Napa County discontinuing relationship with current delivery provider and contracting with Link+. Hildreth reported that Vendor Survey now in development for Budget Cycle Alignment Action Item will also include who each library contracts with for delivery.   Hildreth also reported that in developing the NLS 16/17 Plan of Service and using the Governor's proposed CLSA funding that doubles current CLSA funding, Link+ may be a viable possibility. George stated that if costs could be mitigated under a System-wide contract, Placer County would be interested.   Lightbody shared that geographic requirements and restrictions could be cost prohibitive for a Link+ service. Hildreth commented that a System-wide Link+ service could be worth looking into with CLSA funding.

Zazueta commented that any increased delivery cost could be offset by streamlined workflows and reallocation of staff currently working on these processes.

C. Preliminary 16/17 PLP Contract Cost – Hildreth presented the PLP preliminary contract, noting that it is submitted at this time to assist NLS in their planning process for 16/17. This contract is very close to the 15/16 proposal. PLP initiated time tracking for all contract work and has been able to document amount of time dedicated to NLS work by all staff members. Hildreth recommended that NLS consider how to strategically use the increased CLSA allocation proposed for 16/17 in their budget review process. Also, that this contract may be amended when the CA State Library gives direction as to CLSA funding for 16/17. The PLP contract will be voted on at June 7th meeting of the Administrative Council. The NLS Finance Committee will review the contract after the CA Library Service Board meeting of April 8 and when CSL Board and staff make recommendations on how CLSA funds are to be allocated to the Systems for 2016/17.

D. Priorities for April 8, 2016 CLSB Meeting

Lightbody asked for EC members to review draft memo to CLSB.   Discussion

of these recommendations ensued.

Lightbody asked 1. To broaden definition of e-resources as used in CLSA language, and 2. RE: "Planning, coordination and evaluation of System-wide Services" – that language be added to include the importance and need of research and evaluation on library programs and that would include ability to create and document measureable outcomes. Hildreth commented that a product like Analytics on Demand would be a good investment and might be able to be purchased with on-going CLSA funding. Hildreth will revise the draft memo to modify and strengthen the language as requested.

Perry asked how was one-time funding used or allocated in the past. Hildreth provided some history on one-time funding (last was in 14/15 for Broadband). Perry suggested the one-time funding proposed for 16/17 would build on the Broadband equipment funds versus shifting from needs we identified a year ago. And, to include language in the CLSB memo that this effort should continue as his experience is that equipment funding is still needed to complete the build of Broadband capacity in order to join CENIC. He recalled that the State Library had identified means to resolve a persistent need versus a "one-time" need with the Broadband/CENIC partnership and if new/other needs are now identified, the momentum is lost from what was built in prior years. Perry suggested adding language in the memo to include $$ in 16/17 CLSA for Broadband equipment versus only connectivity.

Hildreth will modify the CLSB memo to come from NLS only, as opposed to combined memo from PLP and NLS. NLS has unique challenges and needs that are not priorities of PLP and that should be reflected in any communications from NLS to the CLSB members. Hildreth said that she will modify memo to Broadband equipment and Zip Books and add language as to what constitutes e-resources.

Lovell commented that many libraries may not be familiar with Zip Books as they were not part of the initial grant project (directed to rural libraries) and offered to help draft a letter to explain Zip Books.

Zazueta shared that Humboldt was one of the original 3 libraries with Shasta and Butte who created the Zip Books program as an LSTA Pitch an Idea project. He will send the NLS Directors a copy of the original proposal and the funded application.

George will continue funding to the Zip Books project from local funds. She reported that this project is very popular with the public and suggested that a Library Journal article be written and submitted to descript this successful

project.

Hildreth reported that she will revise the CLSB memo and send to the EC for approval.

E. Administrative Council Meeting Agenda Planning – 10 a.m. to 2:00 p.m.

i. 16/17 Plan of Service – due 6/30/2016. Discuss priorities for the 16/17 Plan of Service – allow 45 minutes – 1 hour.

ii. Discussion of CLSA - Summary and follow-up to April 8th CLSB meeting. Informational and cover changes to and possible impacts. Suggest that Sara Jones, Marin County Library Director and CLA Leg Committee chair be invited to speak to these issues. Lightbody will contact Sara. All agreed that this discussion and the 16/17 Plan of Service should be the bulk content of the AC meeting time.

iii. Denise Davis, PLA Project Outcomes – confirmed to present on PLA Project Outcomes. EC members requested the proposed training session be revised to an overview/summary of the PLA project and not to take more than 1 hour as other priorities for this AC meeting have been identified since requesting this presentation. Brinkley to contact Denise Davis and request an outline of her presentation to share with EC and to ask for revised format of the presentation that is not a training, but sharing an overview of what she and PLA have learned from using these tools.

iv. Discussion of how NLS functions and its member libraries. Lightbody suggested an overview of how the CLSA is undergoing revisions and the TBR language that is being eliminated and language being proposed to replace it. Perry asked about the timing on CLSA language revisions. Hildreth provided a summary of steps to undertake these proposed revisions including Dept of Finance and the State Library working together to create a trailer bill as to how the Governor's $4.8 million to CLSA would be allocated and language recommendations – these meetings to take place in late April and/or early May (before May Revisions projected to be announced on May 13). The CLSB meets again in September and will review and approve Plans of Service of all Systems and may at that time approve CLSA funds and recommend how funds are to be spent.

Hildreth recommended that NLS EC meet after May Revision (on or near May 13). NLS may need to modify and/or act based on how the budget looks after May Revision. EC could meet specifically to address this item and could be a phone meeting. That discussion could shape the discussion at June 7 AC meeting.

v. Strategic Planning – Action Plan Update

Finance Committee – Members identified – Kreimeier, Perry and Casteel (Perry will contact Casteel to request her participation)

Lightbody reminded EC to keep incoming Chair, Brett Lear, informed of all activities.

Discussion as to how to insure AC attendance at June 7 meeting. Recommended a postcard to SAVE THE DATE go out with bulleted items for discussion including CLSA and CLA Leg Committee issues & timeline and what this means to "your" local jurisdiction (make it personal) , 16/17 Plan of Service.

Suggestion to create a template of language for Members to use with local administration (re: CLSA revisions) when revisions are determined.

Hildreth commented that we may have more information after the April 8th CSLB meeting and will draft AC meeting notification to members after this date to include most current information. Hildreth also commented to EC members that the more library directors who can physically attend the April 8 meeting in Sacramento, the better.

Perry recommended that AC notice include summary points of the April 8 CSLB meeting and that the conversation will continue at June 7 AC meeting (to encourage attendance).

E. Pitch An Idea Proposals

Brinkley reported that 2 proposals were submitted to the State Library and have been scheduled for phone interviews. NLS proposed a Facilitation Skill Building and Community Engagement training for NLS and PLP libraries, based on same priorities identified in recent Strategic Planning meetings and surveys. NLS would be the "lead" System on this project, with PLP also participating. The second proposal, submitted by PLP as "lead" System will create best practices and resources for libraries to use in developing a student ID/library card to increase access for students to the public libraries and their digital content. Mentor libraries in each of the Systems who have already implemented student library cards will assist selected pilot libraries from each System to build similar successful models.

Other Business

Perry asked about follow-up to Link+ discussion. Hildreth responded that Kreimeier had suggested NLS look at Link+ as a way to provide improved delivery service and to save on other costs. Brinkley is working on ILS/Delivery and Vendor Survey for all NLS members and responses from this survey will be used to begin discussion with Link+ regarding pricing (Link+ needs to know current ILS used for NLS members.)

Lovell asked when Nominating Committee needs to submit names for EC replacements. Lightbody responded that names should be submitted to the AC at June 7 meeting. Note: Replacing 3 at large Executive Committee members and the Vice Chair (Francouer has agreed to assume Vice Chair as of July 1, 2016).

5. Next Meeting Date: To be determined after May Revision (on or about May 13)

6. Adjournment: Lightbody adjourned the meeting at 11:55 a.m.

NorthNet Library System (NLS) Strategic Priorities - FY 15/16 and Beyond

The initial NLS strategies and goals were adopted in May 2010.   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 was undertaken in FY 2015/16. Although not a complete revision of the strategies and goals, existing priorities have been confirmed and new directions have been identified.   These priorities are extremely useful in identifying impactful services for member libraries and are informing recommendations to the California Library Services Board, the board that determines the services provided by NLS and other California Library Services Act (CLSA) systems. Other regional library systems have participated in similar planning sessions; and, with those results, we are able to identify some statewide priorities as well.

Background

NLS Directors (or their designees) from each member library were invited to participate in one of two workshops hosted by NLS in Chico on November 2nd, and Napa on November 3rd, 2015. These workshops explored current needs and critical issues of members, as well as aspirations and opportunities for NLS to deliver higher value services as a CLSA System. The workshops were facilitated by Sam McBane Mulford, Ideation Collaborative and Cheryl Gould, Fully Engaged Libraries.   Every workshop was facilitated in the same manner with the same agenda:
- Introduction
- Input and Conversations about the value of PLP membership
- Patterns and Themes around needs and aspiration
- Criteria around PLP decision making on investments and actions
- Identification, Conceptualization, and Valuation of Potential Initiatives

Key potential initiatives were identified during the workshops. In order to confirm that these initiatives were representative of system needs, a survey was also conducted after the workshops to gather input from other staff at their libraries on all the topics addressed in the workshop. 65 survey responses were submitted; almost 74% of those did not attend a workshop. There was strong alignment with the results of the workshops and the surveys. The NLS Administrative Council met on January 25, 2016, to further review these initiatives and identify priorities for action. Service initiatives that were identified as high priorities by both workshop and survey participants are shown below in ranked order, determined at the January 25, 2016, meeting:

- Member Asset Mapping – deep, intentional knowledge of member strengths
- Sharing People and Knowledge Platform
- NLS Zip Books Program
- Training and Development
- Value Statement and Branding for NLS
- Budget Alignment for Increased Collaboration/Purchasing Power
- Continuum of Communication - blogs to extensive publications
- One NLS Card
- Facilitation Capacity Building

Further discussion at the January 25, 2016, meeting resulted in the consensus of five key strategic directions for NLS focus. These strategic directions are detailed below:

- **Member Asset Mapping** is an activity that can start now and content will eventually be included in a Knowledge Platform; this info will also be communicated and can be used immediately by member libraries to share information, expertise, and even opportunities to collaborate or enhance purchasing power.
- **Sharing People and Knowledge Platform** is a highly prioritized initiative among many other systems and could become a collaborative effort at a multi-system or even statewide scale - NLS should monitor interest and activity and decide whether to join or develop a solution for NLS.
- **Zip Books** is being explored by Placer County and could be enlarged to include anyone within NLS that is interested.
- **Training and Development/ Facilitation and Capacity Building** will be combined to broaden the scope of this priority and can be achieved with complementary activities.
- **Budget Cycle Alignment for Increased Collaboration/Purchasing Power** can begin with NLS staff and members collecting and analyzing existing contracts, as well as facilitating communication among member libraries around intention and goals for procurement, etc.

Implementation of Strategic Priorities

These directions are informing the focus of NLS staff and members to take advantage of service opportunities as they become apparent. We know that developing some quick wins with visible impact relevant to most if not all libraries in the system will provide solutions to real challenges for libraries and rapidly confirm the value of the system and its membership.

Given the current level of capacity and support at the system, creating leadership teams of member libraries to further define the goals and scope of the initiatives that were conceptualized by this process will create clarity around the significance of the effort and help determine the cost effectiveness of pursuing an initiative. We believe that collaboration among member libraries will leverage all our assets more effectively and provide value to system members as a whole.

The implementation of these exciting concepts may be facilitated by additional funding for ongoing CLSA activities that is included in the proposed FY 2016/17 state budget. This additional funding will support increased NLS capacity through additional time for the system coordinator and/or identification of expert consultants who can assist us with specific projects.   Below are some examples of how these priorities are being realized and will inform our work in 2016/17 and beyond.

Member Asset Mapping is an impactful project that is the top priority of NLS members. One of the most critical tasks is defining the key assets we want to map and how to ensure that we obtain useful and easily-shared information of those assets. Jacquie Brinkley, system coordinator, is working closely with our planning consultant Sam Mulford to develop an asset matrix and design an information collection methodology. This material will be housed and accessed through a knowledge platform that is being developed collaboratively by all the CLSA systems (see below).

Sharing People and Knowledge Platform: This need has been identified by a number of regional systems. The Black Gold Library System is hosting a pilot site, "CLSA Knowledge Base," http://clsainfo.org/, and NLS staff are involved in developing and testing this platform. We anticipate

using this to collect policies, procedures and best practices from interested systems and to develop our own specific repository for NLS materials. We are developing the platform so that we can provide convenient access to information about specific skills of staff and knowledge-sharing of best practices.

Closely aligned with the Sharing People and Knowledge Platform is a <u>Shared E-resource Search Platform for Convenient Access.</u> This is a critical need for all our member libraries and others in the state and the nation. NLS staff are constantly looking for new products or services to provide seamless access to e-content. We are aware that our development partner Califa is working closely with the New York Public Library on the development and national distribution of "Simply E", an open source product which provides for seamless searching across all e-content. NLS is closely monitoring this relationship and is in a strategic position to serve as the first California regional deployment of this product.

Zip Books is an initiative that replaces ILL with a "buy v. borrow" procurement model. If a patron in good standing of any of the participating libraries wants a book the library does not own, the library buys it from Amazon, as long as it costs less than $35 pretax. (More expensive requests will be evaluated on a case by case basis.) The book is shipped directly to the patron, without a finite lending period. When they are done, patrons simply return the book to their local branch, where the librarian evaluates the item as to whether it will be added to the collection or sold at the library book sale, etc. This program has been supported by the California State Library with a number of rural libraries from around the state participating. Staff and members are determining how this program might be developed for NLS as a system and are interested in pursuing CLSA support for this pragmatic approach to resource-sharing.

Training and Development/Facilitation and Capacity Building: We are constantly searching for further professional development opportunities and; as Infopeople transitions from a state-wide, state-subsidized continuing education program, we will determine what types of training may be effectively delivered at a regional system level, through Infopeople or other providers. We have identified a great opportunity for Facilitation and Capacity Building. The California State Library (CSL) is offering the opportunity for libraries to participate in the Harwood Turning Libraries Outward training in May 2016. Several NLS libraries are participating and we anticipate that we will share their knowledge on the knowledge platform and through programming.   Also, NLS with the Pacific Library Partnership (PLP) as a collaborator, has been awarded an FY 2016/17 CSL Pitch-An-Idea grant for "Community Engagement and Facilitation Skills for NLS and PLP Libraries". 8-10 NLS libraries will be selected to participate in this training led by Susan Clark, well-known for her work in adult literacy and community engagement, who will tailor for libraries an Institute for Local Government program that she has developed. Again, we will share the information and results from this program with all member libraries.

Budget Cycle Alignment for Increased Collaboration/Purchasing Power should be an ongoing activity that also aligns with the system and member library fiscal years which, for the most part, are July 1 – June 30. Jacquie Brinkley, system coordinator, is working closely with member library directors and other staff to determine the best mechanism and timeline to collect this critical information. We are collecting and analyzing existing contracts, working on aligning the timeframes of those contracts and facilitating communication among member libraries around intention and goals for procurement, etc. This project is currently launching and should be in place for some FY 16/17 contracts and definitely available for FY 17/18 contracts. Because NLS is a large system, with many members and covering much geographical territory, it can be challenging to organize collaborative purchasing yet is and will be a huge asset for member libraries in cost savings and access to a wide array of content.

There are several service priorities that were not identified as the five critical directions yet are areas where we see potential opportunities for NLS. All these priorities are outlined in the findings summary of this planning work which is attached to this document. The concept of a universal card is one that should receive some further consideration.

One Card: There is much interest in varieties of this concept – one uniform card for all PLP member libraries, a virtual PLP card that would provide seamless access to all our e-content, a student card that provide either virtual or complete access to library resources possibly based on student school ID to be as convenient to issue as possible. With proposed additional funding for CLSA in the FY 2016/17 budget, the concept of a statewide library card, either real or virtual, is one that is receiving much attention. PLP must monitor all these efforts carefully and be ready to pilot or participate in regional or statewide initiatives.

PLP as the lead partner, in collaboration with NLS, has been awarded an FY 2016/17 CSL Pitch-An-Idea grant for the "Student Success Initiative". We will work closely with 6 PLP and 4 NLS libraries to model different methods of developing these student card initiatives and developing best practices to share with all our members and the field. We will bring on a part-time coordinator for this project as well as identify expertise for developing marketing and social media materials to make this impactful programs successful.

Although not specifically included in the top ten initiatives at the workshops and surveys, we know there is great interest in using data to inform service planning and decision-making.

Data Analytics Platform: NLS shares administrative staff with PLP, and we hope that, if state or local funding were available, NLS could join PLP in their Analytics on Demand project. PLP has negotiated a 15-month contract (3/16 – 6/17) at a very reasonable cost with Gale. Although some member libraries are using other analytics products, PLP is establishing a member-led community of practice to determine the most effective ways to use this resource. We are also working with Gale to tailor the product for use with regional systems as it is has generally been used at a local library level. This product customization will assist PLP members and other regional libraries in California and beyond. We will evaluate the success of this product and determine how continued access might be funded after June 2017. We believe that Analytics on Demand may provide some data to inform regional and local needs assessment. This is a critical area of need for our member libraries and the system itself; and we will continue to look for opportunities to strengthen our work in this area in 2016/17.

Conclusion

There is much potential for success and impactful services for NLS, with strong new leadership and a huge knowledge base in our member libraries. The priorities we have identified will be used to develop the 2016/17 plan of service and will be monitored on an annual basis to develop an action plan for effective service to our members. We will also use these priorities to help inform statewide services or projects that are currently under consideration for funding by the California Library Services Board.

The detailed report of these planning activities will be available very soon at http://northnetlibs.org/. Summary document prepared May 2016.

TO: Chairs, System Administrative Councils
          Coordinators, System Coordinators

FROM: Greg Lucas, California State Library

At the April 8th, 2016 meeting the California Library Services Board heard testimony and received letters regarding the usage of the Governor's proposed $3 million in one-time funding. Based on this input the Board designated some broad parameters for the usage of the funds.

The main parameter that the Board set was that the funds should be used for "resource sharing." Attached is a copy of a letter sent to the California State Legislature which explains the Board's goals and details their priorities, including some examples of possible programs.

Submitting ideas:
At the April 8th meeting the Board requested that the State Library and the Systems come back to them at a meeting in July with ideas for how they feel the funds should be used. We have a very tight timeline and would like to receive your ideas by June 15, 2016. State Library staff will then compile and group the ideas and make recommendations at the Board meeting in mid-July.

In order to assist you we would like to have a conference call next week with System Chairs and Coordinators. At that time we will provide more background and answer any questions. Below is a link to a Doodle Poll with some options for the call. Please go on and select ALL dates and times you are available by 9:00am on Monday, May 2nd.

Click here to record your meeting availability: http://doodle.com/poll/urn9fddcu3nc92yk

We will do our best to accommodate everyone we can. We will provide you with the call date and time, call-in information as well as additional memos/information for the call by Tuesday morning, May 3rd. Please contact Annly Roman by phone at (916) 323-0057 or by email at annly.roman@library.ca.gov with any questions.

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April 25, 2016

The Honorable Kevin McCarty
Chair, Assembly Committee on Budget, Sub 2 Education Finance
California State Capitol, Room 2160,
Sacramento, CA 95814

Dear Assembly Member McCarty:

The governor's budget for the fiscal year beginning July 1 proposes $3 million in one-time spending to benefit California's 1,100 libraries. The funds fall under the California Libraries Service Act, which is administered by the 13-member California Library Services board, appointed by the governor and the Legislature.

At its April 8 meeting, the board heard testimony from local libraries and other parties. Afterwards, the board established some broad parameters for use of these funds, should they be included in the final budget.

The board directed the State Library to convey their position to lawmakers and the Brown administration.

An overarching principle articulated by the board is encouraging the sharing of resources among the state's libraries. This policy of putting more materials in the hands of more libraries – and more Californians – is the central purpose of the Library Services Act.

"It is in the interest of the people of the state to insure that all people have free and convenient access to all library resource and services that might enrich their lives, regardless of where they live or of the tax base of their local government," reads the first sentence of the act, Section 18701 of the Education Code.

The board also wanted to ensure that while the $3 million should benefit all libraries attention should be given to those libraries with large, underserved populations – another priority established under the library services act.

In addition, the funds should promote collaboration and encourage broader use of new digital technologies both to facilitate movement of information throughout the state and to reduce costs.
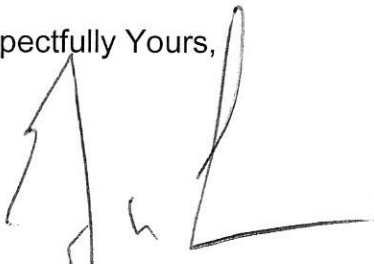
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While acknowledging that no final decision can be made until legislative and gubernatorial approval of the budget, the board said that among its spending priorities are:

- Development of regional or statewide E-resources, such as a shareable portfolio of materials and platforms that provide convenient access to materials ranging from periodicals to databases.

- Easing access to library print and E-resources to all Californians, particularly public school students, through regional and statewide digital library cards.

- Expansion of digital content created by local libraries, such as photographs or newspapers that can be used in local school curriculum and the sharing of that digital content among jurisdictions.

- Fostering partnerships between libraries and other public and private entities to expand access to information and services offered both by libraries and other entities.

If there are any questions by you or your staff, please call me at 916-323-9750 or email me at greg.lucas@library.ca.gov

Respectfully Yours,

Greg Lucas
California State Librarian

cc: Assembly Member Rocky Chavez, Member Assembly Budget Subcommittee 2
       Assembly Member Young Kim, Member Assembly Budget Subcommittee 2
       Assembly Member Patrick O'Donnell, Member Assembly Budget Subcommittee 2
       Assembly Member Jacqui Irwin, Member Assembly Budget Subcommittee 2
       Mark Martin, Assembly Budget Subcommittee 2 on Education
       Amy Rutschow, Assembly Republican Caucus

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csl-adm@library.ca.gov
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To: California Library Services Board

From: Mel Lightbody, Chair, NorthNet Library System (NLS)

Re: Recommendations to California Library Services Board re 2016/17 proposed CLSA funding

Date: March 24, 2016

We appreciate the opportunity to provide comments to the Board on the critical allocation of the proposed on-going and one-time funds for the California Library Services Act (CLSA).

Ongoing Funds - $1.8 million

We support the staff recommendation that the on-going $1.8 million would be allocated to systems by the current allocation formulas created by the Board. These additional funds would support the critical essential functions of our systems – communications and delivery – and also support funds for the administration of the systems. In recent years, these funds have also been used to support costs for digital content (e-books and e-magazines) where the purchase of the resource was shared by three or more member libraries. We strongly recommend the following:

- Definition of e-resource sharing be expanded to include streaming content services (music and film) and other types of digital resources, databases, etc.
- Zip Books, a customer-centric alternative to inter-library loan http://califa.org/wp-content/uploads/2013/10/Zip-Books-for-Rural-Libraries-FAQ.pdf and other innovative services to modernize and streamline the inter-library loan process be eligible for funding within the communications and delivery program.

One-time Funds - $3 million

We believe that the $3 million in one-time funding should be spent strategically in support of resource-sharing which is the hallmark of CLSA and in support of programs that will have a significant statewide impact. Both PLP and NLS have recently participated in strategic planning activities and have identified service priorities for the systems that could be initiated or strengthened with these funds. Below are some possible programs:

- Statewide E-resources - Although statewide aggregated e-resource purchasing has been challenging in the past due primarily to costs, these state funds could be leverage with federal and other funds to initiate a portfolio of e-resources that could be curated to be useful for public library and school collections. This statewide purchase could free up some local resources currently spent on these resources to be used for other material that was more tailored to the needs of the individual communities. This service is available in most other states. These resources could be supported with a combination of federal, state and local funds. Here is a good example of students in Massachusetts who can access e-resources from their G-mail accounts - http://mblc.state.ma.us/grants/licenses/blog/category/gale/.

- Support for Broadband Equipment - We appreciate the support of the Governor and the Legislature for public library connectivity to California's high speed research and education network (CalREN) and funds for equipment to make that connection happen. A number of NorthNet member libraries are taking advantage of that opportunity. Yet the costs for equipment to connect to this network as well as local one-time costs to provide access to the network and to support the initial up-front cost of circuits before federal and state discounts are applied make this opportunity unattainable for libraries in rural and geographically isolated communities where libraries may be the only access point to the information superhighway. Building on your previous investment, we would encourage you to consider continuing that support as a possible use of some or all of these one-time funds.

- Statewide Virtual Library Card – Although there is much local pride and identity in unique community library cards, we have the opportunity to create some kind of virtual statewide library card that could provide access to e-resources that were made available by any public library in the state that participated in CLSA - the electronic version of the universal borrowing program. The virtual library card could be issued along with a driver's license or a statewide identification card – we could identify a convenient and fairly universal process that most residents use and determine how we could integrate the virtual card creation in to that process. This card could greatly enhance the use of public library resources and lead to further utilization of print resources as well.

- Student Success Cards – In order to better leverage the investments that public libraries are making in their digital and print resources, develop a state-wide initiative to ensure that every student in a public K – 12 classroom has convenient access to those resources. Several public libraries have initiated this service using the student ID to generate a virtual library card that provides online access for students to all public library e-resources. This program which also could include print resources would be enhanced by a statewide platform providing coordination through systems and county offices of education, educational materials for teachers and parents and possibly extended delivery by connecting existing public library delivery systems with public school delivery systems.

- Planning, Coordination and Evaluation of System-wide Services – This is an activity that is specifically outlined in CLSA (Sec. 18746). Participating libraries want to identify their customer base, target new audiences, and determine the effectiveness of programs and services both at a local and system level. There are a number of services that provide frameworks for this research and analysis (Analytics on Demand, Civic Technologies, Orange Boy). The development of a statewide platform to provide access and technical assistance for audience, program and service evaluation would be beneficial for all the state's libraries in order to provide more effective services. (PLP is using local funds to develop a system-level data analysis tool with Analytics on Demand which can be shared with other systems as a pilot for this analysis.)

There are many other important public library service priorities for the wide variety of audiences we serve – early literacy, special needs, adult literacy, GED and high school success, senior services. These services are critical yet the 2016/17 proposed funds have been allocated to the California Library Services Act in support of its primary mission – enhanced resource-sharing of all types of materials providing access to knowledge.

We also recommend the following:

- Make one-time funds available for the use of the nine CLSA cooperative library systems.

- Identify two - three key funding priorities.

- Request systems to prepare proposals to implement programs in support of those priorities.

- Establish a minimum level of funding that could be requested by each system.

- Provide incentives for systems to cooperate on projects.

- Require benchmarks/outcomes be established for all proposals.

- Allow a portion of the $3 million to be used for administrative costs for these projects.

We would be glad to provide further information or respond to any questions. Please contact Mel Lightbody, NLS Chair, at 530-538-7240, mlightbody@buttecounty.net or Susan Hildreth, NLS Administrator, at 650-349-5538 or hildreth@plsinfo.org.

cc: Greg Lucas, State Librarian

IDEAS FOR CLSA 16/17 FUNDING

(PREPARED FOR CONSIDERATION OF PLP AND NLS EXEC COMMITTEES)

Statewide E-resources - Although statewide aggregated e-resource purchasing has been challenging in the past due primarily to costs, these state funds could be leveraged with federal and other funds to initiate a portfolio of e-resources that could be curated to be useful for public library and school collections.   This statewide purchase could free up some local resources currently spent on these resources to be used for other material that was more tailored to the needs of the individual communities.   This service is available in most other states. These resources could be supported with a combination of federal, state and local funds.
Suggested by PLP and NLS in 3/24 letters, SCLC, 49-99, Black Gold, Serra, Inland.
CLSB is concerned re ongoing costs which this initiative would create
Mentioned in State Librarian's letter to Legislature

Statewide Virtual Library Card – Although there is much local pride and identity in unique community library cards,   we have the opportunity to create some kind of virtual statewide library card that could provide access to e-resources that were made available by any public library in the state that participated in CLSA - the electronic version of the universal borrowing program. The virtual library card could be issued along with a driver's license or a statewide identification card – we could identify a convenient and fairly universal process that most residents use and determine how we could integrate the virtual card creation in to that process.   This card could greatly enhance the use of public library resources and lead to further utilization of print resources as well.
Suggested by PLP and NLS in 3/24 letters, SCLC
Challenge here is that a virtual card is not beneficial if there are no statewide or regional resources available. Might be able to scale for a region, very expensive for statewide, ongoing cost concern.
"Digital library card" mentioned in State Librarian letter to Legislature but not sure concept is understood well.
NOTE: CLSA already provides for the universal access program that allows anyone served by a CLSA member library to physically borrow from any other CLSA member library in the state. We could develop a statewide card and develop a PR campaign to promote this service – it is little known today.
Would not take too much money and would be a one-time expense.

Student Success Cards – In order to better leverage the investments that public libraries are making in their digital and print resources, develop a state-wide initiative to ensure that every student in a public K – 12 classroom has convenient access to those resources. Several public libraries have initiated this service using the student ID to generate a virtual library card that provides online access for students to all public library e-resources. This program which also could include print resources would be enhanced by a statewide platform providing coordination through systems and county offices of education, educational materials for teachers and parents and possibly extended delivery by connecting existing public library delivery systems with public school delivery systems.
Suggested by PLP and NLS in 3/24 letters, Santiago, Inland.
Very much dependent on library/school relationship. Does not take money as much as time. Could be coordinated statewide with technical assistance and marketing for interested libraries.
Mentioned in State Librarian's letter to Legislature

Planning, Coordination and Evaluation of System-wide Services – This is an activity that is specifically outlined in CLSA (Sec. 18746). Participating libraries want to identify their customer base, target new audiences, and determine the effectiveness of programs and services both at a local and system level. There are a number of services that provide frameworks for this research and analysis (Analytics on Demand, Civic Technologies, Orange Boy).   The development of a statewide platform to provide access and technical assistance for audience, program and service evaluation would be beneficial for all the state's libraries in order to provide more effective services. (PLP is using local funds to develop a system-level data analysis tool with Analytics on Demand which can be shared with other systems as a pilot for this analysis.)
Suggested by PLP and NLS in 3/24 letters, SCLC, Black Gold.
Was recommended to State Librarian to be considered by CLA but was NOT in letter to Legislature so I think this is unlikely to get through CSL Library staff.

Support for Broadband Equipment - We appreciate the support of the Governor and the Legislature for public library connectivity to California's high speed research and education network (CalREN) and funds for equipment to make that connection happen. A number of NorthNet member libraries are taking advantage of that opportunity. Yet the costs for equipment to connect to this network as well as local one-time costs to provide access to the network and to support the initial up-front cost of circuits before federal and state discounts are applied make this opportunity unattainable for libraries in rural and geographically isolated communities where libraries may be the only access point to the information superhighway. Building on your previous investment, we would encourage you to consider continuing that support as a possible use of some or all of these one-time funds.
Suggested by NLS in 3/24 letter, Santiago.
Administration/Governor does not appear to be interested in this. CLA working with Legislature to get fund for 16/17.

Zip Books - A customer-centric alternative to inter-library loan http://califa.org/wp-content/uploads/2013/10/Zip-Books-for-Rural-Libraries-FAQ.pdf and other innovative services to modernize and streamline the inter-library loan process be eligible for funding within the communications and delivery program.   This is an LSTA project is in its 3rd year with 31 rural libraries participating for $460K. This has potential to be expanded to a statewide project and seems it could be funded through C&D but CSL may not agree. Califa has been managing this project and rough estimate that we could double number of participating libraries for under $500k, maybe less.
Suggested by NLS in 3/24 letter.
Not useful or needed by all libraries but is currently serving only a segment of rurals.

Additional ideas for consideration
Link+ - https://www.iii.com/products/innreach Innovative service that is by member libraries in PLP and NLS. There also is a product https://www.iii.com/products/innreach/articlereach that is much less expensive than Link + and provides good access to articles. Link+ has subscription costs and also requires that the library use a specific vendor (Tricor) for delivery services. Although their service is known as dependable, they have not been very responsive on delivery cost quotes.
NLS (non-Link + pub libs) to join, $306,375, ongoing $241,550 (low because does include all pub libs.)
PLP (all pub libs) to join, $292,975, ongoing $410,300 (high because academics included
Does not include delivery costs. Prices based on reported circulation. Don't think it is a scalable regional or statewide system.
Suggested by 49-99, SCLC, Serra

Library.link – http://library.link/   This is zepheira – the company that worked with Library of Congress to develop bibframe – 21st C web friendly MARC records. They are promoting APIs for all major ILS's that make catalog records and event info web search friendly. Getting lots of attention right now.
Estimate for Peninsula Library System (9 pub libs), pricing based on circulation of 8.5 M - $42,000/year
ROUGH estimate for PLP with 71.3 M circ - $3.5 M/year
They would love to do a statewide project so they might give CA a good deal but don't think we can make it happen with current money.

Simply E http://www.librarysimplified.org/ Otherwise known as Library Simplified or Project LEAP.
Califa is a development partner with NYPL on this product. The app is opensource but there will be costs involved – either each library will need to do the server-side installation and hosting (investment of time and in-house IT resources) or Califa is investigating if we can do for all. It's available for android and iOS devices - allows for discovery of ebooks on Overdrive, 3M, Axis 360 and soon enki Library. Patrons can search, find and read ebooks all in the one app - regardless of the platform the library purchased from. Also supports privacy as the patron is not trapped in a proprietary app and their info is not available to that vendor.
In order to make available to CA libraries, Califa is working with Datalogics and NYPL to investigate the possibility of hosting the server-side component of the app, otherwise all libraries would need to install the server-side component. Also there will be licensing costs for the Readium technology the app uses. Califa is investigating if we can pay this cost on behalf of CA libraries to support the sustainability and continued development of the application - and the libraries would subscribe to SimplyE annually – at a cost that covers the licensing and server-side maintenance.
Costs not clear at this point. NYPL is looking for a distribution partner and would be great to pilot in CA.

ENKI https://enkilibrary.org/ - enki membership gives your patrons access to a collection of over 50,000 (and growing) new ebooks in our shared collection including popular fiction genres and publishers like romance and mysteries from Kensington and Rowman Littlefield, as well as popular nonfiction genres like computer books and study guides from McGraw Hill & Britannica and other nonfiction like travel, cooking, history etc. Many of these genres and authors get lost in an Overdrive collection that focuses mainly on NYT bestsellers. We also have 4 "always-available" unlimited download collections:
•   Short Stories & Essays: Single short stories, novellas and nonfiction essays have been added.
•   Recovering the Classics: 'recovered' classics titles that have new crowdsourced original bookjacket art.
•   Encyclopedias: 97 reference titles / encyclopedias from Sage Publishing. This is part of the Sage Knowledge collection developed in partnership with COSLA (chief officers of state libraries)
•   Library Journal's SELF-e Select: 400+ titles curated by LJ from the self-published SELF-e platform
We add to the shared collection each month from either new publishers whom we establish relationships with or with our current slate of more than 100 publishers. For patrons who want to self-publish, you can point them to your enki Library site, where they can self-publish on Smashwords Press. We'll be building a content marketplace as well where you can purchase new titles just for your patrons as you would from another 3rd party vendor like Overdrive or 3M. MARC records are made available for free and can be found with statistics and other useful information for library staff at http://help.enkilibrary.org/. As well you would be supporting the use of a library-developed ebook platform that is establishing relationships directly with publishers so that regular pricing is available to libraries rather than 3 and 4x retail prices.   enki Library is part of a larger IMLS-funded project with New York Public Library and the Digital Public Library of America to build a national marketplace for ebooks where libraries across the country can purchase ebooks at non-inflated prices.

Cost for statewide subscription: 1 year: 150,000, 2 year: 200,000, 3 year: 250,000

Bibiocommons **http://www.bibliocommons.com/products/events** Talked to Beth Jefferson, CEO, today. She has a product for event discovery similar to the Library.link product. She thinks that social nature of patron interaction on Bibliocommons discovery layer gets material optimized for web. Should have some more info by next week.

EBSCO Digital Archives https://www.ebscohost.com/archives Don't have pricing but they have a good collection of digital editions of magazines that are available for purchase so you could have permanent access.   It's e-content that we could share?
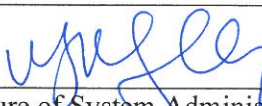
System Information
FY 2015/16

System Name:				
NorthNet Library System				
Director:	Email:			
Susan H. Hildreth	hildreth@plsinfo.org			
Address:	City:		State:	Zip:
2471 Flores Street	San Mateo		CA	94403
Phone:	Fax:			
650-349-5538	650-349-5089			

System Chair for FY 2015/16 (if known):	Fiscal Agent:
	Peninsula Library System

Date approved by Administrative Council:
June 5, 2015

x _(signature)_	6/5/15
Signature of System Administrative Chair for FY 2014-15	Date
Print Name: Mel Lightbody	

Demographics of System Service Area
System Population Profile, FY 2015/16

Total Population of System Service Area: 4,703,096

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	699,592	14.87%
Institutionalized	116,390	02.47%
Aged (65+)	656,573	13.96%
Children & Youth: • Under 5	290,980	06.19%
• 5 to 9	300,893	06.40%
• 10 to 14	306,961	06.53%
• 15 to 19	325,925	06.93%
Handicapped	593,895	12.63%
Speakers of limited English or English as a Second Language	1,075,867	22.87%
Non-English Speaking	45,1981	09.61%
Ethnicity • Black	250,753	05.33%
• Hispanic	960,870	20.43%
• Asian	413,136	08.78%
• Native American	60,997	01.30%
• Other (specify)	362,157	07.70%
Geographically Isolated	73,508	01.56%
Functionally Illiterate	391,178	08.32%
Shut-In	12,538	00.27%

List source(s) of this data:

2009-2013 American Community Survey 5-Year Estimates. Note: There was a methodological change to data collection in 2013 which may have affected language data for 2013. Also, there was a miscalculation on Native American on FY 14/15 POS.

California Medical Service Study Areas (Frontier definition = Less than 7 persons per square mile)

U.S. Dept. of Ed. Institute of Education Sciences National Assessment of Adult Literacy, State and County Estimates for Low Literacy 2003 Released January 2009

CA Office of Statewide Health Planning and Development Facility Listings Hospitals and Long Term Care (LTC) Listing 12/31/13

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Describe briefly how this data will be used to plan CLSA-funded services:

This date is used for planned activities of our various committees and to serve all segments of the underserved.

SYSTEM NAME: **NorthNet Library System**

(a) Personnel (Attach job descriptions)

Classification	FTE/No. of Positions	Salary	Benefits	Total
Executive Director	.046/1	$ 8,832	$ 2,368	$ 11,200
Coordinator	.185/1	$ 28,800	$	$ 28,800
Office Manager	.185/1	$ 13,663	$ 5,149	$ 18,812
Finance Director(partial pay)	.173/1	$ 25,559	$	$ 25,559
Total (a):	**.589/1**	**$ 76,854**	**$ 7,517**	**$ 84,371**

(b) Operations

1. Office Supplies	$ 1,200
2. Duplication/Photocopy	$
3. Travel	$
4. Training	$
5. e-Resources	$

(b) Operations (continued)

6. Contract Services (specify)	$ 333,886
Delivery Services	
7. Telecommunications (specify)	$ 600
Listserves	
8. Indirect Costs/Fiscal Agent Fee (provide description of services received) **Do Not Include System Indirect (pc&e)**	$
9. Other: (specify)	$ 1,800
Postages, UPS	
Total (b): $ 337,486	

(c) Capital Outlay

Equipment (specify)	$
Equipment Replacement Revolving Fund	$
Total (c): $	

(d) Anticipated Current (2014/15) Year-end Balance in the Equipment Revolving Fund — $ 180,099

Total of (a), (b), (c): $ 421,857

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2015/16 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	
Operations	337,486
Equipment	
Service Program Sub-total	337,486
System Administration (PC&E)[1]	84,371
TOTAL	421,857

[1]Must not exceed System Administrative (PC&E) total

Funding for Communications and Delivery – FY 2015/16

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

<u>**Section 1**</u>
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	1,420,000	173,630	1,593,630
b. Non-public libraries in System area	132,000	1,600	133,600
TOTAL	1,552,000	175,230	1,727,230
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items		0	4
d. Frequency/schedule of physical delivery service		0	3

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
0.5%	20%	%	79.5%	%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be used (circulated/ downloaded/streamed, etc.) by residents of System member libraries	295,000
g. Percentage of CLSA funds to be spent on e-resources?	18% (estimate)
h. Estimated number of training events to be presented using C&D Operations funds	0
i. Estimated number of training events to be presented using System Administration funds	0

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j. Percentage of CLSA funds to be used for Broadband technology improvements	Unknown

k. Which member libraries will benefit from Broadband improvements using CLSA allocated funds?
(please list)
Unknown at this time which, if any, will use CLSA C&D funds for this purpose. In FY14/15 approximated one-third of the NLS C&D allocation was used to support connectivity that provides access to resource sharing – shared ebook collections, searching ILS catalogs to make ILL requests, etc.

Section 2

1. Briefly describe the goals for the Communication and Delivery funding. How will they support the needs of your community? How did you determine these needs? Will you be using any of the communications funding to address broadband connectivity issues?

   Delivery has been the highest priority for most NLS members to support resource sharing. There are four groups of member libraries that each share an ILS (SNAP, MarinNet, SLM, and Sacramento's shared ILS) and thus have a high level of ILL supported by regular deliveries made by van/truck. The robust amount of sharing of physical items among these subgroups makes delivery their primary goal for use of C&D funds, and more often than not those members supplement state funding in order to have more frequent delivery and move materials more quickly.

   Member libraries that do not participate in a shared ILS for resource sharing tend to be in less-populated parts of the system where geographic distances make van deliveries infeasible. They rely on their communications infrastructure to access shared resources such as databases and e-books. Those libraries use C&D funding to partially offset the costs.

   The geographic span of NLS and the large number of members (41) means that broadband connectivity will not come to all members at the same time or in the same way. There are currently no plans to use FY15/16 C&D funding for broadband connectivity. It is possible that some of the libraries that do not participate in delivery contracts will wish to use some C&D funds for that purpose.

   However, during the past year those members have expressed growing interest in shared e-resources and it is expected that a number of them will want to use C&D funding for the shared research database contract they now participate in and for the shared Overdrive e-book collection.

2. Describe your current delivery model. How has it changed from last year? Will you be making any changes in the upcoming year?

   Due to the geographic size of our region, NLS libraries use a combination of several delivery models including US Postal Service and private delivery services for remote locations with low volume as well

as contracted services by delivery companies for moving high volume loads between member libraries using a shared ILS in more populated areas.

3. What is the estimated average cost (including library and system staff time) to move one item in the region?

   Because of the variations in delivery demand and method, the costs differ from one region to another. For contracted services, costs are based on volume, number of stops and distance. Cost of shipping items through package delivery is determined based on weight and other variables. Overall, the average cost is estimated at $0.16 per item.

4. Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

   The libraries that participate in a shared ILS pay from their local funding all of the costs for their participation in the shared computer system as well as most of the delivery costs to move material among their group. Member libraries have also built up a shared catalog of e-books through Overdrive with local funding.

5. How will you evaluate that the goals have been met and the funding has met the needs of the community?

   ILL statistics will continue to be tracked and reported as they have in the past. Use of shared e-resources will be measured and compared to the most recent fiscal year to demonstrate that aspect of the C&D program for FY15/16.

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will you be funded? What services are priorities? And lastly, how will your system evolve?

NLS has developed a funding model that combines annual membership dues with fees for participation in specific, optional services. In FY15/16, NLS will contract with the Pacific Library Partnership (PLP) for administrative and fiscal services. Contracting for these services has proven more cost-effective than having employees provide them. Communication among members is a key priority for members. In order to facilitate more communication and information-sharing, a part-time system coordinator who is located in the NorthNet service area will work with PLP to support the work of the system and provide a local presence.

Delivery will remain a priority service for a number of members that share library computer systems as described earlier. Shared e-resources are also a priority for members, especially those in smaller, more geographically remote areas. Broadband is of great interest, too, but members in geographically isolated communities with low population densities have expressed concern about last mile availability and costs.

In FY14/15, the NLS Executive Committee met in-person three times during the year. Although these meetings require travel time and expenses that conference call meetings do not, they have demonstrated that they develop a higher level of teamwork and communications among the Committee members and with the contracting staff. The Executive Committee will continue to schedule three in-person meetings in the coming fiscal year as well as the annual Council of Librarians (Administrative Council).

The Executive Committee plans to develop a strategic plan in FY15/16 and has budgeted local funds for that purpose. The Executive Committee will consider using the discussion framework that has recently been developed by the Southern California Library Cooperative and used in several other CLSA systems as well. It is expected that the strategic plan will guide the system for a three-year period.

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CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT
PITCH-AN-IDEA FISCAL YEAR 2016/2017

Instructions – Please read carefully!
Welcome to Pitch-an-Idea! The purpose of this form is to give the State Library an overview of your idea before our conference call. This is not a full-blown proposal. Think of this as your two-minute elevator speech about the project. Please answer all of the questions below with *no more than two pages and using at least 12--point font*. Email the completed form to Mickie Potter at mickie.potter@library.ca.gov by 4:00 p.m., **Friday, March 4, 2016.** Incomplete or late submissions will not be considered.

Contact Information					
1.	**Library/Organization:**	North Net Library System			
2.	**Project Coordinator Name & Title:**	Jacquie Brinkley, System Coordinator			
3.	**Business Phone Number:**	916-873-2640	**4.**	**Email Address:**	brinkley@plpinfo.org
5.	**Director Name & Title:**	Susan Hildreth, CEO			
6.	**Email Address:**	hildreth@plsinfo.org			
7.	**Mailing Address:**	2471 Flores Street	**City:** San Mateo	**Zip:** 94403	

Idea Information		
8.	**Draft Title:**	**Community Engagement & Facilitation Skills for NLS and PLP Libraries**
9.	**Amount Requested:**	**$100,000**
10.	**What are you trying to do with this project and why? Describe how you will accomplish this in the 12-month time frame.**	

NorthNet Library System (NLS), in partnership with Pacific Library Partnership (PLP), will build on the California State Library's project with Harwood Public Innovators Lab for Public Libraries! and extend the skills training and outcomes of this statewide investment. Both NLS and PLP have recently completed strategic planning activities in which community engagement, meeting faciliatation and intentional leveraging of staff skills and interests were high priorities. Community Engagment & Faciliation Skills for NLS and PLP libraries will provide an opportunity for libraries in each System who did not attend the Sacramento Harwood Lab and who have expressed commitment and interest to create capacity in their library staff as facilitators, and to be seen as leaders of positive change in their communities, to participate in a skill development training and develop projects to support that skill development. Member libraries from each of these Systems who do not attend the Sacramento Lab, May 2016, will send 2-3 staff and/or community partners from their library to attend a 1 and 1/2 day workshop that will have an intense focus on faciliation skills and community engagement. Follow-up coaching will be a required component of this training with each library committing to the implementation of their Action Plan created at the in-person workshop.

The outcome of this investment will be very impactful: participating libraries will be able to serve as convenors of critical conversations in their communties, engage more effectively with new target audiences and leverage their own staff to work more intentionally. Both NLS and PLP directors have expressed interest in initiating system-level project-based working teams and want to insure that these teams have the skills to work effectively and efficiently.   We will provide 2 training sessions with up to 24 library staff in each, with an approximate mix of 2/3 NLS and 1/3 PLP participants. We will work with Susan Clark, well-known community engagement expert (board member of the National Coalition of Dialogue and Deliberation, Kettering Foundation deputy) who has a long history of consulting with California Libraries. Susan will adapt training she developed for the Institute of Local Government, enriching it for the library community. We will be able to share this with other California systems and libraries as a result of this project. This is a great opportunity to build on the current CSL investment and the take advantage of the capacity of our systems to promote our libraries as civic convenors!

11.	**Please include a budget outline which includes a tentative breakdown of how these funds will be used, including potential for in-kind and cash match funding.**
	Project Facilitator - Develop, Produce & Deliver Curriculum, Training & Follow-up Coaching $74,800
	Co-Facilitator - Assist with Curriculum Design, Delivery & Follow-up Coaching- $15,000
	Production of Training Materials and Project Administration $4,800
	Supplies $5,400
	Total Grant Request $100,000
	In Kind From 16 Participating Libraries (48 participants) - Travel Expenses @ $500/participant $ 24,000
	In Kind - Library staff participation - 48 @ avg $30/hr x 12 hr = $17,280
	Total Project $141,280
12.	**Describe how this project fits into California State Library's LSTA Five-Year Plan – 2013-2017?**
	Goal VII: Community Connections, Program IV Community Engagement - Help position libraries as centers for community engagement where conversations that foster understanding and positive change can be faciliated.
	This project is designed to build capacity in library staff to take the lead in and faciliatiate community conversations to create positive change in their communities. Library staff will be equipped with the knowledge, skills, and confidence to convene and facilitate community dialog and will be considered and sought out as go-to conveners and/or meeting facilitators in their communities for all kinds of stakeholders.

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NORTHNET-PLP CONTRACT FY 16/17

Staff	Administration	78,605.96
.5951TE		
Consultant	4.16 hours/month @ $100/hour	5,000.00
	pursue funding opportunities and strategic initiatives	
Coordinators	48 hours/month @$75/hour	43,128.00
	increase from 32 hours/month to 48 hours	
	Distribute legislative, CLSA and other State Library Correspondence,	
	prepare agenda together with Executive Council committee, take	
	Council and Executive minutes, work with CalPERS related issues	
	Prepare plan of service and annual reports	
Office Manager	36 hours/month @ 57.47hour	24,827.04
	manage website, listservs and rosters. Point of contact for	
	System Delivery and PLSEP grant. Prepare and distribute agenda	
	packets and minutes, manage UPS accounts, set up	
	conference calls for committees.	
Secretary	6 hours/month @49.75/hour	3,582.00
	prepare system contracts, open mails, mail ILL materials	
	coordinate form 700s, annual summer reading program	
Database/Building Manager	3 hours/month @57.47/hour	2,068.92
	prepare CalPERS reports, prepare document for liability insurance	
.3 FTE	**Accounting**	**34,149.12**
Finance Director	18 hours/month@92.21/hour	19,917.36
	prepare/monitor budget, authorize and approve payments	
	prepare reports/paperwork for audit, prepare financial	
	reports for State and local government. Coordinate database renewal,	
	review delivery contracts/services	
Account Clerk	17 hours/month@42.44/hour	8,657.76
	Process payables weekly, prepare invoices, prepare	
	deposits,	
Accountant	6 hours/month $43.17	3,108.24
	Prepare invoices and deposits, reconcile bank statements	
Administrative Assistant	11 hours/month @18.68/hour	2,465.76
	Filing, prepare Holiday Schedule, mail Summer reading materials,	
	mail checks and invoices	
	Mileage	**567.00**
	7 trips @150 mile@.54 per mile	
	Total	**113,322.08**
	10% Overhead	11,332.21
TOTAL =.75 FTE	Grand Total	**124,654.29**
	15/16 contract = $124,641	