

**Executive Committee Meeting
August 19, 2016
Vacaville Public Library – Cultural Center
1020 Ulatis Drive Vacaville, CA 95687
10 a.m. – 12:00 noon**

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|--------|---|--------------|
| | 1. Welcome and Roll Call | Lear, Chair |
| | 2. Public Invited to Address the Committee | Lear |
| | 3. Approval of the Agenda | Lear |
| | 4. Consent Calendar | Brinkley |
| ACTION | Minutes of Executive Committee Meeting, 05/05/16 | Attachment 1 |
| | 5. Old Business: | |
| | Update on NLS Broadband Reimbursement - \$180,000 Balance | Brinkley |
| | 6. New Business: | |
| | A. Responses to Chair’s Memo re: amended 16/17 Plan of Service | Attachment 2 |
| ACTION | B. Executive Committee to finalize proposed allocation of new CLSA funds | |
| | C. Comments from NLS to share with California State Library regarding updates to CLSA Regulatory Language | Attachment 3 |
| | D. Confirm dates of Executive Committee meeting | Attachment 4 |
| ACTION | E. Determine date/time for mid-year and annual meeting | Attachment 4 |
| | 7. 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
Butte County Library, 1820 Mitchell Avenue, Oroville, CA 95966
Colusa County Library, 738 Market Street, Colusa, CA 95932
Mono County Free Library, PO Box 1120 Mammoth Lakes, CA 93546
Napa County Library, 580 Coombs St., Napa, CA 94559
Roseville Public Library, 225 Taylor St., Roseville, CA 95678
Shasta Public Library, 1100 Parkview Ave., Redding, CA 96001
Solano County Library 1150 Kentucky Street, Fairfield, CA 94533
Sonoma County Library, 211 E Street, Santa Rosa, CA 95404
Sutter County Library, 750 Forbes Ave, Yuba City, CA 95991

Conference Call Information

Audio Conference Details:
Participant Code: 337190

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

To join the meeting:
<http://infopeople.adobeconnect.com/august2016/>

If you have never attended an Adobe Connect meeting before:
Test your connection: http://infopeople.adobeconnect.com/common/help/en/support/meeting_test.htm
Get a quick overview: <http://www.adobe.com/products/adobeconnect.html>



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www.northnetlibs.org

Draft Minutes

Executive Committee Meeting

Conference Call Meeting

Thursday, May 5, 2016

1. **Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 4:07 PM. Also present were Executive Committee members Mary George, Michael Perry and Victor Zazueta. Also attending: Susan Hildreth and Jacquie Brinkley of the Pacific Library Partnership.
2. **Public Invited to address the Committee:** None were present
3. **Approval of the Agenda:** Quorum not met. No action taken on this item.

A. Consent Calendar: Minutes of Executive Committee Meeting, 03/18/16

4. Old Business

A. Synthesis of Strategic Planning Priorities

Hildreth reviewed a summary of NLS Strategic Planning Priorities and current status on Action Items by NLS members and staff.

Zazueta asked about the One-Card and how that could be implemented.

Discussion of a universal database that the State could pay for as resource sharing model.

George noted that she is aware that patrons in her County will acquire library cards from larger systems in order to download and access electronic resources from the larger and more resource-rich system.

NEW BUSINESS:

A. Review Correspondence from State Librarian to Systems/Field

Lightbody recapped conference call of 5/4 with State Library and other

Systems and asked that the NLS Exec Committee create messaging as to what NLS would propose for the one-time \$3 million CLSA funding in Governor's current proposed budget. Overarching priority of the CLSB is resource sharing and all proposals should reflect this. Each System is invited to submit a proposal(s) complete with project description, timeline and budget details by June 15th. These proposals are being elicited from Systems and all public libraries and will be reviewed by the CLS Board at their July meeting (date TBD).

With direction from the NLS EC, staff will draft proposals on identified projects and include on Agenda for review at the June 7 Admin Council meeting.

Perry asked how these proposals will be different from the letter of March 24 to the CLS Board identifying NLS priorities for same funds.

Lightbody and Hildreth shared that NLS now needs to prioritize from the original letter that included numerous suggestions with no dollar amount included.

Hildreth suggested that based on high level of interest and success within NLS and statewide of the ZipBook program, that NLS submit a statewide ZipBook proposal to expand existing program. A statewide System managed ZipBook program could demonstrate a valued project and may be further supported with on-going Communications & Delivery funding.

Lightbody commented that ZipBooks are extraordinarily popular. Perry agreed that ZipBooks would make for a friendly proposal. However, he emphasized that he continues to make a strong push to fund Broadband equipment.

Zazueta agreed that equipment is essential to support and foster partnerships, which are also a high priority of the Board.

Perry remarked that the CENIC partnership and working with them to implement Broadband is a long-term partnership and sustainable.

Hildreth suggested that NLS also submit a Broadband Equipment proposal.

Lightbody asked for clarification on \$4 million that CLA is asking for Broadband and if that funding was any part of the \$3 million to CLSA.

Hildreth reported that the CLA request is separate funding. She also explained that FY 16/17 proposed CLSA on-going funding is twice amount of 15/16 and that a majority of those funds could be used for C&D, with up to 25% which could be used for system administration.

Zazueta reported that he is considering contract with Link+ and reported that the courier service is affordable.

Lightbody commented that there appear to be longterm advantages to Link+.

Perry commented that Enki seems to be popular.

Hildreth suggested that NLS submit a statewide proposal to fund **(Link+?)** at \$400,000.

George remarked that she likes the Student Success Card. Hildreth suggested that this could be built into the PLP/NLS Pitch An Idea LSTA project to be funded in 2016/17.

In summary, NLS and/or PLP would submit CLSA funding proposals for each of the following:

1. Enki
2. Student Success Card
3. Broadband Equipment Support
4. Zip Books
5. Web Access to Events – enhanced discovery of library event information

George shared that all freshmen and sophomores in Placer County high schools receive a Chromebook. When these devices are delivered to students, the Placer County Library attends and brings library card applications. This partnership had become very popular and with support from the County.

George asked about Bibliocommons – Hildreth reported that another System may be pitching LibraryLink, a web-friendly record and events calendar.

E. 2016/17 Plan of Service – System Administration will modify & draft the revised POS and submit to the State Library prior to 6/1. Revised POS will be on Administrative Council Agenda of 6/7 for membership approval.

F. Pitch An Idea – NLS and PLP in partnership for Community Engagement & Facilitation Skills training – LSTA applications are due to grant monitors June 6 for review. Final applications due to CSL June 20. Project to begin July 1, 2016.

G. Lightbody addressed Susan Hildreth’s resignation as ED of NLS, PLP, PLS, & Califa. PLP submitted a revised PLP/NLS contract to reflect reduced time of Hildreth that includes advisory capacity she will maintain with NLS at

approximately 4 hours/month. Lightbody discussed future transition plan for NLS system administration and that Sonoma County expressed interest in assuming fiscal management of NLS. Sonoma County served as the NorthBay fiscal administrator in past years. Sonoma County is a Joint Powers Authority. The current contract (2016/17) with PLP is good through June 30, 2017. Sonoma County administration will be in contact with PLP to review all necessary components of fiscal management for NLS. No action needed at this time.

Hildreth pointed out that PLP/NLS 2016/17 contract remains at the same dollar amount as 2015/16.

Executive Committee on this call were in agreement to continue with the PLP/NLS contract at this time.

7. Next Meeting Date – Administrative Council Annual Meeting – June 7, 2016. Save the Date postcards will be mailed to all members as reminder.

6. Adjournment: Lightbody adjourned the meeting at 4:55 p.m.

**NorthNet Library System
CLSA Funding for Amended 2016/17 Plan of Service
Recommendations for allocation of additional funds**

Background

The original NLS CLSA funding for FY 16/17 was \$424,544. At the July 12, 2016 CLSB meeting, an additional \$393,241 was allocated to NLS. These funds fall within the guidelines of Communication and Delivery, with the further direction of the Board:

In keeping with the direction provided by the board, the State Library recommends the Cooperative Systems be directed to use the ongoing \$1.75 million to enhance cost-effective resource sharing among their library members. The State Library recommends the board require the systems to indicate how they will advance cost effective resource sharing by demonstrating in their amended plans of service that they are addressing issues such as:

- Development of e-content through digitization or other methods.
- Improved access to library e-books or other library digital materials.
- Alternate delivery methods such as the federally funded pilot project, Zip Books (See below)
- Assistance to member libraries in costs associated with connecting to the California Research and Education Network via the State Library Broadband Project.

The amended Plan of Service for these additional funds is due August 29, 2016.

Available Funds

NLS has the following CLSA funds available:

\$393,241 additional FY 16/17 funds (\$314,593 for C&D, and up to \$78,648 for administration)

NLS has three years from receipt of funds to expend the funds. The FY 16/17 funds must be spent by June 30, 2019. Potential initiatives for funding are listed below.

Uses for Communications & Delivery Funds of \$314,593

Delivery

i

NLS could cover Delivery and Administrative Fees. "Rebates" for C&D eligible expenses could be made to libraries that have already paid (Delivery, Overdrive, Zinio, Gale) If vendors have not been paid, NLS could pay direct with CLSA funds.

ii

NLS could develop a system-wide Link+ service that includes some kind of local delivery to hook up to Link+ doing I-5 corridor backbone.

CENIC Broadband network costs: There are some considerations for this.

iii

pay for some network CENIC costs by some type of formula. 20 NLS libraries on CENIC. Seven NLS libraries in talks now and looking into joining CENIC.

iv

pay for some of the hardware for libraries which are on CENIC but do not have branches connected.

v

The State Library just made this determination "Giving broad, modern interpretations to "materials location information" and "exchanging materials and information," C&D funds for hardware for libraries, whether on

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CENIC or not, “fits within the communications component of CLSA. This would include equipment, installation, monthly service fees, etc.” This interpretation is significant, and opens NLS up to allowing our member libraries to offset costs. It is recommended that NLS consider allocating some funds towards these costs.

Reserve for possible new investment in 16/17 or 17/18: The CLSB has taken action to fund the infrastructure for SimplyE (<http://www.librarysimplified.org/consortia-project-design.html>). Although we are not sure when this discovery app will be available, the State Library has confirmed that the cost to subscribe to this service will be eligible for CLSA funding. Also the CSLB has yet to determine priorities for \$1.5M in 16/17 funding. State Library staff are investigating the implementation of a discovery layer (i.e. Zepheira’s bibframe or similar) that will provide easy browser access to library records and events. The costs for this service is not clear as yet but hopefully would be eligible for CLSA funding as well. It is recommended that NLS consider leaving funds in the fund balance for these initiatives from the State Library.

Shared eContent: It is difficult to define a shared eContent provider since NLS does not have a shared system. One possible idea is Biblioteca/3M “Cloudlink” for consortia sharing of econtent through the cloud. A library would need to subscribe to the 3M service for this to work. Other libraries are thinking of Odila, for Spanish eBooks. It is possible that this use is not feasible at NLS, and that if NLS wanted to support this, giving funds to the individual systems would be the best recommendation.

enki: Estimated at \$140,000 for all to NLS members to sign on which could be reduced to \$100,000 if all signed on to renew after the one-time purchase situation is over.

Does NLS want to add funds to Overdrive and/or Zinio?

Consider a system wide ZipBooks to expand whatever may come from statewide initiative?

Provide “rebates” to systems for allowable use? A disbursement of funds could be given to each jurisdiction to offset costs of allowable expenditures within the definition of Communications and Delivery. Such costs would include ILL/Link+, eMaterials, delivery costs not covered by initial CLSA funds (such as NLS costs for delivery).

Allocation of some funds to NLS members for reimbursement of projects that members are paying from local funds that are eligible for CLSA.?

Use of Administration Funds - \$78,648:

Increase time of System Coordinator from 48 hrs/mo to 80 hrs/mo = \$21,600. Added time would allow System Coordinator to support NLS participation in new statewide California State Library initiatives including Mental Health, Immigration Integration and/or Digitization; research other grant opportunities for individual NLS members and/or system-wide applications; develop analysis of current e-book service contracts that members support with local funds and develop plans to fund system member e-book services as much as possible from CLSA to free up local funds for other uses.

Analytics on Demand (AOD): NLS could cover local costs with CLSA funds that would free local resources to be used for Analytics on Demand with some funds from CLSA administration to support as well. If NLS members signed on individually, estimated cost for AOD would be \$260,000. Gale will offer a 40% discount for the group, which would put the pricing at \$156,000. (While new CLSA Admin funds would not cover the AOD in full, NLS could use their C&D funds to cover locally funded CLSA allowable costs freeing up member libraries’ funds to cover AOD in full. i.e. Should the System Coordinator position be increased to 20hrs/week for \$21,600, balance for Admin = \$57,048. NLS member libraries would contribute \$100,000 to obtain AOD.)

NorthNet Library System
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CLSAinfo.org: Earlier this year, NLS was notified that a new site, CLSAinfo.org, had been built by the Black/Gold cooperative, with the intent that all libraries can share information, such as RFPs, contracts, policies, etc. Black/Gold is asking each library system to help offset the costs. \$2,259.

System Support: With the additional initiatives, it is recommended that some of the Administrative Funds support the use of contract staff for support.

References – California State Law, System Communications and Delivery

Supports the cost of providing communications and delivery systems that enable the sharing of resources through interlibrary loans and the rapid interchange of information by telephone, fax, U.S. Mail, courier services, and van deliveries. In recent fiscal years, nearly 2.6 million messages and over 14.6 million items have been annually delivered with the support of this program.

From CLSA legislation

Sec. 18745. System communications and delivery. Each system shall annually apply to the state board for funds for intra system communications and delivery. Proposals shall be based upon the most cost-effective methods of exchanging materials and information among the member libraries.

ARTICLE 7. COMMUNICATION AND DELIVERY Sec. 20235. Definition of reporting terms. In complying with the reporting requirements of Section 20135, each system shall report the following items using the following definitions with respect to the communication and delivery programs: (a) "Message" means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. mail, or other courier services is not considered a "message" for communications and delivery reporting purposes. (b) "Item delivered" means the physical removal of a discrete item from one library to another by means of a delivery van, U.S. mail, courier service, or other delivery system. Reasonable judgment shall be exercised in determining particular "items" status (e.g., a carton containing 10,000 brochures is one -- not 10,000 items). (c) "Frequency/schedule of delivery service" means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service the number of member libraries served on each differing schedule must be reported. (d) "Other" means that when a system employs communications or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method.

NLS Directors' Responses to Suggested Amended POS & CLSA Allocation

From: Diane Smikahl, Benicia

I just read Brett's email and I like this idea: NLS could develop a system-wide Link+ service that includes some kind of local delivery to hook up to Link+ doing I-5 corridor backbone.

Some libraries already have Link+ in place, but perhaps there could be a reimbursement to those libraries that have already paid in 16/17?

**From: Victor Zazueta, Director of Library Services
Humboldt County Library**

I am in favor of exploring Link+ systemwide.

I am in favor of supporting and expanding Zip Books.

I am in favor and support for CENIC network costs. The first year of migration to CENIC means libraries have to wait a year paying full network costs before E-rate discounts are applied.

I am in favor and support funding OverDrive and Zenio. I think NLS should explore other options such as full-text databases and/or streaming and music sites.

**From: Christopher Veach
County Librarian, Lake County**

My recommendation /feedback for the NLS Amended Plan of Service:

Rebates for C&D eligible expenses such as Zinio and Delivery costs would be very helpful for the Lake County Library system.

Regarding hardware costs for joining CENIC, the Lake County Library does not anticipate any additional costs for connecting all branches that are not already covered by grants from the state, so this wouldn't assist us, but I would be in favor if there is a need from other library systems.

I agree that NLS consider leaving funds in the fund balance for the State Library initiatives, SimplyE or a discovery layer.

Enki use is low by Lake County patrons compared to other digital platforms such as Overdrive, Zinio, or Hoopla. Lake County isn't part of Overdrive through NLS and Zinio, while popular, has sufficient titles and access for Lake County patrons. I don't believe that efforts for any of these platforms would provide a significant impact for Lake County patrons. Zinio is a well-received service and if funds could help other libraries join Zinio I would be in favor.

Rebates for Communications and Delivery eligible expenditures would be very helpful for Lake County.

I'm very interested in access to Analytics on Demand and think it should be something that NLS pursues. If Analytics on Demand can really provide useful information in rural areas I think it would be very beneficial to how we are able to serve our patrons.

I think that spending admin funds on an analysis of current e-book service contracts and developing plans for a system member e-books service is also something that NLS should pursue.

From: Sarah Houghton, San Rafael

Hi Brett,

First, thanks for heading this up. I really appreciate the work.

A few thoughts:

- Rebates for admin and delivery fees is the "easy" option to choose for sure. We all incur these costs. The downside is that for some jurisdictions, like ours, that doesn't translate into extra money for library services--but rather just goes to the City's general fund's bottom line.
- I would love to see more/all NLS members join Link+. I don't know if there's enough money in the budget for that, though... It's still an expensive service.
- CENIC reimbursement: At least for the MARINet member libraries, this would be a good option. Since we're all moving onto CENIC in this current year's cycle, there are substantial costs. And for us, that money would go back to MARINet, and thereby still be preserved for Library use.
- SimplyE: Is there downside to NLS holding onto funds and not expending them in the year obtained? If not, this sounds like an attractive option.
- Shared eContent: Too complicated...
- enki: While a great idea, the content just isn't where our patrons want it to be. It gets very little use throughout MARINet. As a bang for the buck idea, this would probably only be really useful to jurisdictions with no other eBook platforms.
- ZipBooks: I love this idea for the rural libraries especially. I am not familiar enough with the logistics though to assess if it's feasible.

From Rita Lovell, Alpine County

Hi Brett

I'd vote for CENIC and Zipbooks.

In order to achieve efficient C&D of any kind, libraries first need reliable, high speed internet. Likewise, the Zipbooks program is more cost effective and efficient than traditional ILL and wildly popular with patrons.

I'm unsure if there are unmet administrative needs within NLS, but if so, this seems another logical use of funds.

Full disclosure—we are one of the 7 in talks for year 3 of CENIC and we have been with Zipbooks for 3 years.

😊

**Comments from Susan Hildreth regarding updated CLSA Regulatory Language
August 8, 2016**

Section 18745 of the California Education Code corresponds to Section 20236 of the CLSA Regulations. Section 18745 is written more broadly and includes language about digital materials, which is not included in Section 20236. The CLSA legislation clearly emphasizes resource-sharing and exchange of print and digital materials.

18745. Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

CLSA regulations – very focused on physical delivery of items and does not lend itself to revision regarding digital materials

§ 20235. Definition of Reporting Terms.

In complying with the reporting requirements of Section 20135 each system shall report the following items using the following definitions with respect to the communication and delivery programs:

(a) “Message” means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. Mail, or other courier services is not considered a “message” for communications and delivery reporting purposes.

(b) “Item delivered” means the physical removal of a discrete item from one library to another by means of a delivery van, U.S. Mail, courier service, or other delivery system. Reasonable judgement shall be exercised in determining particular “items” status (e.g., a carton containing 10,000 brochures is one -not 10,000 items). “Delivery may also include material obtained for use or participating libraries from commercial vendors” – trying to justify ZipBooks and/or Delivery may also include digital delivery of information from platforms that are shared by 3 or more member libraries of any participating system”

(c) “Frequency/schedule of delivery service” means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service the number of member libraries served on each differing schedule must be reported.

(d) “Other” means that when a system employs communications or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method.

Possibly section (d) is the best place for clarification. **“Methods of delivery may include the shared access to digital or virtual materials by 3 or more member libraries in any participating system”**

NorthNet Library System

Executive Committee Meeting Schedule for 2016/17

Friday, August 19, 2016 – Vacaville Library and Cultural Center

Friday, December 2, 2016 – Location TBD

Friday, February 3, 2017 – Location TBD

Friday, April 7, 2017 – Location TBD

Administrative Council 2016/17 Mid-Year and Annual Meetings

Mid-Year- Date and Location TBD

Annual Meeting : Friday, May 19, 2017 – Location TBD