

NLS Executive Committee Meeting

February 3, 2017
10:00 a.m. – 2:00 p.m.

Adobe Connect Conference Call

- | | | |
|---|----------------|----------------------|
| 1. Welcome and Roll Call | Lear, Chair | |
| 2. Public Invited to Comment | Lear | |
| 3. Adoption of Agenda (Action Item) | Lear | |
| 4. Consent Calendar: Approve Minutes of 1/06/2017 (Action Item) | Brinkley | Attachment 1, pg. 3 |
| 5. Old Business | | |
| A. 3D Printers for NLS – Project update | Brinkley | |
| B. Approve Link+ RFP & Scope of Service (Action Item) | Frost/Brinkley | Attachment 2, pg. 9 |
| C. Finance Committee – Report on 1/17 meeting | Lear | |
| D. NLS Broadband Funds – Approve Alpine County’s request (Action Item) | Brinkley | Attachment 3, pg. 20 |
| 6. New Business | | |
| A. ZipBooks -Report on \$1 million Agreement/Grant with CSL/Califa/NLS | Brinkley | |
| B. NLS Fund Balance – Discussion | | Attachment 4, pg. 21 |
| C. Nominating Committee for new EC members - Terms expiring 6/30/2017 (Action Item) | | |
| 7. Next EC Meeting: | | |
| A. EC Meeting: April 7 –Colusa County Library, 738 Market St, Colusa, CA 95932 | | |
| B. Annual AC Meeting : May 19 –Solano County Library, Fairfield Cordelia Library, 5050 Business Center Dr., Fairfield, CA 94534 | | |

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

Butte County Library, 110 Oak Grove Parkway, Oroville, CA 95966

Colusa County Library, 738 Market Street, Colusa, CA 95932

Mono County Free Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546

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

Roseville Public Library, 225 Taylor Street, Roseville, CA 95678

Shasta Public Library, 1100 Parkview Avenue, 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 Avenue, Yuba City, CA 95991

Conference Call Information

US: 1-888-850-4523

Participant Code: 337190

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Draft Minutes

Executive Committee Meeting

Friday, January 6, 2017
Sutter County Library, Yuba City

1. Welcome and Roll Call: Chair Brett Lear called the meeting to order at 10:01 a.m. Also present were Executive Committee Members Stacey Costello, Ana Danielson, Erin Francoeur, Danis Kreimeier, Mel Lightbody, James Ochsner and Nancy Wilson as proxy for Suzanne Olawski. Also attending, Susan Hildreth via conference call as System Advisor, Carol Frost, Executive Director, Pacific Library Partnership, Jane Light, Consultant, Pacific Library Partnership, Mary George, County Librarian Placer County, Patty Wong, County Librarian Yolo County, and Jacquie Brinkley, Pacific Library Partnership. Via conference call, Michael Perry, County Librarian Siskiyou County, Damon Hill, Deputy Director Marin County Free Library (for Sara Jones).
2. Public Invited to Address the Committee: None present.
3. Motion to approve Agenda. Brinkley asked to move Item 5. B.1. to 5. B.4. and to hold Item 6.A. until Carol Frost arrived. With these changes approved, Kreimeier moved; Ochsner seconded. Approved unanimously.
4. Motion: Moved by Lightbody to approve Minutes of 9/7/16; Danielson seconded. Approved unanimously.
5. Old Business:
 - A. Member Dues and Fees – Brinkley reported that a conference call is scheduled for January 17, 2017 with NLS Finance Committee to review NLS member dues and fees structure. Hildreth shared that NLS has a history of including a small administration fee to pay for administration of contracts.
Lear requested one volunteer from EC to replace former member on Finance Committee. Costello volunteered to participate on Finance Committee. Committee members will be: Lear, Francoeur, Kreimeier, Casteel, Costello.
Lightbody recommended that an invite to attend the January 17th conference call be extended to all NLS Administrative Council members and to invite comment from all, as well, before Jan 17th. Brinkley acknowledged and will take appropriate action.

B. EC to review and take action or make recommendation on following items:

- 1) Broadband Funds – Brinkley reported that a fund balance of \$85,000 from 14/15 Broadband grant to NLS will need to be fully expended by June 30, 2017. Nineteen Year 1 and 2 NLS libraries received a \$5,000 reimbursement from original grant to offset costs incurred by library to improve Internet connections or to join CENIC. Discussion ensued regarding eligibility of Year 3 NLS libraries joining CENIC or other provider. Hildreth reported that 9 NLS libraries are now in process as Year 3 libraries to increase their Internet access and/or join CENIC. Libraries in Year 3 contracts are: Alpine, Lincoln, Butte, Plumas, St. Helena, Shasta, Sonoma, Trinity and Tehama.

Motion: Moved by Kreimeier to offer \$5,000 reimbursement to each of the nine Year 3 libraries from \$85,000 balance and redistribute balance among all Year 1-3 libraries. Wilson seconded. Approved unanimously.

- 2) OverDrive – Brinkley reported that Library to Go/OverDrive Committee requests an allocation at this time of \$17,000 to apply to their account in order to revise Holds Manager that is currently causing long wait lists. The Library to Go Committee will draft new member policies and fee structure for EC review to ensure fairness and also commitment from any new consortium member. Kreimeier suggested that the Library to Go Committee consider collection materials budget in relation to total operations budget as a percentage in determining new member criteria. EC members also discussed that the intent of a consortium is to assist smaller or more resource limited libraries.

Motion: Moved by Kreimeier that NLS allocate \$17,000 to Library to Go for additional OverDrive content. Ochsner seconded. Approved unanimously.

- 3) Zinio – Brinkley reported that Zinio Committee will work with Library to Go to develop consistent new member policies. Discussion ensued re: services of various vendors and should NLS consider moving from contracts with multiple individual vendors to a “universal” vendor, or

move in that direction if a one-stop vendor for all services does not yet exist. EC members shared their experience and satisfaction or lack of with vendors with which their library currently contracts and best features of each. Kreimeier asked if it was time to consider alternatives to OverDrive and Zinio. Lear recommended that NLS move forward at this time with adding new libraries in OverDrive and Zinio and consider alternatives in the future. Suggestion to create a metric of what's currently available and advantages of each versus current OverDrive and Zinio services with the goal being a "one-stop" for patrons. Hildreth suggested NLS staff work with Califa on a marketplace study for this purpose. Hildreth also added that Califa, through CLSA funding, is working on statewide distribution of the Simply E platform (currently used in NYPL). Brinkley will contact Califa re: status of that project.

6. New Business

- A. Mental Health First Aid Training – Brinkley reviewed staff notes re: certified trainees for MHFA classes. Correction noted that Sutter County was not trained. Yuba County should be included in 4 NLS libraries that have certified trainers. Trainers are required to conduct three 8-hour training classes to other libraries – staff, volunteers and/or community members. EC member asked if community members or public can be charged to attend these classes. Brinkley will inquire and report back. Brinkley will contact library directors of the 4 libraries with certified trainers to ask if they are willing to send these trainers to other library jurisdictions to fulfill the required training hours. Wilson recommended that training be conducted in two 4-hour sessions, as the information is comprehensive and best to have time to absorb. Concern that this would cause twice the travel costs and possible overnight expenses for trainers. These factors will be considered when coordinating the training sessions with trainers.
- B. 3D Printers – Brinkley reported that through a State Library LSTA grant, two 3D printers were provided for each system to send out to interested libraries. No other information was available at this time. EC members had many questions and concerns re: use of, liability, troubleshooting, maintenance and repair cost responsibilities, etc. Recommended that a Best Practices and curriculum by age group be developed before shipping equipment to any library. Kreimeier recommended creating an "in-a-box" program by age group to

accompany the equipment. Also, instructions should include a list of skill sets needed for using a 3D printer. Brinkley will inquire with SCLC who is managing this grant and report back to the EC before 3D printers begin touring.

- C. NLS Fiscal Administrative Contract for 2017/18 – Lear commented that he was more than pleased with PLP contract services and administrative management. Kreimeier reminded the EC that the last RFP for an NLS administrative services contract received only one response. Hildreth suggested that if NLS is satisfied with PLP services and for the benefit of continuity, NLS renew PLP contract and advised that Carol Frost be included in the 2017/18 contract proposal as she is spending considerable amount of time on NLS issues (CalPERS, Link+, ZipBooks, etc.) and she is currently not included in NLS budget. Hildreth commented that Ms. Frost is bringing excellent skills and knowledge to the contract administration and the additional capacity and experience is of great benefit to NLS. Ochsner added that he agrees that the consistency of PLP management, especially with the CalPERS Legacy System issues, makes for solid reasoning to continue with PLP services.

Motion: Moved by Francoeur to direct PLP staff to develop NLS Administrative and Fiscal Management proposal for 2017/18. Danielson seconded. Lightbody absent. Motion approved.

Old Business Item 5. B. 4) Link+ Draft RFP and Scope of Service - Hildreth reviewed with the EC that there had been a considerable amount of interest in Link+ from NLS libraries and that the Executive Committee approved the development of a feasibility study and contract with a consultant to conduct such study. EC reviewed contents of Attachment 3 and pointed out numerous items that needed revision. Brinkley noted that documents were in development and edits and updates to content would be made for EC review at next EC meeting.

Frost suggested that the EC consider looking beyond Link+ in the feasibility study and suggested a hybrid approach to consider also how ZipBooks is being used in NLS and other systems as alternative to ILL.

Discussion ensued re: the draft Scope of Service and RFP. Discussion re: how NLS uses ILL and that the essence of ILL needs to be clarified. Lear commented that he was more interested in the costs of joining Link+, including courier costs. He suggested that the study include economic feasibility and understanding of all costs associated with Link+. Hildreth suggested that the EC set aside funds for further analysis from what comes

from the initial Link+ study and recommended that the focus be on Link+ at this time. Lightbody agreed to suggestion to narrow scope of this initial study to Link+, but agreed that a broader study in the future would benefit NLS members. Current budget approved for the feasibility study is \$50,000. Suggestion was made that there be two Scopes of Work included in the RFP. One scope for Link+ only. And, an additional scope to include broader analysis that includes delivery. This could be included as an “added service” to original contract and may give a sense of what the costs would be for each individual Scope of Work. Francoeur recommended tabling any action until staff has clarified details. Frost recommended a task force be formed to determine the final language and data for the scope of the RFP. Kreimeier recommended that a rural library participate in the editing of the RFP. Francoeur offered to help as one rural library.

Lear, Lightbody and Francoeur will work with PLP staff to edit the Link+ RFP and Scope of Service via Google docs. The drafts will be posted and shared with editing team to begin this process.

7. CalPERS White Paper – Jane Light presented findings and recommendations from her White Paper. Discussion ensued. Lear asked if our goal was to develop an exit strategy for each of the legacy systems? Light responded that each of the legacy systems needs to make a decision – that this is not an NLS issue. Light recommended that the ad hoc committee (Wong, George, Jones and Perry) give direction to the EC, including: how to communicate to the NLS Administrative Council; determine a budget for legal assistance; how legal assistance will be identified and contracted; and, how much systems are willing to spend on legal assistance. Light also recommended that any legal counsel retained have experience in dissolution of public agencies. Light suggested Francoeur and Perry confer to strategize an approach with Plumas and Del Norte in the NorthState Cooperative Library System as these two libraries and NLS are unable to find documentation to confirm or document their membership in NCLS and have not paid their share of CalPERS payment in 2 years. This has put NSCLS in arrears and on notice of default with CalPERS.

Discussion continued re NLS fund balance of \$371,707. The origin of the NLS fund balance came from a \$100,000 contribution from each legacy system as start-up funds for the NorthNet Library System. Each legacy system has an equal share of these funds (\$100,000 each). Wong commented that each legacy system’s interests are unique and should be reviewed and advised separately. George commented that the EC should give direction and advise what each legacy system should do and added that NLS exists because of the legacy systems. George also asked if a

strategy would be to dissolve MVLS, for example, and have libraries join NLS individually and take on obligations individually? Light reported that existing CalPERS contracts cannot be negotiated. Systems must accept conditions and obligations, or default. Kreimeier and Lightbody commented that NLS values and honors their obligations and that legacy systems will discuss with members and consider options individually with the best outcome to find means to honor each of their obligations per contracts.

Light recommended that re: Del Norte and Plumas, a letter be drafted from the NorthState Cooperative Library System informing them of their obligation and detail the consequences to the entire system should they continue to default on their share of payment.

Light offered to attend Annual Administrative Council meeting to provide same information to full membership.

Motion: Moved by Mel Lightbody: That NLS Executive Committee directs its ad hoc committee re: Legacy Systems CalPERS Liabilities to identify law firms and conduct interviews regarding the need for expert legal counsel by the three legacy systems and recommend to the Executive Committee a firm with which to contract and a contract amount. Seconded by Costello. Approved unanimously.

8. Next EC Meeting to be February 3, 2017. Location to be determined. Recommendation that Sacramento area library be selected. Brinkley will contact SPL, North Natomas Library re: availability on Feb 3.
9. Meeting adjourned at 1:55 p.m.



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

Request for Proposal

Study of Interlibrary Loan for the NorthNet Cooperative Library System

**Jacquie Brinkley
System Coordinator
NorthNet Cooperative Library System**

Request for Proposal for a Study of Interlibrary Loan for the NorthNet Cooperative Library System

The NorthNet Cooperative Library System, located in Northern California, is issuing a Request for Proposal (RFP) to study the current state of interlibrary loan (ILL) among its members and provide a cost analysis for some or all of its 54 member libraries to join Innovative Interfaces' Link+ interlibrary loan. The study will also include an analysis of current ILL delivery and a cost study of delivery changes to support Link+. The study will research and analyze the benefits and/or drawbacks, including a cost analysis comparing the current ILL models and delivery to Link+ and associated delivery.

Background Information

The NorthNet Library System (NLS) is a consortium of Northern California independent city, county, academic and special libraries. NLS is a public library system that is chartered under the California Library Services Act (CLSA) and is supported in part by membership fees and funds administered by the California State Library (CSL). It is comprised of 41 public library jurisdictions and 13 academic libraries. This region covers 57,838 square miles and encompasses the northern part of the state from the Pacific Coast to the Nevada border and the San Francisco Bay/Sacramento area to the Oregon border. Of the 58 counties in California, 48% of them are included in NLS (Alpine, Colusa, El Dorado, Mono, Nevada, Placer, Sacramento, Sutter, Yolo, Yuba, Lake Marin, Mendocino, Napa, Solano, Sonoma, Butte, Del Norte Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity). Of the participating counties, 64% are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches.

NLS is comprised of three 'legacy' systems: Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). The three systems formed NLS as a Joint Powers Authority (JPA) in 2009 in order to increase opportunities for resource sharing and reduce expenses.

Delivery between libraries within NLS promotes the sharing of materials. Transportation of the delivery is handled differently within each legacy system due to the distances covered as well as the service to small and large urban libraries. In the most remote system, NSCLS, there is great distance between libraries and delivery is handled by shipping items through the US Postal Service. The other two systems are more populated and use a courier/van for delivery. It is important to note that the public libraries within NLS use CLSA funds for delivery costs, and the academic and other libraries assume their individual cost for delivery.

Ten NLS public libraries currently use Link+ for ILL. Some of the other libraries use OCLC for ILL.

Within NLS, various automated library systems are being used. Some of the libraries have formed smaller consortiums and share an automated library system and delivery between those libraries. These include:

- MariNET, with 9 libraries sharing ILL and Link+
- Sonoma Valley Regional Library, with three county library systems using SirsiDynix
- SPLASH (Solano Partner Libraries and St. Helena), with 4 libraries, using TLC CARL

Scope of Work

The consultant is to perform the following and present a written report.

- Inventory and document current methods of ILL for NLS member libraries, including type of ILL, vendor, cost, frequency, term of contract, and any other pertinent information.
- Inventory and document current methods of delivery for NLS member libraries that supports ILL, including vendor, cost, frequency, term of contract, and any other pertinent information. Delivery to non-public members are not eligible to be supported with CLSA funds.
- Interview libraries as necessary to understand priorities for ILL services.
- Develop and analysis of the cost/benefits for all NLS public libraries to participate in Link+ system-wide. Identify one-time costs and ongoing costs. Identify ILS compatibility with Link+. Pricing should consider Link+ and delivery costs. NLS can supply estimates received in summer 2016 but these estimates must be verified. A subset of the above NLS libraries, both academic and public, are now participating in Link+. In the scenario, assume the first implementation would be with those libraries participating in Link+ and then those not participating in Link+. Investigate as to whether utilizing Link+ would impact, either increase or decrease, current staffing, material or other costs at these libraries.

Instructions to submit a proposal quote

Please provide a summary of your approach to the project and timeline for research and preparation of recommendations and reports, along with a budget with deliverables. Please include information on any experience in working with Link+ and/or preparing similar reports. Include three references and resumes of members who will work on this project.

Responses are due by **1:00pm Friday, March 24, 2017**. Late submittals may be rejected by NLS.

NLS reserves the right to accept or reject any or all responses, or accept or rejection any part of a response to ensure that the best interests of NLS are met. Responder may not contact NLS member libraries during the response for quote. All inquiries should be directed to: Jacquie Brinkley, NLS Coordinator at brinkley@plpinfo.org

Schedule

Shown below are the dates and times by which actions related to this Request for Proposal must be completed. In the event that the NorthNet Library System finds it necessary to change any of these, it will do so by issuing an Addendum to this Request for Quotation.

Release Request for Quotation: Monday, March 6, 2017

Last Day to Submit Question: Friday, March 17, 2017

Responses Due: Friday, March 24, 2017 1:00pm

Responder Selection: Monday, April 3, 2017

Contract Award: Wednesday, April 5, 2017

Consultant must submit an electronic copy to Jacquie Brinkley, NLS Coordinator at brinkley@plpinfo.org. Deadline for submission is **1:00pm Friday, March 24, 2017.**

Attachment 1: List of NLS libraries, addresses, legacy systems, ILS and Link+ members

Attachment 2: List of NLS libraries participating in a shared ILS

Attachment 3: Five years of ILL data for NLS between systems

Attachment 4: Five years of aggregate ILL data used for CLSA reporting

Attachment 1: Northnet Cooperative Members, addresses, legacy systems						
Public Libraries	Address	ILS	MVLS	NBCLS	NSCLS	Link+
	PO Box 187, Markleeville, CA 96120	TLC	X			
Belvedere-Tiburon	1501 Tiburon Blvd, Tiburon, CA94920	Sierra		X		X
Benicia Public Library	150 East L Street, Benicia, CA 94510	Polaris		X		
Butte County Library	1820 Mitchell Avenue, Oroville, CA 95966	Koha			X	
Colusa County Library	738 Market Street, Colusa, CA 95932	Millennium	X			
Del Norte County Library District	190 Price Mall, Crescent City, CA 95531	Koha			X	
Dixon Public Library	230 North First Street, Dixon, CA 95620	Polaris		X		
El Dorado County Library	345 Fair Lane, Placerville, CA 95667	Sirsi	X			
Folsom Public Library	411 Stafford St., Folsom, CA 95630	Millennium	X			
Humboldt County Library	1313 Third Street, Eureka, CA 95501	Sierra			X	
Lake County Library	1425 N. High Street, Lakeport, CA 95453	Sirsi		X		
Larkspur	400 Magnolia Ave., Larkspur, CA 94939	Sierra		X		X
Lassen Library District	1618 Main Street, Susanville, CA 96130	Destiny			X	
Lincoln Public Library	485 Twelve Bridges Dr., Lincoln, CA 95648	Ex Libris	X			
Marin County Free Library	3501 Civic Center Dr, #414, San Rafael, CA 94903	Sierra		X		X
Mendocino County Library	105 North Main Street, Ukiah, CA 95482	Sirsi		X		
Mill Valley Public Library	375 Throckmorton Ave, Mill Valley, CA 94941	Sierra		X		X
Modoc County Library	212 W. 3rd Street, Alturas, CA 96101-3913	Koha			X	
Mono County Free Library	PO Box 1120, Mammoth Lakes, CA 93546	Koha	X			
Napa County Library	580 Coombs Street, Napa, CA 94559	Polaris		X		X
Nevada County Library	980 Helling Way, Nevada City, CA 95959	Autographics	X			
Orland Free Library	333 Mill Street, Orland, CA 95963	Koha			X	
Placer County Library	350 Nevada Street, Auburn, CA 95603	Sirsi	X			
Plumas County Library	445 Jackson Street, Quincy, CA 95971	Koha			X	
Roseville Public Library	225 Taylor Street, Roseville, CA 95678	Koha	X			
Sacramento Public Library	828I Street, Sacramento, CA 95814	Sierra	X			X
San Anselmo Public Library	110 Tunstead Ave, San Anselmo, CA 94960	Sierra		X		X
San Rafael Public Library	1100 E Street, San Rafael, CA 94901	Sierra		X		X
Sausalito Public Library	420 Litho Street, Sausalito, CA 94965	Sierra		X		X
Shasta Public Libraries	1100 Parkview Avenue, Redding, CA 96001	Polaris			X	
Siskiyou County Library	719 4th Street, Yreka, CA 96097-3381	Koha			X	
Solano County Library	1150 Kentucky Street, Fairfield, CA 94533	Polaris		X		
Sonoma County Library	211 E Street, Santa Rosa, CA 95404	Sirsi		X		
St. Helena Public Library	1492 Library Lane, St. Helena, CA 94574	TLC		X		

Sutter County Library	750 Forbes Ave., Yuba City, CA 95991	Millennium	X			
Tehama County Library	645 Madison Street, Red Bluff, CA 96080	TLC			X	
Trinity County Library	211 N. Main St., Weaverville, CA 96093	Koha			X	
Willows Public Library	201 N. Lassen Street, Willows, CA 95988	TLC			X	
Woodland Public Library	250 First Street, Woodland, CA 95695	Millennium	X			
Yolo County Library	226 Buckeye, Woodland, CA 95695	Millennium	X			X
Yuba County Library	303 Second Street, Marysville, CA 95901	Sirsi	X			
Academic Libraries			MVLS	NBCLS	NSCLS	
Butte College Library	3536 Butte Campus Dr, Oroville, CA 95965	OCLC			X	
College of the Redwoods Library	7351 Tompkins Hill Rd, Eureka, CA 95501-9300	Koha			X	
College of the Siskiyous Library	800 College Ave, Weed, CA 96094	OCLC			X	
CSU Chico Library	400 West First St, Chico, CA 95929	Ex Libris			X	
CSU Sacramento Library	2000 State University Dr, Sacramento, CA 95819	Ex Libris	X			
Dominican University	50 Acacia Ave, San Rafael, CA 94901	Millennium		X		
Feather River College Library	570 Golden Eagle Ave, Quincy, CA 95971	TLC			X	
Humboldt State University Library	1 Harpst St, Arcata, CA 95521	Ex Libris			X	
Lassen College Library	478-200 Hwy 139 N., Susanville, CA 96130	TLC			X	
Sacramento Co. Public Law Library	609 9th Street, Sacramento, CA 95814	Sirsi	X			
Shasta College Library	11555 Old Oregon Trail, Redding, CA 96049	Sirsi			X	
Simpson University Library	2211 College View Dr., Redding, CA 96003	OCLC			X	

Attachment 2: List of public NLS libraries participating in a shared ILS

	Sonoma Valley Regional Library	Solano Partners Libraries & St. Helena (SPLASH)	MARINet	Sacramento
URL	https://find.sonomalibrary.org/	http://snap.lib.ca.us/	https://marinet.lib.ca.us/	http://find.saclibrarycatalog.org
Shared ILS	SirsiDynix	TLC CARL	Innovative Sierra	Innovative
Delivery Info	Sonoma County handles the delivery for libraries sharing the system.	Uses NLS Sprint delivery	Consortial subscription to Link+	Sacramento provides delivery
			Delivery handled by Marin County to Consortia members	Only Sacramento has Link+
Member Libraries	Sonoma County	Benicia	Belvedere-Tiburon	Colusa
	Lake County	Dixon	Larkspur	Folsom
	Mendocino County	Solano County	Marin County	Sacramento
		St. Helena	Mill Valley	Sutter
			San Anselmo	Woodland
			San Rafael	
			Sausalito	
			College of Marin	
			Dominican University	

Attachment 3: Five years of ILL data for NLS between systems								
NLS ILL Stats - 5 Year Review	2010/11		Provided /week	Received/ week	2011/12		Provided/ week	Received/ week
	Loaned to Others	Loans Rec'd			Loaned to Others	Loans Rec'd		
Alpine County Library	-	348	-	6.69	-	221	0	4
Belvedere-Tiburon	32,072	13,993	617.00	269	30,174	16,733	580	322
Benicia Public Library	42,236	63,510	812.00	1221	43,034	48,713	828	937
Butte County Library	785	1,063	15.00	20	486	774	9	15
Colusa County Library	11,876	5,162	228.00	99	8,383	8,032	161	154
Del Norte County Library District	457	728	9.00	14	582	639	11	12
Dixon Public Library	20,619	22,121	397.00	425	18,000	20,000	346	385
El Dorado County Library	1,093	167	21.00	3	1,147	191	22	4
Folsom Public Library	64,384	73,324	1,238.00	1410	77,020	61,593	1481	1184
Humboldt County Library	1,433	1,418	28.00	27	1,193	1,303	23	25
Lake County Library	177,366	69,723	3,411.00	1341	165,537	67,056	3183	1290
Larkspur	17,990	18,609	346.00	358	17,721	17,790	341	342
Lassen Library District	100	792	1.92	15	111	426	2	8
Lincoln Public Library	-	159	-	3	-	4	0	0
Marin County Free Library	66,755	64,301	1,284.00	1237	66,713	67,580	1283	1300
Mill Valley Public Library	28,529	41,137	549.00	791	30,269	42,772	582	823
Mendocino County Library	148,220	131,399	2,850.00	2527	138,270	122,953	2659	2364
Modoc County Library	470	1,167	9.00	22	313	1,153	6	22
Napa County Library	95,756	119,602	1,841.00	2300	1,719	1,855	33	36
Mono County Free Library	6,742	273	130.00	5	3,104	298	60	6
Nevada County Library	849	646	16.00	12	761	491	15	9
Orland Free Library	653	510	13.00	10	339	244	7	5
Placer County Library	377	331	7.00	6	420	235	8	5
Plumas County Library	695	492	13.00	9	80	43	2	1
Roseville Public Library	675	110	13.00	2	435	91	8	2
Sacramento Public Library	176,998	163,147	3,404.00	3137	178,187	161,249	3427	3101
San Anselmo Public Library	13,610	13,034	262.00	251	15,159	13,739	292	264
Sausalito Public Library	15,730	10,778	303.00	207	17,468	9,774	336	188
San Rafael Public Library	23,496	28,500	452.00	548	23,760	33,469	457	644
Shasta Public Libraries	782	1,544	15.00	30	24	162	0.5	3
Siskiyou County Library	95	-	2.00	0	18	-	0.35	0
Solano County Library	165,341	162,447	3,180.00	3124	170,414	159,389	3277	3065
Sonoma County Library	166,439	260,460	3,201.00	5009	121,058	232,557	2328	4472
St. Helena Public Library	66,975	15,054	1,288.00	290	65,405	13,896	1258	267
Sutter County Library	28,721	35,680	552.00	686	35,912	33,426	691	643
Tehama County Library	554	302	11.00	6	204	388	4	7
Trinity County Library	172	853	3.00	16	11	368	0.2	7
Willows Public Library	357	468	7.00	9	283	299	5	6
Woodland Public Library	57,769	29,550	1,111.00	568	62,450	29,021	1201	558
Yuba County Library	877	776	17.00	15	813	943	16	18
Yolo County Library	1,325	2,662	25.00	51	1,077	2,513	21	48
Total	1,407,301	1,356,340	27,682	26,080	1,298,054	1,172,383	24,964	22,546

NLS ILL Stats - 5 Year Review	2012/13				2013/14			
	Loaned to Others	Loans Rec'd	Provided/week	Received/week	Loaned to Others	Loans Rec'd	Provided/week	Received/week
Alpine County Library	-	403	0	8	-	56	0	1
Belvedere-Tiburon	39,580	16,223	761	312	44,934	19,071	864	367
Benicia Public Library	49,646	61,290	955	1179	53,490	60,101	1029	1156
Butte County Library	441	380	8	7	424	204	8	4
Colusa County Library	9,166	6,196	176	119	6,026	5,435	116	105
Del Norte County Library District	-	-	-	-	-	-	-	-
Dixon Public Library	19,291	22,121	371	425	19,000	23,000	365	442
El Dorado County Library	920	162	18	3	731	122	14	2
Folsom Public Library	55,936	78,233	1076	1504	60,920	73,241	1172	1408
Humboldt County Library	940	1,198	18	23	1,084	900	21	17
Lake County Library	71,279	62,092	1371	1194	124,642	56,708	2397	1091
Larkspur	20,204	20,089	389	386	21,614	23,103	416	444
Lassen Library District	67	308	1	6	71	313	1	6
Lincoln Public Library	-	6	0	0.12	-	7	0	0.13
Marin County Free Library	79,478	98,525	1528	1895	89,737	111,447	1726	2143
Mill Valley Public Library	36,929	40,957	710	788	42,333	41,411	814	796
Mendocino County Library	98,994	127,404	1904	2450	117,236	124,321	2255	2391
Modoc County Library	319	568	6	11	198	58	4	1
Napa County Library	1,231	1,280	24	25	81,235	125,000	1562	2403
Mono County Free Library	5,007	281	96	5	4,754	45	91	1
Nevada County Library	592	540	11	10	309	393	6	8
Orland Free Library	145	327	3	6	126	161	2	3
Placer County Library	339	138	7	3	257	82	5	2
Plumas County Library	140	45	3	1	48	20	1	0.5
Roseville Public Library	445	102	9	2	396	85	8	2
Sacramento Public Library	138,476	112,153	2663	2157	136,658	113,420	2628	2181
San Anselmo Public Library	15,055	14,736	290	283	20,411	19,759	393	380
Sausalito Public Library	23,058	12,294	443	236	26,653	17,456	513	336
San Rafael Public Library	31,608	41,344	608	795	38,065	47,051	732	905
Shasta Public Libraries	-	-	-	-	-	-	-	-
Siskiyou County Library	60	18	1	0.35	50	16	1	0.5
Solano County Library	179,582	139,648	3454	2686	179,143	137,971	3445	2653
Sonoma County Library	160,456	143,382	3086	2757	154,998	156,741	2981	3014
St. Helena Public Library	66,161	11,640	1272	224	63,959	11,203	1230	215
Sutter County Library	34,572	28,861	665	555	34,281	25,224	659	485
Tehama County Library	2	3	0	0	90	177	2	3
Trinity County Library	31	277	1	5	47	310	1	6
Willows Public Library	158	166	3	3	124	165	2	3
Woodland Public Library	67,391	25,423	1296	489	57,322	25,563	1102	492
Yuba County Library	713	-	14	0	473	76	9	1
Yolo County Library	1,042	3,008	20	58	488	3,111	9	60
Total	1,209,454	1,071,821	23,261	20,610	1,382,327	1,223,527	26,584	23,528

NLS ILL Stats - 5 Year Review	2014/15							
	Loaned to Others	Loans Received	Provided/week	Received/week				
Alpine County Library	-	14	0	0.27				
Belvedere-Tiburon	41,824	19,987	804	384				
Benicia Public Library	50,447	58,732	970	1129				
Butte County Library	401	269	8	5				
Colusa County Library	10,667	5,720	205	110				
Del Norte County Library District	-	-	-	-				
Dixon Public Library	20,937	17,598	403	338				
El Dorado County Library	756	98	15	2				
Folsom Public Library	69,040	70,241	1328	1351				
Humboldt County Library	602	844	12	16				
Lake County Library	113,718	54,021	2187	1039				
Larkspur	23,918	20,719	460	398				
Lassen Library District	32	12	0.62	0.23				
Lincoln Public Library	-	-	-	-				
Marin County Free Library	85,153	118,276	1638	2275				
Mill Valley Public Library	41,176	43,930	792	845				
Mendocino County Library	122,757	121,940	2361	2345				
Modoc County Library	72	43	1	1				
Napa County Library	78,333	133,616	1506	2570				
Mono County Free Library	6	4	0.12	0.08				
Nevada County Library	251	389	5	7				
Orland Free Library	93	42	2	1				
Placer County Library	218	97	4	2				
Plumas County Library	21	10	0.4	0.19				
Roseville Public Library	216	79	4	2				
Sacramento Public Library	150,773	105,919	2899	2037				
San Anselmo Public Library	17,831	19,168	343	369				
Sausalito Public Library	29,380	16,865	565	324				
San Rafael Public Library	44,499	46,864	856	901				
Shasta Public Libraries	-	-	-	-				
Siskiyou County Library	48	15	1	0.29				
Solano County Library	178,142	133,152	3426	2561				
Sonoma County Library	149,984	156,153	2884	3003				
St. Helena Public Library	59,169	11,432	1138	220				
Sutter County Library	36,842	35,111	709	675				
Tehama County Library	110	131	2	3				
Trinity County Library	43	209	1	4				
Willows Public Library	19	21	0.37	0.4				
Woodland Public Library	55,247	23,629	1062	454				
Yuba County Library	335	51	6	1				
Yolo County Library	853	2,889	16	56				
Total	1,342,089	1,218,290	26,615	23,429				

Attachment 4: Five years of aggregate ILL data used for CLSA reporting

Intrasystem Delivery Activity, FY 2010/11 Annual total for items delivered to member public

Items sent by:	System members public libraries	Non - public libraries in system area	Total
System member public libraries	6,280,639	9,522	6,290,161
Non- public libraries in System area	31,736	25,389	57,125

Intrasystem Delivery Activity, FY 2012/13 Items delivered to member public libraries in the two-week sample period:

	Nov 5-18,2012	Feb 4-17,2013	April 1-14,2013	May 13-26,2013	Total Multiplied by 6.5
System member public libraries	139,870	138,100	138,500	139,750	3,615,430
Non- public libraries in System area	2,720	2,875	2,154	2,754	68,270

Intrasystem Delivery Activity, FY 2013/14 Items delivered to member public libraries in the two-week sample period:

	Oct 14-27,2013	Jun 6-9,2014	Apr 7-20,2014	June 9-22,2014	Total Multiplied by 6.5
System member public libraries	136,357	158,290	129,929	128,537	3,595,235
Non- public libraries in System area	3,384	3,490	3,404	3,369	88,706

Intrasystem Delivery Activity, FY 2014/15 Items delivered to member public libraries in the two-week sample period:

	Nov 10-23,2014	Jan 5-18,2015	Apr 13-26,2015	June 15-28,2015	Total Multiplied by 6.5
System member public libraries	60,755	82,914	60,938	61,777	1,731,496
Non- public libraries in System area	1,744	2,287	2,195	1,476	50,063

Intrasystem Delivery Activity, FY 2015/16 Items delivered to member public libraries in the two-week sample period:

	Aug 3-16,2015	Oct 19 - Nov 1,2015	Feb 1-14,2016	May 9-22,2016	Total Multiplied by 6.5
System member public libraries	61,044	61,346	54,757	42,886	1,430,215
Non- public libraries in System area	934	1,954	1,561	1,260	37,109



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

February 3, 2017

To: NLS Executive Committee

From: Jacquie Brinkley, System Coordinator

RE: NLS Broadband Disbursements and Alpine County

NLS Broadband Funds to be expended by June 30, 2017

Nineteen Year 1 and Year 2 Broadband NLS libraries were offered \$5,000 each to offset costs of equipment, installation, monthly service fees, etc. All but three of the nineteen have claimed their funds at this date, but all indicate they plan to file the Claim Form.

- a) March 1- Califa will know all NLS Year 3 libraries with CENIC contracts. At this time, nine NLS libraries are in the process. Staff will determine balance of Broadband funds after Year 3 libraries are offered and claim \$5K reimbursement funds from NLS.
- b) Staff is requesting that the NLS Executive Committee approve Alpine County's request to participate in this grant in order to offset costs they are incurring to replace and upgrade their current Internet equipment and service. While the majority of NLS libraries are working with CENIC to make these upgrades, CENIC costs were prohibitive for Alpine County Library. The library and county IT departments are working together and have found an alternate provider to replace current and failing Internet services.
- c) PLP allocated funds member libraries who were also unable to work with CENIC.
 - o The State Library recently 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 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 Systems up to allowing member libraries to offset costs. NLS has already allocated funds towards these costs through the \$5,000 reimbursement funds.

Peninsula Library System Operating Reserves Fund Policy

PURPOSE

The purpose of the Operating Reserves Fund policy for Peninsula Library System is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The Operating Reserves Fund is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Peninsula Library System for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserves Fund policy will be implemented in concert with the other governance and financial policies of Peninsula Library System and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

DEFINITIONS AND GOALS

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

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

For FY 15/16, the PLS Operating Reserves Fund will be \$574,596.

Approved 6.12.15