

## NLS Executive Committee Meeting

**Tuesday, February 6, 2018**

**10:00 a.m. – 12:00 noon**

Woodland Public Library  
Leake Center Community Room  
250 First Street, Woodland, CA 95695  
Zoom Conferencing Call

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/317534587>

Phone #: 1-408-638-0968, Meeting Code: 317-534-587#

- |   |                  |              |
|---|------------------|--------------|
| 1. Welcome and Roll Call  | Deck, Vice Chair |              |
| 2. Public Invited to Comment  | Deck             |              |
| 3. Adoption of Agenda <b>(Action Item)</b>  | Deck             |              |
| 4. Approve Minutes of 11/15/2017 <b>(Action Item)</b>   | Brinkley         | Attachment 1 |
| 5. Old Business   |                  |              |
| A. Review and Approve RFP for Administrative Services <b>(Action Item)</b> (to be distributed at the meeting) | Lightbody        |              |
| B. Link+ Study and Next Steps   | Frost/Lightbody  |              |
| C. Bylaws Revision Committee Report   | Hunt/Dodd        |              |
| D. Approve allocation not to exceed \$5,000 for additional CalPERS Legal Research <b>(Action Item)</b>        | Deck/Brinkley    | Attachment 2 |
| 6. New Business   |                  |              |
| A. Report on use of CLSA Funds and CalPERS Obligations  | Brinkley         | Attachment 3 |
| B. Approve Request of CLSA Funds for Zinio <b>(Action Item)</b>   | Brinkley         | Attachment 4 |
| C. Approve Request of CLSA Funds for Library to Go/Overdrive <b>(Action Item)</b>                             | Brinkley         | Attachment 5 |
| D. Nominating Committee for FY 2018/19 Executive Committee <b>(Action Item)</b>                               | Deck             |              |
| E. Annual Meeting Planning for June 15, 2018<br>Administrative Council Meeting                                | Brinkley         |              |

7. System Chair Report

Lightbody

8. Next Executive Committee Meeting Date – April or May

9. 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  
Benicia Public Library, 150 East L Street, Benicia, CA 94510  
Butte County Library, 110 Oak Grove Parkway, Oroville, CA 95966  
Colusa County Library, 738 Market Street, Colusa, CA 95932  
Lincoln Public Library, 485 Twelve Bridges Drive, Lincoln, CA 95648  
Mono County Free Library, 400 Sierra Park Road, Mammoth Lakes, CA 93546  
Solano County Library, 1150 Kentucky Street, Fairfield, CA 94533  
Sutter County Library, 750 Forbes Avenue, Yuba City, CA 95991  
Tehama County Library, 545 Diamond Avenue, Red Bluff, CA 96080  
1748 Ellen Avenue, San Jose, CA 95125

#### **Conference Information**

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/317534587>

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## DRAFT MINUTES

### NLS Executive Committee Meeting

**November 15, 2017**

1. **Welcome and Roll Call** – Chair Mel Lightbody, Butte County, called the meeting to order at 10:02 a.m. Also present were NLS Executive Committee members Todd Deck, Tehama County Library, Stacey Costello, Colusa County Library, Suzanne Olawski, Solano County Library, Ana Danielson, Mono County Library, James Ochsner, Sutter County Library, and Kathryn Hunt, Lincoln Public Library. Also attending, Greta Galindo, Chair, Mountain Valley Library System (Woodland Public Library), Carol Frost, Pacific Library Partnership, and Jacquie Brinkley, NorthNet System Coordinator.
2. **Public Invited to Comment** – None in attendance.
3. **Motion to adopt Agenda.** Danielson moved; Deck seconded. Motion carried.
4. **Motion to Approve Minutes of 8/18/2017 Executive Committee Meeting.** Danielson moved; Deck seconded. Motion carried.
5. **Old Business**
  - A. Chair Lightbody recommended David Dodd be provisionally appointed to the NLS Executive Committee to replace Vanessa Christman who resigned from Humboldt County Library and NLS EC. Dodd's appointment to be voted on by full Administrative Council at mid-year meeting of January 19, 2018. Motion to approve appointment of David Dodd, Benicia Public Library, to NLS Executive Committee. Ochsner moved; Hunt seconded. Motion carried.
  - B. Chair Lightbody presented for approval the prepared Request for Proposal for NLS Administrative Services, drafted by the ad hoc committee. . Lightbody requested the EC members email her with suggestions of where to post or send in order to distribute widely for best results. Proposals will be due by Friday, February 2, 2018. The ad hoc committee will review the proposals and prepare recommendations to EC. Motion to approve RFP for distribution. Danielson moved; Ochsner seconded. Motion carried.
  - C. Frost presented the Link+ Study report of consultant Tom Jacobson summarizing his library site visits conducted in September. The consultant issued and received a preliminary response to the Request for Quotation on pricing of Link+ resources and courier services through Innovative for all NLS public and academic libraries. . The pricing for the product is less than what was quoted last year, , and the quote for courier services is forthcoming. According to the consultant and what he has obtained from Innovative for NLS:
    - Implementation of Link + for NLS members (all public and academic) = approximately \$450,000 (includes connection fees and up-front incidental costs such as totes, pouches, etc.)

- Annual Subscription - \$311,000 for current and new libraries Courier/Delivery – These costs are still being determined.. Consultant reports that these costs can and should be negotiated.

Nearly all NLS libraries use OCLC, and their costs include cataloging and MARC records. The consultant is negotiating for costs to include Sky River so that libraries might choose to completely discontinue OCLC service. This would allow the \$86,000 which NLS libraries spend annually for OCLC to be redirected to Link+ costs.

Olawski commented that Solano County Library recently invested in and launched Link+ services and she proposed the following questions for consideration:

- How will Solano County (and all other current Link+ libraries) benefit from the discounted implementation and annual fees being offered by Innovative?
- How will these libraries transition to NLS consortium pricing?
- The NLS libraries have different ILS systems and to connect to Link+ is a huge workload issue. Would there be any financial support for the staffing costs to prepare for and launch Link+?
- Connecting using the DCB connector is difficult. Innovative is developing an API, but it not yet completed. When is the ETA for this, and will it be available for public libraries? Some colleges are interested in this.
- Will NLS contract with the courier? And, how will the contract be administered and managed?

Ochsner asked about discontinuing OCLC if moving to Sky River. Can library give up cataloging and holdings?

Danielson asked if courier service to Mono and Alpine counties is included, as these costs will be the barrier for their participation.

Olawski asked if price quote was contingent on all NLS members joining. Frost reported that the quote given was a site license for NLS as a consortium to join, including academic libraries, but not tied to a minimum number of members. Frost reported that early discussions with consultant consider libraries joining in phases.. Frost will ask consultant to discuss with Innovation a partial membership of NLS joining at the start, with phasing in of additional member libraries, and determine any change to price quote using that model. NLS will also need to determine the interest of the academic institutions included in the quote. Discussion ensued regarding pricing and whether costs would be divided by the number of libraries or to be prorated. Suggestion to offer a five-year pricing schedule.

Lightbody asked if we could establish which NLS members could join and at what timeline? Or, who would never join? Lightbody requested the consultant determine: (1) who would join, (2) when they would/could join, and (3) courier costs.

Frost suggested that this may be a good discussion for the AC meeting in January 2018, where a discussion about what phases of joining might look like. By January, the courier costs may be more defined. Hunt suggested that at that meeting, libraries currently on Link+ could explain the work flow. Hunt requested that any interested NLS member library have the opportunity to meet with current Link+ libraries to discuss all staff time and cost issues and impact related to implementing Link+, as staffing resources are of concern to Lincoln and likely other NLS members.

Olawski noted that Link+ matches new Link+ libraries with a mentor library to encourage that communication. And, that overall, response from patrons has been positive and activity is increasing with Solano County now being a net lender.

The importance of encouraging all AC members to attend the AC meeting was discussed so that they can be included in this conversation. Staff will highlight this in the next reminder of the AC meeting.

Frost suggested that NLS may consider asking the California State Library for one-time funds for connection fees to Link+. Frost offered to draft a letter and submit for Lightbody's review and signature on behalf of NLS. All members agreed to have Frost draft this communication and Lightbody will review and sign.

D. Letters were prepared for each legacy system by the contracted attorney regarding legacy systems and their CalPERS obligations. The letters were reviewed and signed by Lightbody and distributed to each legacy system chair. Frost reported that the attorney has completed five of the seven deliverables from original contract. Brinkley reported that in her last communication with the attorney on October 30, Ms. Safie stated that she had contacted CalPERS about former system employee benefits, but response from CalPERS was unhelpful. At that time, she was going to contact the actuarial department at CalPERS to research further and obtain requested information. No other updates available have been provided.

## **6. NEW BUSINESS**

- A. Frost presented the draft "Services Provided in Your Contract with PLP" for EC to review and approve as an addition for the updated NLS Guidebook to be distributed in November 2017. This document was drafted at the request of former EC member, Danis Kreimeier, who suggested such a memo be included in the NLS Guidebook to inform members of the benefits of NLS membership and provide a summary of what administrative services are provided with system membership. Document was discussed and all approved for including in NLS Guidebook.
- B. Greta Galindo, Chair, Mountain Valley Library System, presented a memo from MVLS to the NLS Executive Committee to ask for a review of the NLS Bylaws to allow membership of individual libraries. MVLS member libraries have been discussing a plan to pay off all

current and future CalPERS obligations, with the intent to dissolve MVLS., At such time, MVLS member libraries would request NLS membership as individual libraries. MVLS is requesting that NLS begin the process of review and consider Bylaw revision at this time to allow for individual library membership. Lightbody thanked Galindo for her attendance and presenting on this issue on behalf of MVLS. Discussion on similar topic continued in next agenda item.

- C. Frost presented a memo to NLS which reviewed the existing NLS Bylaws regarding system membership, the process for joining and leaving a system, examples of other system Bylaws, along with considerations should a change in language regarding membership be pursued. Discussion ensued regarding historical account of why NLS created Bylaws that allowed only for systems to be members and not individual libraries. Among the nine CLSA systems statewide, NLS and PLP are the only systems to have Bylaws that require system membership, rather than individual membership.. Frost suggested that a possible explanation was to recognize the individual systems' CalPERS obligations and not transfer that obligation to NLS. Ochsner and Costello commented that the system memberships, in some cases, were created around delivery and shared ILS and suggested that NLS may want to leave that option open.

With regards to the inquiry from the Town of Loomis and their interest in joining a CLSA System, Frost suggested that should the request occur before NLS completes its review of the Bylaws, NLS may consider a provisional membership for Loomis or any other individual libraries which meets the qualifications of established public library as stated in the CA Education Code and also meet with all criteria outlined in the California State Library checklist found in this agenda packet as supporting documents. At this time, neither NLS or MVLS has received the appropriate documentation from the Town of Loomis. If the Loomis Library or other library requests membership in NLS, that request must be submitted in writing to the California Library Services Board and be included on their meeting agenda.

Lightbody asked the EC if there were any objections to moving forward with a review of NLS Bylaws to have individual libraries join NLS and asked for ad hoc committee members. EC agreed to move forward with this review.

Lightbody recommended the following:

1. An ad hoc committee be formed to review NLS Bylaws with regards to membership and work with staff to draft appropriate revisions for review
2. An initial draft be compiled by Brinkley and shared with the ad hoc committee.
3. The idea should be included on the agenda for the AC January meeting.
4. NLS Bylaws revision be included on AC Annual Meeting agenda (June 2018) for approval

Lightbody requested an EC member to Chair this committee and will follow-up within next week to identify other committee members representing each legacy system to work with staff on review of Bylaws related to membership. A full ad hoc committee will be appointed within one month.

Galindo volunteered to participate on the ad hoc committee.

No other Action was taken.

- D. Brinkley requested suggestions for Annual Meeting agenda items of NLS Administrative Council on June 2018, with date and location to be determined via Doodle Poll. Proposed Annual Meeting dates are either Friday, June 15 or Friday, June 22, and to be held at a central NLS location.

In addition to business items, suggested agenda topics included an overview of Link+ that includes sharing from current Link+ libraries. Also suggested, a CalPERS update re: former employee benefits and system obligations. Also, training ideas included community engagement (Common Knowledge) and other professional development. Brinkley will request proposals from Common Knowledge and also from Cheryl Gould for leadership training. Lightbody will work with staff to identify training with mix of greatest perceived value to NLS AC and most cost effective.

7. System Chair Report – No report made
8. Next Executive Committee Meeting - Select date between February 2 and 16 (after response to Admin Contract RFP has been received and reviewed). Brinkley will survey for date and identify meeting location.
9. Meeting adjourned at 11:18 a.m.





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**To: NLS Executive Committee**  
**From: Jacquie Brinkley, NLS System Coordinator**  
**Subject: Approve Allocation Not to Exceed \$5,000 for Additional CalPERS Questions**  
**Date: February 6, 2018**

At the May 16, 2017 NLS Executive Committee, up to \$16,000 was allocated to Best, Best and Krieger to research and provide opinions on several CalPERS questions related to the obligations of the legacy systems. The attorney has now completed all of the work. To date, just under \$10,000 has been billed, with one outstanding invoice remaining. It is expected that most if not all of the \$16,000 will be expended.

Some of the NLS Directors still have questions regarding CalPERS. Some of those questions include:

- What is the liability of NBCLS former members? There are libraries that left the system, but were members when the retirement benefits were voted on and given to employees. Are they still liable for a portion of the costs, up to when they left the system? Also, is there a formula that will assign each jurisdiction a portion of the liability?
- If a library joins a legacy system AFTER there were no longer any employees of the legacy system, do they have a legal obligation to share in the current and future fiscal CalPERS liabilities? Or is it up to each legacy system to make that determination?
- If there is no record as to when a library joined, and they would like to leave, what is their legal obligation to share in the current and future fiscal CalPERS liabilities?
- A legal opinion on Colusa's membership status and CalPERS obligation with legacy systems, as Colusa originally belonged to North State, but years ago changed membership to Mountain Valley.

It is recommended that the NLS Executive Committee consider allocating an additional \$5,000 to pay Best, Best and Krieger to provide research and answers to the additional CalPERS questions.





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**To: NLS Executive Committee**  
**cc: Greta Galindo, MVLS Chair**  
**From: Jacquie Brinkley, NLS System Coordinator**  
**Subject: Report on use of CLSA Funds and CalPERS Obligations**  
**Date: February 6, 2018**

The Mountain Valley Library System and the NLS Administrative Council requested that NLS staff research the use of CLSA funds for payment of the NLS legacy systems' CalPERS obligations on their former employees.

Staff has inquired with former CLSA Administrator of the California State Library, Sandy Habbestad, regarding history of eligibility and use of CLSA funds to systems.

CLSA allows up to 20% of a system's annual allocation to be used for System Administration. In year's past, when MVLS, NBCLS and NSCLS had employees, the staff were funded either fully or in part with CLSA funding and under the same restrictions of no more than 20% of the annual allocation. No other detail than the position funded and funding amount was reported to the State Library within each System's Annual Plan of Service, i.e., what portion of funds were used for salary versus benefits, although it can be assumed that the CLSA funds covering salaries for their current employees included the full cost, including benefits, if applicable.

The NLS CLSA allocation for FY 2017/18 is \$819,731. NLS allocated the full 20%, \$163,946, for System Administration, which pays for the salaries of staff supporting NLS. The System Administration allocation supports the activities of NLS administration, operations, reporting and fiscal management.

Per the guidelines for preparing the CLSA budget, the money should be "... a detailed line item budget for all CLSA funded activity for System Administration costs and Communications and Delivery program costs." This implies current support, and it is not clear whether an allowable cost would include applying the System Administration funds towards CalPERS obligation for retired staff from the three legacy systems. Based on the most recent memo from the attorney contracted by NLS and presented to the Administrative Council meeting on January 19, 2018, redirecting the allowable annual System Administration funding from NLS admin and fiscal management to partially pay legacy system's CalPERS payments, would not be an effective use of CLSA funds and make little impact to the outstanding CalPERS obligation. In querying other library cooperatives in the state, it was reported that one cooperative had asked the California State Library if it was an allowable use of CLSA funds to pay for retiree CalPERS obligations, and they were told that this was not an allowable cost.



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**To: NLS Executive Committee**

**From: Laura Pappini, NLS Zinio/RBDigital Committee Past Chair**

**Subject: CLSA Allocation to Zinio/RBDigital Consortium for FY 2017/18**

**Date: February 6, 2018**

The NorthNet Zinio/RBDigital consortium began in January 2016 with 19 NLS member library systems. Six additional library systems joined on July 1, 2016 for FY 2016/17, for a total of 25 members. Despite extensive outreach and communication since then to NLS non-Zinio consortium members, no other libraries have joined to date. (Sonoma County is considering, but has not committed.)

From the \$100,000 one-time CLSA funding allocated to Zinio, the Committee would like to request \$15,000 for additional subscriptions for the remainder of FY 17/18 and apply \$30,000 for additional content to FY 2018/19. This will double the existing offerings and increase the incentive for other systems to join.

The Committee also requests that NLS consider giving the remaining \$55,000 from the Zinio allocation, plus any unspent funds from the \$45,000 requested for FY 2017/18 & FY 2018/19, to the OverDrive Committee to purchase additional titles for that consortium. There are only so many magazine subscriptions that are worth adding to Zinio and the OverDrive Committee clearly has a need to purchase additional materials.

Many of our library users absolutely love Zinio/RBDigital. We had 46,332 circulations in FY 16/17. The Zinio Steering Committee is grateful to NLS for their support, which enables us to offer this great resource to the public.

To: NLS Executive Committee

From: Jeanne Amos, NLS Library to Go/OverDrive Committee Chair

Subject: CLSA Allocation to OverDrive for FY 2017/18

Date: February 6, 2018

The Library to Go Committee spent \$17,000 in Fiscal Year 2016/17 to purchase additional ebooks and e-audiobooks with CLSA funds.

We have budgeted and are requesting \$42,250 in Fiscal Year 2017/18.

We intend to request the remaining \$40,750 in Fiscal Year 2018/19 to total \$100,000 spent over three years.

Since March 2017 we have reduced the holds wait time from about 45 days to 35 days, added more users, and increased circulation.

Butte County has joined the Library to Go consortium (yay!) and we absorbed the OverDrive \$750 fee for a "new" library. The platform fee is fixed by the OverDrive agreement at \$1,550 per month or \$18,600 per year regardless of the number of libraries in the consortium.

Approximately half of our 17 libraries with Advantage accounts have begun sharing their own OverDrive Advantage titles with the consortium.

I have attached the statistics showing a 20% increase in circulation over the last three years.

Thank you, State of California and the NLS Executive Committee, for the additional funding that we have received through CLSA. 100% Resource Sharing.

**NorthNet Library to Go**

| Library                                       | Checkouts      | Checkouts      | Checkouts      |
|---|----------------|----------------|----------------|
|   | 2017           | 2016           | 2015           |
| Placer County Library                         | 56,712         | 50,307         | 39,207         |
| El Dorado County Library                      | 39,974         | 35,148         | 33,827         |
| Roseville Public Library                      | 37,296         | 35,330         | 31,338         |
| Nevada County Library                         | 37,215         | 34,229         | 28,717         |
| Napa County Library                           | 36,253         | 35,865         | 31,900         |
| Solano County Library                         | 30,878         | 29,936         | 31,136         |
| Humboldt County Library                       | 20,348         | 19,355         | 19,630         |
| Folsom Public Library                         | 18,105         | 16,337         | 13,190         |
| Benicia Public Library                        | 10,459         | 9,713          | 8,954          |
| Lincoln Public Library                        | 7,999          | 7,866          | 6,011          |
| Woodland Public Library                       | 6,634          | 5,822          | 5,269          |
| Sutter County Library                         | 5,688          | 6,058          | 5,328          |
| St. Helena Public Library                     | 4,276          | 3,498          | 3,803          |
| Siskiyou County Library                       | 3,936          | 3,419          | 3,108          |
| Tehama County Library                         | 3,193          | 2,858          | 3,188          |
| Mono County Library                           | 2,562          | 2,603          | 1,886          |
| Del Norte County Library District             | 2,083          | 2,096          | 1,838          |
| Plumas County Library                         | 1,710          | 2,015          | 2,243          |
| Trinity County Library                        | 1,491          | 1,176          | 717            |
| Yuba County Library                           | 1,337          | 1,215          | 998            |
| Dixon Public Library                          | 1,224          | 1,081          | 1,197          |
| Lassen Library District                       | 1,125          | 1,393          | 1,571          |
| Butte County Library - Adult                  | 1,107          | 0              | 0              |
| Orland Free Library                           | 1,089          | 849            | 1,023          |
| Willows Public Library                        | 888            | 864            | 1,002          |
| Modoc County Library                          | 664            | 638            | 664            |
| Colusa County Library                         | 508            | 535            | 266            |
| Alpine County Library                         | 282            | 113            | 191            |
| Butte County Library - Staff                  | 88             | 0              | 0              |
| Butte County Library - Juvenile               | 38             | 0              | 0              |
| Butte County Library - Library Volunteer      | 18             | 0              | 0              |
| Butte County Library - Teacher Advantage Pass | 10             | 0              | 0              |
| Butte County Library - Young Adult            | 9              | 0              | 0              |
|   |                |                |                |
| <b>TOTAL</b>                                  | <b>335,199</b> | <b>310,319</b> | <b>278,202</b> |