NorthNet Library System
Executive Committee

Adobe Connect Meeting Agenda

Monday, May 12, 2014

11 AM-12:30 PM

	1.	Welcome and Roll Call	Perry, Chair	
	2.	Public invited to address the Committee		
ACTION	3.	Approval of the Agenda	Perry	
ACTION	4.	Consent Calendar	Light	Attachment 1
		A. Minutes from April 23, 2014 Meeting		
ACTION	5.	Planning for FY 14/15 Budget	Truong	Attachment 2
		A. Membership fees		
		B. Allocation of CLSA Communications and Delivery/E-books Funding		
		C. Budget FY 14/15		
	6.	Plan of Service FY 14/15	Light	Attachment 3
	7.	Ad hoc Nominating Committee Report	George	
	8.	Adjourn	Perry	

Ralph M. Brown Act
Section 54953

Meetings to be public; attendance by phone
(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

A reminder for all Executive Committee members: All votes must be by roll call. If a member is not in a location that provides access to the public, the member may not participate or vote.

Meeting Locations

Audio Conference Details:
Participant Code: 618376

Conference Number:
US: 1-888-450-5996

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Alpine County Library, 270 Laramie St., Markleeville, CA 96120
Benicia Public Library, 150 East L St., Benicia, CA 94510
Butte County Library, 110 Oak Grove Parkway, Oroville, CA 95966
Humboldt County Library, 1313 Third St., Eureka, CA 95501
Napa County Library, 580 Coombs St., Napa, CA 94559
Placer County Library, 350 Nevada St., Auburn, CA 95603
Roseville Public Library, 225 Taylor St., Roseville, CA 95678
St. Helena Public Library, 1492 Library Lane, St. Helena, CA 94574
Siskiyou County Library, 719 4th St., Yreka, CA 96097

Draft Minutes

NLS Executive Committee Meeting Minutes
Adobe Connect Meeting
Wednesday, April 23, 2014

1. **Welcome and Roll Call:** Chair Michael Perry called the meeting to order at 1:35 and welcomed attendees to the Executive Committee meeting. Present were: Michael Perry, Chair; Jennifer Baker, Past Chair; Mary George; Mel Lightbody (Vice-Chair); Diane Smikahl; Danis Kreimeier. Also present were Donna Truong and Jane Light, Peninsula Library System.

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

3. **Approval of the Agenda:** Moved by Smikahl, seconded by Baker, to approve the agenda. Motion unanimously approved.

4. **Consent Calendar: A. Minutes of the October 18, 2013 Meeting and the December 10, 2013 Meetings of the NLS Executive Committee for approval:** Baker moved, Smikahl seconded that the minutes of the Steering Committee meeting of October 18, 2013 be approved. Motion passed unanimously with Kreimeier abstaining as she was not present at the meeting; Baker moved, Smikahl seconded that the minutes of the December 10, 2013 minutes be approved. Motion approved unanimously with George abstaining as she was not present at the meeting.

5. **FY 12/13 Audit**
   Truong reviewed the report of the outside auditors. Baker moved and Smikahl seconded that the Executive Committee recommend that the Administrative Council accept the audit at its annual meeting May 22. The unrestricted fund balance for NLS on June 30, 2013 was $276,036.

6. **Budget Adjustments FY 13/14**
   Truong reviewed budget adjustments for approval. Baker moved, Kreimeier seconded to approve the budget adjustments as presented and included in the agenda packet. Motion passed unanimously. Adjustments included adding $180,280 revenue from Member Reimbursements and $180,280 expenses to Contractual Services for Delivery and $51,860 in revenue from a Federal LSTA Grant and the same amount in expenses for Contractual Services for PLSEP Grant through September 2014.

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7. **Financial Statements Year to Date as of April 15, 2014**
   Truong reviewed the financial statements that were included in the agenda packet for the information of the Executive Committee.

8. **Planning for FY 14/15 Budget**
   a. **Contract with PLS for Administrative and Fiscal Services**
      Truong presented a proposed contract between NLS and PLS for these services for FY 14/15. It included a scope of work and detail about staffing expense. The contract amount proposed is $123,627.24. NLS CLSA allowed allocation for PC&E (Planning, Coordination, and Evaluation) is $84,868 for FY 14/15. The remaining $38,759 would be funded by basic membership fees. Baker moved and Smikahl seconded a motion that the Executive Committee recommend that the Administrative Council approve the FY14/15 NLS contract with PLS at its May 22 Annual Meeting. Motion passed unanimously.
   b. **Basic Membership Dues**
      Truong recommended that the basic membership dues continue at the same formula as in the past three years. Six levels of population and budget were set with annual membership dues ranging from $500 to $4000. Baker moved and Smikahl seconded that the Committee recommend to the Administrative Council that the member dues formula and amounts remain the same as FY 13/14 but that the population and budget numbers be updated to reflect the most recent available State Library data. Motion passed unanimously.
   c. **Allocation of CLSA Communications and Delivery Funding**
      Action on this item was deferred to the next meeting of the Executive Committee.
   d. **NLS Budget FY 14/15**
      Action on this item was deferred to the next meeting of the Executive Committee.

9. **Ad hoc Nominating Committee and Process**
   Light reported that the following nominations are needed for FY 14/15: Mel Lightbody as Chair (Mel volunteered to replace Sandy Cooper, who retired in December); a Chair-Elect/Vice Chair; three Executive Committee members for 2-year terms expiring in 2016 (all current members are eligible for re-election for a second term); and Danis Kreimeier to fill a vacancy on the Executive Committee for a term expiring in 2015. Chair Perry appointed Mary George to chair the Nominating Committee and himself to serve on it. He will appoint the third member, who under the By-laws must not be a member of the Executive Committee. Nominations will be presented to the Administrative Council for action at its May 22 Annual Meeting.

10. **Adjournment:** Perry adjourned the meeting at 2:40 PM.

NorthNet Libraries Dues and Fees 2014/2015											
Library	Population	Budget	Base Dues	Delivery Admin	OverDrive Admin	Database Admin	Total Member Dues	Delivery	OverDrive	Database	TOTAL Dues & Fees
Alpine	1,097	$ 234,211	$ 500	$ -	$ 24	$ 10	$ 533		$ 237	$ 98	$ 868
Bel-Tib	11,149	$ 1,778,384	$ 1,000	$ -	$ -	$ -	$ 1,000				$ 1,000
Benicia	26,919	$ 1,935,722	$ 1,000	$ 1,327	$ 115	$ -	$ 2,442	$ 13,271	$ 1,145		$ 16,858
Butte	221,273	$ 2,923,884	$ 2,000	$ -	$ -	$ -	$ 2,000				$ 2,000
Colusa	21,690	$ 828,810	$ 500	$ 440	$ 44	$ 36	$ 1,020	$ 4,396	$ 438	$ 364	$ 6,218
Del Norte	28,429	$240,142	$ 500	$ -	$ 66	$ -	$ 566		$ 655		$ 1,221
Dixon	26,844	$942,128	$ 500	$ 639	$ 54	$ -	$ 1,193	$ 6,390	$ 543		$ 8,126
Dominican			$ 500	$ -	$ -	$ -	$ 500				$ 500
El Dorado	180,712	$3,346,138	$ 3,000	$ 220	$ 454	$ -	$ 3,674	$ 2,198	$ 4,539		$ 10,411
Folsom	72,725	$1,309,156	$ 1,000	$ 879	$ 208	$ -	$ 2,087	$ 8,792	$ 2,082		$ 12,961
Humboldt	134,587	$3,239,223	$ 3,000	$ -	$ 370	$ -	$ 3,370		$ 3,702		$ 7,072
Lake Cty	63,266	$1,033,986	$ 1,000	$ 2,791	$ -	$ -	$ 3,791	$ 27,913			$ 31,704
Larkspur	12,058	$728,589	$ 500	$ -	$ -	$ -	$ 500				$ 500
Lassen	34,167	$125,079	$ 500		$ 43	$ -	$ 543		$ 431		$ 974
Lincoln	43,572	$496,713	$ 500	$ 220	$ 132	$ 63	$ 914	$ 2,198	$ 1,318	$ 626	$ 5,056
Marin	139,500	$12,353,820	$ 4,000	$ -	$ -	$ -	$ 4,000				$ 4,000
Mendocino	87,572	$1,347,419	$ 1,000	$ 4,452	$ -	$ -	$ 5,452	$ 44,517			$ 49,969
Mill Valley	14,172	$2,030,753	$ 2,000	$ -	$ -	$ -	$ 2,000				$ 2,000
Modoc	9,566	$288,413	$ 500	$ -	$ 36	$ -	$ 536		$ 364		$ 900
Mono	14,391	$1,108,188	$ 1,000	$ -	$ 70	$ 44	$ 1,114		$ 701	$ 436	$ 2,251
Napa County	132,380	$6,571,368	$ 4,000	$ 3,613	$ 262	$ -	$ 7,875	$ 36,130	$ 2,616		$ 46,621
Napa Coll			$ 500	$ 397	$ -	$ -	$ 897	$ 3,968			$ 4,865
Nevada	97,182	$2,255,903	$ 2,000	$ -	$ 343	$ 143	$ 2,486		$ 3,431	$ 1,427	$ 7,344
Orland	14,778	$267,816	$ 500	$ -	$ 41	$ -	$ 541		$ 408		$ 949
Placer	189,696	$5,767,909	$ 4,000	$ 220	$ 640	$ -	$ 4,860	$ 2,198	$ 6,399		$ 13,457
Plumas	22,870	$625,645	$ 500	$ -	$ 57	$ 500	$ 1,057		$ 568	$ 4,998	$ 6,623
Roseville	122,060	$3,104,308	$ 3,000	$ 220	$ 369	$ 188	$ 3,777	$ 2,198	$ 3,693	$ 1,875	$ 11,543
Sacramento	1,362,428	$31,397,782	$ 5,000	$ 1,099	$ -	$ -	$ 6,099	$ 10,990	$ -		$ 17,089
Sacramento Law			$ 500				$ 500				$ 500
St. Helena	5,875	$1,184,025	$ 1,000	$ 971	$ 58	$ -	$ 2,029	$ 9,705	$ 582		$ 12,316
San Anselmo	12,468	$694,096	$ 500	$ -	$ -	$ -	$ 500				$ 500
San Rafael	58,305	$3,150,897	$ 3,000	$ -	$ -	$ 512	$ 3,512			$ 5,123	$ 8,635
SRJC			$ 500	$ -	$ -	$ -	$ 500				$ 500
Sausalito	7,138	$747,651	$ 500	$ -	$ -	$ -	$ 500				$ 500
Shasta	177,823	$1,884,785	$ 2,000	$ -	$ 162	$ -	$ 2,162		$ 1,624		$ 3,786
Siskiyou	44,639	$284,701	$ 500	$ -	$ -	$ 212	$ 712			$ 2,118	$ 2,830
Solano Coll			$ 500	$ 187	$ 789	$ -	$ 1,477	$ 1,872	$ 7,894		$ 11,243
Solano	360,023	$14,506,913	$ 5,000	$ 3,433	$ -	$ -	$ 8,433	$ 34,333			$ 42,766
Sonoma	487,011	$15,766,898	$ 5,000	$ 3,417	$ 209	$ -	$ 8,626	$ 34,168	$ 2,090		$ 44,884
Sutter	95,065	$1,286,332	$ 1,000	$ 879	$ 123	$ 143	$ 2,145	$ 8,792	$ 1,231	$ 1,427	$ 13,595
Tehama	63,177	$524,529	$ 500	$ -	$ 55	$ -	$ 555		$ 546		$ 1,101
Trinity	13,722	$294,965	$ 500	$ -	$ 66	$ -	$ 566		$ 658		$ 1,224
Willows	13,344	$226,231	$ 500	$ -	$ 161	$ -	$ 661		$ 1,605		$ 2,266
Woodland	55,646	$1,106,871	$ 1,000	$ 879	$ -	$ -	$ 1,879	$ 8,792			$ 10,671
Yolo	146,487	$5,419,317	$ 4,000	$ 440	$ 185	$ 62	$ 4,686	$ 4,396	$ 1,850	$ 616	$ 11,548
Yuba	72,615	$501,267	$ 500		$ -	$ -	$ 500				$ 500
									$ 51,350		
Total	4,698,421	133,860,967	$ 71,000	$ 26,722	$ 5,135	$ 1,911	$ 104,768	$ 267,217	$ 51,350	$ 19,108	$ 442,443

Source: California Library Statistics

2011-2012 budget (State Library website)

Base Dues

Under 100,000 Pop. And Under $1,000,000 Budget	$500
Under 300,000 Pop. And Under $2,000,000 Budget	$1,000
Under 300,000 Pop. And Under $3,000,000 Budget	$2,000
Under 200,000 Pop. And Over $3,000,000 Budget	$3,000
Under 300,000 Pop. And Over $5,000,000 Budget	$4,000
Over 300,000 Pop. or $5,000,000 Budget	$5,000

Fees	10% admin fee

Delivery, Database and OverDrive

Proposed Allocation of CLSA C&D/e-Books $ FY 14/15				
CLSA amount available		$332,470		
	Population	%50 of CLSA $166,235	50% base on population $166,235	TOTAL CLSA Allocation
Alpine County Library/Archives	1,097	4,054.51	38.81	4,093.33
Belvedere-Tiburon Library	11,149	4,054.51	394.47	4,448.98
Benicia Public Library	26,919	4,054.51	952.43	5,006.94
Butte County Library	221,273	4,054.51	7,828.94	11,883.45
Colusa County Free Library	21,690	4,054.51	767.42	4,821.93
Del Norte County Library District	28,429	4,054.51	1,005.86	5,060.37
Dixon Public Library District	26,844	4,054.51	949.78	5,004.29
El Dorado County Library	180,712	4,054.51	6,393.83	10,448.35
Folsom Public Library	72,725	4,054.51	2,573.11	6,627.62
Humboldt County Library	134,587	4,054.51	4,761.87	8,816.38
Lake County Library	63,266	4,054.51	2,238.44	6,292.95
Larkspur Public Library	12,058	4,054.51	426.63	4,481.14
Lassen Library District	34,167	4,054.51	1,208.87	5,263.39
Lincoln Public Library	43,572	4,054.51	1,541.64	5,596.15
Marin County Free Library	139,500	4,054.51	4,935.70	8,990.21
Mendocino County Library	87,572	4,054.51	3,098.42	7,152.93
Mill Valley Public Library	14,172	4,054.51	501.42	4,555.94
Modoc County Library	9,566	4,054.51	338.46	4,392.97
Mono County Free Library	14,391	4,054.51	509.17	4,563.69
Napa County Library	132,380	4,054.51	4,683.78	8,738.30
Nevada County Library	97,182	4,054.51	3,438.43	7,492.94
Orland Free Library	14,778	4,054.51	522.87	4,577.38
Placer County Library	189,696	4,054.51	6,711.70	10,766.21
Plumas County Library	22,870	4,054.51	809.17	4,863.68
Roseville Public Library	122,060	4,054.51	4,318.65	8,373.16
Sacramento Public Library	1,362,428	4,054.51	48,204.54	52,259.06
San Anselmo Public Library	12,426	4,054.51	439.65	4,494.16
San Rafael Public Library	58,305	4,054.51	2,062.91	6,117.42
Sausalito Public Library	7,138	4,054.51	252.55	4,307.06
Shasta Public Libraries	177,823	4,054.51	6,291.62	10,346.13
Siskiyou County Free Library	44,639	4,054.51	1,579.39	5,633.90
Solano County Library	360,023	4,054.51	12,738.10	16,792.61
Sonoma County Library	487,011	4,054.51	17,231.11	21,285.62
St. Helena Public Library	5,875	4,054.51	207.87	4,262.38
Sutter County Library	95,065	4,054.51	3,363.53	7,418.04
Tehama County Library	63,177	4,054.51	2,235.29	6,289.80
Trinity County Free Library	13,722	4,054.51	485.50	4,540.02
Willows Public Library	13,344	4,054.51	472.13	4,526.64
Woodland Public Library	55,646	4,054.51	1,968.83	6,023.34
Yolo County Library	146,487	4,054.51	5,182.91	9,237.42
Yuba County Library	72,615	4,054.51	2,569.22	6,623.73
	4,698,379.00	166,235.00	166,235.00	332,470.00

NorthNet Library System
Budget FY 2014/15
SUMMARY

		LOC	COM	ADMIN	
3510	Interest Earned	-		500	500
3661	Membership Fees	-		104,709	104,709
3667	State Library CLSA	-	339,471	84,868	424,339
3668	LSTA-Indirect			5,238	5,238
3674	Member Reimbursement	150,000	190,000		340,000
	GRAND TOTAL REVENUES	150,000	529,471	195,315	**874,786**

		LOC	COM	ADMIN	

4212	Comm. - E Mail	-	600	-	600
4218	Postage	-	3,200		3,200
4219	Other Prof Serv	-		11,000	11,000
4220	Contractual Service	-	524,471	175,665	700,136
4230	Office Expense	-	1,200		1,200
4301	Insurance	-		2,100	2,100
4303	Travel & Meeting			6,500	6,500
4373	Service Fees			50	50
4445	Purchases for Members	150,000			150,000
	GRAND TOTAL EXPENDITURES	150,000	529,471	195,315	**874,786**

NorthNet Library System
Budget FY 2014/2015

LOCAL		FY 13/14	FY 14/15	
3674	Reimbursable Costs	150,000	150,000	database, OverDrive
3000	Budget Fund Balance			
	TOTAL REVENUES	**150,000**	**150,000**	
4445	Reimbursable-Library Expenses	150,000	150,000	
	TOTAL EXPENDITURES	**150,000**	**150,000**	

COMMUNICATION & DELIVERY

3667	CLSA State Library	343,351	339,471	
3674	Reimbursable Costs		190,000	from NBCLS & MVLS members
	TOTAL REVENUES	**343,351**	**529,471**	
4212	Communication	600	600	conference calls, listserves,
4220	Contractual Services	337,251	524,471	Delivery, Website maint.
4230	Office Supplies	1,000	1,200	
4233	Postage	4,500	3,200	postage, UPS
	TOTAL EXPENDITURES	**343,351**	**529,471**	

ADMINISTRATION

3510	Interest Earned	2,000	500	
3661	Membership Fees	92,800	104,709	
3667	CLSA-State Library	85,837	84,868	
3668	LSTA-Indirect		5,238	for LPSEPT grant FY 13/14
	TOTAL REVENUES	**180,637**	**195,315**	
4219	Other Prof Serv	14,000	11,000	audit
4220	Contractual Service	158,437	175,665	
	PLS contract :$116,769			PLS Contract: $123,627
	$41,749 for other projects/staff development			$52,038 for other projects
4301	Insurance	1,700	2,100	
4303	Travel & Meeting	6,500	6,500	annual meeting
4373	Service Fees	100	50	bank fees
	TOTAL EXPENDITURES	**180,637**	**195,315**	

System Information
FY 2014-15

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

System Chair for FY 2014-15:	Fiscal Agent:
	Peninsula Library System

Date approved by Administrative Council:

x	
Signature of System Administrative Chair for FY 2013-14	Date
Print Name: Michael Perry	

Demographics of System Service Area
System Population Profile, FY 2014-15

Total Population of System Service Area: 4672341

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	665957	14.25%
Institutionalized	121376	2.60%
Aged (65+)	633789	13.56%
Children & Youth: • Under 5	294085	6.29%
• 5 to 9	299261	6.40%
• 10 to 14	308292	6.60%
• 15 to 19	332160	7.11%
Handicapped	584407	12.51%
Speakers of limited English or English as a Second Language	689397	14.75%
Non-English Speaking	74392	1.59%
Ethnicity • Black	249813	5.35%
• Hispanic	938589	20.09%
• Asian	408316	8.74%
• Native American	250049	5.35%
• Other (specify)	575898	12.33%
Geographically Isolated	123052	2.63%
Functionally Illiterate	391178	8.37%
Shut-In	11791	0.25%

List source(s) of this data:

American Fact Finder-population estimate – factfinder2.census.gov.

2008-2012 American Community Survey 5-Year Estimates.

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

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

CA Office of Statewide Health Planning & Development Facility Listings Hospital & Long Term Care (LTC) Listings 12/31/11.

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

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

California State Library
System Detailed Budget – FY 2014-15

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 1: System Administration						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	84,868	5,238	104,709	500	0	$195,315
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$84,868	$5,238	$104,709	$500	$0	$195,315
Program 2: System Communications and Delivery						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	339,471	0	190,000	0	0	$529,471
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$339,471	$0	$190,000	$0	$0	$529,471
Program 3: Local						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	150,000	0	0	$150,000
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$150,000	$0	$0	$150,000

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Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
Program 4:						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	$0
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0
Program 5:						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	$0
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0
Program 6:						
Salaries & Benefits	0	0	0	0	0	$0
Operating Expenses	0	0	0	0	0	$0
Materials	0	0	0	0	0	$0
Equipment	0	0	0	0	0	$0
Indirect	0	0	0	0	0	$0
Program Total	$0	$0	$0	$0	$0	$0
Grand Total System Budget	$424,339	$5,238	$444,709	$500	$0	$874,786

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2014-2015 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	$0
Operations	$339,471
Materials	$0
Equipment	$0
Service Program Sub-total	$339,471
System Administration (PC&E)[1]	$84,868
TOTAL	$424,339

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

6

Use of Funding for Communications and Delivery – FY 2014-15

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the delivery of items. The second section contains several questions that help us understand your plans for communication and delivery.

<u>**Section 1**</u>

Estimated Workload

Items sent by:	Items delivered		
	System Member Public Libraries	Non-public Librarie	TOTAL
a. System member public library	3607656	28514	3636170
b. Non-public libraries in System area	34410	2210	36620
TOTAL	3642066	30724	3672790
		System Owned	Contracted Vendor
c. Number of delivery vehicles		0	4
d. Frequency/schedule of delivery service		0	3
e. Percentage of items to be delivered:			

U.S. Mail	UPS	System Van	Contracted Van	Other
0.5%	20%	0%	79.5%	0%

f. Estimated total number of e-books to be circulated to member public libraries	120449
g. What percentage of CLSA funds will be spent on e-books?	0%

<u>**Section 2**</u>

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

Although TBR funding is no longer available to support resource sharing, the NLS members have identified delivery as their highest priority based on their knowledge of the communities served. A reliable, efficient method of delivering materials to and from the requesting library is essential to continuing to share physical copies of books. Reliable broadband connections that allow library patrons to access and download the shared ebook collections in their home library and library staff to manage the shared collections are key to the continued use and growth of these shared collections. CLSA C&D funds will be divided in an equitable manner to partially subsidize the communications and delivery costs of the members related to sharing resources among the NLS member libraries. Some members may use a portion of their funding to upgrade connectivity as needed and where available.

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

Due to the geographic size of our region, NLS libraries use a combination of several delivery models including US Post Office and private delivery services for remote locations with low volume and contracted services by delivery companies for moving high volume loads between member libraries in more populated areas.

3. What is the average cost to move one item in the region?

Because of the variations in delivery method and demand, the average cost differs from one area of the region to another. For contracted services, the overall cost is calculated based on volume, number of stops, and distance. The cost of those items shipped through package delivery may fluctuate based on weight and other variables. Overall, the average cost is estimated at $.12 per item.

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

There are several groups of NLS members that share an ILS, and in those cases the local library member pays the communication and delivery costs associated with the shared ILS and shared delivery. In most cases, those costs exceed the CLSA allocations to those members. Shared ILS groups include MarinNet, SNAP, and the shared ILS systems operated by Sonoma County Library and by Sacramento City-County Library are funded with local dollars by participating libraries.

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

ILL statistics will continue to be tracked and reported as they have in the past. Use of shared ebook collections will be measured and compared to that of the current fiscal year to demonstrate the impact of that aspect of the C&D progam for FY14/15.

8

Future Plans for Cooperative System

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

NLS has developed a funding plan that combines annual membership dues that each member pays with member fees for participating in specific, optional services, such as databases and a shared collection of Overdrive e-books NLS contracts with the Peninsula Library System for administrative and fiscal services, which has reduced its costs substantially.

Delivery remains a priority service for system members. The several locally funded shared ILS groups among the membership make it convenient and relatively simple for the participating libraries to borrow and loan materials through inter-library loan. Over time, other libraries may join one of the current shared ILS groups or other members clustered near one another may share an ILS.

Improved broadband service is also a priority for NLS and its members. The System and its members are eager to participate in the statewide library broadband initiative. The differences in population density and the very large geographic area of NLS will mean that access to broadband is varied and will continue to vary among the members. Members in geographically isolated communities with low population density have expressed great interest but also some concern about last-mile availability and costs.