

NorthNet Library System

Executive Committee Meeting
December 10, 2015 - 10:00 a.m. to 12:00 noon
Woodland Public Library – Leake Center
250 First Street
Woodland, CA 95695

- | | | |
|--------|---|-----------------------|
| | 1. Welcome and Roll Call | Lightbody, Chair |
| | 2. Public Invited to address the Committee | Lightbody |
| ACTION | 3. Approval of the Agenda | Lightbody |
| | A. Minutes of Executive Committee meeting, August 21, 2015 | Attachment 1 |
| | 4. OLD BUSINESS: | |
| | A. 15/16 CLSA Claim Form – Distributed 11/22/2015 | Attachment 2 |
| ACTION | B. Approve Library Director Orientation Packet | Attachment 3 |
| | C. Strategic Planning Update | Brinkley/Hildreth |
| | D. Harwood Institute, Public Innovator Training | Lightbody |
| | E. DPLA Service Hub grant update | Hildreth |
| | F. Zinio periodical materials consortium | Dale |
| | 5. NEW BUSINESS: | |
| | A. Goals for Administrative Council Meeting – January 25, 2016 | Lightbody/Dale |
| | B. Strategic Planning Results – <ul style="list-style-type: none">• How to disseminate? Written doc, Action Plan? What would work best? | Lightbody/Dale |
| | C. Broadband Equipment Reserve: Recommendation | Hildreth Attachment 4 |
| | D. PLP contract renewal | Lightbody |
| | E. NSF and NOAA grant opportunities for NLS libraries | |

6. Adjournment

We will meet for lunch after meeting. All are welcome to join us. (Location TBD)

Parking:

There is plenty of parking in the lot behind the library, just be sure to park on the side that is not 2 hour parking. The meeting will be in the Leake Center, which is the first building on the right when entering the library from the parking lot entrance. If you go through our front doors, it is down the elevator and on the other side of the courtyard.

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

250 First Street, Woodland, CA 95695

2471 Flores Street, San Mateo, CA 94403

Conference Call Information

Audio Conference Details:

Participant Code: 759890

Conference Number:

US: 1-888-205-5513

To join the meeting:

<http://infopeople.adobeconnect.com/december2015/>

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2471 Flores Street, San Mateo, CA 94403
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Draft Minutes

Executive Committee Meeting

Adobe Connect/Conference Call

Meeting Friday, August 21, 2015

1. **Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 10:00 AM. Also present were Vice Chair Lisa Dale, Executive Committee members Natasha Casteel, Erin Francoeur, and Mary George. Executive Committee members calling in were Rita Lovell and Victor Zazueta. NLS members Diane Smikahl (Benicia Public Library) and Sara Jones (Marin County Free Library), Darla Gunning, CA State Library, and Susan Hildreth (via conference call) and Jacquie Brinkley of the Pacific Library Partnership.
2. **Public Invited to address the Committee:** None were present
3. **Approval of the Agenda:** George moved, Francoeur seconded; unanimously approved by voice vote.
4. **Consent Calendar:** Minutes of May 19, 2015 meeting: Typo (Item 5, d. FY 15/16 NLS Budget: "mount" to be corrected to read "amount".) With edit, Dale moved to approve, Casteel seconded. George abstained. Approved by voice vote.
5. **Old Business**
 - A. **15/16 Staff Development Claim Form- Approve Payments:** Dale moved, Francoeur seconded; unanimously approved by voice vote.
 - B. **Approve FY 15/16 CLSA Allocation of C&D/e-books/Broadband.** Edit required – 50% Base Total is incorrect. Should be \$165,743. With edit, Dale moved, Lovell seconded to approve; unanimously approved by voice vote.
 - C. **FY15/16 NLS Membership Dues and Fees:** Discussion regarding impact to smallest libraries. Hildreth noted that Dues & Fees estimated report was released to NLS members on 6/5/15, discussed at that time and no concerns were raised. George moved, Dale seconded recommending approval of the membership dues and the member fees (official); unanimously approved by voice vote.
 - D. **Orienting new NLS Directors and Reorienting Veteran Directors:**

Eight libraries had either expressed interest or would be appropriate candidates to begin this proactive outreach. Discussion as to how orientation of new directors could educate on benefits of participation in NLS; sharing the history of CLSA, the loss of revenues, etc. would help orient new directors from outside of California; conveying Value and ROI of membership (for sharing with city and county administrators) and providing Administrative review customized to each library. A system contact/mentor will be assigned to review the responsibilities & opportunities of membership; to alert them to pitfalls and opportunities; and to provide a brief historical overview of creation of NLS with objective to look to the future.

Executive Committee Members are the ideal mentors and model participation in NLS governance. Libraries interested or identified for outreach and Exec Comm Mentor are as follows:

- | | |
|----------------------|---------------------------------|
| 1. Ana Danielson- | Mono County – Diane Smikahl |
| 2. Ann Trussell - | Lassen County – Mel Lightbody |
| 3. Stacey Costello - | Colusa County – Mary George |
| 4. Chris Kreiden- | St. Helena – Lisa Dale |
| 5. Sara Jones - | Marin County – Natasha Casteel |
| 6. Brett Lear - | Sonoma County – Natasha Casteel |
| 7. Kevin Mallen - | Yuba County – Mel Lightbody |
| 8. Tina Capshaw - | Del Norte – Victor Zazueta |

Each mentor will contact their mentee library director within two weeks after the Orientation packet is ready.

ACTION ITEM: Exec Comm directed Hildreth and Brinkley to create an Orientation packet that will curate the NLS background and be customized for each library to indicate current administrative standing (any fees/dues owed; important dates; etc); also create NLS historical content for posting to the website. Draft of each will be ready for review by Exec Comm members by September 20, 2015.

E. Documenting the value of NorthNet for decision makers:

Include this theme in creating Orientation packets

F. Financial Report: Hildreth asked what is needed to support financial report, i.e. Budget Narrative to give context for Financial Report. Hildreth and Brinkley will work under advisement from NLS Financial Committee (Dale, Kreimeier, & Zazueta) to create narrative for Budget.

G. System Budget-Planning for 2016/17: Hildreth reported she as yet did not know specifics, but if more funding becomes available it may be directed to

specific activity. Dale reported that NLS Finance Committee has not met – may make proposals after mid-year meeting of Administrative Council. Lightbody asked if system budgets were increased, where would NLS allocate additional funding? Dale suggested creating a wish list from the outcomes of Strategic Planning meeting where needs will be identified and prioritized.

H. Equipment reserve used to help connect to CENIC: Equipment Reserve for NLS is \$180,099. Must be expended by June 2017. Will lose if not expended. Priorities for 14/15 state grants were: Hardware, consulting, upgrades to physical plant for connectivity. Similar uses could be considered for these funds.

Gunning commented that there was nothing to report from the CSL regarding the 15/16 funding but that the \$4 million allocated in State budget was “nowhere close” to need reported by libraries. Systems can determine how C&D funds are allocated within each System within the broad parameters for CLSA. Zazueta noted that the Broadband grants (Phase I) were for only \$30,000 and the equipment cost for Humboldt is in the neighborhood of \$130,000. Cost to move to CENIC may be different based on a number of different factors for each library.

Discussion of equitable vs equal distribution. CLSA funds must be distributed equitably, not necessarily *equally*.

Hildreth explained that CENIC was going above and beyond with their tech support in this Year 1. NLS may want to consider contracting with or hiring on retainer tech consultants to support CENIC connection for libraries applying. Would comply with C&D of CLSA.

ACTION ITEM: Hildreth & Brinkley will create scenarios to present to Exec Comm members for review by September 30, 2015.

Zazueta suggested that funds be used to support Early Termination Fees in existing contracts or cost for circuits before e-rate kicks in. He would be glad to share his experience of Year 1.

Sara Jones suggested the concept of “All boats rise” – everyone benefits when neighboring library (large or small) make progress, even if all members do not receive funds.

15/16 budget Broadband: \$4 million –must be off the State books by June 30, 2016. Specified for hardware and support for Broadband Connection effort.

By next Administrative Council meeting, NLS should have a recommended plan to approve existing equipment reserve spending, but CSL determination of deployment of FY15/16 State funding (\$4 million) may impact those decisions.

ACTION ITEM: Hildreth and Brinkley will prepare scenarios of ways equipment

reserve \$\$ might be distributed. Will present to the Exec Comm and to be discussed over next months.

- I. Grants and projects – any NorthNet wide?** Lightbody reported looking into Harwood Institute, Public Innovator training. \$100K. NLS could consider hosting with “sister system” in Southern CA to stretch training fees. San Jose and LAPL are participating in Harwood training through Gates funded ALA pilot project. Jones said MCFL is interested.

Jones reported that Marin County has recently acquired 3 archival collections from the County. There are few resources for digitization, but may be some regional opportunities.

George commented that there is a synergy in county governments for libraries to take on archives. Archival training may be of great value. Lovell endorsed this idea.

ACTION ITEM: Brinkley will follow up on this suggestion and report back to Exec Comm via email as relevant trainings are identified.

Hildreth reported that there are opportunities for STEM collaborations for rural libraries. She will follow-up with information from Denver meeting via email notification.

6. NEW BUSINESS

A. Strategic Planning: Discussion of goals for NLS and Budget: Review of Proposal from Sam McBane Mulford & Cheryl Gould

Review of budget – NLS authorized to spend up to \$40,000 on Strategic Planning. Reviewed comments submitted via email by Kreimeier. Hildreth responded that this consulting team, while not solicited via competitive proposal process, has done same model of group process to develop needs & priorities with three Southern CA systems and also will be working with PLP with similar planning sessions. Would be advantageous for NLS to use same team and model to help identify their needs and prioritize. Similar themes/needs and priorities throughout the State can be consolidated and presented to CSL as possibly guiding CSL strategic direction in support of Systems statewide.

Lightbody shared that she and Dale had preliminary discussion via conference call with Sam McBane to discuss NLS goals.

Discussion of training schedule options. Exec Comm directed Hildreth to reply to McBane proposal with alternative training schedule to include 2 Session I meetings: Needs Identification and 2 Session II meetings: Prioritization (at 4 different locations). To be followed up with 1 meeting for all NLS members to attend (possibly in combination with Admin Council mid-year meeting): review/confirm findings and make some initial plans for a 2nd phase of work where we build out activities based on priorities.

Smikahl commented on the value of bringing all members together in one location. Lightbody commented that the goal is to get as many decision makers together as possible. Dale explained that a survey will be administered between Session I & II to enable systems that can't attend the meetings to participate.

Exec Comm agreed that no RFP would be developed, to work with Sam McBane as consultant, and to leave decisions on meeting logistics, location and scheduling to Lightbody, Dale and Brinkley.

- B. Periodical Contract: NLS Member Survey:** Dale reported 17 responses to survey, results were mixed. 27 out of 41 NLS members participate in Library to Go. Discussion on current periodical vendors. Members present were willing to make change to Zinio if prices were comparable or better. Also, Zinio allows you to opt in, whereas OverDrive requires membership. Consortium purchase should save \$\$ for all members.
Dale to move forward with pricing Zinio for those interested.

- C. GALE Analytics On Demand (AOD) demo** – Brinkley to set up Doodle poll for scheduling of webinar demo.

- D. By-Laws – Discussion re: Terms of Service** – Current officers agreed to stay on for additional year beyond their specified one-year term for governance continuity. Change to make permanent two year terms for chair and vice-chair was discussed. Committee determined that no change to By-Laws would be required at this time.

- E. Califa resources/benefits for NLS membership:** Lovell shared Califa year-end report that highlighted savings to libraries generated by Califa scale purchasing power. Question asked if NLS can join as a consortium. Evidence in report that consortiums do belong. Determined best to leave to individual NLS members.

ACTION ITEM: Exec Comm asked Hildreth to report back how individual library member's fees would change if they joined as a consortium.

- F. CLA Leg Committee and Advocacy Objectives for CA public libraries:** George referred to Attachment 6, letter from ad hoc committee within CLA Leg Committee that created list of identified advocacy needs/ideas. Goal is to retool how libraries interact with legislators; shift from reactive to pro-active with library focus. George mentioned that there are many junior legislators now in office, often coming from local county commissions, city councils, county supervisors, but that CLA and/or libraries do not have relationship with them. Idea is to be involved in creating strategies on front-end of legislation; to understand connection and be open to new Initiatives.

George said that Toolkits will be developed to distribute. Asked how best to move forward? Ideas shared included “How to Advocate” tools; YouTube video with successful librarians sharing their advocacy strategies; Teach library customers how to advocate for you; Create advocacy “mentors” to coach new library directors.

Lightbody commented that the more we unite under common initiatives will give system strength statewide.

Jones shared that she is incoming Chair of CLA Leg Committee. Has had conversations with the State Librarian. Important to identify his goals/vision. CLA Leg Committee has goal to work in sync with CSL and the Legislature.

Dale recommended that this discussion be moved to and held at mid-year Admin Council meeting.

George commented that by providing CLA updates at NLS meetings, this may motivate less active members to attend meetings and encourage their on-going participation.

NEXT MEETING of EXECUTIVE COMMITTEE – date to be determined.

7. Adjournment: Lightbody adjourned the meeting at 12:30 p.m.

NorthNet Library System

FY 2015/16 CLAIM FORM FOR CLSA FUNDS

Library:

Amount of Approved Allocation:

I hereby certify that the library named above shall use these funds for CLSA approved purposes that facilitate resourcing sharing among the NLS Members in FY 2015/16.

CLSA funds can be used for the following: communications costs to support interlibrary resource sharing and the purchase of hardware and software in support of communications; delivery among and between NLS members (i.e., contracted delivery service, courier/package delivery services, USPS) and ebook collections shared with other NLS members. Cost of participation in LINK Plus or OCLC costs that support interlibrary loan are also eligible communications and delivery expenses.

The spreadsheet included with this form shows:

- Your library's FY 15/16 allocation of CLSA funds
- Your library's delivery costs, if participating in a delivery contract managed by NLS
- Your library's cost to participate in the OverDrive shared collection
- Your library's cost to participate in Zinio Collection
- Your library's cost to participate in Enki, an ebook platform with over 50,000 titles updated regularly (optional)

I plan to use \$_____ for delivery and communications. If the library participates in a NLS-managed delivery contract, I understand that the library's share of the delivery contract will be paid by NLS from these funds and that the library will receive the balance, if any.

I plan to use the remainder of the allocation for shared ebook collections:

\$_____ Annual fee for OverDrive shared collection, FY 15/16

\$_____ Additional OverDrive contribution for consortium materials

\$_____ January-June 2016 fee for Zinio

\$_____ Additional Zinio contribution for consortium subscriptions

\$_____ January-June 2016 fee for Enki ebook platform, FY 15/16

\$_____ SIP connection charges for Enki access. Charges vary per library system. Each system must determine local costs.

Note: Please ensure that the full amount of your approved allocation has been designated.
Only options included on this form are allowable.

Signature: _____ Title: _____

Name: _____ Date: _____

*****F

For Staff use

Approved by: Susan Hildreth

Signature: _____ Date: _____

Mail one copy with an original signature by December 31, 2015 to:

NorthNet Library System
Attn: Donna Truong
2471 Flores Street
San Mateo CA 94403

A check will be issued to your library upon receipt of the signed claim form if funds are due for communications and delivery costs not included in NLS managed contracts.

NorthNet Library System: CLSA Allocation of C&D/e-books/Broadband FY 15/16					
	TOTAL				
	CLSA				ENKI
Library	Allocation	Delivery Cost	OverDrive	Zinio Jan-June 2016	(if subscribe/renew) Jan-June 2016
Alpine	4,081.35		237.00	65	1,125.00
Bel-Tib	4,434.72				1,125.00
Benicia	5,001.79	13,271.00	1,145.00		1,125.00
Butte	11,814.10			2150	2,200.00
Colusa	4,794.82	4,528.00	438.00		1,125.00
Del Norte	5,013.64		655.00		1,125.00
Dixon	5,017.07	6,390.00	543.00		1,125.00
El Dorado	10,448.90	2,264.00	4,539.00	2075	2,200.00
Folsom	6,637.71	9,056.00	2,082.00	1300	1,575.00
Humboldt	8,698.68		3,702.00	1590	2,200.00
Lake Cty	6,291.57	27,913.00		525	1,575.00
Larkspur	4,470.27				1,125.00
Lassen	4,579.82		431.00		1,125.00
Lincoln	5,630.52	2,264.00	1,318.00		1,575.00
Marin	8,951.00				2,200.00
Mendocino	7,121.14	43,501.00			1,575.00
Mill Valley	4,542.75				1,125.00
Modoc	4,368.14		364.00	155	1,125.00
Mono	4,551.62		701.00	450	1,125.00
Napa County	8,695.18	36,130.00	2,616.00		1,575.00
Nevada	7,444.7		3,431.00	1260	2,200.00
Orland	4,568.00		408.00	130	1,125.00
Placer	10,806.36	2,264.00	6,399.00	2305	2,200.00
Plumas	4,827.73		568.00	135	1,125.00
Roseville	8,490.26	2,264.00	3,693.00		2,200.00
Sacramento	52,406.54	11,320.00			4,075.00
St. Helena	4,252.63	9,705.00	582.00		1,125.00
San Anselmo	4,481.60				1,125.00
San Rafael	6,093.96				1,575.00
Sausalito	4,295.42				1,125.00
Shasta	10,232.58			1330	2,825.00
Siskiyou	5,605.64		1,624.00	310	2,825.00
Solano	16,990.36	34,333.00	7,894.00		2,825.00
Sonoma	21,235.02	28,975.00			3,450.00
Sutter	7,366.60	9,056.00	2,090.00	755	1,575.00
Tehama	6,270.96		1,231.00	325	1,125.00
Trinity	4,512.67		546.00	85	1,125.00
Willows	4,512.29		658.00	70	1,125.00
Woodland	6,035.45	9,056.00	1,605.00	730	1,575.00
Yolo	9,303.93	4,528.00			2,200.00
Yuba	6,608.85		1,850.00	310	1,575.00
Total	331,486.00	256,818.00	51,350.00	16,055.00	69,150.00



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Orientation Packet

for

New Library Directors

and

Directors New to California

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SYSTEM INFORMATION

NorthNet Library System (NLS) is a consolidation of three library systems, MVLS (Mountain Valley Library System, serving Alpine, Colusa, El Dorado, Mono, Nevada, Placer, Sacramento, Sutter, Yolo and Yuba Counties; NBCLS (North Bay Cooperative Library System), serving Lake, Marin, Mendocino, Napa, Solano and Sonoma Counties; and NSCLS (North State Cooperative Library System), serving Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity Counties.

PURPOSE

The purpose of this consolidated regional system is to improve the services of its constituent member libraries by maintaining existing CLSA (California Library Services Act) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing.. NLS develops broader goals and scope than the CLSA mandated programs in communications, delivery, and resource sharing, which are legislated by current law. The regional system improves and enhances services formerly provided by the three local systems. A local system may continue local best practices to meet its own needs.

GOVERNANCE AND FINANCING OF NLS

The governance model for the NLS is a Joint Powers Agreement (JPA). Each of the three systems that comprises NLS operated under either a JPA or a JRA. To be a member of NLS, you must be a JPA or a JRA. The NLS JPA is an overarching structure leaving the three systems' JRAs and JPAs intact. The JPA, bylaws, and standing rules are available for review. An Executive Committee is responsible for the ongoing operations of NLS.

FINANCING OF NLS

NLS is funded through a combination of California Library Services Act funds and member dues and fees. A Finance and Personnel Committee develops an annual membership fee schedule and budget which they recommend to the Executive Committee. The fee schedule and budget is presented for approval by all NLS members at the annual meeting in May.

BENEFITS OF NLS

- Achieve economies of scale by investing in a set of shared resources in programs and services that will benefit people served by the communities in the region.
- Facilitate the ability of member libraries to work together to increase the quantity and quality of the services and programs for the people in this broad geographic area.
- Enable each member to be responsive to the changing needs and expectations of its community.
- Create a common approach to marketing and public relations and have a shared capability for this work.
- Enable resource sharing to work better and more seamlessly.
- Allow member libraries to have a strong, effective and unified voice.
- Capitalize on the talents and competencies of a large group of member library staff and increase the opportunity to share and learn from each other.
- Collaborate to invest in research and development of new initiatives and pool resources to support development of these initiatives.
- Extend the network and communities of practices among the people who work in the member libraries.
- Provide the structure and support for member libraries with common interests to communicate and share in a broader geographical arena.

PRIORITY SERVICES BEING PROVIDED BY OR OF INTEREST TO NLS

- Programming
- Expanded Materials Delivery
- Staff Development and Continuing Education
- Support for research and development
- Technology opportunities,
- Communities of Interest on such topics as Friends Activities, Facilities, both new and aging, New Technologies.
- Self-Selected Communities of Interest
- Social Marketing
- Leadership Development
- New model for resource sharing
- Shared models for the “behind the scenes” library work, centralized acquisitions, collection development, cataloging, processing of media and books, including specialized collections, i.e., foreign language

California Library Services Act – A Brief History

Library cooperation in California has a long history. The California County Library Law which was passed in 1911 formally established the framework of statewide library service in California. The County Library Law mandated that each county should form a county library system that would serve each and every member of the county, no matter how isolated they were.

Cooperation has been a hallmark of library service across the country. Trial projects involving cooperation among public libraries began nationwide in the late 1950's and 1960's, frequently using federal Library Services and Construction Act (LSCA) funds. In many states, those federally-funded demonstration projects paved the way for State-funded public library systems. California's own Public Library Services Act, the predecessor to the California Library Services Act (CLSA), was passed in 1963 and supported the creation of cooperative public library systems statewide.

CLSA was passed in 1977 and established fifteen public library systems that cooperated in many ways, including State support for both local and statewide programs. At the local level, services included reference, communication and delivery, interlibrary loans (mediated borrowing between a wide variety of libraries) and direct loans (unmediated borrowing by patrons from libraries within the same system and, in some cases, from any public library in California that belonged to one of these fifteen systems). At the statewide level, services included statewide databases, state reference centers and statewide communications and delivery.

Of course, California is always striving for better programs and services. The cooperative library systems were primarily focused on public libraries and funded for services to public libraries, yet, over the years, some systems began to include other types of libraries as their members, without any state support for non-public libraries. The concept of multi-type library systems or networks was developing in the 1980's in other states; and in California, under the leadership of former State Librarian Gary Strong, the first California Networking Task Force was established in 1989. Various task forces worked until 1995 to develop a plan for multi-type library cooperation in California. This initiative was dubbed the Library of California by former State Librarian Kevin Starr. The plan anticipated that the fifteen public library systems would become five mega-systems that somewhat aligned with the existing system configuration. Legislation enacting the Library of California was passed in 1999 at the very end of Governor Pete Wilson's term. Governor Gray Davis succeeded Governor Wilson; and his administration had little background or commitment to this new program. The initiative did not receive the funding necessary for it to be successful or to support multi-type resource sharing and was repealed in 2012.

Throughout the Library of California's development and limited implementation, public libraries continued to cooperate through the existing cooperative library systems. State support for the public library systems was being reduced; and the costs to manage these entities and provide necessary services began to outstrip the revenue allocated to the systems. In the late 2000's, the existing fifteen public library systems began to plan the most effective way to reorganize and merge themselves to make the best use of limited funding. The result of this realignment was a reduction to nine systems, somewhat similar to the five proposed regions for the Library of California.

Under Governor Jerry Brown, funding for all CLSA programs other than Communication and Delivery was eliminated in FY 2011/12. Although resources are very limited, members of the current CLSA systems continue to work together to share resources, leverage their assets, share in development of new trends and services to provide better service to Californians.

Northnet Library System

Mission - a precise description of what an organization does. It should describe the business the organization is in. It is a definition of “why” the organization exists currently. Each member of an organization should be able to verbally express this mission.

The Northnet Library System improves the services of its constituent member libraries by ensuring that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing.

Values - traits or qualities that are considered worthwhile; our highest priorities and deeply held driving forces. Value statements are grounded in values and define how people want to behave with each other in the organization.

Our Values

NLS:

- Is nimble and responsive
- Benefits all the people we serve
- Is equitable
- Works for all members; large and small, rural and urban, special, academic and school
- Is affordable
- Is a leader
- Is forward-thinking
- Is seamless in the provision of services
- Enables us to do things we cannot do on our own
- Keeps members informed and solicits their opinions -- has a staff and a governance structure with a strong communication element that works to keep all members "in the loop."
- Benefits our staff through networking and communities of interest
- Creates greater visibility for us; enables us to market ourselves
- Gives us a stronger voice

Strategies - the broadly defined four or five key approaches the organization will use to accomplish its mission and drive toward the vision. **Goals** - enable you to accomplish each of your strategies. Goals should be SMART: specific, measurable, achievable, realistic and time-based.

- The NLS will achieve economies of scale by investing in a set of shared resources in programs and services that will benefit people served by the communities in the three systems.

Goal 1: Databases

- The NLS will facilitate the ability of member libraries to work together to increase the quantity and quality of the services and programs for the people in this broader geographic area.
- The NLS will enable each member to be more responsive to the changing needs and expectations of its community.
- The NLS will create a common approach to marketing and public relations and have a shared capability for this work.
- The NLS will enable resource sharing to work better and more seamlessly.

Goal 1: Connect libraries that are not part of a resource sharing network

- The NLS will allow member libraries to have a stronger, more effective and unified voice.
- The NLS will capitalize on the talents and competencies of a larger group of member library staff and increase the opportunity to share and learn from each other.
- Goal 1: Staff training workshops
- The NLS will collaborate to invest in research and development of new initiatives and pool resources to support development of these initiatives.
- Goal 1: Participate in grant for investigation of open source software
- The NLS will extend the network and communities of practices among the people who work in the member libraries.

Goal 1: Provide software to facilitate networking

Strategies and Goals
Reviewed and Approved
NorthNet Library System
Council Meeting
May 14, 2010

Activities undertaken and completed to date in order to achieve goals are noted in dark blue font.

The NLS will:

I. Enable resource sharing to work better and more seamlessly.

- Goal 1: Connect libraries that are not part of a resource sharing network.
January 1, 2011 Plumas & Del Norte Counties went live on a shared KOHA ILS platform. Trinity County will join the platform in April, and Siskiyou County by July 2011.
- Goal 2: Manage a library system that meets the needs of member libraries and is cost effective.
Managing URSA system, coordinating a KOHA shared ILS implementation, and contracting with OCLC for a group catalog.
Restructured delivery in North State region to reduce cost and increase efficiency of ILL turn around time.

II. Create a common approach to marketing, public relations and advocacy; have a shared capability for this work allowing member libraries to have a stronger, more effective and unified voice.

- Goal 1: Create a logo (*done*) and a brand for the NLS system.
- Goal 2: Communicate regularly with the State Library informing them of the needs and concerns of NLS.
Surveyed members for needs assessment information for system wide LSTA grant.
Shared the results with the State Library. State Library LDS Consultant Linda Springer attends NLS Steering Committee, NLS Council, and other meetings.
Additionally created a webpage on the NLS website that provides links to a variety of marketing, public relations & advocacy resources. Also links to database support (marketing) materials are available on the page.
http://northnet.stage.chillco.com/New_Info_Member_Libraries
Also an e-newsletter has been published twice since January 1, 2011.

III. Achieve economies of scale by investing in a set of shared resources for programs and services

benefiting people served by the communities in the three systems as well as pooling resources to support research and development of new initiatives.

- Goal 1: Participate in grants for investigation of open source software and databases.
Installation of a KOHA system in four libraries was funded with an LSTA grant.
An LSTA grant funded a license for the *Job and Career Accelerator* database for all members and a shared OverDrive platform for 26 libraries.
- Goal 2: Participate in grants made available through the American Recovery and Reinvestment Act (ARRA)
Have encouraged and assisted members with applications. Six libraries in the Mountain Valley region will receive a broadband connection at their HQ through a BTOP grant.
- Goal 3: Participate in grants from various sources when appropriate.

IV. Increase training opportunities and capitalize on the talents and competencies of a larger group of member library staff as well as extend the network and communities of practice among the people who work in the member libraries.

- Goal 1: Provide software to facilitate networking.
WebEx is available to use for all appropriate system activities.
- Goal 2: Create a structure to support needs of communities of practice throughout the NLS system.
As a first step, listserv for all the COI have been created and populated.
Also a forum space has been created for each of the COI to use for online discussions.
An e-newsletter has been published twice since January 1, 2011.
A Facebook page for NLS is under development.

THE JOINT POWERS AGREEMENT
OF THE NORTHNET LIBRARY SYSTEM

THIS joint powers agreement between cooperative library systems to form the NorthNet Library System (hereinafter called “NLS”) made and entered into this 8th day of May, 2009, by and between the undersigned signatories herein.

W I T N E S S E T H

WHEREAS, the NORTH BAY COOPERATIVE LIBRARY JOINT POWERS AGENCY, the NORTH STATE COOPERATIVE LIBRARY JOINT RESOLUTION AGENCY, the MOUNTAIN-VALLEY LIBRARY JOINT RESOLUTION AGENCY (hereinafter, “the parties”) desire to consolidate some of their activities and form a new joint powers agency for that purpose; and

WHEREAS, Government Code section 6500 *et.seq.* authorizes several public agencies to form a separate joint powers agency,

NOW THEREFORE IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS, effective the date last signed by any party hereto:

I. PURPOSE

The purpose of this Joint Powers Agreement (“Agreement”) is to provide for the exercise of the common power of each of the parties hereto to provide library services, through a new and separate public agency known as NorthNet Library System (“NLS”), which shall be responsible for administering this Agreement. This common power shall be exercised in a manner consistent with and in furtherance of the objectives of the California Library Services Act (Education Code, §18700 *et.seq.*), hereinafter referred to as “Library Services Act”, and in such a manner that the entity created hereby shall be eligible for any grant funds that may be payable pursuant to said Act and such other laws of a similar nature both state and federal that now exist or that may from time to time be enacted. This Agreement shall be construed in a manner consistent with these objectives. The foregoing, however, shall not be deemed to limit the extent of the powers conferred on the public entity created hereby. NLS shall possess all the powers, prerogatives and authority necessary to plan, operate, and administer a cooperative library system, and those powers necessary to establish, improve and extend library services, held by its members, and those powers designated in Government Code section 6508, and as more specifically set forth herein

It is further intended by the parties hereto to enter into this Agreement in order to enjoy the joint sharing of benefits and costs in any and all activities they are authorized to undertake.

The parties shall have equal access to the full range of services available from NLS and jointly make decisions regarding the implementation and management of NLS, in accordance with the terms of this Agreement, to the maximum extent provided by law.

II. NAME AND POWERS

The official name of the entity shall be the NorthNet Library System. Said entity shall have the powers granted to such library systems under the Government and Education Codes of the State of California and such other powers as may be necessary to accomplish the purpose of this Agreement, including, without limitation, to make and enter contracts, to employ agents or employees, to contract for legal services, to acquire, hold or dispose of property, and to sue or be sued on its own name

III. ADMINISTRATIVE COUNCIL

Administrative Council (hereinafter referred to as "Council") is the governing body of NLS. The powers, composition, duties, officers, activities, and procedures for conducting the business of the Council shall be established in the Bylaws of the Administrative Council, NorthNet Library System.

IV. BYLAWS

NLS shall operate pursuant to the Bylaws adopted by each party upon its adoption of this Agreement, a copy of which is attached hereto as Exhibit A. The Agreement shall control, in the event of any inconsistency between it and the Bylaws.

V. TREASURER/FISCAL AGENT

(a) The North Bay Cooperative Library System Executive Officer or his/her designee shall act as the Treasurer/Controller and fiscal agent for NLS and shall act as the depository and shall have custody of the money of NLS, and perform those duties required by Government Code sections 6505 and 6505.5.

(b) The Council shall designate its fiscal year, maintain a current inventory of the property owned by NLS, and provide for an annual audit of the accounts and records of NLS by a certified public accountant or public accountant. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. NLS shall bear the costs of the audit.

VII. RESPONSIBILITIES OF PARTIES

Parties of NLS:

(a) Agree to participate in the programs which are a requirement of the California Library Services Act.

(b) Shall pay all monies owed NLS when due.

(c) Will regularly participate in the meetings and deliberations of the Council.

FAILURE TO COMPLY with these rules and regulations will constitute a breach of this Agreement by a party and, as such, shall be subject to the remedial provisions of the Agreement.

VIII. MANAGEMENT AND CONTROL OF INDIVIDUAL LIBRARIES, PROPERTY AND ASSETS

Nothing contained herein shall be deemed to limit the right of parties to administer, manage, direct and control their own libraries and library resources, independently, select their own books and other library materials, hire their own personnel, and operate according to the policies and rules established by their own joint powers agreements, bylaws and their governing bodies. Nothing contained herein shall operate or be interpreted as a pledge by parties of their own assets or property to NLS. Except as specifically stated in Section IX the assets and property of each party shall remain its own.

IX. FUNDING

NLS shall provide for strict accountability of all funds and reports and disbursements. NLS may apply for and receive such grants as may be provided for by the laws of the state of California and the Federal Government. However, in recognition that start up funding is necessary, within ten (10) days of its execution hereof, each party hereto shall contribute a minimum of the sum of \$100,000.00 (one hundred thousand dollars), cash, to the general fund of NLS, which shall be non-refundable except pursuant to Article XVIII.

X. COST ALLOCATION PLAN

The Council shall determine the annual membership fee that shall be contributed by each participating party for the operation of the activities and programs of NLS. Each member's fee shall be according to a formula which the Council determines to be fair and equitable. This formula shall be reviewed annually. Exhibit B, attached hereto and made a part hereof, is the existing formula which shall be used until modified or amended by the Council.

XI. CORRECTIVE AND REMEDIAL MEASURES

Whenever a majority of the Council believes that a participating party has committed a remediable breach of any material obligation set forth in this Agreement, it may give the party notice to that effect with reasonable specificity. The participating party shall use its best efforts to promptly remedy the breach and shall inform the Council of the nature of the remedial action planned and taken or will respond to any such notice, with an explanation that sets forth reasonable cause of the breach. When a breach does exist that is not remedied within thirty (30) days after notice of it, the Council may seek relief under Section XIII hereof.

XII. APPLICABLE LAW

This Agreement shall be governed by, subject to, and construed according to the laws of the State of California.

XIII. DISPUTE RESOLUTION PROCEDURE

If any party considers that any act or decision by NLS is unfair and injurious to it, or if the Council determines that a party's material breach has not been remedied, the process for resolving disputes will be mediation, then if necessary, binding arbitration pursuant to Code of Civil Procedure section 1280 *et seq.*, with each side to bear its own attorney's fees but with the non-prevailing party to pay the arbitrator's fees. If mediation does resolve the dispute, expenses for mediation will be shared by each side equally.

XIV. ADMISSION OF NEW PARTIES

Any California Cooperative Library System operating as a joint powers agency or joint resolution agency may join NLS upon the application of its governing body and upon the consent of the Council, provided that such agency has agreed to abide by all the terms of this Joint Powers Agreement and Bylaws. The Council shall prescribe the amount of money, if any, that shall be paid by the new agency as a prerequisite to its becoming a participant.

XV. MUTUAL HOLD HARMLESS AND INDEMNIFICATION

(a) It is agreed that each party hereto shall defend, hold harmless and indemnify NLS and its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of any other party, their officers, agents and/or employees, except to the extent NLS has procured liability insurance covering such claim.

(b) It is further agreed that NLS shall defend, hold harmless and indemnify any party, its officers, agents and/or employees from any and all claims for injuries to persons or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of NLS, its officers, agents and/or employees.

(c) In the event of concurrent negligence of one or more parties, their officers and/or employees, and NLS, its officers, agents and/or employees, then the liability for any and all claims for injuries to persons or damage to property which arise out of the terms of this Agreement shall be apportioned under the California theory of comparative negligence as established presently, or as may be hereafter modified.

XVI. INSURANCE

NLS shall not commence work under this Agreement until all insurance required under this paragraph has been obtained. NLS shall maintain certificates of insurance evidencing the

required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to NLS of any pending change in the limits of liability or of any cancellation or modification of the policy. Provided, however, NLS can satisfy these insurance obligations by providing for coverage through any of its members.

In the event of the non-fulfillment of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or cancelled, the System Administrator and/or Chair, at her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately suspend all further work pursuant to this Agreement, pending direction from the Council.

(a) Workers' Compensation and Employer's Liability Insurance: NLS shall have in effect during the entire life of this agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage, if required.

(b) Liability Insurance: NLS shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from NLS's operations under this Agreement, whether such operations be by itself or by any sub-contractor or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. All parties and their officers, agents, employees and servants, shall be named as additional insureds on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the parties, and their officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, such other insurance shall be excess insurance only.

Such liability policy shall also provide errors and omissions coverage for all members of the Council.

Except to the extent required by Article X, NLS, alone or through insurance, shall be responsible for defending third party actions against NLS.

(c) Property Insurance: NLS shall acquire and maintain all-risk property insurance to cover full replacement value of all NLS equipment and property. Such insurance shall include but not be limited to fire and extended coverage, business interruption and extra expense.

XVII. AMENDMENTS

This Agreement may be amended by approval of two-thirds of the governing bodies of the parties hereto.

XVIII. DISSOLUTION OF NLS

NLS shall be dissolved by approval of two-thirds of the governing bodies of the parties hereto. Disposition of assets or debts of NLS as determined by the Council shall be made in accordance with the process set forth in the bylaws. After the completion of its purpose any surplus money on hand shall be returned to the members in proportion to the contributions made. For the purposes of this Agreement the “conclusion of its purpose” shall occur upon dissolution of NLS.

XIX. WITHDRAWALS

Any party wishing to withdraw from this Agreement must do so effective on July 1, of any succeeding year and must provide at least nine months written notice to the Council. Notice shall be in the form of a resolution adopted by the governing body of the party wishing to withdraw and presented in writing to NLS. Withdrawing party shall not be entitled to any refund of its contributions, nor to any share of NLS assets unless NLS dissolves.

XX. TERMS OF AGREEMENT

This Agreement shall continue perpetually until modified or terminated by the parties hereto. The debts and obligations of NLS shall not be the debts and obligations of the parties hereto except as provided in Section XV.

IN WITNESS WHEREOF the parties hereto have set their hand the day and year written.

NORTH BAY COOPERATIVE LIBRARY SYSTEM ATTEST:
JOINT POWERS AGENCY

By: _____ By: _____
System Chair System Clerk

Date: _____ Date: _____

NORTH STATE COOPERATIVE LIBRARY ATTEST:
SYSTEM JOINT RESOLUTION AUTHORITY

By: _____ By: _____
System Chair System Clerk

Date: _____ Date: _____

MOUNTAIN-VALLEY LIBRARY SYSTEM ATTEST:

SYSTEM JOINT RESOLUTION AUTHORITY

By: _____ By: _____
System Chair System Clerk

Date: _____ Date: _____

NORTHNET LIBRARY SYSTEM
JOINT POWERS AGENCY

By: _____ By: _____
System Chair System Clerk

Date: _____ Date: _____

BYLAWS OF THE NORTHNET LIBRARY SYSTEM

Article I. Name

The Joint Powers Agreement of the NorthNet Library System dated May 8, 2009 (“Agreement”), establishes a Joint Powers Authority to be known as the NorthNet Library System (NLS).

Article II. Objectives

NLS is a Regional Library Network as defined in Education Code Section 18810(s). The objectives of NLS shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member organizations consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Power), formed under the terms of the California Library Services Act (California Education Code, Section 18700 *et seq.*) and continuing under successor acts, and to otherwise accomplish the purpose and goals of the Agreement.

Article III. Membership

Section 1. Qualifications

A member of NorthNet Library System is any cooperative library system that has the power to provide library services and is organized as a joint powers authority or a joint resolution agency (hereinafter, “System”). A System may join NLS upon the application of its governing body and upon the consent of the NLS Administrative Council, provided that such agency has agreed to abide by all the terms of the Joint Powers Agreement and these Bylaws; and upon doing so shall be a member of NLS (“Member”). The individual libraries that comprise the cooperative library systems in NLS shall hereafter be referred to as “constituent libraries.” While these constituent libraries shall have voting authority as described in these Bylaws, they shall not individually be considered Members of NLS.

Section 2. Fees, Dues and Assessments

- a. The NLS fiscal year is defined as July 1 to June 30, and membership fees payable to NLS by the constituent libraries of Members shall be in such amount as determined annually by action of the Administrative Council. In addition, the Council may adopt additional fees for specific services to Members or constituent libraries.
- b. Constituent libraries are billed at the beginning of the fiscal year for the entire year. If after 90 days no payment has been received, the constituent library will be sent a letter informing the library that it needs to pay or submit a formal request for a waiver or reduction to be considered by the Executive Committee. Within 90 days of receiving the letter, the Executive Committee will notify the library if a reduction or waiver has been approved. If no payment or waiver request has been submitted by

- c. January 1, services to the constituent library will be terminated.
- d. The waiver or reduction of membership fees may be requested by a constituent library when it has experienced a significant reduction in operating funds through the reduction of budget allocation from the local funding authority, the automatic termination of a local special tax or benefit assessment, or catastrophic loss such as flood, earthquake damage or fire.

Section 3. Withdrawal

A Member may withdraw by submitting a written notice of termination to the Chair of NLS, provided that such notice is received between July 1 and September 1 of any year. In the event that a timely notice of termination is received, the termination shall take place effective July 1 of the succeeding year. Constituent libraries wishing to withdraw from any NLS Member System shall do so in accordance with the Bylaws of that individual System.

Article IV. Governance Structure

Section 1. Administrative Council Composition

Pursuant to Education Code Section 18747 (a), the Administrative Council, hereinafter called "Council," shall be comprised of the head librarian or duly authorized alternate of each constituent library.

Section 2. Administrative Council Duties

Pursuant to Section 18747(a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Council to: oversee and administer the business of NLS; formulate policy and goals; adopt an annual plan of service; adopt an annual budget, and elect a Chair-Elect who shall be Vice-Chair and members of the Executive Committee. Any officer may resign or may be removed with or without cause by the Council at any time. The Council shall also perform additional duties imposed by law or defined in these Bylaws.

Section 3. Council Officers

a. Chair

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's service as Vice-Chair. The Chair shall hold office for one year or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. It shall be the duty of the Chair to preside at meetings of the Council; to prepare the agendas for meetings of the Council in consultation with the System Administrator; to execute contracts and other instruments on behalf of NLS as authorized by the Council or Executive Committee; to appoint committees as authorized by the Council; and to represent NLS as occasion demands. If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she

shall hold office as Vice-Chair for one year or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the following year. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Executive Committee shall appoint a Chair-Elect who shall serve until the next regular meeting, when the appointment shall be confirmed by the Council. If the appointee is not confirmed, a Chair-Elect shall then be elected by the Council.

Section 4. System Administration

The Council shall provide for System Administration either by contracting with an agency or company or by employing personnel to conduct the business of NLS and serve as the System Administrator. The System Administrator shall be responsible for administration of all NLS services and activities that have not been assigned to Members or constituent libraries.

- a. The System Administrator shall be responsible for the preparation of documents, grant applications and reports, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required.
- b. It shall also be the duty of the System Administrator to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council and Executive Committee meetings; to certify official documents of the Council; and to maintain such official records as are required.
- c. The System Administrator shall maintain an office that will be the principal office for the transaction of the NLS business.
- d. If neither a contract is in force nor personnel are employed, the Chair or designee shall assume the duties usually assigned to the System Administrator.

Section 5. Standing Committees

5.1 Meetings of all standing committees shall be conducted in accordance with Article V, Sections 1-4 of these Bylaws.

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill

vacant positions until the Council has the opportunity to meet to elect new ones.

- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent libraries that are not members of Council.

a. Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee. The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS. A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

Section 7. Communities of Interest

- a. Communities of Interest may be established by the Executive Committee as needed. Their purposes are
 - To encourage networking and information exchange among library staff;
 - To serve as a forum for discussion and ideas related to their particular needs;
 - To provide leadership development opportunities to member library staff.
- b. Communities of Interest will be responsible for
 - Electing their own chairs;
 - Scheduling and running their own meetings;
 - Choosing their information exchange topics and tools.
- c. The System Administrator will assist the Communities of Interest as appropriate.

Article V. Meetings

Section 1. Generalities

The Council shall hold regular meetings at least annually, in order to evaluate the progress and goals of NLS, to adopt an annual budget and plan of service and to conduct elections for Chair-Elect and Executive Committee. The meeting at which elections are conducted shall be designated as the Annual Meeting.

Meetings of the Council, Executive Committee and Finance Committee may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator.

Section 2. Changes in Time and Place and Cancellation of Meetings

A meeting may be changed as to time or location or canceled upon approval of Chair of the Council at least 24 hours prior to the regular time of meeting, provided that written notice of such change of time or location is given to all Council members at least 24 hours prior to meeting time.

Section 3. Special Meetings

Special meetings may be called by the Chair of the Council. Notification of such special meetings shall be made to each Council member at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Special meetings shall also be announced to the public under the terms of the Brown Act.

Section 4. Adjournment

The Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the System Administrator or Chair may declare the meeting adjourned to a stated time and place.

Written notification of such adjournment shall be made in accordance with law.

Section 5. Rules of Order

The rules contained in Roberts Rules of Order, latest revised edition, shall govern all meetings of the Council, except in instances of conflict between said Rules of Order and these Bylaws or the Agreement or provisions of law, in which case Rules of Order shall to that extent not control.

Section 6. Minutes

- a. A complete set of minutes as approved by the Council shall remain on file at the principal office of NLS, and shall be open to inspection by any person at all reasonable times during office hours.
- b. The approved minutes of every Council meeting and Executive Committee meeting shall be made available by posting on the NLS website for a period of at least three years.

Section 7. Voting

The Council shall be composed of the head librarian or duly authorized alternate of each constituent library which is that of any Member. Each constituent library shall have one vote to be cast by its representative, except as specified herein.

Only public library Council members shall vote on the disposition of funds restricted to public library purposes under the California Library Services Act (CLSA) or other laws or agreements. All Council members shall vote on issues that do not relate to CLSA. Decisions shall be made by a majority vote of the members present at Council meetings, except as provided herein.

25% of the total number of Council members shall constitute a quorum for the transaction of business.

Votes shall be taken by voice subject to the requirements of the Brown Act, except that a vote shall be repeated by tally at the request of the Chair or any Council member.

Article VI. Resolutions

An official copy of every resolution passed by the Council shall be attested by the System Administrator and shall remain on file at the principal office of NLS and shall be open to inspection by any person at all reasonable times during office hours. All resolutions shall bear the date of passage and shall be numbered consecutively. Copies of any resolution shall be provided to any Council member upon request.

Article VII. Execution of Documents

The Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of NLS, and such authority may be general or confined to specific instruments; and unless so authorized by the Administrative Council, no officer, agent, or other person shall have any power or authority to bind NLS by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Article VIII. Adoption of Bylaws

New Bylaws may be adopted or these Bylaws may be amended or repealed by majority vote at any meeting of the Council at which a simple majority of Council members eligible to vote is represented. These Bylaws, and any Bylaws which may be adopted, shall be distributed within seven working days of their adoption to each Council member and to the System Administrator, and to such other persons, firms or agencies as may request them. The System shall keep in its principal office the original or a copy of these Bylaws as amended or otherwise altered to date, certified by the System Administrator, which shall be open to inspection by any person at all reasonable times during office hours.

Article IX. Termination of Agreement

The Agreement shall remain in effect until rescinded by all of the remaining parties, or until the withdrawal of all except one party; the occurrence of either event shall result in dissolution of NLS. In the event of acts constituting dissolution, the members of the Council remaining at that date shall continue as the governing board of the agency for the purpose of settling its affairs (“winding down”), and during the course of such winding down, shall exercise all powers granted by these Bylaws, as may be necessary or convenient in the accomplishment of its duties. When all agency affairs have been finally settled, the Council shall by resolution so declare, at which point the Agreement shall be of no further force or effect. In such winding down all assets of NLS will be converted to cash, or to forms of property converted for division and distribution, and following the payment of all just claims against the System, shall be distributed as follows:

- a. To the Federal and State governments if any applicable law requires the distribution of assets to these governments.
- b. Any remaining balance will be used to pay each member which has ever belonged to the System the amount of the dues and contributions of its constituent libraries, and if the balance is not sufficient, such payments shall be made on a pro rata basis.
- c. Any balance yet remaining shall be distributed among the parties which have belonged to the System on a pro rata basis of one point to each member for each full year of membership.

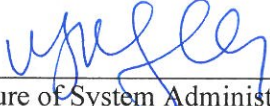
Adopted by NorthNet Council 03/07/13

System Information
FY 2015/16

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

System Chair for FY 2015/16 (if known):	Fiscal Agent: Peninsula Library System
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Date approved by Administrative Council: June 5, 2015
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x 	6/5/15
Signature of System Administrative Chair for FY 2014-15	Date
Print Name: Mel Lightbody	

Demographics of System Service Area

System Population Profile, FY 2015/16

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

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

List source(s) of this data:

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

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

U.S. Dept. of Ed. Institute of Education Sciences National Assessment of Adult Literacy, State and County

Estimates for Low Literacy 2003 Released January 2009

CA Office of Statewide Health Planning and Development Facility Listings Hospitals and Long Term Care (LTC)

Listing 12/31/13

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

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

**SERVICE PROGRAM BASELINE BUDGET REQUEST - FY 2015/16
SYSTEM COMMUNICATION & DELIVERY (Section 18745)**

SYSTEM NAME: NorthNet Library System

<p>(a) Personnel (Attach job descriptions)</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Classification</th> <th style="text-align: center;">FTE/No. of Positions</th> <th style="text-align: right;">Salary</th> <th style="text-align: right;">Benefits</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Executive Director</td> <td align="center">.046/1</td> <td align="right">\$ 8,832</td> <td align="right">\$ 2,368</td> <td align="right">\$ 11,200</td> </tr> <tr> <td>Coordinator</td> <td align="center">.185/1</td> <td align="right">\$ 28,800</td> <td align="right">\$</td> <td align="right">\$ 28,800</td> </tr> <tr> <td>Office Manager</td> <td align="center">.185/1</td> <td align="right">\$ 13,663</td> <td align="right">\$ 5,149</td> <td align="right">\$ 18,812</td> </tr> <tr> <td>Finance Director(partial pay)</td> <td align="center">.173/1</td> <td align="right">\$ 25,559</td> <td align="right">\$</td> <td align="right">\$ 25,559</td> </tr> <tr> <td>Total (a):</td> <td align="center">.589/1</td> <td align="right">\$ 76,854</td> <td align="right">\$ 7,517</td> <td align="right">\$ 84,371</td> </tr> </tbody> </table>	Classification	FTE/No. of Positions	Salary	Benefits	Total	Executive Director	.046/1	\$ 8,832	\$ 2,368	\$ 11,200	Coordinator	.185/1	\$ 28,800	\$	\$ 28,800	Office Manager	.185/1	\$ 13,663	\$ 5,149	\$ 18,812	Finance Director(partial pay)	.173/1	\$ 25,559	\$	\$ 25,559	Total (a):	.589/1	\$ 76,854	\$ 7,517	\$ 84,371	<p>(b) Operations</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">1. Office Supplies</td> <td align="right">\$ 1,200</td> </tr> <tr> <td>2. Duplication/Photocopy</td> <td align="right">\$</td> </tr> <tr> <td>3. Travel</td> <td align="right">\$</td> </tr> <tr> <td>4. Training</td> <td align="right">\$</td> </tr> <tr> <td>5. e-Resources</td> <td align="right">\$</td> </tr> </table>	1. Office Supplies	\$ 1,200	2. Duplication/Photocopy	\$	3. Travel	\$	4. Training	\$	5. e-Resources	\$
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2015/16 PROPOSED CLSA BUDGET

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

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

Funding for Communications and Delivery – FY 2015/16

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

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:			
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL	
a. System member public library	1,420,000	173,630	1,593,630	
b. Non-public libraries in System area	132,000	1,600	133,600	
TOTAL	1,552,000	175,230	1,727,230	
		System Owned	Contracted Vendor	
c. Number of delivery vehicles that physically move items		0	4	
d. Frequency/schedule of physical delivery service		0	3	
e. Percentage of items to be physically delivered by:				
U.S. Mail	UPS	System Van	Contracted Van	Other
0.5%	20%	%	79.5%	%

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

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

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

Section 2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Future Plans for Cooperative System

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

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

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

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

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

Administrative Items specific to individual libraries

- NLS Dues and Membership Fees – Due Oct 1
- CLSA Allocation: Amount and/or if appropriated will depend on annual approval by CLSA Board and amount may vary from year to year.
 - 15/16 CLSA Allocation Chart (in review, 9.22.2015)
 - 15/16 CLSA Allocation Claim Form (in review, 9.22.2015)

Various Claim Forms that would need to be filed -

- NLS Staff Development Claim Form (also depends on CLSA Board approval)
- NLS Travel Reimbursement Form

NorthNet Library System

Member Libraries

Rev. 11/30/15

PUBLIC

Alpine County Library

Rita Lovell
PO Box 187
Markleeville, CA 96120
Office: 530.694.2120
rl Lovell@alpinecountyca.gov

Belvedere-Tiburon Public Library

Deborah Mazzolini
1501 Tiburon Boulevard
Tiburon, CA 94920
Office: 415.789.2665
dmazzolini@bel-tib-lib.org

Benicia Public Library

Diane Smikahl
150 East L Street
Benicia, CA 94510
Office: 707.746.4340
diane.smikahl@ci.benicia.ca.us

Butte County Library

Melanie Lightbody
1820 Mitchell Avenue
Oroville, CA 95966-5387
Office: 530.538.7525
MLightbody@buttecounty.net

Colusa County Library

Stacey Costello
738 Market Street
Colusa, CA 95932-2398
Office: 530.458.0372
scostello@countyofcolusa.org

Del Norte County Library District

Teena Capshaw
190 Price Mall
Crescent City, CA 95531-4395
Office: 707.464.9793
teena@delnortecountylibrary.org

Dixon Public Library

Steven Arozena
230 North First Street
Dixon, CA 95620
Office: 707.678.1805
arozenas@dixonlibrary.com

El Dorado County Library

Jeanne Amos
345 Fair Lane
Placerville, CA 95667
Office: 530.621.5546
jeanne.amos@eldoradolibrary.org

Folsom Public Library

Lisa Dale
411 Stafford St.
Folsom, CA 95630
Office: 916.985.8195
ldale@folsom.ca.us

Humboldt County Library

Victor Zazueta
1313 Third Street
Eureka, CA 95501
Office: 707.269.1929
vzazueta@co.humboldt.ca.us

Lake County Library

Christopher Veach
1425 N. High Street
Lakeport, CA 95453
Office: 707.263.8816
christopher.veach@lakecountyca.gov

Larkspur Public Library

Frances Gordon
400 Magnolia Avenue
Larkspur, CA 94939
Office: 415.927.5135
fgordon@larkspurcityhall.org

Lassen Library District

Ann Trussell
1618 Main Street
Susanville, CA 96130-4515
Office: 530.251.8127
lassenlibrary@citlink.net

Lincoln Public Library

Belen Fernandez - Interim
485 Twelve Bridges Dr.
Lincoln, CA 95648
Office: 916.434.2410
bfernandez@ci.lincoln.ca.us

Marin County Free Library

Sara Jones
3501 Civic Center Drive, #414
San Rafael, CA 94903
Office: 415.473.6053
sfjones@marincounty.org

Mendocino County Library

Vacant
105 North Main Street
Ukiah, CA 95482
Office: 707.467.2590
@co.mendocino.ca.us

Mill Valley Public Library

Anji Brenner
375 Throckmorton Avenue
Mill Valley, CA 94941
Office: 415.389.4292 x 115
abrenner@cityofmillvalley.org

Modoc County Library

Cheryl Baker
212 W. 3rd Street
Alturas, CA 96101-3913
Office: 530.233.6340
cherylbaker@co.modoc.ca.us

Mono County Free Library

Ana Danielson – Interim
PO Box 1120
Mammoth Lakes, CA 93546
Office: 760.934.8670
adanielson@monocoe.org

Napa County Library

Danis Kreimeier
580 Coombs Street
Napa, CA 94559
Office: 707.253.4208
danis.kreimeier@countyofnapa.org

Nevada County Library

Laura Pappani
980 Helling Way
Nevada City, CA 95959
Office: 530.265.7078
Laura.Pappani@co.nevada.ca.us

Orland Free Library

Jody Meza
333 Mill Street
Orland, CA 95963
Office: 530.865.1640
jodymeza@gmail.com

Placer County Library

Mary George
350 Nevada Street
Auburn, CA 95603
Office: 530.886.4550
Mgeorge@placer.ca.gov

Plumas County Library

Lynn Sheehy
445 Jackson Street
Quincy, CA 95971-9410
Office: 530.283.6310
lynnsheehy@countyofplumas.com

Roseville Public Library

Natasha Casteel
225 Taylor Street
Roseville, CA 95678
Office: 916.774.5234
ncasteel@roseville.ca.us

Sacramento Public Library

Rivkah Sass
828 I Street
Sacramento, CA 95814-2589
Office: 916-264-2830
rsass@saclibrary.org

St. Helena Public Library

Chris Kreiden - Interim
1492 Library Lane
St. Helena, CA 94574
Office: 707.967.2805
chris@shpl.org
director@shpl.org

San Anselmo Public Library

Linda Kenton
110 Tunstead Avenue
San Anselmo, CA 94960
Office: 415.258.4656
lkenton@townofsananselmo.org

San Rafael Public Library

Sarah Houghton
1100 E Street
San Rafael, CA 94901
Office: 415.485.3325
Sarah.Houghton@cityofsanrafael.org

Sausalito Public Library

Abbot Chambers
420 Litho Street
Sausalito, CA 94965
Office: 415.289.4123
achambers@ci.sausalito.ca.us

Shasta Public Libraries

Erin Francoeur
1100 Parkview Avenue
Redding, CA 96001-0418
Office: 530.245.7255
erinf@shastalibraries.org

Siskiyou County Library

Michael Perry
719 4th Street
Yreka, CA 96097-3381
Office: 530.842.8805
mperry@co.siskiyou.ca.us

Solano County Library

Bonnie Katz
1150 Kentucky Street
Fairfield, CA 94533
Office: 707.784.1500
bkatz@solanocounty.com

Sonoma County Library

Brett Lear
211 E Street
Santa Rosa, CA 95404
Office: 707.545.0831
blear@sonoma.lib.ca.us

Sutter County Library

James Ochsner
750 Forbes Ave.
Yuba City, CA 95991
Office: 530.822.7140
JOchsner@co.sutter.ca.us

Tehama County Library

Sally Ainsworth, Interim Library Director
645 Madison Street
Red Bluff, CA 96080-3383
Office: 530.529.2483 x101
sally@tehamacountylibrary.org

Trinity County Library

Oresta Esquibel
211 N. Main St.
Weaverville, CA 96093
Office: 530.623.1399
oesquibel@trinitycounty.org

Willows Public Library

Jody Meza
201 N. Lassen Street
Willows, CA 95988-2794
Office: 530.934.5156
jodymeza@gmail.com

Woodland Public Library

Greta Galindo
250 First Street
Woodland, CA 95695
Office: 530.661.5980
greta.galindo@cityofwoodland.org

Yolo County Library

Patty Wong
226 Buckeye
Woodland, CA 95695
Office: 530.666.8002
patty.wong@yolocounty.org

Yuba County Library

Kevin Mallen, Interim Director
303 Second Street
Marysville, CA 95901
Office: 530.749.7387
kmallen@co.yuba.ca.us

ACADEMIC**Butte College Library**

Luozhu Cen
3536 Butte Campus Drive
Oroville, CA 95965
Office: 530.879.4050
cenlu@butte.edu

CSU Chico Library

Sarah Blakeslee
400 West First Street
Chico, CA 95929-0295
Office: 530.898.5862
sblakeslee@csuchico.edu

CSU Sacramento Library

Tabzeera Dosu
2600 State University Drive
Sacramento, CA 95819
Office: 916.278.5657
tabzeera.dosu@csus.edu

College of the Redwoods Library

MaryGrace McGovern
7351 Tompkins Hill Road
Eureka, CA 95501-9300
Office: 707.476.4264
marygrace-mcgovern@redwoods.edu

College of the Siskiyous Library

Nancy Shepard
800 College Avenue
Weed, CA 96094
Office: 530.938.5331
shepard@siskiyous.edu

Dominican University

Gary Gorka
50 Acacia Avenue
San Rafael, CA 94901
Office: 415.257.1301
gary.gorka@dominican.edu

Feather River College Library

Darryl Swarm
570 Golden Eagle Avenue
Quincy, CA 95971-9124
Office: 530.283.0202, x236
dswarm@frc.edu

Humboldt State University Library

Cyril Oberlander
1 Harpst St.
Arcata, CA 95521-4957
Office: 707.826.3441
Cyril.Oberlander@humboldt.edu

Lassen College Library

Marita Dimond
478-200 Hwy 139 N.
Susanville, CA 96130
Office: 530.251.8830
mdimond@lassencollege.edu

Napa Valley College Library

Rebecca Scott
2277 Napa-Vallejo Hwy
Napa, CA 94558
Office: 707.256.7438
rscott@napavalley.edu

Sacramento Co. Public Law Library

Coral Henning
609 9th Street
Sacramento, CA 95814
Office: 916-874-6011
chenning@saclaw.org

Shasta College Library

Will Breitbach
11555 Old Oregon Trail
Redding, CA 96049-6006
Office: 530.242.7555
wbreitbach@shastacollege.edu

Simpson University Library

Larry Haight
2211 College View Drive
Redding, CA 96003
Office: 530.226.4110
lhaight@simpsonu.edu

Solano Community College Library

Roger Clague - Interim
4000 Suisun Valley Rd, Bldg 100
Fairfield, CA 94534-3197
Office: 707.864.7244
Roger.Clague@solano.edu

Memo

To: NorthNet Library System Executive Committee

From: Susan Hildreth, NLS Administrator

Re: Recommendation for 2014/15 CLSA Broadband funds

Date: December 1, 2015

As you may recall, the NorthNet Library System (NLS) received \$180,099 in CLSA funds provided by the California State Library in FY 2014/15 to support enhanced broadband connectivity in libraries. NLS did not have a specific plan for these funds when allocated and asked staff to develop recommendations for their use. Funds have to be completely expended by June 30, 2017.

The California State Library has recently issued information about the California Public Library Broadband Project Equipment Grant Program for FY 2015/16. This is a great opportunity for NLS libraries that are participating in Year 2 of the CENIC project. I am recommending that NLS make available \$5,000 for each NLS member that plans to participate in the FY 2015/16 Equipment Grant program to provide assistance for required matching funds and/or additional equipment purchases. This program would be funded from the \$180,099 in CLSA funds that currently is in an NLS equipment reserve.

I also am recommending that NLS make available retroactively \$5,000 for NLS member libraries that participated in the FY 2014/15 Year 1 equipment grant program. Seven NLS libraries participated in Year 1 of the CENIC project; and 17 NLS libraries are participating in Year 2. If all member libraries participate in the program, \$120,000 would be used in FY 2015/16. We also anticipate other members participating in Year 3; and remaining funds would be available for those members or for other broadband equipment needs as determined by the NLS Administrative Council, with all CLSA funds spent by June 30, 2017.

If this recommendation is approved, staff will develop a simple application form for participating member libraries that will include a required proof of equipment purchase and/or use of local matching funds to trigger the reimbursement. I believe that this recommendation is directly aligned with the initial priority when these CLSA funds were allocated in FY 2014/15. I would be glad to answer any questions and look forward to discussing this at the Executive Committee meeting.