

NLS Executive Committee Special Meeting
Thursday, August 30, 2018
3:00 – 4:00 p.m.

NLS Conference Call Line
Phone: 1-877-216-1555
Guest Code: 907394

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|--|-------------|--------------|
| 1. Welcome and Roll Call | Deck, Chair | |
| 2. Public Invited to Comment | Deck | |
| 3. Adoption of Agenda (Action Item) | Deck | |
| 4. Discuss and Approve expansion of NorthNet Library System CLSA
Zip Books Statewide Expansion Project (Action Item) | Deck | Attachment 1 |
| 5. Adjournment | | |

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations

NLS Admin office, 2471 Flores Street, San Mateo, CA 94403
Benicia Public Library, 150 East L Street, Benicia, CA 94510
Butte County Library, 110 Oak Grove Parkway, Oroville, CA 95966
Lincoln Public Library, 485 Twelve Bridges Drive, Lincoln, CA 95648
Nevada County Library, 980 Helling Way, Nevada City, CA 95959
Solano County Library, 1150 Kentucky Street, Fairfield, CA 94533
Sutter County Library, 750 Forbes Avenue, Yuba City, CA 95991
Tehama County Library, 545 Diamond Avenue, Red Bluff, CA 96080
Willows/Orland Public Library, 201 N. Lassen Street, Willow, CA 95988/333 Mill Street, Orland, CA 95963
Yolo County Library, 226 Buckeye, Woodland, CA 9569

To: Greg Lucas
California State Librarian

From: Carol Frost, System Director, Pacific Library Partnership 

Subject: Zip Books Statewide Expansion Project award for NorthNet Library System

Date: December 20, 2016

Dear Greg,

Attached is our grant proposal for management of the Zip Books Statewide Expansion Project, CLSA Grant no. 1617-01, for the NorthNet Library System.

Cc: Brett Lear, Chair, NorthNet Library System
Jacquelyn Brinkley, NorthNet System Coordinator
Donna Truong, PLP CFO

Proposal for CLSA Grant No. 1617-01, Zip Books Statewide Expansion Project NorthNet Library System

Exhibit A: Project Summary & Scope of Work

Project Summary/Abstract

Briefly describe the long-term goals of the project.

The California Library Services Board has designated \$1 million in one-time FY 2016/17 California Library Services Act (CLSA) funds for expansion of the Zip Books project statewide. Zip Books is an alternative model to traditional interlibrary loan that has been tested in 30 California public libraries over the past four years, through a multi-year LSTA demonstration grant project. Documented benefits include: 1) providing patrons with speedy access to materials they would otherwise not be able to obtain through the library; 2) ease of administration for library staff, and as Amazon ships materials directly to the patron, it saves the effort and cost of packaging and mailing materials, or the need to require patrons to return to the library to pick up their requested materials; 3) provision of a patron-driven collection development approach to a library's usual process, resulting in a collection more closely attuned to the needs of the local community; and 4) significant cost savings based on library staff time (a Zip Books transaction costs between \$6.92 and \$8.60, and an ILL transaction costs between \$27.11 and \$29.79). Issues include: 1) need to develop an equitable formula for allocation of funds; 2) need to develop a more scalable purchasing method; 3) need to identify and implement ways to improve tracking and cataloging of Zip Book purchases; 4) need to develop, capture, promulgate and support best practices; and 5) need for a sustainability plan, as the expansion is supported by one-time state funds, and CSL plans to reduce LSTA funding by 1/4 each fiscal year beginning with FY 2018/19, to cease entirely after FY 2021/22.

The NorthNet Library System is submitting this proposal for the \$1 million grant in one-time CLSA funds to conduct this project, formally known as the "Zip Books Statewide Expansion Project." Goals include:

- 1) Develop/implement funding allocation formula based on library income per capita and local economic indicators.
- 2) Develop new purchasing method.
- 3) Addition of at least 35 rural and/or low income-per-capita libraries within the first calendar year, for a total of 65 libraries; continued Zip Books support for these libraries through June 2019. These libraries will be added in stages to ensure that new libraries receive adequate training and support.
- 4) Research and implementation of methods to improve tracking and cataloging of Zip Books purchases, without jeopardizing desirable aspects of the established model (direct delivery to patrons, low cost, etc.).
- 5) Development of methods to support the Zip Books community that will allow interactive access to information about best practices and procedures.
- 6) Development and implementation of a sustainability plan, to support Zip Books after project end.

Scope of Work

Describe the goals and specific objectives of the proposed project and summarize the expected outcomes. If applicable, describe the overall strategy, methodology, and analyses to be used. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the goals and objectives.

Goal 1: Development of library funding allocation formula.

- Identify and research existing models (CSL literacy program, etc.).

- Discuss with field (convene a project advisory committee).
- Develop formula.
- Use new formula for allocations for the 35 new libraries being added to the project, and also (beginning July 1, 2017) for the existing libraries.

Goal 2: Develop new purchasing method(s)

- Identify and research possible methods (e.g., prepaid Visa cards, Amazon “gift” cards, Amazon corporate purchasing, etc.).
- Discuss with project administrators and the field (project advisory committee).
- Select purchasing method(s).
- Implement selected purchasing method(s) immediately.

Goal 3: Add at least 35 rural and/or low income-per-capita libraries, in 3 stages.

- Select 14 rural libraries that did not meet the criteria for the demonstration project to participate beginning in Stage 1 (January-June 2017).
- Select 10 rural/low library funding per capita libraries to participate beginning in Stage 2 (July-Sept. 2017).
- Select 11 rural/low library funding per capita libraries to participate beginning in Stage 3 (Oct.-Dec. 2017).
- Provide training for each stage and allocate funds to onboarding libraries.
- Provide ongoing support for all participants.
- New libraries will handle at least 40,000 Zip Books transactions over the course of the project.

Goal 4: Research into, and implementation of, appropriate methods to improve tracking and cataloging of Zip Books purchases.

- Investigate possibilities with Amazon for tagging Zip Books before they are sent for delivery, and investigate Amazon’s services for better solutions for interaction with library automation systems.
- Explore opportunities to replicate the Amazon service with a traditional library book supplier.
- Investigate alternatives to the patron-end methods currently used to track Zip Book items (e.g., patrons could be given a barcode and label to put on their Zip Books when they arrive from Amazon, or a highly-visible book envelope to use when returning their Zip Books).
- Investigate the possibility of contracting with a developer to develop workflow improvements using the Amazon API and browser extensions (e.g., automating the creation of a “quick add” bibliographic record when ordering a Zip Book, downloading bibliographic information, simplifying the entry of patron name and address information, automating notifications to patrons in synchronization with delivery of materials, and improving statistical and reporting processes).
- Ask the field (project advisory committee).
- Implement methods that do not detract significantly from the benefits of the current Zip Books model, as outlined above.

Goal 5: Development of sustainable methods to support the Zip Books community that will allow interactive access to information about best practices and procedures.

- Investigate methods (include project advisory committee) and identify the most effective (e.g., webinars, social media, on-ground meetings, etc., CLA pre-conference, etc.).
- Implement identified methods.

Goal 6: Develop and implement a sustainability plan for Zip Books

- Research and identify appropriate models (e.g., CSL literacy program).
- Consider possibilities such as matching funds requirements, use of CLSA Communications and Delivery funds, etc. (work with project advisory committee).
- Develop an interim plan with criteria and methods that can be implemented by no later than July 1, 2018, to address reductions in LSTA funding.

- Develop a final plan for implementation by no later than July 1, 2019.

Collection and compilation of data required for the deliverables (progress reports, financial reports, and sustainability plans) will be the responsibility of the project manager. Methods used may include data from financial systems used by NorthNet or Califa Group; meeting minutes; etc.

Additional resources to be contributed to this project include federal LSTA grant funds to Califa Group. These will total, if all goes as planned, \$787,000 over the lifetime of the project (details included in Exhibit B, Budget Estimate, below), and will continue to support the 30 libraries currently participating in the Zip Books demonstration project.

Potential problems include:

- 1) The research that will be conducted to develop a new purchasing method, to improve tracking/cataloging of Zip Books purchases, and to develop a sustainability plan may not uncover options that are workable, though we have every expectation that they will.
- 2) The timeline to bring new libraries on board, especially to get them trained and ready to implement services, may be too aggressive.
- 3) There may be pushback from some existing participants if the new funding formula that's developed results in a reduction in funding for their libraries.
- 4) The ongoing LSTA support for the project may be reduced or eliminated, depending on the federal funding available in future years and other demands on LSTA funds.

Solutions might include: giving libraries funds on a reimbursement basis, rather than providing a purchasing method; focusing on patron-end solutions for library tracking, and documenting a manual "quick add" bibliographic record process that can be adopted by most libraries; alteration of project timeline to accommodate library training needs; adding fewer new libraries to the project, reducing the amounts allocated to each library, and/or shortening the project timeline, should the amount of LSTA funding be reduced; and earlier/more aggressive implementation of sustainability methods/plans, including requirement of matching funds or dedication of local CLSA Communications and Delivery funds to Zip Books.

NorthNet may alter project plans/objectives as needed throughout the course of the project, with the CSL grant monitor's approval.

Benchmarks for success include:

- Creation and convening of advisory committee (by January 31, 2017).
- Development of a new funding formula (by February 28, 2017).
- Development of a new purchasing method (by March 31, 2017).
- Development of methods to improve tracking of Zip Books (by June 30, 2017).
- Addition of 14 Stage 1 rural libraries to the project (by June 30, 2017).
- Addition of 10 Stage 2 rural/low library funding per capita libraries to the project (by Sept. 30, 2017).
- Addition of 10 Stage 3 rural/low library funding per capital libraries to the project (by December 31, 2017).
- Implementation of at least three methods to promote best practices and procedures amongst Zip Books participants (by December 31, 2017).
- Investigation of methods to improve end processing of Zip Books (cataloging, etc.) and implementation if feasible (by June 30, 2019).
- New libraries handle at least 40,000 Zip Books transactions (by June 30, 2019).
- Implementation of sustainability plan (by June 30, 2019).

Progress on these benchmarks will be included in the corresponding semiannual narrative reports to the State Library.

Exhibit A1

SCHEDULE OF DELIVERABLES

List all items that will be delivered to CSL under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other deliverables, if requested by the State and agreed to by the Parties.

Deliverable*	Description	Due Date
1 st narrative and financial report	Report on progress and funds expended (1/1/2017-6/30/2017)	7/31/2017
2 nd narrative and financial report	Report on progress and funds expended (7/1/2017-12/31/2017)	1/31/2018
3 rd narrative and financial report	Report on progress and funds expended (1/1/2018-6/30/2018)	7/31/2018
4 th narrative and financial report	Report on progress and funds expended (7/1/2018-12/31/2018)	1/31/2019
5 th narrative and financial report	Final project report and report on expenditures 1/1/2019-6/30/2019	7/31/2019
Interim sustainability plan	Working plan to incorporate sustainability criteria/methods into the project beginning no later than FY 2018/19	12/31/2017
Final sustainability plan	Final plan to carry Zip Books forward after project end	12/31/2018

Exhibit A2

KEY PERSONNEL

List Key Personnel as defined in the Agreement starting with the Project Manager, by last name, first name followed by co-managers. Then list all other Key Personnel in alphabetical order by last name. For each individual listed include his/her name, institutional affiliation, and role on the proposed project. Use additional consecutively numbered pages if necessary.

Last Name, First Name	Institutional Affiliation	Role on Project
Brinkley, Jacquelyn	NorthNet Library System	Project Manager
Coles, Janet	California State Library	Grant Monitor
Frost, Carol	Pacific Library Partnership	Authorized Official/Administrative Agency
MacKinnon, Paula	Califa Group	Services Provider (under agreement with NorthNet)

Exhibit A3

AUTHORIZED REPRESENTATIVES AND NOTICES

The following individuals are the authorized representatives for California State Library and the Cooperative Library System under this Agreement. Any official Notices issued under the terms of this Agreement shall be addressed to the Authorized Official identified below, unless otherwise identified in the Agreement.

Changes in contact information may be made by notification, in writing, between the parties.

California State Library Contacts	Cooperative Library System Contacts
	System Name: NorthNet Library System
<i>Project Grant Monitor</i> Name: Janet Coles Library Programs Consultant Address: California State Library Library Development Services 900 N Street, 4 th Floor Sacramento, CA 95814 Telephone: 916-651-0981 Fax: 916-653-8443 Email: janet.coles@library.ca.gov	<i>Project Manager</i> Name: Jacquelyn Brinkley System Coordinator Address: 2471 Flores St San Mateo, CA 94403 Telephone: 916-873-2640 Fax: Email: brinkley@plpinfo.org
<i>Authorized Official</i> Name: Wendy Hopkins Bureau Chief Address: California State Library Library Development Services 900 N Street, 4 th Floor Sacramento, CA 95814 Telephone: 916-654-3410 Email: wendy.hopkins@library.ca.gov	<i>Authorized Official</i> Name: Carol Frost System Director Address: Pacific Library Partnership 2471 Flores Street San Mateo, CA 94403 Telephone: 650-349-5538 Fax: Email: frost@plpinfo.org
<i>Administrative Contact</i> Name: Monica Rivas CLSA Analyst Address: California State Library Library Development Services 900 N Street, 4 th Floor Sacramento, CA 95814 Telephone: 916-653-5471	<i>Administrative Contact</i> Name: Carol Frost System Director Address: Pacific Library Partnership 2471 Flores Street San Mateo, CA 94403 Telephone: 650-349-5538 Fax:

<p>Fax: 916-653-8443</p> <p>Email: monica.rivas@library.ca.gov</p>	<p>Email: frost@plpinfo.org</p>
<p><i>Financial Contact/Accounting</i></p> <p>Name: Sharon Croley Financial Analyst</p> <p>Address: California State Library, Accounting 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-651-0976</p> <p>Fax:</p> <p>Email: sharon.croley@library.ca.gov</p>	<p><i>Authorized Financial Contact/Invoicing</i></p> <p>Name: Donna Truong Chief Financial Officer</p> <p>Address: Pacific Library Partnership 2471 Flores Street San Mateo, CA 94403</p> <p>Telephone: 650-349-5538</p> <p>Fax:</p> <p>Email: truong@plsinfo.org</p>

Exhibit B

Budget Estimate for CLSA Grant #1617-01, Zip Books Statewide Expansion Project

Exhibit B: Budget Estimate for Project Period			
Composite Budget: Estimate for Entire Proposed Project Period, 1/1/2017-6/30/2019			
Budget Category	Year 1, 1/1/2017-6/30/2017	Year 2, 7/1/2017-6/30/2018	Year 3, 7/1/2018-6/30/2019
Personnel			
Travel	\$2,500	\$5,000	\$5,000
Materials and Supplies*	\$177,500	\$355,000	\$355,000
Equipment			
Consultant			
Subrecipient (contractor)	\$14,000	\$28,000	\$28,000
Total Direct Costs	\$194,000	\$388,000	\$388,000
Indirect cost	\$6,000	\$12,000	\$12,000
Total estimated costs/year	\$200,000	\$400,000	\$400,000
Total estimated costs/project period	\$1,000,000		
Project funding:			
CLSA	\$200,000	\$400,000	\$400,000
LSTA	\$175,000	\$350,000	\$262,500
Total CLSA funding:	\$1,000,000		
Total LSTA funding:	\$787,500		

*This budget estimate is for the cost of including 35 additional libraries in the existing project, which is supported through an LSTA grant. The materials costs for existing participants will continue to be covered by LSTA throughout the project period.

Exhibit B1

Budget Justification

Personnel

Name. Starting with the Project Manager, list the names of all known personnel who will be paid under this agreement, for each year of the proposed project period. Include individuals in training, technical and support staff or include as "to be determined" (TBD).

Role on Project. For all personnel by name, position, function, and a percentage level of effort (as appropriate), including "to-be-determined" positions.

n/a

Travel

Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include detail on airfare, lodging and mileage expenses, if applicable. Should the application include a request for travel outside of the state of California, justify the need for those out-of-state trips separately and completely.

This budget item covers travel for 3 on-ground meetings for the project advisory committee (5 members to be determined), and for the project manager to attend administrative and other project management meetings.

Materials and Supplies

Itemize materials supplies in separate categories. Include a complete justification of the project's need for these items.

This figure is for the purchase of Zip Books, and covers costs for the 35 libraries that will be added to the project beginning in the first 6 months.

Equipment

List each item of equipment (greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each.

n/a

Consultant Costs

Consultants are individuals/organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program. Consultants are not involved in the scientific or technical direction of the project as a whole. Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

n/a

Subawardee Costs

Please list any contracted services to be paid for under this project, and provide a justification.

NorthNet will contract with Califa Group to provide the services to libraries covered under this agreement. Cost over the life of the agreement is limited to \$70,000.

Indirect Costs

Indirect cost includes costs for NorthNet's administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment. Cost over the life of the agreement is limited to \$30,000 (3% of the award).