

Administrative Council Meeting
January 25, 2019, 9:30 a.m. - 2:30 p.m.

Sacramento Public Library, North Natomas Branch

4660 Via Ingoglia
Sacramento, CA 95835

- | | | |
|--|-------------|---------------------|
| 1. Welcome and Roll Call | Deck, Chair | |
| 2. Public Invited to Address the Council | Deck | |
| 3. Approval of the Agenda (Action Item) | Deck | |
| 4. Approval of Minutes of Administrative Council Meeting,
June 15, 2018 (Action Item) | | Attachment 1, pg. 2 |
| 5. Old Business | | |
| A. NLS FY 2018/19 Dues and Fees Schedule | Deck | Attachment 2, pg. 6 |
| B. Link+ Contracts | | |
| I. Approve New Link+ Contract for Three Libraries
(Action Item) (to be distributed separately) | Deck/Frost | |
| II. Approve New Link+ Contract for NLS Consortium
(Action Item) (to be distributed separately) | Deck/Frost | |
| 6. New Business | | |
| A. Letter from State Library to NLS Regarding One-Time
Funds for Link+ Implementation | Deck/Frost | Attachment 3, pg. 8 |
| B. NLS OverDrive/Zinio Chair Report | Perry | |
| 7. State Library Report | Brooks | |
| 8. Presentations | | |
| A. CalPERS update for NorthNet Legacy Systems, Isabel Safie, Partner, Best, Best and Krieger LLC | | |
| B. Community Engagement, Joaquin Alvarado - Governor Newsom's Initiatives and Leveraging Your
CENIC Connections | | |
| 9. Adjournment | | |

Working lunch to be provided.



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**NorthNet Library System Administrative Council Annual Meeting
Solano County Library, Fairfield Cordelia Branch Library
June 15, 2018**

Name	Library
David Dodd	Benicia Public Library
Mel Lightbody	Butte County Library
Patrick Newell	California State University Chico
Shane Pipinos-Gausepohl	Del Norte County Library District
Steve Arozena	Dixon Public Library
Jeanne Amos	El Dorado County Library
Lori Easterwood	Folsom Public Library
Nick Wilczek	Humboldt County Library
Kathryn Hunt	Lincoln Public Library
Sara Jones	Marin County Free Library
Danis Kreimeier	Napa County Library
Yolande Wilburn	Nevada County Library
Jody Meza	Orland Public Library/Willows Public Library
Mary George	Placer County Library
Lindsay Fuchs	Plumas County Library
Natasha Martin	Roseville Public Library
Kathy Middleton	Sacramento Public Library
Chris Kreiden	St. Helena Public Library
Sarah Houghton	San Rafael Public Library
Anna Tracy	Shasta Public Libraries
Michael Perry	Siskiyou County Library
Bonnie Katz	Solano County Library
Suzanne Olawski	Solano County Library
Jaime Anderson	Sonoma County Library
Todd Deck	Tehama County
Greta Galindo	Woodland Public Library
Mark Fink	Yolo County Library
Susan Hanks	California State Library
Carol Frost	Pacific Library Partnership
Andrew Yon	Pacific Library Partnership
Lori Ayre	The Galecia Group
Isabel Safie	Best, Best & Kreiger LLP
Jacquie Brinkley	NorthNet/Pacific Library Partnership

Meeting called to order by Vice Chair, Todd Deck, at 9:33 a.m.

Deck welcomed all attendees and asked for Introductions.

No public comment.

Motion to approve Agenda. Kreimeier moved; Houghton seconded. Approved.

Motion to approve Minutes of Administrative Council Meeting of January 19, 2018. Hunt moved; Meza seconded. Approved.

Frost presented overview of LINK+ study and status of analysis on implementation and delivery. Frost also presented on the California State Budget related to the California State Library and potential impact for NLS with regard to LINK+ or other shared resources.

Lori Ayre of The Galecia Group presented her report on research and survey results related to feasibility and delivery options for LINK+ services among NLS libraries. Her PowerPoint presentation is included as Attachment 1 to these Minutes and also included in the meeting agenda packet. ** Slide to be revised and will correct "Sprint" to "Tricor."

There may be a way to use local couriers to extend delivery to areas within NLS which currently do not have delivery. Ayre asked Shasta for assistance in contacting local courier, Russell, located in Redding.

George requested that NLS send out most current Link+ quotes again and asked how long those quoted prices would be good for. She questioned if rates increase, would LINK+ be affordable in the future? It was noted that the quote includes five-year pricing. She also asked about staffing costs to implement LINK+. Olawski offered to provide staffing cost information, based on Solano County's experience with LINK+.

A LINK+ Interest List was passed around to have directors indicate Yes, No, or Maybe in committing to LINK+ either this year or next year and requested to notify Brinkley by June 29 with their response, if not provided at this meeting. This will allow staff to approach Innovative for updated pricing.

Motion to approve election of Chair, Vice Chair and Executive Committee Members. Lightbody moved; Dodd seconded. Approved.

Brinkley presented the FY 2018/19 NLS CLSA Plan of Service and Budget.

Motion to approve FY 2018/19 NLS CLSA Plan of Service. Wilburn moved; Hunt seconded. Approved.

Frost presented the FY 2018/19 NLS/PLP Administrative Contract. Frost reviewed the original RFP contract proposal that was approved by the NLS Executive Committee and explained that, as detailed in RFP response, the original contract was for baseline administrative services for NLS, and any additional administrative or other work for NLS would be reviewed with the NLS Executive Committee and the contract would be presented for amendment. The contract presented includes additional funds to cover anticipated activities related to CalPERS, LINK+, and LSTA projects.

Motion to approve the FY 2018/19 NLS/PLP Administrative Contract. Meza moved; Olawski seconded. Approved.

Frost presented the FY 2018/19 NLS Budget, including membership dues and fees. The membership fees include a 3% CPI increase. The CLSA allocation is calculated on the basis of libraries' FY 2015/16 data, as this is latest data available from the State Library (from Library Annual Reporting).

The Dues and Fees schedule reflects some rolled-over CLSA funds for Zinio and Overdrive. Andersen, Sonoma County, noted that the allocation for Sonoma County was incorrect as they are no longer participating in Zinio. Staff noted this error and will make correction to allocation chart.

Motion to approve the FY 2018/19 NLS Membership Dues & Fees with correction to Sonoma County. Dodd moved; Martin seconded. Approved.

Motion to approve the FY 2018/19 NLS Budget. Lightbody moved; Perry seconded. Approved.

Hunt presented on the NLS Bylaws revision and made recommendations as detailed in Attachment 7. In summary, changes reflect language regarding new members joining and leaving NLS; member dues and CPI annual adjustment; extending terms of Chair and Vice Chair to 2 years; clarifying terms of Executive Committee terms relative to nomination to become Chair and/or Vice Chair; addition of non-public libraries ability to join as "associate members" and dues attached to that membership (no voting rights on CLSA related items).

Hunt noted that the Bylaws approved by earlier Executive Committee action (May 24, 2018) were revised again to edit language regarding "constituent and member" libraries.

Hunt thanked other members of the Bylaws Committee including Kreimeier, Olawski and Dodd.

Motion to approve revised NLS Bylaws. Kreimeier moved. Olawski seconded. Approved.

Brinkley presented the NLS *Pitch An Idea* LSTA project, Career Visioning for New Adults in Rural California. This is a collaborative project with PLP, the Black Gold Library Cooperative and NLS and funded under a new "statewide" LSTA initiative. Consultant and former college counselor Jamie Beck will develop curriculum and facilitate 30 workshops, with most taking place in NLS region. Workshops will target rural communities and marginalized populations that may include residents of juvenile detention, foster or group homes, residents of military bases and at-risk high school students. All library patrons will be welcome to attend. Deck is the NLS lead on this project. Brinkley will work closely with the consultant to schedule and promote workshops. Brinkley passed out an interest list for NLS members to sign on to host a Career Vision workshop.

Deck reported on his meeting in April with the State Librarian and other System Chairs, John Aleta (SJVLS) and Joyce Ryan (SCLC). At the request of the nine Cooperative Library System Chairs, the California Library Services Board will be given a presentation about the system cooperatives at their October meeting. Deck also reported that the State Library has expressed interest in developing a regular newsletter for CSL and CLSB updates. Deck mentioned that the State Librarian is very enthusiastic about NLS and their use of Zip Books. Brinkley will work with Todd to schedule CLSA System Chairs meeting at CLA.

Lightbody expressed support and noted she was pleased with the positive movement and to now have a voice with the Board members at their CLSB meetings. She remarked that it was good for the State Librarian to see what libraries have in common.

Kreimeier expressed concern with the grants offered by the State Library in that they have a very short application turnaround. She also noted that local government fiscal years are not aligned with LSTA grant schedules or other State Library funding opportunities. Local spending, for example, is not allowed in month of June. This does not align well with LSTA and other grant opportunities the State Library has offered.

Susan Hanks presented a State Library report.

Isabel Safie, Partner, Best, Best and Krieger, LLC presented an update on her research and analysis for NLS legacy systems and their CalPERS obligations. The members had questions regarding options for deferred payment, payment plans, or other alternatives to decrease payment or to pay off obligations sooner. Safie reported on Assembly Bill 1912 that will impact members of JPA organizations should legislation in discussion now be approved. The Bill attempts to assign liability to individual members of a JPA retroactively.

Kreimeier suggested that all NLS member libraries research individual Bylaws or other records regarding their original membership with legacy systems and retain these as legal record.

James Ochsner, Sutter County, presented on Sutter County Library's participation in the Aspen Leadership Institute and outcomes from this project.

Meeting adjourned at 2:30 p.m.



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To: NLS Administrative Council
From: Todd Deck, Chair, NorthNet Library System
Subject: Review of the FY 2018/19 NLS Dues and Fees Schedules
Date: January 25, 2019

At the June NLS Administrative Council meeting, the FY 2018/19 NLS Dues and Fees schedule was distributed. Since that time, the Library to Go and Zinio Committees have made some changes to the schedules. Staff has been working with Michael Perry, the chair of these two Committees, to finalize the costs.

- The Zinio schedule has been updated to reflect that Sonoma County is not participating, as well as a slight reduction based on title changes.
- The Overdrive budget reflects the increase of \$3,943 of unspent Zinio funds reallocated to Overdrive per the approved motion from the August Executive Committee meeting.
- In addition, the Mountain Valley Library System delivery fees reflected on this Dues/Fees schedule will be revised to reflect a redistribution of costs due to Cal State University Sacramento recently dropping off the delivery schedule. The MVLS Administrative Council approved the new allocation of delivery fees at their December 18, 2018 meeting.

The attached Dues and Fees schedule has been reviewed and approved by the NLS Executive Committee and is included in this packet for your reference.

Also, at their meeting of November 30, 2018, the NLS Executive Committee requested a fiscal analysis of the current 10% contract fee administrative charges. NLS staff will provide a forecast and impact study of the contract administrative fees at the May 17, 2019 Executive Committee meeting, and present for approval any recommendations from the EC at the June 14, 2019 Annual NLS Administrative Council meeting.

2018-19 NorthNet Libraries Dues and Fees														
Updated Dec 6, 2018														
Library & Academic	CSL Certified 2018 Population Figures	CSL FY15/16 Budget Figures	Base Dues	Delivery Admin Fee	OverDrive Admin Fee	GALE Database Admin Fee	Zinio Admin Fee	Total Member Dues	NBCLS and MVLS** Deliveries (Incl. 3% CPI)	OverDrive	CLSA Funds (RO) \$95,750 Overdrive + \$3,943 Unused Zinio Total OverDrive \$99,693	Zinio* (Net)	Add'l (RO) CLSA Zino \$6,057	GALE Database
Alpine	1,154	\$ 264,561	\$ 515		\$ 23	\$ 13	\$ 10	\$ 560		\$ 230	\$ 397	\$ 97	\$ 14	\$ 125
Bel-Tib	11,783	\$ 2,139,741	\$ 2,060					\$ 2,060						
Benicia	27,499	\$ 2,028,694	\$ 2,060	\$ 1,413	\$ 107			\$ 3,580	\$ 14,131	\$ 1,068	\$ 1,843			
Butte	227,621	\$ 3,074,140	\$ 4,120		\$ 430		\$ 454	\$ 5,003		\$ 4,295	\$ 7,411	\$ 4,539	\$ 643	
CSU Chico			\$ 515					\$ 515						
Colusa	22,098	\$ 994,215	\$ 515	\$ 464	\$ 42		\$ 46	\$ 1,067	\$ 4,644	\$ 422	\$ 728	\$ 456	\$ 61	
Del Norte	27,221	\$ 240,142	\$ 515		\$ 62		\$ 11	\$ 588		\$ 621	\$ 1,072	\$ 113	\$ 15	
Dixon	29,214	\$1,035,018	\$ 1,030	\$ 1,162	\$ 52			\$ 2,244	\$ 11,618	\$ 518	\$ 894			
El Dorado	188,399	\$3,397,465	\$ 3,090	\$ 232	\$ 420		\$ 427	\$ 4,169	\$ 2,322	\$ 4,195	\$ 7,238	\$ 4,273	\$ 589	
Folsom	78,447	\$1,498,855	\$ 1,030	\$ 929	\$ 193		\$ 312	\$ 2,464	\$ 9,287	\$ 1,934	\$ 3,337	\$ 3,122	\$ 428	
Humboldt	136,002	\$3,732,916	\$ 3,090		\$ 342		\$ 301	\$ 3,733		\$ 3,423	\$ 5,906	\$ 3,007	\$ 418	
Lake Cty	65,081	\$983,544	\$ 515	\$ 3,038			\$ 88	\$ 3,641	\$ 30,377			\$ 880	\$ 132	
Larkspur	12,351	\$769,812	\$ 515					\$ 515						
Lassen	14,954	\$125,632	\$ 515		\$ 42		\$ 16	\$ 572		\$ 416	\$ 718	\$ 156	\$ 21	
Lincoln	48,591	\$705,912	\$ 515	\$ 232	\$ 123	\$ 19		\$ 889	\$ 2,322	\$ 1,227	\$ 2,117			\$ 189
Marin	143,912	\$16,642,223	\$ 4,120					\$ 4,120						
Mendocino	89,299	\$2,679,772	\$ 2,060	\$ 4,481				\$ 6,541	\$ 44,807					
Mill Valley	14,963	\$2,493,286	\$ 2,060					\$ 2,060						
Modoc	9,612	\$303,801	\$ 515		\$ 35		\$ 17	\$ 567		\$ 346	\$ 597	\$ 170	\$ 30	
Mono	13,822	\$1,203,376	\$ 1,030		\$ 66		\$ 87	\$ 1,183		\$ 663	\$ 1,144	\$ 865	\$ 121	
Napa County	135,176	\$10,235,919	\$ 4,120		\$ 243		\$ 422	\$ 4,785		\$ 2,431	\$ 4,195	\$ 4,220	\$ 598	
Nevada	99,155	\$2,962,401	\$ 2,060		\$ 317	\$ 43	\$ 328	\$ 2,748		\$ 3,168	\$ 5,466	\$ 3,282	\$ 459	\$ 431
Orland	15,332	\$304,037	\$ 515		\$ 39		\$ 20	\$ 574		\$ 394	\$ 680	\$ 200	\$ 29	
Placer	203,728	\$6,141,016	\$ 4,120	\$ 232	\$ 590		\$ 511	\$ 5,454	\$ 2,322	\$ 5,899	\$ 10,178	\$ 5,114	\$ 719	
Plumas	22,980	\$416,495	\$ 515		\$ 54		\$ 31	\$ 601		\$ 541	\$ 933	\$ 314	\$ 42	
Roseville	137,213	\$3,673,362	\$ 3,090	\$ 232	\$ 342	\$ 239		\$ 3,902	\$ 2,322	\$ 3,415	\$ 5,892			\$ 2,386
Sacramento	1,451,054	\$37,595,146	\$ 5,150	\$ 1,161				\$ 6,311	\$ 11,609					
Sacramento Law			\$ 515					\$ 515						
St. Helena	6,118	\$1,056,330	\$ 1,030	\$ 1,032	\$ 55			\$ 2,116	\$ 10,315	\$ 545	\$ 940			
San Anselmo	13,000	\$861,447	\$ 515					\$ 515						
San Rafael	60,651	\$3,793,413	\$ 3,090					\$ 3,090						
Sausalito	7,226	\$902,127	\$ 515					\$ 515						
Shasta	178,271	\$2,355,655	\$ 2,060				\$ 280	\$ 2,340				\$ 2,802	\$ 390	
Siskiyou	44,612	\$757,595	\$ 515		\$ 152		\$ 95	\$ 761		\$ 1,515	\$ 2,614	\$ 945	\$ 122	
Solano	383,080	\$16,180,304	\$ 5,150	\$ 3,021	\$ 727			\$ 8,899	\$ 30,211	\$ 7,274	\$ 12,551			
Sonoma	503,332	\$16,852,737	\$ 5,150	\$ 2,984				\$ 8,134	\$ 29,844					
Sutter	97,238	\$1,313,825	\$ 1,030	\$ 929	\$ 194	\$ 138	\$ 157	\$ 2,448	\$ 9,287	\$ 1,941	\$ 3,349	\$ 1,568	\$ 218	\$ 1,384
Tehama	64,039	\$562,420	\$ 515		\$ 116		\$ 79	\$ 709		\$ 1,156	\$ 1,995	\$ 786	\$ 109	
Trinity	13,635	\$324,583	\$ 515		\$ 52		\$ 16	\$ 583		\$ 521	\$ 899	\$ 160	\$ 24	
Willows	13,464	\$280,108	\$ 515		\$ 62		\$ 10	\$ 588		\$ 624	\$ 1,077	\$ 103	\$ 18	
Woodland	60,426	\$2,063,115	\$ 1,030	\$ 929	\$ 150		\$ 149	\$ 2,257	\$ 9,287	\$ 1,497	\$ 2,583	\$ 1,490	\$ 208	
Yolo	160,844	\$6,340,259	\$ 4,120	\$ 464				\$ 4,584	\$ 4,644					
Yuba	74,727	\$360,567	\$ 515		\$ 172		\$ 80	\$ 767		\$ 1,721	\$ 2,970	\$ 798	\$ 99	
OD & Zinio Supplement Admin Fee					\$ 9,969		\$ 550				\$ 9,969		\$ 550	
Total	4,907,324	\$159,645,966	\$ 76,735	\$ 22,935	\$ 15,169	\$ 452	\$ 4,496	\$ 109,267	\$229,349	\$ 52,000	\$ 99,693	\$ 39,460	\$ 6,057	\$ 4,515
Source: California Library Statistics														
2015-2016 budget (total operating expenditures from California State Library website)														
& 2018 Certification of Population Figures														
Base Dues														
FY17/18														
FY18/19 (3% CPI Adj)														
Under 100,000 Pop. And Under \$1,000,000 Budget \$500 \$515														
Under 300,000 Pop. And Under \$2,000,000 Budget \$1,000 \$1,030														
Under 300,000 Pop. And Under \$3,000,000 Budget \$2,000 \$2,060														
Under 200,000 Pop. And Over \$3,000,000 Budget \$3,000 \$3,090														
Under 300,000 Pop. And Over \$5,000,000 Budget \$4,000 \$4,120														
Over 300,000 Pop. or \$5,000,000 Budget \$5,000 \$5,150														
Admin Fee = 10%														
Delivery, OverDrive, Zinio & Database														



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To: NLS Administrative Council
From: Todd Deck, Chair
Subject: Letter from State Library to NLS Regarding One-Time fund for Link+ Implementation
Date: January 25, 2019

Attached please find a letter from the State Librarian. Last year, the NLS Chair had asked the State Librarian for \$450,000 in one-time funds for implementation of Link+ for all of NLS. As we have gone through the process, the number of NLS libraries joining Link+ is now three. Because of this, not all of \$450,000 of the allocated funds will be spent.

It is anticipated that the one-time implementation costs for the three new libraries will be \$137,295. At the NLS Executive Committee meeting in November, \$105,700 of FY 2016/17 NLS CLSA funds were allocated to the new shared Link+ contract. Those funds will be distributed to the costs for the existing NLS Link+ libraries.

The NLS ad hoc Link+ group will reconvene to discuss the State Librarian's suggestion about submitting an alternative proposal to digitally connect the NLS libraries.



California
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PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

January 7, 2019

Carol Frost, Coordinator
NorthNet Library System
2471 Flores Street,
San Mateo, CA 94403

Dear Carol,

At the October 4, 2018 meeting of the California Library Services Board, \$450,000 was allocated to NorthNet to “pay the one-time connection cost of digitally connecting the catalogs of the 26 county library systems, 15 city library systems, and 13 academic libraries in the northern third of the state.”

Based on information provided by NorthNet, only three libraries -- Woodland, El Dorado, and Sonoma -- wish to connect at this time to a Link+ system that some jurisdictions are already using.

Per the board’s instruction, this letter serves to notify you that the State Library will provide the necessary funds to cover the one-time, initial connection cost for those three libraries. Appropriate uses for the remaining funds will be considered by the board at their March 28, 2019 meeting.

As part of those deliberations, NorthNet may submit an alternative proposal to digitally connect the libraries in the northern third of California for the board’s consideration. Any proposals and accompanying documentation would need to be provided to Annly Roman at annly.roman@library.ca.gov by Friday, March 15, 2019 at noon.

Please feel free to contact my office with any questions.

Respectfully Yours,


Greg Lucas
California State Librarian

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