

NLS Executive Committee Meeting
Thursday, June 6, 2019
10:00 a.m. to 12:00 noon

Conference Call

Phone Number: 1-877-216-1555

Passcode: 907394

- | | | |
|---|-------------|---------------------|
| 1. Welcome and Roll Call | Deck, Chair | |
| 2. Public Invited to Comment | Deck | |
| 3. Adoption of Agenda (Action Item) | Deck | |
| 4. Approve Minutes of 5/17/2019 (Action Item) | Brinkley | Attachment 1 pg. 3 |
| 5. Old Business | | |
| A. Link+ Ad Hoc Group Update | Olawski | |
| B. Review Nominating Committee Selections of Officers for FY 2019/20 Executive Committee and Recommend Adoption to the NLS Administrative Council (Action Item) (to be distributed separately) | Deck | |
| C. Discussion on Proposal for Consortia-Managed Services with CLSA C&D | Perry | Attachment 2 pg. 12 |
| D. Finance | | |
| 1. Review and Approval of NLS/PLP FY 2019/20 Baseline Contract and Additional Work (Action Item) | Frost | Attachment 3 pg. 20 |
| 2. Review and Approval of NLS FY 2019/20 Draft Budget and Recommend Adoption to the NLS Administrative Council (Action Item) | Yon | Attachment 4 pg. 24 |
| 6. New Business | | |
| A. Accept CLSA Grant Award "Link+ Regional Resource Sharing Project" for \$450,000 (Action Item) | Deck | Attachment 5 pg. 38 |
| B. Accept CLSA "Zip Books Statewide Expansion Project Administrator for 2019-21" Zip Books Grant for \$1M (to be distributed separately) (Action Item) | Deck | |
| C. System Chair Report | Deck | |
| D. Next Executive Committee Meeting Date | | |
| 7. 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, Willows, CA 95988/333 Mill Street, Orland, CA 95963

Yolo County Library, 226 Buckeye, Woodland, CA 95695

Conference Information

Phone Number: 1-877-216-1555

Passcode: 907394



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www.northnetlibs.org

DRAFT MINUTES

NLS Executive Committee Meeting

May 17, 2019

1. **Welcome and Roll Call** –Chair, Todd Deck, Tehama County Library, called the meeting to order at 10:03 a.m. Also present were NLS Executive Committee members Suzanne Olawski, Solano County Library, Mel Lightbody, Butte County Library, David Dodd, Benicia Public Library, James Ochsner, Sutter County Library, Mark Fink, Yolo County Library, and Yolande Wilburn, Nevada County. Also attending, Michael Perry, Siskiyou County, Carolyn Brooks, California State Library, Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership, and Jacquie Brinkley, NLS/Pacific Library Partnership.
2. **Public Invited to Comment** - No Public in attendance.
3. **Motion to adopt Agenda**
Dodd moved to adopt Agenda, Olawski seconded. Motion carried.
4. **Motion to approve Minutes of November 30, 2018**
Fink moved to approve; Dodd seconded. Motion carried.
5. **Old Business**
 - A. Olawski provided an update on the NLS Link+ project and the associated \$450,000 grant awarded to NLS from the California Library Services Board (CLSB). The CLSA funds were initially approved in October 2017 to support NLS libraries joining Link+. At the April 2019 CLSB meeting, several NLS directors were present and fielded questions from the Board regarding the value of Link+ for resource sharing and indicated that NLS intends to continue to negotiate cost concerns of libraries unable to commit at this time, primarily due to delivery costs for very rural areas. The CLSB expressed concern about NLS' ability to fully spend the funds within the time frame, and ultimately approved awarding the full amount of \$450,000 to NLS with the direction to submit to CLSB at their next meeting of September 2019 a plan as to how the funds will be fully expended, including the option to open the invitation to other libraries in the state who are interested and have the capacity to join Link+, should NLS libraries be unable to fully utilize the funds.
Olawski continued to report that the NLS Link+ Ad Hoc Group has been reaching out to the NLS libraries which previously expressed interest, and is finalizing the last list of NLS libraries that will be presented to the Board in September. This includes addressing delivery and cost concerns, including a possible "hub" delivery system through the Sacramento Public Library. Olawski recommended that the NLS Ad Hoc Link+ Committee continue working on a plan for expending the Link+

allocation, including an open application process for other than NLS libraries and grant criteria, and be prepared to present that plan to the NLS Administrative Council at their annual meeting of June 14, 2019.

Olawski noted that the plan and proposal will be drafted in consultation with California State Library grant monitor, Janet Coles.

Frost noted that a letter with the NLS plan and proposal for expending the funds would need to be submitted to the State Library by September 1, 2019 in order to be included in the CLSB meeting packet for the September 17 meeting. Frost continued to report that NLS staff was working with the State Library to finalize the Award Letter for the \$450,000 and that funds were to be issued in phases, with the first phase to include funds to pay for NLS's Year 1 Link+ costs. Frost noted that the NLS Executive Committee would need to approve acceptance of the Link+ Award and recommended the Committee set a meeting date before the Annual Meeting of June 14 to approve these funds.

Deck thanked the Ad Hoc Committee for their work to date on all matters related to Link+ and their commitment to see this project through to the benefit of many NLS libraries.

Olawski noted that NLS has, through their efforts, created a model for other consortia in leading this level of exploring and developing a regional resource sharing project. Dodd asked if other libraries in the state had expressed interest in joining Link+. Frost and Olawski confirmed that three libraries to date had contacted NLS with interest.

- B. Brinkley reported on the planning for the Administrative Council meeting of June 14, 2019. The meeting agenda will include NLS Annual business meeting items for the morning. A guest speaker will present for one hour in the afternoon. The NLS Chair and Vice Chair reviewed and considered NLS directors' discussions of recent past meetings and suggested a presentation to focus on well-being. A recommendation was made for a known presenter who has both library and HR experience. Dr. Jenifer Shurson was contacted and has agreed to provide a presentation on the concept and practice of mindfulness. Also recommended for the Annual Meeting is an open discussion time to allow for sharing between directors with topic suggestions of what libraries are doing in terms of resilience programming for staff and patrons; Adverse Childhood Experience (ACE) training, and how NLS libraries are supporting individual and community communication

and to provide resources for self-empowerment and positive role models, and possible State Library support for this programming.

6.A. Frost reported that each NLS legacy system Chair was sent the CalPERS memo regarding the recent change in amortization schedule from 30 years to 15 years for inactive employers and noted that due to this change, annual CalPERS payments are higher for each legacy system. While MVLS and NBCLS currently have a fund balance from which to make the full FY 2019/20 payment, NSCLS will be utilizing their formula-based cost share for their member payments. Frost noted that the fund balance for MVLS and NBCLS will be depleted sooner than each system expected and these systems will also need to determine a cost sharing plan for their members. NLS staff will create cost sharing models for their review and consideration at their 2019 annual meetings. NBCLS is currently reviewing system membership history and intends to contact former members to notify them of their CalPERS obligation.

B. Olawski presented the memo regarding three NLS Executive Committee members who are terming out June 30, 2019 and requested volunteers for an Ad Hoc Nominating Committee to contact NLS directors who would be interested in serving on the NLS Executive Committee beginning July 1, 2019 through June 30, 2021. Deck and Wilburn volunteered for Ad Hoc Committee. Olawski will contact Kreimeier (Napa County) to ask for her assistance on Ad Hoc Committee (as non-Executive Committee representative). There was a recommendation to consider NBCLS director(s) for the Executive Committee slate of candidates as there is currently less representation from NBCLS system than others.

Dodd suggested Agenda Item H. be heard at this time since Michael Perry was waiting on the phone and ready to present. Agreed to move ahead to Agenda Item 6.H. at this time.

H. Perry (Siskiyou County) presented as the OverDrive and Zinio Committee Chair on usage statistics of both shared eResources. Two libraries are discontinuing with Zinio and this shared resource will likely be discontinued systemwide due to increased costs for remaining consortia members. OverDrive membership remains stable. Perry presented and discussed his analysis of CLSA funding to NLS members and the current CLSA allocation formula. While some libraries are unable to cover all expenses with their CLSA allocation (delivery costs may exceed their individual CLSA allocation, for example), other libraries have unused allocation and, due to Communications & Delivery limitations on CLSA funds, agree to pool their unused allocation with other NLS members. Due to C&D limitations, for NLS at this time, OverDrive may be a library's the only allowable expenditure option. Perry proposed a new CLSA allocation model, whereby NLS starts with the whole CLSA C&D allocation (less delivery) and members select the shared resource(s) in which they want to invest and all members have access to the selected resources. Any CLSA fund balance would be distributed to members. If no CLSA funds remained, all members would pay an equal amount to make up the difference.

Olawski asked Perry to draft this proposal for next Executive Committee meeting and to include how the proposed allocation model might impact libraries using and not using the services.

Frost noted that some NLS libraries are not using OverDrive and Zinio, but not sure of how their C&D funds are being used, and reiterated that C&D could only be used when 3+ libraries are sharing the resources. An allowable cost is for broadband support to purchase network hardware and software, but the funds cannot be used for monthly telecommunication costs.

Perry noted that he was using Flipster as a “test case.” Flipster pricing model is based on the entire service population of the group (NLS service population), regardless of how many within the group participate. He continued that libraries may choose to continue their own subscriptions (Flipster, or other) or opt into the consortia plan. This would be similar to the new *New York Times* subscription offered by the State Library.

Frost asked Dodd if he recalled the history of the distribution of CLSA funds to NLS members. Dodd noted that Sonoma spent their CLSA funds primarily on delivery and to his recollection, no CLSA funds were spent on products.

Wilburn asked if a library is adversely affected by an increase, are they required to agree? She continued to say that while the value of OverDrive service is recognized, her library has questioned the value of Zinio and will be discontinuing this service. She requested Perry to recognize the potential unintended consequences of this proposed allocation model. Wilburn also asked Perry to incorporate the Zinio roll-over funds, and any penalties that may be incurred if service is discontinued.

Perry offered to draft a proposal that will include how this proposed model would affect local libraries, and to consider how libraries are currently utilizing their CLSA funds and the impact to them.

Members agreed to defer Action on Item. H. to later, as they are seeking more information at this time.

Frost noted that the DRAFT NLS Dues and Fees schedule in the meeting packet (5/17/2019) includes increased pricing for OverDrive and Zinio, and currently includes both Folsom and Nevada County libraries in the Zinio consortia. Frost asked the members for direction on how the revised Dues and Fees schedule should be prepared with these proposed revisions.

Members agreed that for OverDrive, the FY 2019/20 Dues & Fees schedule should reflect proposed increased fees as approved by OverDrive consortia. Zinio will need to be updated with removal of Folsom and Nevada County and cost to be redistributed to remaining Zinio members.

Olawski asked Perry if his proposal of a new CLSA distribution model could be considered for FY 2020/21 and that NLS could move forward with the current CLSA distribution model for FY 2019/20. And, that NLS Executive Committee will continue to explore the options for FY 2020/21. Olawski continued to suggest that Perry's proposal include EBSCO and other products. Olawski recommended to defer this Action Item to get updated Zinio costs and to take action on Item H at next Executive Committee meeting (date TBD, but before Annual Meeting of 6/14/2019). Yon will update the Dues/Fees schedule when he has revised information from Perry.

NO ACTION TAKEN AT THIS TIME

C. Brinkley presented the NLS LSTA grant proposal, "Recovering Together: How Libraries Strengthen Their Communities After a Disaster" and requested a Letter of Support from the Executive Committee. The grant proposal is to gather the stories of library directors, library staff, community members and volunteers impacted by recent natural and other disasters and the library's role in each community's recovery efforts. Stories will be gathered through first-person interviews via in-person and Skype or phone, and curated as a viable resource on the NLS website. The project includes a contract with the consulting group, Common Knowledge, and the team of Susan Clark and William Cooley. NLS will provide In Kind support via the System Coordinator who will assist with communications between consultants and interviewees, scheduling and interview logistics, as well as web content and communications with webhost.

D. Frost discussed the State Library's recent RFA for an Administrator of the Zip Books program for FY 2019-2021. NLS is the current the Zip Books Administrator, and assumed full administration of this project in October 2018, implementing numerous accounting, tracking and forecasting procedures that had not existed under previous program management. In addition, a Project Coordinator was hired who, in consultation with PLP/NLS and State Library staff, has made significant improvements to increase program utilization and participant communications. With authorization received from NLS Chair and Vice Chair, PLP and NLS will submit a response to this RFA due May 20 to continue as Administrator of Zip Books. Notice of selected applicant is scheduled for May 23.

E. Frost presented the renewal fee chart for Califa membership for all NLS members. Discussion ensued regarding usage of this membership. All agreed that Califa membership was a value for NLS members.

Motion to Approve Renewal of Califa Membership for FY 2019/20. Fink Moved; Wilburn Seconded. Motion Approved.

F. Frost presented memo on changes to California Library Services Act (CLSA) Regulatory Language and discussion of upcoming CLS Board Meeting of September 17, 2019 (corrected from Agenda – date unknown at time Agenda was printed). Frost reported that the revisions in the regulatory language was a statewide systems effort and intended to reflect the sharing of digital resources. Frost also pointed out that the revised System Plan of Service budget currently includes Planning, Coordination and Evaluation within the System Administration budget. This would include funding for Analytics on Demand, or other types of planning or evaluation tools. The System Administration budget is currently limited to 20% of a system's CLSA allocation and by including the PC&E funds under System Administration, it would limit any investment in evaluation or planning and that investment could potentially be at the expense of administrative support. System Coordinators statewide are recommending that each System draft a letter of support to recommend that either PC&E be moved to the Baseline budget (80% of CLSA) or that the percent allowable within System Administration be increased. It is recommended that this be worked out before the CLSB meeting of September 17, 2019. The State Library staff has indicated they will work with the Systems to draft a recommendation for the placement of PC&E.

Frost suggested that once the State Library completes their assessment, that NLS write a letter of support for where on the Plan of Service the PC&E budget should be included, which would be included in the CLSB packet.

Frost also mentioned that new on the FY 2019/20 Plan of Service is a section to be completed asking about system pension liabilities. Frost noted that the CLSB has no authority over the pension obligations, but that a Board member had asked about the pensions and now this appears on the Plan of Service documents filed annually by all systems.

Fink asked for an approximate cost of PC&E products, citing Analytics on Demand as an example. Frost reported that Pacific Library Partnership (PLP) System budgeted \$156,000 for an assessment tool, which exceeds their 20% System Administration limit. Frost continued to say that for a system the size of NLS, the cost for an assessment tool such as Analytics on Demand would most likely take the entire System Administration budget. She noted that PLP has a consortia subscription to Analytics on Demand that requires individual member login and password which ensures data privacy by jurisdiction.

Frost offered to work with the NLS Chair to draft a letter of support to address the PC&E funds issue.

G. Brinkley reviewed the NLS FY 2019/20 CLSA Plan of Service, noting new sections regarding PC&E budget and section on pension liability.

Motion to Approve NLS FY 2019/20 CLSA Plan of Service and recommend adoption to the NLS Administrative Council. Wilburn Moved; Olawski seconded. Motion Approved.

H. (Moved and presented after Item 6.B. on Agenda)

I. Frost presented the PLP/NLS FY 2019/20 Baseline Contract and additional work pending approval of the LSTA grant application and the response to the Zip Books Program Administrator RFA. Due to these pending revisions to the baseline contract, Frost suggested that either the Executive Committee approve only the Baseline contract at this time (no changes will be made to the Baseline), with an amendment for the additional work requiring Executive Committee approval later. Or, that approval for both Baseline and Additional Work contracts be deferred to the next Executive Committee meeting (date TBD) and approved under one agenda item.

Olawski recommended to defer approval of both Baseline and Additional Work contracts to the next Executive Committee meeting.

NO ACTION TAKEN AT THIS TIME

J. Yon presented on the history, analysis and summary of the contract management administrative fee structure. The tiered fee system was established in 2013 to allocate management fees when NLS had no fiscal administrator and relied on individual member libraries who volunteered to manage NLS contracts. Yon mentioned that in most Federal and State grants, 10% administrative fees is normal, although he is seeing a change lately to a lower rate in some instances.

In summary, Yon recommended that the NLS Executive Committee assess the fiscal prudence of any reduction in fees and impact to long-term fiscal health of NLS and its operating reserve, should fees be eliminated or reduced. Yon added that NLS member dues alone would not cover the cost of the PLP/NLS administrative contract. Yon noted that no administrative fee has yet been assessed for the Link+ contract, as that bill will not be paid until June 2019.

Olawski remarked that she had originally asked about the 10% contract fees with regard to the new Link+ contract and concern that over the 5-year contract of increasing costs to Link+ services, that contract fees at 10% would become cost prohibitive. In addition, that offering a lower contract administrative fee could make joining Link+ more attractive to new libraries. Olawski requested that the Executive Committee consider proposing a lesser contract administrative fee for Link+ at possibly 3-5 % per year, versus current 10% fee. Olawski requested that no action be taken on this item and requested that a review be made only on the Link+ contract. Olawski asked if there was a problem in making this change, if it were to be approved, to apply to only the Link+ contract.

Frost requested that the Executive Committee consider the application of any new contract administrative fee changes and if the fees would need to be calculated individually on each contract, or if changes would apply across the board. Frost suggested that an Ad Hoc Committee be formed to explore this request further.

Fink remarked that he acknowledges there would likely be more contract administration work to support on a large contract such as Link+ and questions the 10% fees on other contracts such as Zinio and OverDrive. Fink also noted that these fees, while charged to members of the consortia, stay within the NLS budget reserves until allocated by the Executive Committee. He continued to say that if there was an economic downturn or reduction or loss of CLSA funds, NLS would need to pull from reserves to continue operations. Fink reported that he approves of the 10% fee but would like to see fees align with the actual cost of providing each service. He prefers, however, to build the reserves and have available, if needed.

Olwaski stated that she was in favor of an Ad Hoc Committee to review further and that would make recommendations to the Executive Committee and Administrative Council. She continued to recommend that No Action be taken at this time, to maintain the 10% fee for FY 2019/20. The information provided will be used to research further.

NO ACTION TAKEN AT THIS TIME.

Deck recommended the Ad Hoc Committee be created after the new Executive Committee members are appointed. Fink requested NLS staff to track costs of administration on the Link+, Zip Books, and other contracts administered by NLS. Olwaski agreed with Fink's request and remarked that with this work, they were building institutional history for NLS and those coming after this administration. Fink remarked that the study will also help NLS in preparation for other grant proposals going forward as, for example, the State Library going out more with RFAs for fiscal partners.

Frost added that the State Library had recently put out another RFA for administration of the Public Library Staff Education Program (PLSEP) for one fiscal partner, versus the systems administering for staff within their jurisdiction. Frost noted that the PLSEP RFA was open to libraries, systems and non-profits.

K. Yon presented the NLS FY 2019/20 Draft Budget. Yon noted correction to be made at top of P. 82 – should read FY 19/20. Yon reported that this budget is a Draft and could change after notification on Zip Books contract.

Frost recommended that with edits and updates required, that No Action be taken and deferred to next Executive Committee meeting. All members agreed.

NO ACTION TAKEN AT THIS TIME

L. Yon presented the NLS FY 2017/18 Financial Audit. He reported that he was pleased with the outcome of the audit and noted on page 113, “Net Position” includes CLSA and Zip Books funds. Yon stated that a true estimated fund balance would be closer to \$1 to \$1.2 million (without CLSA and Zip Books funds). Yon mentioned that Investment Pool Funds had increased and this was considered in drafting the NLS budget. Yon asked for questions. None were asked.

Motion to Approve NLS FY 2017/18 Financial Audit. Olawski moved; Wilburn seconded.
Motion Approved.

7. Deck thanked Olawski, Wilburn and Fink for attending and representing NLS at the April CLSB meeting and speaking on behalf of NLS for the Link+ funding.

Carolyn Brooks, Library Programs Consultant and NLS State Library liaison, provided a written report and verbally shared upcoming projects and funding opportunities from the State Library. She noted many changes at that State Library and that staff was working to give more advance notice with all opportunities of CSL grants. She stated that she would provide a complete report as projects and funding are defined. A Mental Health toolkit will be available online in Summer 2019.

8. The next Executive Committee meeting is scheduled as a conference call for Thursday, June 6, 2019, 10:00 a.m. to 11:30 a.m. Meeting request will go out asap. Agenda to be distributed via email. Brinkley will notify Michael Perry of this meeting date and time.

Meeting adjourned at 12:45 p.m.

Frost remarked that having NLS attend the CLSB meetings is of great value and encouraged continued attendance when possible. Frost noted that the next CLSB meeting will be in Southern CA and requested that NLS support travel for the Chair or Vice Chair



SISKIYOU COUNTY LIBRARY

719 Fourth Street
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MICHAEL PERRY, COUNTY LIBRARIAN
mperry@co.siskiyou.ca.us

May 30, 2019

Re: Discussion on proposal for consortia-managed services with CLSA C&D funds

Please take the proposal as a “springboard” to discuss how NorthNet distributes its CLSA C&D funding to its members.

It is not meant to be voted up or down, but (hopefully) get feedback from the Executive Committee before (hopefully) moving to the full NLS council for

Some questions that could help drive the conversation:

1. Can changing how we allocate CLSA funds better meet local library needs?
2. Can we increase participation in consortia-services by changing how those services are paid (and cost assessed at a local library level)?
3. How do members view the CLSA C&D allocation funds?
 - a. Do they see it as funding to be distributed to the individual library system?
 - b. Do they see it as funding at the consortia-level?
4. What services may be better served with the proposed model?
5. Which ones would be less suited?
6. Does the proposal provide any advantages if the State Library suddenly decides to “boost” funding (as they did with the recent one-time funding)?

Current Allocation formula model for CLSA funds

The current distribution amounts of CLSA C&D funds for FY 18/19 is

Library	Population 2018	CLSA Allocation (Rounded)	Deliveries	OverDrive	Zinio	Total	Unused Allocation
Alpine County Library	1,154	\$ 6,174	\$ -	\$ 230	\$ 97	\$ 327	\$ 5,847
Bel-Tiburon Public Library	11,783	\$ 6,718	\$ -	\$ -	\$ -	\$ -	\$ 6,718
Benicia Public Library	27,499	\$ 7,520	\$ 14,131	\$ 1,068	\$ -	\$ 15,199	\$ (7,679)
Butte County Library	227,621	\$ 17,745	\$ -	\$ 4,295	\$ 4,539	\$ 8,834	\$ 8,911
Colusa County Library	22,098	\$ 7,245	\$ 4,644	\$ 422	\$ 456	\$ 5,522	\$ 1,723
Del Norte County Library	27,221	\$ 7,506	\$ -	\$ 621	\$ 113	\$ 734	\$ 6,772
Dixon Public Library	29,214	\$ 7,608	\$ 11,618	\$ 518	\$ -	\$ 12,136	\$ (4,528)
El Dorado County Library	188,399	\$ 15,741	\$ 2,322	\$ 4,195	\$ 4,273	\$ 10,790	\$ 4,951
Folsom Public Library	78,447	\$ 10,124	\$ 9,287	\$ 1,934	\$ 3,122	\$ 14,343	\$ (4,219)
Humboldt County Library	136,002	\$ 13,064	\$ -	\$ 3,423	\$ 3,007	\$ 6,430	\$ 6,634
Lake County Library	65,081	\$ 9,441	\$ 30,377	\$ -	\$ 880	\$ 31,257	\$ (21,816)
Larkspur Public Library	12,351	\$ 6,747	\$ -	\$ -	\$ -	\$ -	\$ 6,747
Lassen Library District	14,954	\$ 6,880	\$ -	\$ 416	\$ 156	\$ 572	\$ 6,308
Lincoln Public Library	48,591	\$ 8,598	\$ 2,322	\$ 1,227	\$ -	\$ 3,549	\$ 5,049
Marin County Free Library	143,912	\$ 13,468	\$ -	\$ -	\$ -	\$ -	\$ 13,468
Mendocino County Library	89,299	\$ 10,678	\$ 44,807	\$ -	\$ -	\$ 44,807	\$ (34,129)
Mill Valley Public Library	14,963	\$ 6,880	\$ -	\$ -	\$ -	\$ -	\$ 6,880
Modoc County Library	9,612	\$ 6,606	\$ -	\$ 346	\$ 170	\$ 516	\$ 6,090
Mono County Free Library	13,822	\$ 6,822	\$ -	\$ 663	\$ 865	\$ 1,528	\$ 5,294
Napa County County Librai	135,176	\$ 13,022	\$ -	\$ 2,431	\$ 4,220	\$ 6,651	\$ 6,371
Nevada County Library	99,155	\$ 11,182	\$ -	\$ 3,168	\$ 3,282	\$ 6,450	\$ 4,732
Orland Free Library	15,332	\$ 6,899	\$ -	\$ 394	\$ 200	\$ 594	\$ 6,305
Placer County Library	203,728	\$ 16,525	\$ 2,322	\$ 5,899	\$ 5,114	\$ 13,335	\$ 3,190
Plumas County Library	22,980	\$ 7,290	\$ -	\$ 541	\$ 314	\$ 855	\$ 6,435
Roseville Public Library	137,213	\$ 13,126	\$ 2,322	\$ 3,415	\$ -	\$ 5,737	\$ 7,389
Sacramento Public Library	1,451,054	\$ 80,255	\$ 11,609	\$ -	\$ -	\$ 11,609	\$ 68,646
St. Helena Public Library	6,118	\$ 6,428	\$ 10,315	\$ 545	\$ -	\$ 10,860	\$ (4,432)
San Anselmo Public Libran	13,000	\$ 6,780	\$ -	\$ -	\$ -	\$ -	\$ 6,780
San Rafael Public Library	60,651	\$ 9,214	\$ -	\$ -	\$ -	\$ -	\$ 9,214
Sausalito Public Library	7,226	\$ 6,485	\$ -	\$ -	\$ -	\$ -	\$ 6,485
Shasta Public Libraries	178,271	\$ 15,224	\$ -	\$ -	\$ 2,802	\$ 2,802	\$ 12,422
Siskiyou County Library	44,612	\$ 8,395	\$ -	\$ 1,515	\$ 945	\$ 2,460	\$ 5,935
Solano County Library	383,080	\$ 25,688	\$ 30,211	\$ 7,274	\$ -	\$ 37,485	\$ (11,797)
Sonoma County Library	503,332	\$ 31,833	\$ 29,844	\$ -	\$ -	\$ 29,844	\$ 1,989
Sutter County Library	97,238	\$ 11,084	\$ 9,287	\$ 1,941	\$ 1,568	\$ 12,796	\$ (1,712)
Tehama County Library	64,039	\$ 9,387	\$ -	\$ 1,156	\$ 786	\$ 1,942	\$ 7,445
Trinity County Library	13,635	\$ 6,812	\$ -	\$ 521	\$ 160	\$ 681	\$ 6,131
Willows Public Library	13,464	\$ 6,803	\$ -	\$ 624	\$ 103	\$ 727	\$ 6,076
Woodland Public Library	60,426	\$ 9,203	\$ 9,287	\$ 1,497	\$ 1,490	\$ 12,274	\$ (3,071)
Yolo County Library	160,844	\$ 14,334	\$ 4,644	\$ -	\$ -	\$ 4,644	\$ 9,690
Yuba County Library	74,727	\$ 9,934	\$ -	\$ 1,721	\$ 798	\$ 2,519	\$ 7,415
	4,907,324	\$ 501,468	\$ 229,349	\$ 52,000	\$ 39,460	\$ 320,809	\$ 180,659

Calculation example for Alpine

A library system's CLSA Allocation is determined by assigning

1. 50% of the allocation: equally among the 41 systems
2. 50% of the allocation: proportional to the share of population

In FY 18/19, the CLSA C&D amount was \$501,468.

Alpine receives an equal share of half of the \$501,468:

$$\frac{\$250,734}{41} = \$6,115 \text{ (Rounded)}$$

Alpine also receives a proportional share based on population on the other half of \$501,468

$$\frac{1,154}{4,907,324} \times \$250,734 = \$59 \text{ (Rounded)}$$

And this makes Alpine total CLSA allocation

$$\$6,115 + \$59 = \$6,174$$

Unused Allocation

Any remainder, after costs for Delivery, Overdrive & Zinio are assessed to the individual library system, can be used for limited, specific approved uses.

If a library system doesn't have enough CLSA Allocation, they are billed and need to pay NorthNet the difference (shown in red in the green column on the previous page).

In FY 18/19, eight library systems did not receive any allocation as their service costs exceeded their allocation.

Proposed CLSA Distribution method

Pay all the consortia-managed services first and then to distribute the remaining CLSA funds.

In FY 18/19, the combined costs for the consortia-managed services was \$320,809

- Delivery → \$229,349
- Overdrive → \$52,000
- Zinio cost → \$39,460

This leaves a remainder of \$180,659 to distribute to the 41 systems (\$501,468 - \$320,809).

Library	Population 2018	CLSA Allocation (Rounded)	Deliveries	OverDrive	Zinio	Total	Unused Allocation
Alpine County Library	1,154						
Bel-Tiburon Public Library	11,783						
Benicia Public Library	27,499						
Butte County Library	227,621						
Colusa County Library	22,098						
Del Norte County Library District	27,221						
Dixon Public Library	29,214						
El Dorado County Library	188,399						
Folsom Public Library	78,447						
Humboldt County Library	136,002						
Lake County Library	65,081						
Larkspur Public Library	12,351						
Lassen Library District	14,954						
Lincoln Public Library	48,591						
Marin County Free Library	143,912						
Mendocino County Library	89,299						
Mill Valley Public Library	14,963						
Modoc County Library	9,612						
Mono County Free Library	13,822						
Napa County Library	135,176						
Nevada County Library	99,155						
Orland Free Library	15,332						
Placer County Library	203,728						
Plumas County Library	22,980						
Roseville Public Library	137,213						
Sacramento Public Library	1,451,054						
St. Helena Public Library	6,118						
San Anselmo Public Library	13,000						
San Rafael Public Library	60,651						
Sausalito Public Library	7,226						
Shasta Public Libraries	178,271						
Siskiyou County Library	44,612						
Solano County Library	383,080						
Sonoma County Library	503,332						
Sutter County Library	97,238						
Tehama County Library	64,039						
Trinity County Library	13,635						
Willows Public Library	13,464						
Woodland Public Library	60,426						
Yolo County Library	160,844						
Yuba County Library	74,727						
Total	4,907,324	\$ 501,468	\$ 229,349	\$ 52,000	\$ 39,460	\$ 320,809	\$ 180,659

With the new value of \$180,659, we would follow the same distribution formula as before

Library	Population 2018	CLSA Allocation		CLSA Allocation
		50% Split	Population	
Alpine County Library	1,154	\$ 2,203	\$ 21	\$ 2,224
Bel-Tiburon Public Library	11,783	\$ 2,203	\$ 217	\$ 2,420
Benicia Public Library	27,499	\$ 2,203	\$ 506	\$ 2,709
Butte County Library	227,621	\$ 2,203	\$ 4,190	\$ 6,393
Colusa County Library	22,098	\$ 2,203	\$ 407	\$ 2,610
Del Norte County Library District	27,221	\$ 2,203	\$ 501	\$ 2,704
Dixon Public Library	29,214	\$ 2,203	\$ 538	\$ 2,741
El Dorado County Library	188,399	\$ 2,203	\$ 3,468	\$ 5,671
Folsom Public Library	78,447	\$ 2,203	\$ 1,444	\$ 3,647
Humboldt County Library	136,002	\$ 2,203	\$ 2,503	\$ 4,707
Lake County Library	65,081	\$ 2,203	\$ 1,198	\$ 3,401
Larkspur Public Library	12,351	\$ 2,203	\$ 227	\$ 2,431
Lassen Library District	14,954	\$ 2,203	\$ 275	\$ 2,478
Lincoln Public Library	48,591	\$ 2,203	\$ 894	\$ 3,098
Marin County Free Library	143,912	\$ 2,203	\$ 2,649	\$ 4,852
Mendocino County Library	89,299	\$ 2,203	\$ 1,644	\$ 3,847
Mill Valley Public Library	14,963	\$ 2,203	\$ 275	\$ 2,479
Modoc County Library	9,612	\$ 2,203	\$ 177	\$ 2,380
Mono County Free Library	13,822	\$ 2,203	\$ 254	\$ 2,458
Napa County Library	135,176	\$ 2,203	\$ 2,488	\$ 4,691
Nevada County Library	99,155	\$ 2,203	\$ 1,825	\$ 4,028
Orland Free Library	15,332	\$ 2,203	\$ 282	\$ 2,485
Placer County Library	203,728	\$ 2,203	\$ 3,750	\$ 5,953
Plumas County Library	22,980	\$ 2,203	\$ 423	\$ 2,626
Roseville Public Library	137,213	\$ 2,203	\$ 2,526	\$ 4,729
Sacramento Public Library	1,451,054	\$ 2,203	\$ 26,710	\$ 28,913
St. Helena Public Library	6,118	\$ 2,203	\$ 113	\$ 2,316
San Anselmo Public Library	13,000	\$ 2,203	\$ 239	\$ 2,442
San Rafael Public Library	60,651	\$ 2,203	\$ 1,116	\$ 3,320
Sausalito Public Library	7,226	\$ 2,203	\$ 133	\$ 2,336
Shasta Public Libraries	178,271	\$ 2,203	\$ 3,281	\$ 5,485
Siskiyou County Library	44,612	\$ 2,203	\$ 821	\$ 3,024
Solano County Library	383,080	\$ 2,203	\$ 7,051	\$ 9,255
Sonoma County Library	503,332	\$ 2,203	\$ 9,265	\$ 11,468
Sutter County Library	97,238	\$ 2,203	\$ 1,790	\$ 3,993
Tehama County Library	64,039	\$ 2,203	\$ 1,179	\$ 3,382
Trinity County Library	13,635	\$ 2,203	\$ 251	\$ 2,454
Willows Public Library	13,464	\$ 2,203	\$ 248	\$ 2,451
Woodland Public Library	60,426	\$ 2,203	\$ 1,112	\$ 3,315
Yolo County Library	160,844	\$ 2,203	\$ 2,961	\$ 5,164
Yuba County Library	74,727	\$ 2,203	\$ 1,376	\$ 3,579
Total	4,907,324	\$ 90,330	\$ 90,330	\$ 180,659

In this proposal, Alpine receives an equal share of half of the \$180,659:

$$\frac{\$90,330}{41} = \$2,203 \text{ (Rounded)}$$

Alpine also receives a proportional share based on population on the other half of \$501,468

$$\frac{1,154}{4,907,324} \times \$90,330 = \$21 \text{ (Rounded)}$$

And this makes Alpine's total CLSA allocation

$$\$2,203 + \$21 = \$2,224$$

Comparison of Proposed Cost-Share with Current Distribution Model

Library	Population 2018	CLSA Allocation		CLSA Allocation	Current Model	Difference
		50% Split	Population			
Alpine County Library	1,154	\$ 2,203	\$ 21	\$ 2,224	\$ 5,847	\$ (3,623)
Bel-Tiburon Public Library	11,783	\$ 2,203	\$ 217	\$ 2,420	\$ 6,718	\$ (4,298)
Benicia Public Library	27,499	\$ 2,203	\$ 506	\$ 2,709	\$ (7,679)	\$ 10,388
Butte County Library	227,621	\$ 2,203	\$ 4,190	\$ 6,393	\$ 8,911	\$ (2,518)
Colusa County Library	22,098	\$ 2,203	\$ 407	\$ 2,610	\$ 1,723	\$ 887
Del Norte County Library District	27,221	\$ 2,203	\$ 501	\$ 2,704	\$ 6,772	\$ (4,068)
Dixon Public Library	29,214	\$ 2,203	\$ 538	\$ 2,741	\$ (4,528)	\$ 7,269
El Dorado County Library	188,399	\$ 2,203	\$ 3,468	\$ 5,671	\$ 4,951	\$ 720
Folsom Public Library	78,447	\$ 2,203	\$ 1,444	\$ 3,647	\$ (4,219)	\$ 7,866
Humboldt County Library	136,002	\$ 2,203	\$ 2,503	\$ 4,707	\$ 6,634	\$ (1,927)
Lake County Library	65,081	\$ 2,203	\$ 1,198	\$ 3,401	\$ (21,816)	\$ 25,217
Larkspur Public Library	12,351	\$ 2,203	\$ 227	\$ 2,431	\$ 6,747	\$ (4,316)
Lassen Library District	14,954	\$ 2,203	\$ 275	\$ 2,478	\$ 6,308	\$ (3,830)
Lincoln Public Library	48,591	\$ 2,203	\$ 894	\$ 3,098	\$ 5,049	\$ (1,951)
Marin County Free Library	143,912	\$ 2,203	\$ 2,649	\$ 4,852	\$ 13,468	\$ (8,616)
Mendocino County Library	89,299	\$ 2,203	\$ 1,644	\$ 3,847	\$ (34,129)	\$ 37,976
Mill Valley Public Library	14,963	\$ 2,203	\$ 275	\$ 2,479	\$ 6,880	\$ (4,401)
Modoc County Library	9,612	\$ 2,203	\$ 177	\$ 2,380	\$ 6,090	\$ (3,710)
Mono County Free Library	13,822	\$ 2,203	\$ 254	\$ 2,458	\$ 5,294	\$ (2,836)
Napa County Library	135,176	\$ 2,203	\$ 2,488	\$ 4,691	\$ 6,371	\$ (1,680)
Nevada County Library	99,155	\$ 2,203	\$ 1,825	\$ 4,028	\$ 4,732	\$ (704)
Orland Free Library	15,332	\$ 2,203	\$ 282	\$ 2,485	\$ 6,305	\$ (3,820)
Placer County Library	203,728	\$ 2,203	\$ 3,750	\$ 5,953	\$ 3,190	\$ 2,763
Plumas County Library	22,980	\$ 2,203	\$ 423	\$ 2,626	\$ 6,435	\$ (3,809)
Roseville Public Library	137,213	\$ 2,203	\$ 2,526	\$ 4,729	\$ 7,389	\$ (2,660)
Sacramento Public Library	1,451,054	\$ 2,203	\$ 26,710	\$ 28,913	\$ 68,646	\$ (39,733)
St. Helena Public Library	6,118	\$ 2,203	\$ 113	\$ 2,316	\$ (4,432)	\$ 6,748
San Anselmo Public Library	13,000	\$ 2,203	\$ 239	\$ 2,442	\$ 6,780	\$ (4,338)
San Rafael Public Library	60,651	\$ 2,203	\$ 1,116	\$ 3,320	\$ 9,214	\$ (5,894)
Sausalito Public Library	7,226	\$ 2,203	\$ 133	\$ 2,336	\$ 6,485	\$ (4,149)
Shasta Public Libraries	178,271	\$ 2,203	\$ 3,281	\$ 5,485	\$ 12,422	\$ (6,937)
Siskiyou County Library	44,612	\$ 2,203	\$ 821	\$ 3,024	\$ 5,935	\$ (2,911)
Solano County Library	383,080	\$ 2,203	\$ 7,051	\$ 9,255	\$ (11,797)	\$ 21,052
Sonoma County Library	503,332	\$ 2,203	\$ 9,265	\$ 11,468	\$ 1,989	\$ 9,479
Sutter County Library	97,238	\$ 2,203	\$ 1,790	\$ 3,993	\$ (1,712)	\$ 5,705
Tehama County Library	64,039	\$ 2,203	\$ 1,179	\$ 3,382	\$ 7,445	\$ (4,063)
Trinity County Library	13,635	\$ 2,203	\$ 251	\$ 2,454	\$ 6,131	\$ (3,677)
Willows Public Library	13,464	\$ 2,203	\$ 248	\$ 2,451	\$ 6,076	\$ (3,625)
Woodland Public Library	60,426	\$ 2,203	\$ 1,112	\$ 3,315	\$ (3,071)	\$ 6,386
Yolo County Library	160,844	\$ 2,203	\$ 2,961	\$ 5,164	\$ 9,690	\$ (4,526)
Yuba County Library	74,727	\$ 2,203	\$ 1,376	\$ 3,579	\$ 7,415	\$ (3,836)
Total	4,907,324	\$ 90,330	\$ 90,330	\$ 180,659	\$ 180,659	\$ (0)

Library systems that gain funding in the new system are marked in red in the blue column.

Considerations

Pros

- Library system would not need to choose one service over the other because of limited CLSA allocations
- Systems that currently pay NorthNet are not held captive by the majority of systems that have excess CLSA funding when considering budget increases
- No one receives a bill to pay NorthNet for consortia-managed services (as everyone receives a CLSA C&D distribution)
- It is easier to set budgets at a consortia-level instead of trying to balance individual library system's budget constraints
- It eliminates arbitrary formulas used to calculate the individual cost of a service to a library system
- Makes it easier for libraries to consider and participate in new services if paid for at a consortia-level
- Minimizes situation where significant funds are re-directed to a single service (i.e. Overdrive) because library systems have no alternate way to use them

Cons

- Library systems that receive a large CLSA allocation will receive less
- Some systems benefit *far* more than others in this model – especially those with large delivery costs (see Lake County, Solano County, Mendocino)
- Library systems are forced to pay for services that they cannot use
 - Paying for delivery systems for specific regions
 - Overdrive may prevent some systems joining the consortia
- Reduces CLSA allocation for libraries with legitimate local purchases, decreasing a revenue stream at the local level
- Reduces/removes the role of local libraries to decide how their CLSA allocations are used
- Makes it difficult to understand the local cost for a service if we no longer calculate it



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www.northnetlibs.org

To: NLS Executive Committee
From: Carol Frost, CEO, Pacific Library Partnership
Subject: Review and Approval of FY 2019/19 NLS/PLP Contract for Administrative and Fiscal Services and Contract for Additional Work
Date: June 6, 2019

Background

When PLP was awarded the NLS/PLP contract for fiscal and administrative services in February 26, 2018, it was agreed that a contract with baseline services would be provided, and that PLP would discuss with the Executive Committee the work which NLS foresees in the upcoming fiscal year which is beyond the baseline and negotiate additional costs for that work. The purpose of this memo is to discuss the baseline costs and the projected additional services for FY 2019/20 and associated costs.

Discussion of Baseline Budget

The FY 2019/20 baseline contract includes preparing and monitoring budgets and contracts such as Zinio, OverDrive, and Gale; contracts with delivery vendors; oversight of PLSEP, filing regular CalPERS paperwork; invoice payment, billing and distribution of CLSA funds, preparing meeting agenda packets for NLS as well as the three legacy systems, and other general support. It includes 8 hours per week of the Coordinator's time. The FY 2019/20 baseline contract is \$128,780 which is a 3% increase from the previous fiscal year.

This increase is attributed to a PLS salary study, which had not been done in 16 years. A revised salary schedule has been adopted which begins in July 2019, which results in increased salaries for most staff and resolves several compaction issues. Because the City of San Mateo has adopted a minimum wage ordinance which is tied to the CPI, PLS will annually increase all salaries at the CPI rate starting in July 2020, which will affect future costs for this contract.

Discussion of Additional Work

As is the case from previous years, it is anticipated that NLS will be in need of work above and beyond the baseline services. Those activities included the work regarding the continued CalPERS obligations for the legacy systems; continued work for the NLS Link+ study and associated advocacy with the State Library and California Library Services Board. NLS has also applied for an LSTA grant, Disaster Response and Recovery Resource Guide, which represents work of the Coordinator as well as grant monitoring. Because of those additional activities, the System Coordinator's time has been increased from 8 hours per week to 14 hours per week, along with slight increases in other staff support. The proposed FY 2019/20 Contract for Additional Work is an additional \$28,400.

With NLS being awarded the Zip Book Statewide Grant Administrator for 2019-21, the budget for staff, including hiring a Zip Book Coordinator, totals \$99,653, with these funds coming from the grant. As has



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been past practice, 90% of the Indirect for both the Zip Books grant and the CLSA Link+ grant will go to PLS for overhead and other costs, and 10% will remain with NLS as additional revenue.

Recommendation

It is recommended that the NLS Executive Committee consider approval of the baseline contract and the Contract for Additional Work for FY 2019/20, for a total of \$336,089, and recommend approval to the NLS Administrative Council.



Pacific Library Partnership

PLP / NorthNet Contract FY 2019/20

<u>Staff</u>	<u>FTE</u>		<u>Total</u>
<u>Administration</u>			
CEO	0.05	2 hours/week at \$121.51/hour <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$12,637
Office Manager	0.20	8 hours/week @ \$62.68/hour <i>Manage website, listservs and rosters. Point of contact for System Delivery and PLSEP grant. Prepare and distribute agenda packets and minutes, manage UPS accounts, delivery contracts, set up conference calls for committees.</i>	\$26,075
Administrative Assistant II	0.04	1.50 hours/week @ \$52.57/hour <i>Prepare system contracts, open mails, mail ILL materials coordinate Form 700s.</i>	\$4,100
Subtotal - Administration	0.29		\$42,812
<u>Fiscal Accounting</u>			
Controller	0.10	4 hours/week @ \$96.15 <i>Prepare/monitor budget, authorize and approve payments. Prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database and eContent contract renewal, review delivery contracts/services</i>	\$19,999
Account Clerk	0.08	3 hours/week at \$46.51 <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$7,256
Fiscal/Admin Services Spec.	0.09	3.5 hours/week at \$ 62.68 <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$11,408
Administrative Assistant	0.10	4 hours/week at \$19.12/hour <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$3,977
Subtotal - Fiscal Acctg	0.36		\$42,639
Total Administration/Fiscal Accounting			\$85,452
Coordinator	0.20	8 hours/week at \$75/hour <i>Distribute legislative, CLSA and other State Library Correspondence, prepare agenda with Executive Council committee, take Council and Executive meeting minutes, work with CalPERS related issues Prepare CLSA Plan of Service and annual reports</i>	\$31,200
			\$116,652
<u>Mileage</u>			
3 round trips @242 mile@ 58 cents per mile			\$421
Total			\$117,073
10% Overhead			\$11,707
Total FTE	0.85	Grand Total	\$128,780

Additional Proposed Work: PLP / NorthNet Contract FY 2019/20

The following additional services will be provided to NLS for FY 2019/20

Continuing the work of the NLS Link+ study, including continued work with costs, contracts and implementation with additional libraries; developing plan for CLSB meeting.

Further work related to CalPERS obligations for legacy systems; developing cost share formulas, working with CalPERS and attorney as needed

Work related to the LSTA regional grant "Disaster Response and Recovery Resource Guide"

<u>Staff</u>	<u>Additional Hours</u>	<u>Total</u>
CEO	1 hour/week at \$121.5/hour	\$6,318
Coordinator	5 hours/week at \$75/hour	\$19,500
Subtotal		\$25,818
	10% Indirect	\$2,582
	TOTAL ADDITIONAL WORK	\$28,400

Work Related to the CLSA ZipBooks Statewide Grant

<u>Staff</u>	<u>Additional Hours</u>	<u>Total</u>
CEO	.35 hours/week at \$121.5/hour	\$2,208
Controller	.36 hours/week at \$96.15 /hour	\$1,777
Operation Manager	.36 hours/week at \$62.68 /hour	\$1,165
Accounting Clerk	12.2 hours/week at \$46.51/hour	\$29,503
NLS System Coordinator	2 hours/week at \$75/hour	\$7,800
Zip Books Coordinator	22 hours/week at \$50/hour	\$57,200
	Zip Books Subtotal	\$99,653

ZIPBOOKS GRANT AND LINK+ INDIRECT COSTS

	\$450,000 with 10% indirect = \$45,000. 90%	
FY 2019/20 Link+ CLSA Contract	indirect to PLS (\$40,500); 10% NLS (\$4,500)	\$40,500
	\$1,000,000 with 4.5% indirect = \$43,062. 90%	
FY 2019/20 ZipBooks Contract	indirect PLS (\$38,756); 10% NLS \$4,306)	\$38,756
	Baseline Contract	\$128,780
	TOTAL CONTRACT	\$336,089



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To: NLS Executive Committee
From: Andrew Yon, Controller
Subject: FY 2019/20 NLS Budget
Date: June 6, 2019

Background

The purpose of this memo is to provide the NLS Executive Committee with highlights of the NLS FY 2019/20 Budget for consideration and approval. The overall NLS budget is \$1,750,868.

ADMINISTRATION

Revenues:

The membership fees of \$142,858 represent a 3% CPI increase adjustment as well as the 10% administrative fee for services. This budget is the first one which now also reflects the cost for Link+, which has resulted in increases to the membership fees. Membership base allocations are based in part on population. The California State Library will release the population figures in early June, and the allocation will be reviewed before being presented to the NLS Administrative Council. Revenue also include \$156,716 of CLSA System Administration funds and projected revenue for the Disaster Response and Recovery Resource Guide LSTA grant.

Expenditures:

Contractual Services reflects the \$128,780 for the NLS/PLP baseline contract and an amendment for additional work of \$207,309, for a total of \$336,089.

The Membership Fees and Dues line item reflects \$12,060 for Califa membership fee. \$50,000 of membership fees has been allocated to staff training disbursements to the libraries for \$1,000 each.

COMMUNICATION AND DELIVERY

The FY 2019/20 CLSA funds allocation is \$663,402 for Communication and Delivery. Libraries participating in delivery within NBCLS and MVLS provide additional funds for these services.

This budget also includes \$200,000 of CLSA funds that were earmarked for Link+ but not yet allocated.

LOCAL

There are two changes to the Local Budget. Please note \$89,116 of Unused CLSA funds are listed. This is due to the increasing number of libraries choosing to allocate more of their CLSA funds to OverDrive. Because of the large influx of CLSA funds in FY 2018/19, these funds will roll over into FY 2019/20.



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In addition, the baseline costs for OverDrive and Zinio reflect the recommendation by Michael Perry. Should the Executive Committee wish to change those, they may be modified before the budget is presented to the Administrative Council.

This local budget also includes the individual library subscriptions to Gale databases, and the shared Overdrive and Zinio collections. These costs are paid centrally.

GRANTS

The CLSA Zip Book grant will be ending in June 2019, and the Career Visioning for New Adults LSTA grant will end in September 2019. The State Library has indicated that it will again allow the regions to administer the PLSEP grants, so the same funding is noted as last year as a placeholder. NLS has applied for another LSTA Grant, Disaster Response & Recovery Resource Guide. Should it not be awarded, this will be removed from the budget.

FUND BALANCE and OPERATING RESERVE

The 6/30/18 NLS Fund Balance is estimated to be \$1,268,147, which includes the \$228,116 of unspent CLSA funds. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operative Reserve is \$71,730.

FY 2019-20 NorthNet Libraries Dues and Fees (05/30/19)

Library & Academic	CSL Certified 2018 Population Figures	CSL FY16/17 Budget Figures	Base Dues	Delivery Admin Fee	OverDrive Admin Fee	GALE Database Admin Fee	Zinio Admin Fee	Link+ Fee	Total Member Dues	NBCLS and MVL Deliveries (Incl. 3% CPI)	OverDrive	Zinio	GALE Database	Link+
Alpine County Library	1,154	\$ 264,561	\$ 530		\$ 12	\$ 13	\$ 18		\$ 572		\$ 115	\$ 176	\$ 130	
Bel-Tiburon Public Library	11,783	\$ 2,471,187	\$ 2,122						\$ 2,122					
Benicia Public Library	27,499	\$ 2,062,802	\$ 2,122	\$ 1,456	\$ 199				\$ 3,776	\$ 14,555	\$ 1,987			
Butte County Library	227,621	\$ 4,167,463	\$ 4,244		\$ 421		\$ 783		\$ 5,447		\$ 4,207	\$ 7,826		
CSU Chico			\$ 530						\$ 530					
Colusa County Library	22,098	\$ 1,376,132	\$ 1,061	\$ 483	\$ 15		\$ 74		\$ 1,633	\$ 4,826	\$ 149	\$ 742		
Del Norte County Library Dis	27,221	\$229,002	\$ 530		\$ 43		\$ 19		\$ 592		\$ 432	\$ 185		
Dixon Public Library	29,214	\$1,162,420	\$ 1,061	\$ 1,197	\$ 32				\$ 2,290	\$ 11,967	\$ 322			
El Dorado County Library	188,399	\$3,430,378	\$ 3,183	\$ 241	\$ 1,006		\$ 717	\$ 1,793	\$ 6,940	\$ 2,413	\$ 10,059	\$ 7,170		\$ 17,926
Folsom Public Library	78,447	\$1,469,889	\$ 1,061	\$ 965	\$ 422		\$ -		\$ 2,448	\$ 9,652	\$ 4,217	\$ -		
Humboldt County Library	136,002	\$3,689,525	\$ 3,183		\$ 520		\$ 509		\$ 4,212		\$ 5,199	\$ 5,094		
Lake County Library	65,081	\$1,047,297	\$ 1,061	\$ 3,129			\$ 161		\$ 4,351	\$ 31,288		\$ 1,612		
Larkspur Public Library	12,351	\$840,454	\$ 530						\$ 530					
Lassen Library District	14,954	\$192,493	\$ 530		\$ 24		\$ 25		\$ 579		\$ 236	\$ 254		
Lincoln Public Library	48,591	\$600,851	\$ 530	\$ 241	\$ 291	\$ 19			\$ 1,081	\$ 2,413	\$ 2,910		\$ 189	
Marin County Free Library	143,912	\$15,530,838	\$ 4,244					\$ 6,864	\$ 11,108					\$ 68,643
Mendocino County Library	89,299	\$3,085,167	\$ 2,122	\$ 4,615					\$ 6,737	\$ 46,150				
Mill Valley Public Library	14,963	\$2,448,628	\$ 2,122						\$ 2,122					
Modoc County Library	9,612	\$287,149	\$ 530		\$ 16		\$ 37		\$ 583		\$ 161	\$ 365		
Mono County Free Library	13,822	\$1,105,792	\$ 1,061		\$ 77		\$ 147		\$ 1,285		\$ 770	\$ 1,470		
Napa County County Library	135,176	\$14,623,972	\$ 4,244		\$ 730		\$ 728	\$ 1,447	\$ 7,149		\$ 7,298	\$ 7,281		\$ 14,469
Nevada County Library	99,155	\$2,981,189	\$ 2,122		\$ 671		\$ -		\$ 2,793		\$ 6,708	\$ -		
Orland Free Library	15,332	\$352,103	\$ 530		\$ 31		\$ 35		\$ 597		\$ 314	\$ 351		
Placer County Library	203,728	\$6,709,720	\$ 4,244	\$ 241	\$ 1,009		\$ 876		\$ 6,371	\$ 2,413	\$ 10,092	\$ 8,760		
Plumas County Library	22,980	\$426,684	\$ 530		\$ 52		\$ 51		\$ 633		\$ 518	\$ 510		
Roseville Public Library	137,213	\$3,719,679	\$ 3,183	\$ 241	\$ 854	\$ 248			\$ 4,526	\$ 2,413	\$ 8,539		\$ 2,477	
Sacramento Public Library	1,451,054	\$40,262,153	\$ 5,305	\$ 1,206				\$ 2,432	\$ 8,943	\$ 12,064				\$ 24,318
Sacramento Law			\$ 530						\$ 530					
St. Helena Public Library	6,118	\$1,028,931	\$ 1,061	\$ 1,063	\$ 97				\$ 2,220	\$ 10,625	\$ 969			
San Anselmo Public Library	13,000	\$871,917	\$ 530						\$ 530					
San Rafael Public Library	60,651	\$3,968,981	\$ 3,183						\$ 3,183					
Sausalito Public Library	7,226	\$930,311	\$ 530						\$ 530					
Shasta Public Libraries	178,271	\$2,369,608	\$ 2,122		\$ 838		\$ 474		\$ 3,435		\$ 8,381	\$ 4,744		
Siskiyou County Library	44,612	\$842,753	\$ 530		\$ 107		\$ 148		\$ 785		\$ 1,066	\$ 1,484		
Solano County Library	383,080	\$17,609,704	\$ 5,305	\$ 3,112	\$ 739			\$ 6,428	\$ 15,584	\$ 31,118	\$ 7,394			\$ 64,284
Sonoma County Library	503,332	\$19,748,048	\$ 5,305	\$ 3,074				\$ 2,695	\$ 11,074	\$ 30,740				\$ 26,955
Sutter County Library	97,238	\$1,403,329	\$ 1,061	\$ 965	\$ 145	\$ 145	\$ 265		\$ 2,582	\$ 9,652	\$ 1,454	\$ 2,653	\$ 1,453	
Tehama County Library	64,039	\$465,599	\$ 530		\$ 69		\$ 132		\$ 731		\$ 687	\$ 1,322		
Trinity County Library	13,635	\$319,794	\$ 530		\$ 31		\$ 29		\$ 590		\$ 306	\$ 292		
Willows Public Library	13,464	\$252,019	\$ 530		\$ 19		\$ 22		\$ 571		\$ 192	\$ 220		
Woodland Public Library	60,426	\$2,592,688	\$ 2,122	\$ 965	\$ 166		\$ 254	\$ 539	\$ 4,046	\$ 9,652	\$ 1,664	\$ 2,536		\$ 5,392
Yolo County Library	160,844	\$6,618,343	\$ 4,244	\$ 48			\$ -	\$ 1,550	\$ 5,842	\$ 483				\$ 15,501
Yuba County Library	74,727	\$370,965	\$ 530		\$ 26		\$ 120		\$ 676		\$ 256	\$ 1,202		
Total	4,907,324	\$173,930,518	\$ 81,158	\$ 23,242	\$ 8,660	\$ 425	\$ 5,625	\$ 23,748	\$ 142,858	\$232,424	\$ 86,600	\$ 56,249	\$ 4,249	\$ 237,488

FY 2019-20 NorthNet Libraries Dues and Fees (05/30/19)

- 2015-2016 budget (total operating expenditures from California State Library website)
- 2018 CSL Certification of Population Figures

Base Dues	FY18/19	FY19/20 (3% CPI)
Under 100,000 Pop. And Under \$1,000,000 Budget	\$515	\$530
Under 300,000 Pop. And Under \$2,000,000 Budget	\$1,030	\$1,061
Under 300,000 Pop. And Under \$3,000,000 Budget	\$2,060	\$2,122
Under 200,000 Pop. And Over \$3,000,000 Budget	\$3,090	\$3,183
Under 300,000 Pop. And Over \$5,000,000 Budget	\$4,120	\$4,244
Over 300,000 Pop. or \$5,000,000 Budget	\$5,150	\$5,305

Admin Fee 10%
Delivery, OverDrive, Zinio, Databases, and Link+

NorthNet Library System

FY 2018-19 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$25,000			\$25,000
3661	Membership Fees	142,858			142,858
3667	State Library CLSA	364,025	663,402		1,027,427
3668	LSTA-Indirect	16,778			16,778
3674	Reimbursable from Members		85,875	163,814	249,689
3000	Fund Balance		200,000	89,116	289,116
Total Revenue		\$548,661	949,277	252,930	\$1,750,868

<u>Expenditure</u>					
4212	Communication		2,500		2,500
4219	Professional Services				-
4220	Contractual Services	527,051	232,423		759,474
4230	Office Expense		1,200		1,200
4233	Postage		1,800		1,800
4235	Special Departmental		711,354	89,116	800,470
4301	Insurance	2,500			2,500
4302	Membership Fees/Dues	12,060			12,060
4303	Travel & Meeting	7,000			7,000
4373	Service Fees	50			50
4445	Reimbursable from Members			163,814	163,814
TOTAL EXPENDITURE		\$548,661	\$949,277	\$252,930	\$1,750,868

Fund Balance and Reserve		Ending 6/30/2018	Ending 6/30/2019	
Fund Balance	\$	868,147	\$	1,268,147
Operating Reserves		71,730		71,730
Total	\$	939,877	\$	1,339,877 Estimated

NORTHNET LIBRARY SYSTEM
FY 2019-20 PROPOSED BUDGET

ADMINISTRATION (918)

		Adopted FY 18/19	Proposed FY 19/20	Note
<u>GL Acct</u>	<u>Revenue</u>			
3510	Interest Earned	\$17,000	\$25,000	State Treasurer's LAIF Investment
3661	Membership Fees	110,270	142,858	NorthNet Members (3% CPI Adjusted)
3667	CLSA-State Library	163,379	156,716	CLSA System Admin Funds
				Add'l Grants Contract Work \$128,053; Indirect Costs -Link+ \$40,500 (NLS \$4,500 & PLP \$40,500); ZipBooks \$43,062 (NLS \$4,306 & PLP \$38,756)
3667	CLSA-State Library	50,770	207,309	
3668	Federal Grants-LSTA Indirect	1,000	1,000	PLSEP Grant
3668	Federal Grants-LSTA Indirect	7,675	9,900	Career Visioning for New Adult Grant
3668	Federal Grants-LSTA Indirect		5,878	Disaster Response & Recovery Resource Guide
3000	Budgeted Fund Balance	(9,227)	0	Fund Balance
	TOTAL REVENUE	\$340,867	\$548,661	60.96%
	<u>Expenditure</u>			
4220	Contractual Services	319,257	336,089	PLP & NLS Contract: \$128,780 + Amendment Add'l Work \$207,309 (Total \$336,089)
4220	Contractual Services		190,962	Annual Audit \$12K, and \$1,000 Staff Training to Libraries up to \$50,000, Unallocated Non-CLSA \$128,962
4301	Insurance	2,500	2,500	Professional Liability Insurance
4302	Membership Fees & Dues	12,060	12,060	Califa Membership Fees for Members
4303	Travel & Meeting	7,000	7,000	Annual Meeting
4373	Service Fees	50	50	Bank Fees
	TOTAL EXPENDITURE	\$340,867	\$548,661	60.96%

NORTHNET LIBRARY SYSTEM
FY 2019-20 PROPOSED BUDGET

COMMUNICATION & DELIVERY (916)

		Adopted	Proposed	
		FY 18/19	FY 19/20	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$653,516	\$663,402	CLSA C & D Funds
3674	Reimbursable Costs	84,799	85,875	NBCLS & MVLS Deliveries (\$232,423 less \$146,548 CLSA C&D Funds)
3000	Fund Balance - CSLA	468,843	200,000	FY17/18 Rolled-Over Link+ Funds
TOTAL REVENUE		<u>\$1,207,158</u>	<u>\$949,277</u>	(13.98%)
	<u>Expenditure</u>			
4212	Communication	1,500	2,500	Conferencing Services; Website Hosting \$1,000
4220	Contractual Services	232,347	232,423	MVLS (\$55,981) and NBCLS (\$176,442) Delivery Services
4230	Office Supplies	1,200	1,200	
4233	Postage	1,800	1,800	USPS, UPS, FedEx, USPS
4234	Special Departmental	970,311	\$511,354	CLSA allocation for members
4234	Special Departmental-Link+	105,700	\$200,000	FY17/18 Rolled-Over Link+ Funds
TOTAL EXPENDITURE		<u>\$1,312,858</u>	<u>\$949,277</u>	(27.69%)

NORTHNET LIBRARY SYSTEM
FY 2019-20 PROPOSED BUDGET

LOCAL (915)

		Adopted	Proposed	
		FY 18/19	FY 19/20	Note
<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursable Costs	\$128,905	\$142,849	OverDrive Collection \$86,600 ; Zinio \$56,249
3674	Reimbursable Costs		20,965	Gale Databases-Chilton Library \$4,249; ProQuest \$16,716
3001	Fund Balance - CSLA		89,116	FY18/19 Unused Library CLSA OverDrive Allocations
	TOTAL REVENUE	\$128,905	\$252,930	96.21%
	<u>Expenditure</u>			
4445	Reimbursable-Library Expenses	128,905	\$142,849	OverDrive Collection \$86,600; Zinio \$56,249
4445	Reimbursable-Library Expenses		20,965	Gale Databases-Chilton Library \$4,249; ProQuest \$16,716
4234	Special Departmental		\$89,116	FY18/19 Unused Library CLSA OverDrive Allocations
	TOTAL EXPENDITURE	\$128,905	\$252,930	96.21%

NORTHNET LIBRARY SYSTEM
FY 2019-20 PROPOSED BUDGET

Grants

Disaster Response & Recovery Resource Guide

		Adopted FY 18/19	Proposed FY 19/20	Note
<u>GL Acct</u>	<u>Revenue</u>			
3668	Federal Grants-LSTA	\$0	\$58,785	LSTA Grant
	TOTAL REVENUE	\$0	\$58,785	0.00%

Expenditure

4220	Contractual Service	\$0	\$58,785	
	TOTAL EXPENDITURE	\$0	\$58,785	0.00%

Link+ CLSA Grant
(5/2019 to 12/31/2020)

		Adopted FY 18/19	Proposed FY 19/20	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$192,000	\$213,000	El Dorado PL, Woodland PL, and Sonoma PL and any other libraries first year cost
	TOTAL REVENUE	\$192,000	\$213,000	0.00%

Expenditure

4220	Contractual Service	\$192,000	\$213,000	Link+ Delivery Services Libraries
	TOTAL EXPENDITURE	\$192,000	\$213,000	0.00%

NORTHNET LIBRARY SYSTEM
FY 2019-20 PROPOSED BUDGET

ZIP BOOKS Statewide Expansion Project
CLSA Grant 1/1/17-6/30/19

		Adopted FY 18/19	Proposed FY 19/20	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$994,440	\$956,938	
	TOTAL REVENUE	\$994,440	\$956,938	(3.77%)
	<u>Expenditure</u>			
4220	Contractual Service	\$145,252	\$102,154	Grant Administration (Personnel & Consultants)
4238	Library Materials	789,414	821,316	Library Materials
4250	Misc Supplies and Other	47,774	25,318	Workshops and Promotional Materials
4303	Travel & Meeting	12,000	8,150	Travel
	TOTAL EXPENDITURE	\$994,440	\$956,938	(3.77%)

Career Visioning for New Adults
in Rural California

		Adopted FY 18/19	Proposed FY 19/20	Note
<u>GL Acct</u>	<u>Revenue</u>			
3668	Federal Grants	\$100,100	\$100,100	
	TOTAL REVENUE	\$100,100	\$100,100	100.00%
	<u>Expenditure</u>			
4214	Backfill Staff	\$22,000	\$36,500	
4219	Professional Services	59,500	45,000	Consultant/Trainer
4220	Contractual Service	250	\$250	
4250	Misc Supplies and Other	18,350	18,350	Workshop and Promotional Materials
	TOTAL EXPENDITURE	\$100,100	\$100,100	100.00%

NORTHNET LIBRARY SYSTEM
FY 2019-20 PROPOSED BUDGET

Public Library Staff Education
Program (PLSEP)

		Adopted	Proposed	Note
		FY 18/19	FY 19/20	
<u>GL Acct</u>	<u>Revenue</u>			
3668	Federal Grants	\$10,000	\$10,000	
	TOTAL REVENUE	\$10,000	\$10,000	100.00%
	<u>Expenditure</u>			
4220	Contractual Service	\$10,000	\$10,000	
	TOTAL EXPENDITURE	\$10,000	\$10,000	100.00%



May 29, 2019

Carol Frost
Chief Executive Officer
Pacific Library Partnership
2471 Flores Street
San Mateo, CA 94403

Subject: Link+ Regional Resource Sharing Project

Dear Carol:

With this letter, the State Library approves a grant to the NorthNet Library System for the above-named project, for a total of \$450,000 in local assistance funds. The grant is effective for the fiscal period beginning May 15, 2019 and ending December 31, 2020.

The NorthNet Library System will be the administrative and fiscal agent for these one-time state funds appropriated for the digital connection of library catalogs through the California Library Services Act. The State Library grant monitor for this project is Janet Coles, 916-751-0981, janet.coles@library.ca.gov.

This project will be conducted as delineated in CLSA Grant Agreement no.1819-01, which includes a schedule of deliverables and disbursement of grant funds.

Please sign and return the enclosed claim and certification forms. Best wishes for a successful project.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Janet Coles, Library Development Services
Jacquelyn Brinkley, Coordinator, NorthNet Library System
Todd Deck, Chair, NorthNet Library System

CLSA GRANT AGREEMENT

AGREEMENT NUMBER

1819-01

Project Title: Link+ Regional Resource Sharing Project

1. This Grant Agreement is entered into between the State Agency and the Library System named below:

STATE AGENCY'S NAME

California State Library, hereinafter referred to as "CSL"

GRANTEE

NorthNet Library System, hereinafter referred to as "NorthNet"

2. The term of this Agreement is: May 15, 2019 through December 31, 2020

3. The maximum amount of this Agreement is: \$ 450,000

4. The parties agree to comply with the terms and conditions of the following Exhibits, which by this reference are made a part of the Agreement.

Exhibit A – A5: A–Scope of Work; A1–Deliverables; A2–Key Personnel; A3–Authorized Representatives

5 pages

Exhibit B – B–Budget Estimate; B1–Budget Justification

2 pages

Exhibit C – Grant Terms and Conditions

5 pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

COOPERATIVE LIBRARY SYSTEM

SYSTEM NAME

NorthNet Library System

BY (Authorized Signature)



Todd Deck

DATE SIGNED (Do not type)

5/24/19

PRINTED NAME AND TITLE OF PERSON SIGNING

Todd Deck, Chair, NorthNet Library System

ADDRESS

Tehama County Library, 545 Diamond Ave., Red Bluff, CA 96080

ADMINISTRATIVE AND FISCAL AGENCY

AGENCY NAME

Pacific Library Partnership

BY (Authorized Signature)



Carol Frost

DATE SIGNED (Do not type)

5/24/19

PRINTED NAME AND TITLE OF PERSON SIGNING

Carol Frost, Chief Executive Officer, Pacific Library Partnership

ADDRESS

2471 Flores Street, San Mateo, CA 94403

STATE OF CALIFORNIA

AGENCY NAME

California State Library

BY (Authorized Signature)



w

DATE SIGNED (Do not type)

5/29/19

PRINTED NAME AND TITLE OF PERSON SIGNING

Greg Lucas, California State Librarian

ADDRESS

914 Capitol Mall, Sacramento, CA 95814

Exhibit A

Project Summary & Scope of Work

Project Summary/Abstract

At its March 28, 2019 meeting, the California Library Services Board designated \$450,000 in one-time FY 2018/19 California Library Services Act (CLSA) funds to pay for first-year costs for several NorthNet libraries to subscribe to the Link+ system, and use the remainder to support the sustainability and growth of Link+ regional resource sharing. The Board set the condition that NorthNet develop a plan of execution to be submitted to the Board at their Fall 2019 meeting, to be held on September 17, 2019.

Link+ is an electronic union catalog of contributed holdings from California libraries. The catalog forms the backbone for an integrated library resource request and delivery system that also involves courier delivery services. The system and its technical infrastructure are managed by Innovative Interfaces. There are currently 73 libraries participating in Link+, including a handful of NorthNet libraries. This project will fund first year costs for four NorthNet libraries to join Link+, and will develop and implement a plan to add three to four more libraries to the Link+ system within an 18-month period; and sustain Link+ services in the NorthNet beginning with the NorthNet libraries and expanding to libraries in other areas of California if necessary.

The California State Library will grant \$450,000 in designated one-time funds to NorthNet to conduct this project, formally known as the "Link+ Regional Resource Sharing Project," pursuant to the scope of work and timetable outlined below.

Scope of Work

Goal 1: Fund first-year costs for four NorthNet libraries (El Dorado County, Nevada County, Sonoma County, Woodland Public) (by August 30, 2019)

Goal 2: Develop a plan for use of the remainder of the grant funding to support the sustainability and growth of Link+ regional resource sharing (by August 30, 2019). The plan will include at least the following:

- A plan for adding three to four more libraries to the Link+ system
- An analysis and action steps to promote growth and sustainability of Link+ for the NorthNet region

Goal 3: Implement the plan:

- Add three to four libraries to Link+ (by June 30, 2020)
- Implement action steps for growth and sustainability of Link+ for the NorthNet region (continuously from October 1, 2019-December 31, 2020)

Goal 4: Collect and compile data required for the deliverables listed in the Schedule of Deliverables below (sustainability and growth plan, financial and narrative reports (continuously from May 15, 2019-December 31, 2020).

Collection and compilation of data required for the deliverables (progress reports, financial reports, and sustainability plans) will be the responsibility of the project manager as stated in the Key Personnel section below.

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

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. All plans and reports should be submitted to the State Library grant monitor.

Deliverable*	Description	Due Date
1) Fund first year costs for four NorthNet libraries	Pay for the first year costs for four NorthNet libraries (El Dorado County, Nevada County, Sonoma County, Woodland Public) to join Link+	8/30/2019
2) Link+ growth and sustainability plan	This is the plan for use of the Link+ grant funds mandated by the California Library Services Board	8/30/2019
3) 1 st narrative and financial report	Report on progress and funds expended (5/15/2019-9/30/2019)	10/31/2019
4) 2 nd narrative and financial report	Report on progress and funds expended (10/1/2019-3/31/2020)	4/30/2020
5) 3 rd narrative and financial report	Report on progress and funds expended (4/1/2020-9/30/2020)	10/31/2020
6) 4 th narrative and financial report	Final project report and report on expenditures 10/1/2020-12/31/2020	1/29/2021

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
<i>Brinkley, Jacquelyn</i>	<i>NorthNet Library System</i>	<i>Project Manager</i>
<i>Coles, Janet</i>	<i>California State Library</i>	<i>Grant Monitor</i>
<i>Frost, Carol</i>	<i>Pacific Library Partnership</i>	<i>Authorized Official/Administrative Agency</i>

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
<p><i>Contract Project Manager (Technical)</i></p> <p>Name: Janet Coles Assistant Bureau Chief</p> <p>Address: California State Library Library Development Services 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-651-0981 Fax: 916-653-8443 Email: janet.coles@library.ca.gov</p>	<p>System Name: NorthNet Library System</p> <p><i>Project Manager</i></p> <p>Name: Jacquelyn Brinkley System Coordinator</p> <p>Address: 2471 Flores St San Mateo, CA 94403</p> <p>Telephone: 916-873-2640 Fax: Email: brinkley@plpinfo.org</p>
<p><i>Authorized Official (grant monitor)</i></p> <p>Name: Janet Coles Assistant Bureau Chief</p> <p>Address: California State Library Library Development Services 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-651-0981 Email: janet.coles@library.ca.gov</p>	<p><i>Authorized Official</i></p> <p>Name: Carol Frost Chief Executive Officer</p> <p>Address: Pacific Library Partnership 2471 Flores Street San Mateo, CA 94403</p> <p>Telephone: 650-349-5538 Fax: Email: frost@plpinfo.org</p>
<p><i>Administrative Contact</i></p> <p>Name: Monica Rivas CLSA Analyst</p> <p>Address: California State Library Library Development Services 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-653-5471 Fax: 916-653-8443 Email: monica.rivas@library.ca.gov</p>	<p><i>Administrative Contact</i></p> <p>Name: Carol Frost Chief Executive Officer</p> <p>Address: Pacific Library Partnership 2471 Flores Street San Mateo, CA 94403</p> <p>Telephone: 650-349-5538 Fax: Email: frost@plpinfo.org</p>

<p><i>Financial Contact/Accounting</i></p> <p>Name: Colette Moody Financial Analyst</p> <p>Address: California State Library, Accounting 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-651-0977</p> <p>Fax:</p> <p>Email: colette.moody@library.ca.gov</p>	<p><i>Authorized Financial Contact/Invoicing</i></p> <p>Name: Andrew Yon Chief Financial Officer</p> <p>Address: Pacific Library Partnership 2471 Flores Street San Mateo, CA 94403</p> <p>Telephone: 650-356-2134</p> <p>Fax:</p> <p>Email: yon@plsinfo.org</p>
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Exhibit B

Budget Estimate for Project Period

Exhibit B: Budget Estimate for Project Period

Budget category	Phase 1, 5/15/2019-9/30/2019	Phase 2, 10/1/2019-12/31/2020
Personnel		
Travel		
Materials and supplies		
Equipment		
Consultant services		
Contracted services	\$192,000	\$213,000
Direct costs total		\$405,000
Indirect costs (10%)		\$45,000
Total for project		\$450,000

Exhibit B1

Budget Justification

The Budget Justification will include the following items in this format.

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.

Materials and Supplies

Itemize materials supplies in separate categories. Include a complete justification of the project's need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.

n/a

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

Contracted Services Costs

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

NorthNet will contract with Innovative Interfaces to provide services to libraries covered under this agreement. Cost over the life of the agreement is limited to \$405,000.

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 \$45,000 (10% of the award).

EXHIBIT C: GRANT TERMS AND CONDITIONS

California State Library
Fiscal Office
P.O. 942837
Sacramento, CA 94237-0001

PAGE 1
GRANT AWARD # 1819- 01

Project Title: "Link+ Regional Resource Sharing Project"
Grantee: NorthNet Library System

LINK+ REGIONAL RESOURCE SHARING PROJECT GRANT TERMS AND CONDITIONS

This document states the grant terms and conditions, and provides a Certification of Compliance between the California State Library and named above Grantee.

The grantee designated above hereby certifies to the California State Library that the grant of \$1,000,000 will be used solely to carry out the afore-mentioned program as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The grantee and its named or designated fiscal agent hereby assure the State Library that:

1. The complete CLSA GRANT AGREEMENT, including this GRANT TERMS, CONDITIONS, and CERTIFICATION OF COMPLIANCE document shall constitute the full agreement for the project.
2. The grantee shall report to the State Librarian in such form and containing such information as may be required to enable the California State Library to administer the grant. The grantee shall keep records and afford access to records concerning the grant as the State Librarian finds necessary to assure the correctness and verification of grant reports.
3. The expenditure under this program *shall not* be used to supplant grantee efforts in other programs.
4. This agreement is subject to the provisions of the Budget Act of 2018, Chapter 29 of the Statutes of 2018.
5. The terms of this agreement shall be upon execution to and including **May 15, 2019 to December 31, 2020** but shall be subject to termination by the State Librarian upon notice to the grantee at least thirty (30) days prior to the effective date of termination. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of **December 31, 2020** must be received at least 30 days prior in writing to that deadline at the State Librarian's office.

In the event this agreement is terminated, the grantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the grantee for necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments previously paid to the grantee. If funding has been advanced to the grantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

Project Title: "Link+ Regional Resource Sharing Project"
Grantee: NorthNet Library System

**LINK+ REGIONAL RESOURCE SHARING PROJECT
GRANT TERMS AND CONDITIONS
(continued)**

6. Grantee agrees that the State Library, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State Library, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this grant agreement.

7. Nothing contained in this agreement or otherwise shall create any contractual relation between the state and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the State for the acts and omissions of its subcontractors, volunteers, student interns and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the grantee. The grantee's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

8. Indemnification: grantee agrees to indemnify, defend and save harmless the State of California, its agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of this Agreement.

9. In the event of a dispute, grantee shall file a "Notice of Dispute" with the State Library within ten (10) days of discovery of the problem. Within 10 days, the State Library grant monitor shall meet with the Grantee for purposes of resolving the dispute. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by grantee and state employees normally responsible for the administration of this agreement shall be brought to the attention of the State Librarian or designated representative of each organization for resolution. The decision of the State Librarian or designated representative shall be final. In the event of a dispute, the language contained within this agreement shall prevail over any other language including that of the original application. The existence of a dispute not fully resolved shall not delay grantee to continue with the responsibilities under this agreement which are not affected by the dispute.

Fiscal Office
P.O. 942837
Sacramento, CA 94237-0001

Project Title: "Link+ Regional Resource Sharing Project"
Grantee: NorthNet Library System

**LINK+ REGIONAL RESOURCE SHARING PROJECT
GRANT TERMS AND CONDITIONS
(continued)**

10. Federal and State Taxes:

The State Library shall not:

- Withhold FICA (Social Security and Medicare payments) from Grantee's payments or make FICA payments on the Grantee's behalf; or
- Make federal or state unemployment insurance contributions on grantee's behalf; or
- Withhold Federal or State income taxes from grantee's payments

Grantee shall pay all taxes required on payments made under this agreement including applicable income taxes and FICA.

11. Fringe Benefit Ineligibility: Grantee agrees that neither the grantee nor its employees and contract personnel are eligible to participate in any employee pension, health benefit, vacation pay, sick pay or other fringe benefit plan of the State of California.

12. Workers' Compensation: The State of California will not provide workers' compensation insurance for grantee or grantee's employees or contract personnel. If grantee hires employees to perform services required by this agreement, grantee shall provide workers' compensation insurance for them.

13. Non-Discrimination Clause: During this grant period, the grantee and the grantee's subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical conditions (cancer), age (over 40), marital status, and denial of family care leave. Grantee shall insure that the evaluation and treatment of contractors, employees and applicants for employment are free from such discrimination and harassment.

14. Exclusive Agreement: The CLSA GRANT AGREEMENT, including this GRANT TERMS, CONDITIONS AND CERTIFICATION OF COMPLIANCE document, constitute the entire agreement between the State Library and the grantee.

15. Severability: If any part of this agreement is held unenforceable, the remainder of the agreement will remain in full force and effect.

16. Applicable Law: The laws of the State of California govern this agreement.

P.O. 942837
Sacramento, CA 94237-0001

Project Title: "Link+ Regional Resource Sharing Project"

Grantee: NorthNet Library System

**LINK+ REGIONAL RESOURCE SHARING PROJECT
GRANT TERMS AND CONDITIONS
(continued)**

17. Standards of Conduct: Grantee hereby assures that, in administering this grant agreement, it will comply with the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this grant agreement and to avoid any potential conflict of interests in its administration.

- Notices: All notices and other communications in connection with this agreement shall be in writing, and shall be considered delivered as follows:
- When delivered personally to the recipient's address as stated in this agreement;
- Three days after being deposited in the U.S. Mail, postage prepaid addressed to recipient's address as stated in this agreement
- When sent by fax or e-mail to the last fax or e-mail address of the recipient known to the party giving notice. Notice is effective upon receipt.

18. If this agreement is faxed: grantee and the State Library agree that this agreement will be fully executed when the signature of a party is delivered by facsimile transmission. Signatures transmitted by fax shall have the same effect as original signatures.

LIMITATION OF EXPENDITURE

Expenditure for this project must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

P.O. 942837
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Project Title: "Link+ Regional Resource Sharing Project"
Grantee: NorthNet Library System

**LINK+ REGIONAL RESOURCE SHARING PROJECT
GRANT TERMS AND CONDITIONS
(continued)**

REPORTS AND CLAIMS

The grantee shall make all required reports and claims to the California State Library.

- I. The grantee shall be responsible for the submission of 3 mid-project narrative reports, beginning October 31, 2019 and every six months thereafter on the progress and activities of the project, in duplicate, to the California State Library. The grantee will also be responsible for the submission of a final narrative report. **The final report is due on January 29, 2021.**
- II. The Grantee shall submit 4 financial reports, in duplicate, by the same dates as the narrative reports, to the California State Library. These reports shall reflect the expenditures made by the grantee under the Agreement.
- III. To obtain payment hereunder, the grantee shall submit authorized claims provided by the California State Library for that purpose. For properly submitted claims, the California State Library agrees to pay the grantee as soon thereafter as state fiscal procedures permit.
- IV. The State Library must also approve the reports and deliverables. Failure to provide timely reports/deliverables is a breach of a grantee's administrative duty under the award, which may result in state audit exceptions against the State and the loss of local assistance funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of **December 31, 2020**, must be received at least 30 days prior in writing to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the grantee for the project in the following manner:

\$192,000 upon execution of the agreement and submission of claim and certification by grantee
\$213,000 upon the submission and approval of deliverables through 10/31/2019, as outlined in the Schedule of Deliverables
\$ 45,000 upon the submission and approval of deliverables through 1/29/2021, as outlined in the Schedule of Deliverables

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the grantee, the grantee shall refund to the California State Library the amount of such excess payment.



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

To: NLS Executive Committee
From: Ad Hoc Nominating Committee (Todd Deck, Yolande Wilburn, Danis Kreimeier)
Subject: Nominations for FY 2019/20 NLS Executive Committee Members
Date: June 6, 2019

We nominate the following Executive Committee members for 2-year term ending 6/30/2021:

Lori Easterwood, Folsom Public Library
Lindsay Fuchs, Plumas County
Christopher Veach, Lake County

Continuing to serve on the Executive Committee with terms ending 6/30/2020 are:

Todd Deck, Tehama County, Chair
Suzanne Olawski, Solano County, Vice Chair
Mel Lightbody, Butte County, Past Chair

Mark Fink, Yolo County Library, Executive Committee Member
Jody Meza, Willows/Orland Public Library, Executive Committee Member
Yolande Wilburn, Nevada County Library, Executive Committee Member

CLSA GRANT AGREEMENT

AGREEMENT NUMBER 1819-02

Project Title: Zip Books Program

1. This Grant Agreement is entered into between the State Agency and the Library System named below:

STATE AGENCY'S NAME

California State Library, hereinafter referred to as "CSL"

GRANTEE

NorthNet Library System, hereinafter referred to as "NorthNet"

2. The term of this Agreement is: June 30, 2019 through June 30, 2020

3. The maximum amount of this Agreement is: \$ 1,000,000

4. The parties agree to comply with the terms and conditions of the following Exhibits, which by this reference are made a part of the Agreement.

Exhibit A – A–Scope of Work; A1–Deliverables; A2–Key Personnel; A3–Authorized Representatives	4 pages
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Exhibit B – B–Budget Estimate; B1–Budget Justification	2 pages
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Exhibit C – Grant Terms and Conditions	5 pages
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Exhibit D – Zip Books Program Partner Application (NorthNet Library System)	119 pages
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IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

COOPERATIVE LIBRARY SYSTEM

SYSTEM NAME

NorthNet Library System

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Todd Deck, Chair, NorthNet Library System

ADDRESS

Tehama County Library, 545 Diamond Ave., Red Bluff, CA 96080**ADMINISTRATIVE AND FISCAL AGENCY**

AGENCY NAME

Pacific Library Partnership

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Carol Frost, Chief Executive Officer, Pacific Library Partnership

ADDRESS

2471 Flores Street, San Mateo, CA 94403**STATE OF CALIFORNIA**

AGENCY NAME

California State Library

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Greg Lucas, California State Librarian

ADDRESS

914 Capitol Mall, Sacramento, CA 95814

Exhibit A

Project Summary & Scope of Work

Project Summary/Abstract

At its October 4, 2018 meeting, the California Library Services Board designated \$1,000,000 in one-time FY 2018/19 California Library Services Act (CLSA) funds to invest in the Zip Books Program, to ensure timely and cost-effective access to information in California's hard-to-reach and underserved communities.

The Zip Books Program employs an alternative model to interlibrary loan service based on a purchase on demand concept, that over time has proved cost effective, easy to use, and extremely popular with the public. The project started in 2013 with 15 libraries; currently over 70 library jurisdictions across the state are participating, with more being added all the time.

The California State Library will grant \$1,000,000 in designated one-time funds to the NorthNet Library System, with Pacific Library Partnership as its fiscal agency, to serve as the administrative and fiscal partner to the California State Library for the Zip Books Program. This grant will fund the operations of the Program for the term of the agreement, pursuant to the scope of work and timetable outlined below.

Scope of Work. The goals for this program period include:

- 1) To increase the number of California public library jurisdictions participating in the Zip Books Program by at least 10 percent, through outreach and program marketing
- 2) To assist existing participants to use the program more fully and efficiently, through:
- 3) To increase program effectiveness and efficiency:
- 4) Support new and existing participants in managing their Zip Books services, through administration of the Zip Books Program

NorthNet's methods for accomplishing these goals will be carried out according to the application submitted on May 20, 2019 (Exhibit D).

Collection and compilation of data required for the deliverables (as outlined in Exhibit A1) will be the responsibility of the project manager as stated in the Key Personnel section below.

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

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. All plans and reports should be submitted to the State Library grant monitor.

Deliverable*	Description	Due Date
1) Monthly reports	Brief monthly reports to include the number of books ordered/purchase, number of patrons served, number of books added to the collection, and fiscal summary	15 th of each month between 7/1/2019 and 6/30/2020
2) Advisory committee	Convene and meet with a Zip Books advisory committee	9/30/2019
3) Best practices toolkit	Develop a best practices toolkit that incorporates at least three methods to promote best practices and procedures amongst Zip Books participants	10/31/2019
4) Onboarding kit for new libraries	Development of onboarding kit for new libraries, to include mentoring component, with input/feedback from advisory committee	12/31/2019
5) 50 percent of grant fund expenditures	Total expenditure of at least \$500,000	12/31/2019
6) 1 st narrative and financial report	Report on progress and funds expended (7/1/2019-12/31/2019)	1/31/2020
7) Sustainability plan	Working plan to incorporate sustainability criteria/methods into the program beginning no later than FY 2020/21	3/31/2020
8) End processing toolkit	Investigation of methods to improve end processing of Zip Books (cataloging, etc.), and implementation of feasible methods, with input/feedback from advisory committee	3/31/2020
9) Purchasing method recommendations	Recommendations regarding a new/revised purchasing method based on pilot(s), with input/feedback from advisory committee	4/30/2020
10) Increase participation by at least 10 percent	Addition of at least seven (7) new rural/low funding per capita libraries to the program	4/30/2020
11) 100 percent of grant fund expenditures	Total expenditure of all funds (\$1,000,000)	6/30/2020
12) Final narrative and financial report	Final project report on progress and total expenditures (7/1/2019-6/30/2020)	7/31/2020

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
Brooks, Carolyn	California State Library	Grant Monitor
Frost, Carol	Pacific Library Partnership	Authorized Official/Administrative Agency

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
Contract Project Manager (Technical) Name: Carolyn Brooks Library Programs Consultant Address: California State Library Library Development Services 900 N Street, 4 th Floor Sacramento, CA 95814 Telephone: 916-653-7532 Fax: 916-653-8443 Email: carolyn.brooks@library.ca.gov	Project Manager Name: Jacquelyn Brinkley System Coordinator Address: 2471 Flores St San Mateo, CA 94403 Telephone: 916-873-2640 Fax: Email: brinkley@plpinfo.org

<p><i>Authorized Official (grant monitor)</i></p> <p>Name: Carolyn Brooks Library Programs Consultant</p> <p>Address: California State Library Library Development Services 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-653-7532</p> <p>Email: carolyn.brooks@library.ca.gov</p>	<p><i>Authorized Official</i></p> <p>Name: Carol Frost Chief Executive 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: frost@plpinfo.org</p>
<p><i>Administrative Contact</i></p> <p>Name: Monica Rivas CLSA Analyst</p> <p>Address: California State Library Library Development Services 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-653-5471</p> <p>Fax: 916-653-8443</p> <p>Email: monica.rivas@library.ca.gov</p>	<p><i>Administrative Contact</i></p> <p>Name: Carol Frost Chief Executive 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: frost@plpinfo.org</p>
<p><i>Financial Contact/Accounting</i></p> <p>Name: Colette Moody Financial Analyst</p> <p>Address: California State Library, Accounting 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-651-0977</p> <p>Fax:</p> <p>Email: colette.moody@library.ca.gov</p>	<p><i>Authorized Financial Contact/Invoicing</i></p> <p>Name: Andrew Yon Chief Financial Officer</p> <p>Address: Pacific Library Partnership 2471 Flores Street San Mateo, CA 94403</p> <p>Telephone: 650-356-2134</p> <p>Fax:</p> <p>Email: yon@plsinfo.org</p>

Exhibit B

Budget Estimate for Project Period

BUDGET FOR PROJECT PERIOD

PERSONNEL (SALARY/BENEFITS)	FTE	Salary	Fringe	Total
Program Manager (Brinkley)	0.05	\$7,800		\$7,800
Operations Manager (Cao)	0.01	\$948	\$217	\$1,165
Chief Executive Officer (Frost)	0.01	\$1,991	\$217	\$2,208
Controller (Yon)	0.01	\$1,560	\$217	\$1,777
Accounting Clerk II (Lim)	0.4	\$20,825	\$8,678	\$29,503
Total staff support costs	0.48	\$33,124	\$9,329	\$42,453
TRAVEL				
Advisory Committee				\$5,400
Zip Books project coordinator				\$2,000
Program manager				\$750
Total travel				\$8,150
MATERIALS AND SUPPLIES				
CLA meeting supplies				\$1,000
Zip Books				\$821,316
Total materials and supplies				\$822,316
CONTRACTED SERVICES				
Amazon Prime renewals				\$8,568
Zip Books marketing materials: design revisions, printing, shipping				\$16,000
Videographer				\$1,000
Webinar software subscription (Zoom)				\$250
Zip Books project coordinator				\$57,200
Total contracted services				\$83,018
Total all categories				\$955,937
4.6% Indirect Cost				\$44,063
Total Costs				\$1,000,000

Exhibit B1

Budget Justification

The Budget Justification will include the following items in this format.

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).

Jacquelyn Brinkley, NorthNet System Coordinator and Program Manager, 5% FTE

Wendy Cao, Pacific Library Partnership Operations Manager, 1% FTE

Carol Frost, Pacific Library Partnership, Chief Executive Officer, 1% FTE

Andrew Yon, Pacific Library Partnership, Controller, 1% FTE

Accounting Clerk II, 40% FTE

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

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.

Advisory Committee travel is for five people, three in-person meetings

Zip Books project coordinator must attend advisory committee meetings in person, the meeting planned for the California Library Association Annual Conference in October 2019, and meetings with NorthNet and Pacific Library Partnership administrators

The program manager must attend the California Library Association meeting and advisory committee meetings

Materials and Supplies

Itemize materials supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.

CLA meeting supplies—to cover the cost of supplies for up to 75 attendees at the Zip Books meeting at the California Library Association Conference

Zip Books—this is the cost of the books purchased by libraries for delivery to patrons

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

Contracted Services Costs

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

Amazon Prime Renewals – each participating library has to have an Amazon Prime membership to benefit from free shipping costs

Marketing materials—needed to help participating libraries provide outreach to their communities about Zip Books service

Videographer—needed also to help libraries provide outreach and also to recruit libraries to the Program

Webinar subscription—needed for virtual meetings for the Zip Books team

Project coordinator—needed to coordinate Program operations and manage day-to-day maintenance

Indirect Costs

Indirect cost includes costs for NorthNet’s workspace, utilities, internet, IT support, office supplies and use of equipment. Cost over the life of the agreement is limited to \$44,063 (4.6 % of the award).

EXHIBIT C: GRANT TERMS AND CONDITIONS

California State Library
Fiscal Office
P.O. 942837
Sacramento, CA 94237-0001

PAGE 1
GRANT AWARD # 1819- 02

Project Title: "Zip Books Program"
Grantee: NorthNet Library System

ZIP BOOKS PROGRAM GRANT TERMS AND CONDITIONS

This document states the grant terms and conditions, and provides a Certification of Compliance between the California State Library and named above Grantee.

The grantee designated above hereby certifies to the California State Library that the grant of \$1,000,000 will be used solely to carry out the afore-mentioned program as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The grantee and its named or designated fiscal agent hereby assure the State Library that:

1. The complete CLSA GRANT AGREEMENT, including this GRANT TERMS, CONDITIONS, and CERTIFICATION OF COMPLIANCE document shall constitute the full agreement for the project.
2. The grantee shall report to the State Librarian in such form and containing such information as may be required to enable the California State Library to administer the grant. The grantee shall keep records and afford access to records concerning the grant as the State Librarian finds necessary to assure the correctness and verification of grant reports.
3. The expenditure under this program *shall not* be used to supplant grantee efforts in other programs.
4. This agreement is subject to the provisions of the Budget Act of 2018, Chapter 29 of the Statutes of 2018.
5. The terms of this agreement shall be **June 30, 2019-June 30, 2020**, but shall be subject to termination by the State Librarian upon notice to the grantee at least thirty (30) days prior to the effective date of termination. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of **June 30, 2020** must be received at least 60 days prior in writing to that deadline at the State Librarian's office.

In the event this agreement is terminated, the grantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the grantee for necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments previously paid to the grantee. If funding has been advanced to the grantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

Project Title: "Zip Books Program"
Grantee: NorthNet Library System

**ZIP BOOKS PROGRAM
GRANT TERMS AND CONDITIONS
(continued)**

6. Grantee agrees that the State Library, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State Library, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this grant agreement.

7. Nothing contained in this agreement or otherwise shall create any contractual relation between the state and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the State for the acts and omissions of its subcontractors, volunteers, student interns and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the grantee. The grantee's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

8. Indemnification: grantee agrees to indemnify, defend and save harmless the State of California, its agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of this Agreement.

9. In the event of a dispute, grantee shall file a "Notice of Dispute" with the State Library within ten (10) days of discovery of the problem. Within 10 days, the State Library grant monitor shall meet with the Grantee for purposes of resolving the dispute. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by grantee and state employees normally responsible for the administration of this agreement shall be brought to the attention of the State Librarian or designated representative of each organization for resolution. The decision of the State Librarian or designated representative shall be final. In the event of a dispute, the language contained within this agreement shall prevail over any other language including that of the original application. The existence of a dispute not fully resolved shall not delay grantee to continue with the responsibilities under this agreement which are not affected by the dispute.

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PAGE 3
GRANT AWARD # 1819- 02

Project Title: "Zip Books Program"
Grantee: NorthNet Library System

**ZIP BOOKS PROGRAM
GRANT TERMS AND CONDITIONS
(continued)**

10. Federal and State Taxes:

The State Library shall not:

- Withhold FICA (Social Security and Medicare payments) from Grantee's payments or make FICA payments on the Grantee's behalf; or
- Make federal or state unemployment insurance contributions on grantee's behalf; or
- Withhold Federal or State income taxes from grantee's payments

Grantee shall pay all taxes required on payments made under this agreement including applicable income taxes and FICA.

11. Fringe Benefit Ineligibility: Grantee agrees that neither the grantee nor its employees and contract personnel are eligible to participate in any employee pension, health benefit, vacation pay, sick pay or other fringe benefit plan of the State of California.

12. Workers' Compensation: The State of California will not provide workers' compensation insurance for grantee or grantee's employees or contract personnel. If grantee hires employees to perform services required by this agreement, grantee shall provide workers' compensation insurance for them.

13. Non-Discrimination Clause: During this grant period, the grantee and the grantee's subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical conditions (cancer), age (over 40), marital status, and denial of family care leave. Grantee shall insure that the evaluation and treatment of contractors, employees and applicants for employment are free from such discrimination and harassment.

14. Exclusive Agreement: The CLSA GRANT AGREEMENT, including this GRANT TERMS, CONDITIONS AND CERTIFICATION OF COMPLIANCE document, constitute the entire agreement between the State Library and the grantee.

15. Severability: If any part of this agreement is held unenforceable, the remainder of the agreement will remain in full force and effect.

16. Applicable Law: The laws of the State of California govern this agreement.

California State Library
Fiscal Office
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Sacramento, CA 94237-0001

PAGE 4
GRANT AWARD # 1819- 02

Project Title: "Zip Books Program"
Grantee: NorthNet Library System

**ZIP BOOKS PROGRAM
GRANT TERMS AND CONDITIONS
(continued)**

17. Standards of Conduct: Grantee hereby assures that, in administering this grant agreement, it will comply with the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this grant agreement and to avoid any potential conflict of interests in its administration.

- Notices: All notices and other communications in connection with this agreement shall be in writing, and shall be considered delivered as follows:
- When delivered personally to the recipient's address as stated in this agreement;
- Three days after being deposited in the U.S. Mail, postage prepaid addressed to recipient's address as stated in this agreement
- When sent by fax or e-mail to the last fax or e-mail address of the recipient known to the party giving notice. Notice is effective upon receipt.

18. If this agreement is faxed: grantee and the State Library agree that this agreement will be fully executed when the signature of a party is delivered by facsimile transmission. Signatures transmitted by fax shall have the same effect as original signatures.

LIMITATION OF EXPENDITURE

Expenditure for this project must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

Project Title: "Zip Books Program"
Grantee: NorthNet Library System

**ZIP BOOKS PROGRAM
GRANT TERMS AND CONDITIONS
(continued)**

REPORTS AND CLAIMS

The grantee shall make all required reports and claims to the California State Library.

- I. The grantee shall be responsible for the submission of monthly reports, one mid-project narrative report, and one final narrative report, according to the Schedule of Deliverables in the Grant Agreement (Exhibit A1). The Grantee shall submit two (2) financial reports, as outlined in Exhibit A1, to the California State Library. These reports shall reflect the expenditures made by the grantee under the Agreement.
- II. To obtain payment hereunder, the grantee shall submit authorized claims provided by the California State Library for that purpose. For properly submitted claims, the California State Library agrees to pay the grantee as soon thereafter as state fiscal procedures permit.
- III. The State Library must also approve the reports and deliverables. Failure to provide timely reports/deliverables is a breach of a grantee's administrative duty under the award, which may result in state audit exceptions against the State and the loss of local assistance funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of **June 30, 2020**, must be received at least 30 days prior in writing to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the grantee for the project in the following manner:

\$478,000 upon execution of the agreement and submission of claim and certification by grantee

\$478,000 upon the submission and approval of deliverables through 12/31/2019, as outlined in the Schedule of Deliverables (Exhibit A1)

\$44,000 upon the submission and approval of deliverables through 7/31/2020, as outlined in the Schedule of Deliverables (Exhibit A1)

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the grantee, the grantee shall refund to the California State Library the amount of such excess payment.