

NorthNet Library System Administrative Council Annual Meeting

June 12, 2020
10:00 A.M.

Join Zoom Meeting
<https://us02web.zoom.us/j/95614597299>

Meeting ID: 956 1459 7299
Meeting Password: 196160
Phone Access: +1 669 900 6833

- | | | |
|---|-------------|---------------------|
| 1. Welcome and Roll Call | Deck, Chair | |
| 2. Public Invited to Address the Council | Deck | |
| 3. Approval of Consent Calendar (Action Item) | | |
| A. Approval of the Agenda (Action Item) | Deck | |
| B. Approval of Minutes of Administrative Council Meeting, January 31, 2020 (Action Item) | Brinkley | Attachment 1 pg. 3 |
| C. Correspondence: CARES Letter from NLS to State Librarian | Deck | Attachment 2 pg. 7 |
| 4. Old Business | | |
| A. Update on CLSA Grant Award "Link+ Regional Resource Sharing Project" | Olawski | Attachment 3 pg. 8 |
| 5. New Business | | |
| A. Discussion of Day in the District | Deck/Perry | |
| B. Election of Executive Committee Members (Action Item) | Deck | Attachment 4 pg. 12 |
| C. Accept LSTA Regional Grant: "Preparing to Respond and Recover Together" (Action Item) | Deck | Attachment 5 pg. 13 |
| D. Accept CLSA "Zip Books Statewide Expansion Project Administrator for FY 20/21" Grant for \$1M (Action Item) | Deck | Attachment 6 pg. 33 |
| E. Approve FY 2020/21 NLS/PLP Administrative Baseline Contract and Additional Work (Action Item) | Frost | Attachment 7 pg. 45 |

F. Approve FY 2020/21 NorthNet Library System Budget

- | | | |
|--|-------|----------------------|
| 1) Discussion of FY 2020/21 CLSA Funds | Frost | Attachment 8 pg. 49 |
| 2) Membership Dues & Fees (Action Item) | Yon | Attachment 9 pg. 52 |
| 3) NLS Budget (Action Item) | Yon | Attachment 10 pg. 57 |

6. State Library Report

Wendt

7. Presentations

- A. Common Knowledge – LSTA Recovering Together Presentation Attachment 11 pg. 63
Susan Clark and William Cooley will provide an update on the NLS Recovering Together Disaster Preparedness Grant.
- B. Discussion of Next Steps for NLS for Supporting Each Other During Disaster
When discussing the Recovering Together disaster preparedness project at the January 31 NLS Mid-Year Administrative Council meeting (which seems so long ago), several in the group touched on the idea of a buddy system that matched staff across libraries. Knowing that there would be a supportive person to call during a time of stress has been a recurring theme from NLS members. The Council may consider developing this framework during the meeting.

8. Adjournment

Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom's Executive Order N 29-20

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) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).



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DRAFT MINUTES

NLS Administrative Council MidYear Meeting
 January 31, 2020 – Solano County Library/Cordelia Branch Library

Meeting called to order by NLS Chair, Deck, at 9:03 a.m.

Deck welcomed attendees and roll call taken. Deck asked for attendees to introduce themselves.

Name	Library
Rita Lovell	Alpine County Library
Mel Lightbody	Butte County Library
Patrick Newell	CSU Chico Library
Shane Pipinos-Gausepohl	Del Norte County Library District
Carolyn Brooks	El Dorado County Library
Lori Easterwood	Folsom Public Library
Nick Wilczek	Humboldt County Library
Franklin Escobedo	Larkspur Public Library
Kathryn Hunt	Lincoln Public Library
Bonnie White	Marin County Free Library
Cindy Pawlowski	Nevada County Library
Elise Strickler	Nevada County Library
Jody Meza	Orland Free Library
Mary George	Placer County Library
Natasha Martin	Roseville Public Library
Lisa Dale	Sacramento Public Library
Henry Bankhead	San Rafael Public Library
Michael Perry	Siskiyou County Library
Michael Eitner	Solano County Library
Suzanne Olawski	Solano County Library
Chris Kreiden	St. Helena Public Library
James Ochsner	Sutter County Library
Todd Deck	Tehama County Library
Jody Meza	Willows Public Library
Mark Fink	Yolo County Library
Rebecca Wendt	California State Library
Carol Frost	NorthNet/Pacific Library Partnership
Jacquie Brinkley	NorthNet/Pacific Library Partnership

Also attending: Connie Williams (Public, Sonoma County), Sharon Hallberg (Public, Yolo County), Michael Blackwell (Presenter, ReadersFirst), Patricia Garone (Presenter, Lunch @ the Library), Susan Clark (Presenter, Common Knowledge), and William Cooley (Presenter, Common Knowledge).

Public attending invited to speak. Michael Blackwell thanked NLS Executive Committee for the invitation to speak and for NLS interest in the eBook publishing issues.

Motion to approve Agenda.

Perry moved; Olawski seconded. Motion carried.

Motion to approve Minutes of June 14, 2019 Administrative Council Meeting.

Olawski moved; Easterwood seconded. Motion carried.

Olawski reviewed memo and recommendation to approve an amendment to the NLS/Innovative Link+ contract to include Nevada County Library. The amendment will add Nevada County to the NLS Master Contract for Link+ services.

Motion to approve the amendment of NLS/Innovative Link+ Contract to include Nevada County Library. Fink moved; Martin seconded. Motion carried.

Olawski reviewed the status of the CLSA NLS Link+ Resource Sharing grant. Four NLS libraries new to Link+ are now on NLS master contract for Link+ services, in addition to the existing NLS libraries. A Call for Interest was issued statewide that generated three (3) new libraries to join Link+ under their own individual contracts (Glendale, Rancho Cucamonga and Coronado public libraries). With grant funds awarded to the 3 new libraries, a balance of \$127,000 grant funds remains unexpended. Two informational webinars will be held (one has been held and one to be held 2/5/2020) and on or after the 2/5 webinar, NLS will release the application to apply for funding of new jurisdictions. There have been several libraries who have expressed interest since the first round of applications closed, so there is a high level of confidence that all grant funds will be fully expended under the Link+ grant guidelines.

Bankhead asked about the NLS Link+ contract terms. Olawski and Frost reported that this is a 5-year contract. Bankhead suggested that NLS examine costs of different Link+ hosts (other than InReach/Innovative Interface, Inc/iii).

Lightbody stated that prohibitive courier costs are what keeps Butte County from joining Link+. Olawski confirmed that delivery costs were the primary reason other libraries said they could not join.

Fink noted that the 5-year contract commitment may also be a reason that libraries are unable to join. Fink, who is on the Innovative Link+ Board, stated that Innovative is considering the contract terms commitment.

Perry reported on results of the CLSA Formula Survey. Approximately one-half of NLS members responded, so Perry will reissue the survey after this meeting to gather more input. From the responses, 80% requested more information on how the CLSA funds are distributed. Also, respondents reported that the cost-sharing formula is a barrier for them to join NLS resource sharing consortia. Respondents also noted that loss of local control keeps them from joining NLS resource sharing consortia.

Discussion ensued regarding various resource sharing groups within NLS. SPLASH has its own OverDrive account and is supported locally by SPLASH members. MARINet also has member-supported consortia outside of the NLS groups.

Fink noted that OverDrive had offered Yolo County to join and bypass the NLS OverDrive consortia which would provide features to Yolo County that would not be available under the consortia plan. It was noted that there is an option in the NLS consortia to utilize "Resource Partners" if sharing from an individual collection.

Escobedo described the OverDrive consortia in the Serra Cooperative Library System (San Diego and Imperial counties). Lightbody stated that Butte County has been watching the NLS consortia activity.

Perry reported that the survey link will be reissued to those members who had not yet responded.

Deck requested approval of the nomination of Rita Lovell, Alpine County, to the NLS Executive Committee to replace Yolande Wilburn who resigned and relocated to Southern CA.

Motion to approve Rita Lovell for the NLS Executive Committee.
Lightbody moved; Perry seconded. Motion Carried.

Fink reported on results of the Macmillan and Blackstone boycott survey. From the survey results, Fink stated that there were multiple conversations among NLS members regarding possible action, but no consensus. Fink explained that the survey was designed to take the temperature of what libraries are doing as individuals and among their shared collections. Fink reported that 18 libraries responded and results varied in response of supporting an NLS boycott or to issue a statement of support. Results from the survey are included in the meeting packet. Fink noted that there was a trend toward libraries supporting a boycott, but there were unanswered questions and that more work was needed at the local level. He also stated that messaging would be important.

Blackwell (guest) suggested that NLS members follow Publishers Weekly for updates on this issue.

Fink reported that Yolo County has taken a public stance on the boycott with notice posted prominently on their library's website home page. He said that the public has been overwhelmingly supportive with the library's position.

Perry noted that the NLS OverDrive consortium selectors are making purchasing decisions and opting not to purchase Macmillan and Blackstone items so as not to undercut the individual NLS member libraries who are not consortia members.

Blackwell presented at this time in the discussion.

Perry recommended that the NLS OverDrive committee actively boycott through April 30, 2020. Perry will share the collection development guidelines of the OverDrive committee and review licensing models and costs. Fink suggested creating a NLS Support the Boycott Toolkit that would include purchasing policies, messaging for the public, and training for staff. A staff training piece would be to maximize purchasing decisions around the metered collection. Frost noted that there is a toolkit available from the Washington State Consortia.

Motion: NorthNet Library System believes a response to Macmillan's approach to eBook lending for libraries is warranted. For those able to do so, member libraries will take steps up to and including a boycott of Macmillan titles.

Perry moved; Fink seconded. Two abstentions (Brooks and Hunt). Motion Carried.

Wendt reported on updates from the State Library, focusing on the \$8 million one-time CLSA funds approved in the Governor's FY 2018/19 budget. Informational webinars and letters of interest for these grant funds are in process now. The Shared Vision funding targets early learning, out of school time, and mobile libraries. Wendt noted that there were two vacancies for Library Programs Consultants. One new consultant was hired and began in January – Meg DePriest.

Presentations were made to the NLS Administrative Council:

- Blackwell – ReadersFirst
- Garone- Lunch at the Library
- Clark/Cooley- Recovering Together LSTA Grant

Meeting adjourned at 2:35 p.m.

May 8, 2020

Greg Lucas, California State Librarian
Library-Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

RE: CARES Act Funding for Libraries

Dear Mr. Lucas,

I am writing on behalf of the NorthNet Library System as the Chair. In late April, the NorthNet Executive Committee met to discuss CARES Act funding opportunities. During this conversation we identified two key priorities for your consideration:

- Increased funding to Zip Books, and
- Funding to systems to purchase additional OverDrive content in support of students.

The Executive Committee identified Zip Books as a high priority for the following reasons:

- High-risk populations of older adults will remain sheltered for an indefinite period of time.
- ZipBooks has been incredibly impactful during library closures and will ensure continued access for those that cannot visit our physical locations as we phase reopening our libraries.
- This is a program that has a proven track record of working and we trust will continue to be very useful to library staff and our communities.

The Executive Committee also felt that funding to support digital content is now more important than ever. Our intent is that with additional funding libraries can either purchase content to support schools or partner with schools through SORA, a reading app for students offered by OverDrive.

NorthNet represents the interests of a diverse range of libraries, many of them rural. The NorthNet Executive Committee factored in many different points of view in helping us determine these suggestions. In these uncertain times of COVID-19, we would like to thank the California State Library for its support and leadership.

Thank you.



Todd Deck, Chair
NorthNet Library System

cc Rebecca Wendt and NLS Executive Committee



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June 25, 2020

Anne Bernardo
President, California Library Services Board
P.O. Box 942837
Sacramento, CA 94237-0001

Dear Ms. Bernardo:

At the March 28, 2019 California Library Services Board (CLSB) meeting, the Board approved \$450,000 to the NorthNet Library System (NLS) for the "Link+ Regional Resource Sharing Project." The grant assists libraries with their connection fees to join INN-Reach (Link+) for resource sharing of physical materials statewide.

A presentation was provided to the Board at the September 17, 2019 meeting with activities to date and a plan of execution to expend the funds. The purpose of this memo is to provide an update to the CLSB.

EXPLANATION OF LINK+ AND RESOURCE SHARING

Link+ is a resource sharing subscription service with a 95% fill rate. Current membership stands at 67 libraries (22 academic and 45 public) and the catalog includes 7.2 million titles and over 22.7 million volumes.

Link+ enables participating libraries to increase the amount of materials they offer and reduce the fulfillment time, and items are typically delivered in four days. If a patron does not find what they need in their library's catalog, they can click a button and see if the item they are searching for is in the entire Link+ collection. The patron places a hold in the catalog where the request is automatically routed to an owning library, and the item gets put into the designated courier system. The courier system is what sets Link+ apart from any other resource sharing system.

LIBRARIES WHICH HAVE BENEFITTED FROM THIS GRANT

NLS has an ad hoc group which is overseeing this project. As was reported at the last meeting, NLS awarded four grants to libraries within NLS as the first part of this grant process: El Dorado County Library, Nevada County Library, Sonoma County Library and Woodland Library.

Working with NLS's State Library grant monitor, the NLS ad hoc group developed a Call for Interest survey, which was released on August 7, 2019 and was open to any public or academic library that belongs to one of the nine library cooperatives and is not an existing Link+ member. The survey closed on August 28. Five libraries inquired about the funding, and three libraries have been awarded funds: Coronado Library, Glendale Library, and Rancho Cucamonga Library. These libraries are in the development phase, and plan to go live on Link+ by June 2020.

In January and February 2020, two state-wide webinars were held in conjunction with the Link+ vendor, Innovative Interfaces Inc., for libraries to learn more about Link+. As a result of a call for funding, four libraries requested quotes for funding and two libraries submitted applications. Alameda Free Library has been awarded funding, and another library was awarded grant funds but the award was rescinded after a mutual agreement between the library and NLS regarding long-term commitment to Link+.

Below is a summary of libraries receiving grant funds, which covers the one-time software implementation fee, the first year of the subscription and delivery courier costs, and \$1,000 in start-up supplies to join Link+:

El Dorado County (implemented June 2019)
Sonoma County (implemented June 2019)
Woodland Library (implemented June 2019)
Nevada County (implemented February 2020)
Coronado Library (Anticipated Implementation date July 2020)
Glendale Library (Anticipated Implementation date Summer 2020)
Rancho Cucamonga Library (Anticipated Implementation date September 2020)
Alameda Free Library (Anticipated implementation date October 2020)

DELIVERABLES OF THE GRANT

Below is a summary of the deliverables in the grant and their status:

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

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 **COMPLETED**
- An analysis and action steps to promote growth and sustainability of Link+ for the NorthNet region **COMPLETED**

Goal 3: Implement the plan:

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

Goal 4: Collect and compile data **ONGOING**

CONSIDERATIONS FOR EXPENDING REMAINDER OF GRANT FUNDS

There is approximately \$85,000 remaining to be awarded to libraries. We have been in discussions with at least five other libraries regarding grant funds. We are finding that since the pandemic, libraries are reluctant to commit to this as a new service. The most promising library we have been speaking with over the last six months notified us in April that they are putting the idea of Link+ on the shelf until their economic future is clearer, and that they are no longer interested in grant funds.

We have received a request from the 49-99 cooperative library system. In the past few years, they have been using their CLSA Communication and Delivery baseline funds to pay for the Link+ subscription costs and courier costs. With the 50% reduction in CLSA funds, they will not have enough CLSA to cover these

two costs. Their options are to ask the member libraries (Amador County, Calaveras County, Lodi County, Stanislaus County, Stockton and Tuolumne County) to contribute local funds, or to petition us for funds to cover the extra costs. All libraries are experiencing local budget cuts and their preference would be to ask for use of these CLSA grant funds, which will provide them enough time to ensure ongoing future funds.

Based on this request, we spoke with our grant monitor. Upon that discussion, we are suggesting to the CLSB that providing the remaining grant funds back to libraries to support Link+ costs would satisfy Goal 3 in supporting the sustainability of Link+ to continue resource sharing among libraries.

Below are four different scenarios which the NLS Link+ Ad Hoc Group has developed for consideration of use for awarding the remaining funds:

Option 1: Direct the remaining funds to NorthNet. NorthNet developed a system-wide Link+ grant, with 18 libraries participating (including the 4 which joined Link+ through these grant funds). The grant funds would support the master Link+ subscription renewal for FY 2020/21, and the cost would be divvied up proportionally between the 18 libraries so that all would benefit from the grant funds.

Option 2: Divide the remaining grant funds proportionally between NorthNet and 49-99 for each system to pay for their master Link+ subscription costs. NorthNet has 18 libraries participating in Link+, and 49-99 has 6 library systems. NorthNet would receive 70% of the grant funds (\$59,500) and 49-99 would receive 30% of the funds (\$25,500) based on number of libraries participating in Link+.

Option 3: Use the funds for courier costs. In FY 2020/21, a courier will be entering into new contracts with many of the public libraries offering Link+, and costs are anticipated to increase 5%. In recognition of those costs, and as an attempt to create equity among all participating public libraries that belong to a cooperative that are participating in Link+, the remaining grant funds could be distributed to each library by a formula to be determined by the NLS Ad Hoc Group to offset this increase. Of the 67 libraries participating in Link+ resource sharing, 31 of them are public libraries that have contracts with this courier. Four of those libraries have received grant funds which already cover courier costs. Therefore, one scenario would be to extend these funds to the 27 public libraries that have not yet benefitted from grant funds (approximately \$3,000 per library).

Option 4: Create an equitable, competitive way for libraries to request funds. NorthNet, the Pacific Library Partnership, and 49-99 all have libraries that use CLSA funds to partially or wholly support their Link+ subscription costs. 20% of the grant funds could be reserved for NorthNet's Link+ subscription costs for FY 2020/21, and the other 80% could be awarded through a competitive process, where libraries that currently use CLSA funds could request grant funds. A rubric could be developed that addresses equity and ensures a long-term commitment to Link+.

In Options 3 and 4, it should be noted that significantly more staff time would be needed, so additional funds to support these activities would be requested, which would reduce the amount available for distribution.

SUMMARY

To summarize, the NLS ad hoc group has gone through three phases of funding to date with about \$85,000 remaining. Knowing that it can take several months to receive quotes and negotiate details, it is anticipated that the libraries which have currently received funding will complete their implementation and expend their grant funds before December 2020. It generally takes 3-4 months for a library to implement Link+.

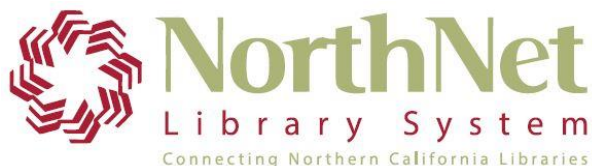
NLS would like to grant the remaining funds based on the needs of existing Link+ libraries, with the lens of sustaining libraries that use CLSA funds for subscription costs. It remains the goal to allocate the funds to libraries by December 2020. NLS will continue to work with the State Library grant monitor; and if additional time is needed, NLS will work with the State Library grant monitor to request an extension of the grant for six months in order to award all the funds.

Should you have any questions, please feel free to contact me at seolawski@solanocounty.com.

Sincerely,

Suzanne Olawski
Assistant Director of Library Services, Solano County Library
Vice Chair, NLS Executive Committee

cc: NorthNet Library System Executive Committee
Greg Lucas, State Librarian, California State Library
Annly Roman, Administrative Assistant to CLSB, California State Library



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To: NLS Administrative Council
From: NLS Executive Committee
Subject: Nominations for FY 2020/2021 NLS Executive Committee Vice Chair
and Committee Members
Date: June 12, 2020

We nominate the following Executive Committee Vice Chair for 2-year term:

Mark Fink, Yolo County Library (MVLS)

We nominate the following Executive Committee members for 2-year term ending 6/30/2022:

Carolyn Brooks, El Dorado County Library (MVLS)

Anthony Halstead, Napa County Library (NBCLS)

Nick Wilczek, Humboldt County Library (NSCLS)

Continuing to serve on the Executive Committee with terms ending 6/30/2021 are:

Lori Easterwood, Folsom Public Library

Lindsay Fuchs, Plumas County

Christopher Veach, Lake County

Continuing in New Positions are:

Suzanne Olawski, Solano County, Chair (2 year term through 6/30/2022)

Todd Deck, Tehama County, Past Chair (2 year term through 6/30/2022)

Terming out 6/30/2020 of their Executive Committee Positions are:

Mel Lightbody, Butte County, Past Chair

Jody Meza, Willows/Orland Public Library, Executive Committee
 Member

Yolande Wilburn, Nevada County Library, Executive Committee Member

Library/Organization	NorthNet Library System
Project Title	Preparing to Respond and Recover Together

ITEMS 1-19. COMPLETED ON THE ONLINE APPLICATION SYSTEM SUBMITTABLE

ITEM 20. PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need (include supporting data and statistical information), how it relates to your library's strategic plan or other local planning documents, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Your summary should relate to activities in the timeline (Item 23). Please limit word response to one page.

The NorthNet Library System has experienced several major disasters in recent years, including devastating wildfires and the disruption caused by COVID-19. While many resources exist to help agencies and organizations prepare for disasters, very few have addressed the unique needs of libraries. *Preparing to Respond and Recover Together* will further improve libraries' ability to respond to a variety of disasters, including situations of violence, and to support community recovery in the days, weeks and months that follow. The project will build on NorthNet's current LSTA-funded project, [Recovering Together](#), which is increasing access to preparedness and recovery resources and sharing the learning of NLS libraries who have recently experienced disasters. Based on input from NLS members, the current project is providing:

- Disaster planning and preparation resources
- Stories and examples from NLS libraries
- Sample disaster recovery plans
- Easy-to-use checklists
- [Conversation guides](#) that can be used to engage city/county leaders, library staff and volunteers
- Lists of vetted resources and people to call who can provide support
- Best practices for strengthening community relationships before a disaster
- A disaster preparedness website for sharing resources within NLS and beyond

Interviews with NLS members and an [extensive survey](#) in September 2019, which included 144 responses from library leaders, staff and volunteers, have also identified several additional disaster preparedness needs. In Fiscal Year 20-21 the renamed project, *Preparing to Respond and Recover Together*, will address NLS member needs by:

- Developing "levels of preparedness" that libraries can use for goal setting and progress measurement
- Providing personalized coaching to help libraries use available preparedness tools and enhance their readiness to respond to disasters
- Increasing opportunities for peer-to-peer sharing
- Establishing a regionwide network of support and a "buddy system" to improve coordination and cooperation before a disaster strikes
- Updating existing resources and the project website
- Providing online "roundtables" to address wildfire preparedness and mental health supports for staff

Preparing to Respond and Recover Together will build on current learning within the NLS network, including sharing examples and insights that are emerging during the ongoing response to COVID-19. A disaster preparedness cohort, during the summer of 2020, will help 8-12 library teams to develop comprehensive disaster plans ahead of the 2020 fire season. Based on the lived experience of library leaders, these holistic plans will "go beyond the binder," attending to the organizational, fiscal and emotional aspects of preparedness in a way that strengthens community relationships and helps to accelerate recovery. Cohort libraries will take part in three meetings, complete preparedness assignments and receive coaching support from NLS leadership, consultant Common Knowledge, and retired library director Danis Kreimeier, who led Napa County Library through earthquake and wildfire recovery in 2014 and 2017.

The project will also support statewide library disaster preparation through two disaster preparedness roundtables (via Zoom), a CLA conference workshop and improvements to the NLS disaster preparedness website, ensuring that content is section 508 compliant. The roundtables will address two areas of greatest interest, as indicated by the 2019 Recovering Together survey: wildfire preparedness and mental health supports for staff, volunteers and patrons following a disaster. Surveys of participating libraries will be used to measure the success of roundtable sessions, as well as the gains of the learning cohort. A successful project will include participants reporting increased readiness to respond to a disaster, feeling more prepared to support recovery efforts and better able to engage their own library communities in planning.

ITEM 21. PARTNERSHIP

Please list all formal partners for your project here. Please attach (under Item 25) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute. Attach a separate sheet if necessary.

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)

Please list informal partners here - organizations that support your project but with whom you have no formal project agreement in place. Describe how their contributions will help achieve the project's outputs and outcomes. Attach letters of support under Item 25.

- The NLS Recovering Together Core Project Team
- The NLS Executive and Administrative Councils

NLS member libraries will provide vital support by guiding the project, supporting preparedness efforts in their own libraries and encouraging disaster preparation regionwide. Members of the Core Project Team and Executive Council will assist in reviewing materials and help to promote preparedness initiatives. Members of the Administrative Council will provide feedback on project elements and help lead regionwide preparedness efforts.

As they develop plans for disaster response and recovery, libraries participating in the disaster preparedness cohort will also work with a variety of local partners, including schools, volunteers, hospitals, city or county departments, faith groups, and community-based organizations.

ITEM 22: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit responses to four pages.

22A. Project Intent *(Check **only one** that best describes the project)*

Lifelong Learning: Improve users' knowledge or abilities beyond basic access to information

- ☐ Improve users' formal education
- ☐ Improve users' general knowledge and skills

Information Access: Improve access to information

- ☐ Improve users' ability to discover information resources
- ☐ Improve users' ability to obtain and/or use information resources

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness

- ☐ Improve the library workforce
- ☐ Improve the library's physical and technology infrastructure
- ☒ Improve library operations

Employment & Economic Development: Improve users' ability to apply information that furthers the status of their jobs and/or businesses

- ☐ Improve users' ability to use resources and apply information for employment support
- ☐ Improve users' ability to use and apply business resources

Human Services: Improve users' ability to apply information that furthers their personal, family or household circumstances

- ☐ Improve users' ability to apply information that furthers their personal, family, or household finances
- ☐ Improve users' ability to apply information that furthers their personal or family health & wellness
- ☐ Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement

- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversations around topics of concern

22B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

Preparing to Respond and Recover Together will provide disaster preparedness coaching, mentorship and support to libraries in the NorthNet Library System and statewide. The project will create a culture of preparedness, empower libraries to prepare before another disaster strikes and encourage highly valued peer-to-peer support.

22C. Anticipated Project Outputs – Quantitative measures of services and/or products to be created/provided.

- Regionwide “levels of preparedness” that the NLS network and libraries statewide can use for goal setting and progress measurement
- An NLS “buddy system” that will link libraries, creating a network of connection and support ahead of a disaster
- A regionwide cohort of teams from 8-12 NLS libraries, with 2-3 library staff members or volunteers participating on each team (18-40 participants total); **teams from neighboring networks or CSL may also be invited*
- Cohort libraries will participate in three sessions to be hosted remotely via Zoom and will receive personalized guidance and coaching provided by NLS leadership, peer coaches, guest speakers and consultant Common Knowledge
- Participating teams will complete disaster preparedness “assignments” in between sessions: conducting background research, writing draft plans, strengthening relationships with institutional and community partners, building library culture, and engaging their library communities in planning discussions (using conversation guides created during the current phase of the project)
- Disaster preparedness “assignments” and coaching support will be provided between sessions, enabling participants to finish the cohort with a completed disaster plan
- Additional resources, tools and participant learning, including sample plans, reflections and guidance, will be added to the NLS disaster preparedness website
- Two statewide disaster preparedness roundtables will be hosted via Zoom, focusing on needs identified through interviews with library staff, NLS Core Project Team meetings and the regionwide 2019 Recovering Together survey; roundtables will focus on actions libraries can take to prepare for the 2020 fire season and ways that libraries can aide recovery following a disaster through mental health supports for staff, volunteers and patrons.
- 60-100+ library staff, volunteers and community partners will attend each roundtable

22D. Outcomes- Please select one or more of the outcomes provided by the State Library (see Instructions) that relate to the primary Five Year Plan goal that you selected in Item 17

Goal 3: California libraries inspire, support, and engage in innovation, creativity, connections, and collaborations in their communities.

Goal 7: California libraries are staffed by a skilled and diverse workforce whose member engage in continuing education and leadership development opportunities, deliver high-quality library and information services, and effect positive change in their communities.

Preparing to Respond and Recover Together will improve the ability of libraries to respond to a disaster and to support community recovery in the days and weeks that follow. Libraries participating in the cohort will:

Develop disaster preparedness plans that will enable them to respond safely and efficiently in the event of a disaster, including plans for safety/evacuation, communication, continuity of library operations, community partnerships, and recovery roles.

85 percent of cohort participants will report feeling:

- More prepared to respond to a disaster
- More prepared to provide library services during and after a disaster

- More prepared to engage library staff, volunteers and community members in conversations about disaster preparedness, response and recovery

85 percent of roundtable participants will report feeling:

- More prepared to respond to a disaster, including the unique challenges posed by the 2020 fire season during COVID-19
- More prepared to provide library services during and after a disaster
- More prepared to support the mental health of library staff, volunteers and patrons following a disaster

22E. Briefly describe how this project will be financially supported in the future, should it prove successful.

Improving disaster preparedness is a goal for our entire network, and everyone has a role to play. NLS library directors, staff members and volunteers will continue to advise the project and assist in implementing regionwide disaster preparedness initiatives. In addition to advising the *Preparing to Respond and Recover Together* project, NLS members will also engage in increased preparedness planning through quarterly, bi-yearly and yearly meetings. By making disaster preparedness a regular discussion item, NLS hopes to create a new norm around disaster preparation.

Statewide preparedness roundtables and a session at the CLA conference will also expand the network of support beyond just the NLS region. There is currently no formal statewide support for library disaster preparedness (other than for crisis collection). As one of the regions that is most vulnerable to disasters, NLS would like to work with the California State Library and California Library Association to explore how additional coordination can enhance disaster preparedness statewide. When preparedness is seen as a shared priority, it is more likely to be supported in the future.

22F. Activities. What activities will be used to accomplish your project and achieve your outcomes? Per IMLS, Activities are actions through which the Intent (Item 22A) of a project is accomplished and which account for at least 10% of the total amount of resources committed to the project. IMLS has identified 4 types of Activities and associated Modes (methods by which the Activity is carried out) Select all that apply to your project and provide descriptions for each.

1. ☒ **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. (*Check all that apply and provide a description including whether the format will be in-person, virtual, or both*)
 - ☒ Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - ☒ Presentation - Formal interaction and passive user engagement (e.g., an author's talk),
 - ☒ Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
 - ☐ Other

Description: Instruction will be provided through three cohort meetings (via Zoom), which will include presentations, small-group discussions and reflection activities, as well as personalized coaching support and consultation with a library disaster preparedness mentor. Instruction will also be provided through two statewide roundtables (via Zoom), which will feature presentations and guest speakers who will share disaster recovery insights related to wildfire preparedness and mental health supports.

2. ☒ **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*

☐ Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.

☒ Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.

☐ Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

☐ Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.

☐ Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

☐ Other

Description: The project team will create tools and resources that will help libraries in disaster preparation, response and recovery. These may include checklists, handouts, flyers, self-assessments and discussion guides. Improvements to the project website will ensure that resources are section 508 compliant and maximally accessible to all.

3. ☒ **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be in-house or third-party)*

☒ Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.

☒ Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description: The project will include a mix of retrospective and prospective elements. Cohort library teams will complete self-assessments and assignments that involve reflecting on past practices, historic disaster experiences, and current library needs. They will also identify the disaster scenarios that their libraries are most likely to face in the future and consider how each scenario will impact library communications, staff and patron safety, continuity of operations (programming, service delivery and staffing), and community partnerships. Surveys of cohort and statewide roundtable participants will assess the relevance of content shared and the degree to which participants feel prepared to respond to a disaster and engage their communities in recovery.

4. ☐ **Procurement** – May only be used for projects with an Institutional Capacity Intent (see Item 22A). Includes acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

ITEM 23: GRANT TIMELINE/ACTIVITIES

Using this table, please briefly describe your major project activities and when they will occur (the grant period starts July 1, 2019 and ends August 31, 2021).

Activity	Month Started	Month Ended
Hold planning meeting with PRRT Team; Develop “levels of preparedness” rubric that libraries & NLS network can use for goal setting & progress measurement; Plan for Statewide Disaster Round Preparing for Fire Season 2020	July 2020	July 2020
Invite libraries to participate in inaugural Cohort; Select participating libraries; Launch preparedness cohort; Library teams begin pre-work ahead of first meeting; Hold Cohort Meeting #1; Update project website	July 2020	August 2020
Hold Cohort Meeting #2; Hold Disaster Preparedness Roundtable #1 & distribute Outcomes Surveys; Hold final Cohort Meeting #3; Assess library team progress through post-cohort Outcomes Survey; Share an “NLS Prepares: Cohort Update” with NLS and statewide audiences; Update project website; Plan for Statewide Disaster Roundtable #2: Aiding Recovery through Mental Health Supports	September 2020	September 2020
Hold Statewide Disaster Preparedness Roundtable #2 and distribute Outcomes Surveys; Hold a Cohort Gathering where library teams share their preparedness plans and lessons learned; NLS EC and other library systems and CSL are invited to attend	October 2020	October 2020
Common Knowledge consultants gather additional stories & examples from NLS libraries re: experiences with 2020 fire season and continued response to COVID-19; Invite libraries to share experiences & resources via the project website; Update project website	November 2020	December 2020
CK to share updates and facilitate regionwide planning at NLS MidYear Administrative Council Meeting; CK works with NLS library leaders to update list of recovery mentors	January 2021	February 2021
Additional updates to website	February 2021	March 2021
Hold planning meeting with NLS leaders and co-presenters ahead of 2021 California Library Association annual conference (NLS submitted conference proposal Spring 2020); Finalize meeting design, PowerPoint presentation & materials for CLA Conference session	April 2021	May 2021

Co-Lead Disaster Preparedness Session at CLA Annual Conference (May 2021); share tips & lessons learned from NLS libraries; engage statewide library audience in disaster planning	May 2021	May 2021
LSTA MidProject and Final Narrative Reporting; Qtrly Financial Reporting	October 2020	September 2021
Distribute and review Outcomes Surveys on website content for final reporting	June 2021	August 2021

ITEM 24: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category: Salaries/ Wages/ Benefits	LSTA	Cash Match & In-Kind	Total
Library Directors (18) – Cohort, Roundtables & CLA Panel- .01 FTE	\$0	\$15,750	\$15,750
Library Staff (28)– Cohort Participants .001FTE	\$0	\$10,500	\$10,500
Click or tap here to enter text.	\$0	\$0	\$0
Subtotal	\$0	\$26,250	\$26,250

Description: Cohort Participants will spend estimated 15hrs/participant to meet and develop disaster preparedness plan. Estimated 12 NLS Library Directors x 15 hrs/each @ avg \$75/hr = \$13,500. Estimated 28 Library Staff x 15hrs/each @ avg \$25/hr = \$10,500. Statewide Roundtable Sessions (2) x 3 Directors each x 3 hrs (2 hrs prep + 1 hr presentation) x \$75/hr= \$1,350; CLA Panel Presenters: 3 Directors x 4 hrs each (2 hrs prep/2 hrs present) x \$75/hr = \$900

Budget Category: Consultant Fees	LSTA	Cash Match & In-Kind	Total
NLS Disaster Preparedness Mentor, Danis Kreimeier .03FTE	\$5,550	\$0	\$5,550
		\$0	
Subtotal	\$5,550	\$0	\$5,550

Description:

NLS Disaster Preparedness Mentor will participate in project planning & coordination; Cohort Support – will provide feedback on meeting design; co-facilitate meetings via Zoom; follow-up emails & indicated actions; post-meeting coaching support. Other project support: Help to prepare for statewide Roundtables; help to identify guest speakers and participate in both sessions; Attend and present at NLS MidYear Admin Council Meeting; Help prepare & present at MAY 2021 CLA annual conference; Final debrief meeting with NLS team.

Budget Category: Travel	LSTA	Cash Match & In-Kind	Total
Click or tap here to enter text.	\$0	\$0	\$0
Subtotal			

Description:

Budget Category: Supplies/Materials	LSTA	Cash Match & In-Kind	Total
Click or tap here to enter text.	\$0	\$0	\$0
Subtotal			

Description:

Budget Category: Equipment (\$5,000 or more per unit)	LSTA	Cash Match & In-Kind	Total
Click or tap here to enter text.		\$0	
Subtotal			

Description:

Budget Category: Services	LSTA	Cash Match & In-Kind	Total
Zoom Business Plan- Annual Subscription	\$240	\$0	\$240
Golden Ideas Website Hosting	\$1,010	\$0	\$1,010
Common Knowledge Consulting Team	\$74,520	\$0	\$74,520
NLS System Coordinator, Jacquie Brinkley .03FTE	\$5,000	\$0	\$5,000
Subtotal	\$80,770	\$0	\$80,770

Description: Common Knowledge Consulting Team will provide the following: Coordinate Project Team planning meeting; Draft Cohort Training application, announcements & invitations; Assist in cohort selection; develop & distribute pre-work materials ahead of Meeting #1; For each of 3 Cohort Meetings & Final Gathering, will design meeting; coordinate with NLS preparedness mentor & guest speakers; Develop PPT, meeting materials & post-meeting; facilitate meetings via Zoom; Follow-up emails & indicated actions; Post meeting coaching support. Will develop & conduct post-cohort survey; share cohort update with NLS and statewide audiences; Final debriefing with NLS team. Roundtable Planning & Coordination: For each of 2 Statewide Roundtables (#1 Fire Season, #2 Mental Health Supports) will: Design meeting; Coordinate with presenters and NLS Team; Develop PowerPoint & meeting materials; Facilitate meetings via Zoom; Follow-up emails & posts with meeting materials; Develop, send & analyze post-meeting feedback survey. CLA Session: Will co-design workshop session; coordinate with presenters and NLS Team; Develop PowerPoint and session materials; Prep & co-facilitate session at CLA; Follow-up emails sharing meeting materials, coordinating with statewide partners. Other services & activities to include: Gathering of additional stories and examples from NLS libraries, share experiences with 2020 fire season; Share updates & facilitate regionwide planning at NLS MidYear Admin Council Meeting; Update project website and downloadable materials to ensure Section 508 compliance. Consulting Fees = \$73,020 + Travel, not to exceed \$1,500, Total Common Knowledge = \$74,520.

NLS System Coordinator will participate on overall project planning & coordination. Cohort Support: will provide feedback on meeting designs; attend meetings via Zoom; follow-up emails & indicated actions; post-meeting coaching support. Other project support: Help prepare for two statewide Roundtables; help suggest guest speakers & participate

in both meetings; Attend NLS MidYear Admin Council meeting; Help prepare & present at MAY 2021 CLA annual conference; Final debrief meeting with NLS team.

Zoom online conferencing subscription to host Cohort Meetings (3), Cohort Celebration, Statewide Roundtable Sessions (2); PRRT Team meetings; Interviews; Preparation sessions for Roundtables and CLA conference.

Golden Ideas will continue to develop & manage online platform to host all project content on NLS website under guidance of Common Knowledge Consulting Team and NLS System Coordinator.

Project Total		\$86,320	\$26,250	\$112,570
Indirect Cost Rate Applied	10.0 % Indirect Cost	\$3,680	\$0	\$3,680

Check one:

☐ No Indirect ☐ Federally negotiated indirect cost rate * ☐ Indirect proposed cost rate *

* please attach supporting documentation if required

<p>Description: Common Knowledge Contract = \$74,520. Max Indirect = \$25,000</p> <p>Indirect calculated on Total Modified Direct Cost = \$36,800 (\$25K + \$5,550 + \$6,250)</p> <p>10% Indirect Cost = \$3,680</p> <p>Total w/allowable Indirect = \$40,480</p> <p>Portion of contract with no Indirect = \$49,520</p> <p>Total LSTA = \$90,000</p>

Grand Total	\$90,000	\$26,250	\$116,250
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ITEM 25: LSTA RISK ASSESSMENT

ITEM 26: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page.

ITEM 27: CERTIFICATION AND SIGNATURE

Library/Organization	NorthNet Library System
Project Title	Preparing to Respond and Recover Together

Check the Appropriate Library Type

☐ Public Library
 ☐ Academic
 ☐ K-12
 ☒ Multi-Type
 ☐ Special/Other

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

Library/Organization	NorthNet Library System
Project Name	Preparing to Respond and Recover Together
Library Director Name	Carol Frost
Title	Chief Executive Officer
Email Address	Frost@plpinfo.org
Phone Number	650-349-5538
Library Director Mailing Address (if different than applicant information)	
City, State, Zip	Click or tap here to enter text.

Carol Frost

May 18, 2020

Library Director Signature

Date

Overview of Common Knowledge Projects and Practices

Summary for NorthNet Library System May 2020

Common Knowledge is a nationally recognized consultancy in nonpartisan civic, community and employee engagement with over 25 years of work with libraries and local governments. Susan Stuart Clark founded Common Knowledge (www.ckgroup.org) with the mission of exploring and demonstrating more inclusive and innovative approaches to helping communities learn together and lead together for collective wellbeing. The California State Library, regional library networks and CLLS programs have been highly valued partners in this work.

In addition to libraries, Common Knowledge works across the state of California with local and regional government agencies, foundations, non-profits as well as businesses and multi-sector collaboratives. The Common Knowledge team has a particular expertise in connecting with diverse audiences and facilitating sustained relationships in service of defining and achieving shared goals. Through an intentional series of action research projects across a wide range of sectors and topics, Common Knowledge has developed a discovery process that draws forth “new” energy and resources hidden in plain sight in our organizations and communities.

Project highlights relevant to the NLS Recovering Together LSTA Proposal

These Common Knowledge projects have supported libraries and allied public agencies in California:

- The Recovering Together initiative, sharing insights and resources for library-based disaster preparedness, response and recovery through a new website developed with NorthNet Library System members
- The Libraries Lead the Way Community Engagement Skills and Facilitation Training program (11 NorthNet and PLP library teams)
- Design and development of a News Literacy toolkit (online and print) for PLP libraries based on research with patrons, journalists, PLP members and a working group of librarians
- A statewide analysis of Family Literacy practices commissioned by the CSL to provide strategy and structure for roll out of new funding
- Convening and strategic plan development support for CSL Rural libraries
- Statewide survey of facilitation skills for CSL that led to two webinars and training at CLA
- The development of the New Resume project with Berkeley READS and Solano County Library
- The Key to Community Project developed and refined with statewide CLLS (adult literacy) programs; it was shown to double voter turnout and generated the Easy Voter Guide which continues to this day (with CK working with local libraries each election cycle).
- The Home for All Community Engagement program serving ten communities in San Mateo County that includes partnerships with local libraries
- Best Practices for Outreach to Latinos, Seniors and Low Income residents – prepared for Sonoma County Department of Health Services and was adopted countywide
- Dialogues on “What’s Next Marin?” (Housing, Transportation and Growth), with Marin County Library as partner
- Adult Learner Leadership Institute (ALLI) training and videos about community and school engagement
- Project Money; SF Project Read and SFPL –sponsored financial literacy project
- Multiple conference presentations and webinars on skill building in community engagement and dialogue for the National Coalition for Dialogue and Deliberation, now working in partnership with A.L.A. on the Libraries Transforming Communities initiative

Common Knowledge Principals on *Preparing to Respond and Recover Together* NLS Proposal

Susan Stuart Clark

Susan is the Founder and Director of Common Knowledge. She formed Common Knowledge to pioneer “community-driven design”, demonstrating that inclusion of diverse stakeholders stimulates innovative solutions on issues such housing, health care, civic participation and overall community well-being. Susan has over 25 years of experience with culturally competent communications and engagement programs, helping draw out the best talents of a wide variety of public agencies, counties, cities and libraries. Common Knowledge is known for its deep listening and research and coaching skills, helping teams and networks find new ways of learning and working together so that communities can thrive.

Susan’s original marketing and communications experience includes serving as Vice President of Planning and New Products at Del Monte Foods and as a Brand Manager at Procter & Gamble. Her career shifted after becoming a library-based literacy tutor and she collaborated on the Key to Community project and the launch of the Easy Voter Guide. Susan has received statewide recognition by the California State Library as a “Champion of Literacy.” Her expertise in civic and community engagement has been developed as an Associate of the Kettering Foundation, as director of the annual Public Policy Institute at U.C. Davis Extension, plus extended assignments with California Forward, the California State Library and the Institute for Local Government. Susan has been a board member of the National Coalition for Dialogue & Deliberation, the California Voter Foundation, E3: Education, Excellence & Equity and has served as an adviser to Code for America, Voter’s Edge and other civic organizations.

William Cooley

William is the Director of Civic Programs at Common Knowledge and an experienced journalist, researcher, educator and counselor. He is a native of Sonoma, CA, and started his career reporting on the Sonoma and Napa Valleys. His wife lost her childhood home during the 2017 Nuns Fire in Glen Ellen, giving him a personal connection to the issue of recovery in the NLS region. Since joining Common Knowledge in 2016, William has supported a wide range of government and nonprofit clients with community engagement and strategic communications. William has helped lead multiple library-based programs, including Recovering Together, a regionwide disaster preparedness initiative, and Libraries Lead the Way, a community engagement and facilitation skills training. As principal designer of the Easy Voter Guide, a partnership between Common Knowledge and the League of Women Voters, William also helps make complex statewide policy proposals accessible to the broader community.

William began his career as a journalist, working for several community newspapers and the Center for Investigative Reporting, where he helped edit investigations into seismic safety, health policy and preferential treatment in the awarding of government contracts. William joined Teach for America in 2010, earning teacher of the year honors for the relationships he built with students and stakeholders. As a counselor, William was also trained in psychological first aid, trauma-informed care and the impact of adverse childhood experiences. This background makes him particularly sensitive to issues of culture, inclusion, accessibility and group wellbeing

FY 20/21 LSTA Application

NorthNet Library System: Preparing to Respond and Recover Together

Consultant Fees - Disaster Preparedness Mentor

Danis Kreimeier, recently retired Director of Library Services and Community Outreach of the Napa County Library, is a strong advocate for libraries, literacy, and equal access. During her tenure at the Napa County Library, Napa County experienced a 6.0 earthquake that devastated historical buildings and County infrastructure, a massive evacuation from a neighboring county into a town of 5,000, the Tubbs fire in 2017 which at the time was the most destructive fire in California history and the recent series of Public Safety Power Shutoffs, PSPS. Using this background, Danis has a unique perspective on the role the library can take to strengthen community connections during times of crisis.

Role on this project:

NLS Disaster Preparedness Mentor will participate in project planning & coordination; Cohort Support – will provide feedback on meeting design; co-facilitate meetings via Zoom; follow-up emails & indicated actions; post-meeting coaching support. Other project support: Help to prepare for statewide Roundtables; help to identify guest speakers and participate in both sessions; Attend and present at NLS MidYear Admin Council Meeting; Help prepare & present at MAY 2021 CLA annual conference; Final debrief meeting with NLS team.

FY 20/21 LSTA Application

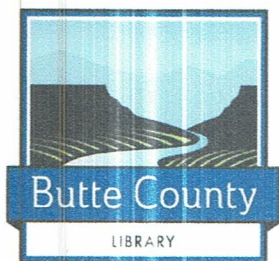
NorthNet Library System: Preparing to Respond and Recover Together

Contract Services – NLS System Coordinator, Jacquie Brinkley

Jacquie Brinkley has been the System Coordinator for the NorthNet Library System since July 2015. System Coordinator responsibilities include: Provide support to 41 NLS member libraries through effective and timely communications; prepare Plan of Service and Annual Reports as required by California Library Services Act (CLSA); coordinate Council of Librarians and Executive Committee meetings and maintain regular communications with NLS Chair and Executive Committee; prepare and distribute Council and Executive Committee agenda packets and minutes; coordinate with PLP to research and administer new projects; work with PLP fiscal and administrative staff on all operations supporting NLS activities; work with system members on delivery schedules and other system services; Distribute legislative, CLSA and other relevant correspondence; work with NLS members to identify grant opportunities, new services and programming opportunities; support special projects and activities as deemed by NLS Council; and, with PLP Executive Director, represent and advocate for NLS programs and service needs.

Role on this project:

NLS System Coordinator will participate on overall project planning & coordination. Cohort Support: will provide feedback on meeting designs; attend meetings via Zoom; follow-up emails & indicated actions; post-meeting coaching support. Other project support: Help prepare for two statewide Roundtables; help suggest guest speakers & participate in both meetings; Attend NLS MidYear Admin Council meeting; Help prepare & present at MAY 2021 CLA annual conference; Final debrief meeting with NLS team



Butte County Library

1820 Mitchell Avenue
Oroville, California 95966

Melanie Lightbody, County Librarian

T: 530.552.5652
F: 530.538.7235

buttecounty.net/bclibrary

Library Branches

Biggs | Chico | Durham | Gridley | Oroville | Paradise

May 18, 2020

Greg Lucas
State Librarian

RE: Support for renewal NLS Recovering together, 2nd year

Greg,

as always thank you and your staff for everything you are doing to assist libraries during this time. I know with this newest budget slash the State Library, as always, is hurting just as much as the rest of us.

I'm writing to support the second year of the Recovering Together grant. The reasons why are many but here are two of the keys:

- 1) During the first year, it was a very valuable time to connect with other libraries and librarians who have experienced catastrophes and to put together best practices/resources. I personally learned much through the experience of systematically reviewing the actions and inactions of my own library system.
- 2) Now libraries are facing the double whammy of a slow-rolling catastrophe which will lead into a medium-term new normal and a sadly common budget retraction. I believe that there are new insights to be had, especially since all CA libraries are experiencing similar issues. This will broaden the mission of Recovering Together and make it an even more valuable resource.

The work is not done. In some sense it will never be done but the collective wisdom and experience gathered, sorted and presented through the Recovering Together website and reports can be a bedrock resource for any CA library facing disaster from here on out.

Thank you for your consideration,

Melanie Lightbody

County Librarian (until 9/17/2020)



Shasta Public Libraries
1100 Parkview Ave
Redding, CA 96001
530.245.7258
www.shastalibraries.org

May 20, 2020

Dear Mr. Lucas,

I'd like to offer my support to the NorthNet Library System's LSTA proposed *Preparing to Respond and Recover Together*, an expansion to *Recovering Together*, NorthNet's disaster preparedness initiative. In Shasta County, the past few years have been challenging dealing with unexpected disasters and recovery efforts, starting with the Carr Fire in 2018. What we have learned from these incidents is the importance of working with partners and sharing experiences and best practices among colleagues and other libraries throughout the state so that we can all be prepared for whatever situation arises in the future. This funding is crucial to continue the important work already started in *Recovering Together*. Particularly now, as we struggle with the ramifications of COVID-19, the importance of creating disaster and recovery plans, sharing tools to help California libraries respond to disasters, creating networks for support, and encouraging continual discussion and open communication, has never been so important. Please consider funding this very important project.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Kelley".

Elizabeth Kelley
Shasta Public Libraries
Interim Library Director



SISKIYOU COUNTY LIBRARY

719 Fourth Street
Yreka, California 96097
(530) 842-8805 FAX: (530) 842-7001

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

May 15, 2020

Re: Preparing to Respond and Recover Together - Recovering Together (Year 2) Grant support

To whom it may concern:

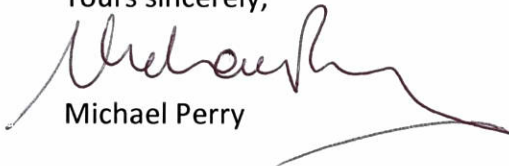
I write to offer my support to the NorthNet Library System's grant proposal to extend its "Recovering Together" LSTA grant into a second year.

As a library system that lost a branch due to a wildfire, I know the outcomes for this Year 2 proposal will be extremely useful for smaller, rural libraries. This grant will assist rural libraries to create a disaster and recovery plan and to develop a peer-network of support – resources that are key for any library to improve its response to a disaster.

Moreover, as we enter this phase where libraries will be operating under the threat of a coronavirus outbreak for the foreseeable future, this grant will set the roadmap for libraries to create a plan that has the capacity to be tailored to conditions in their local community, while simultaneously supporting the state's response to a health crisis.

This grant is timely and important and will bring tremendous value to the libraries, and communities, in our NorthNet service area.

Yours sincerely,

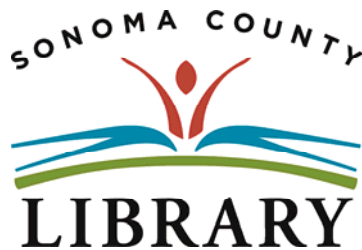


Michael Perry

Ann Hammond

Library Director

ahammond@sonomalibrary.org
6135 State Farm Drive
Rohnert Park, CA 94928
(707) 545-0831 x1537



LIBRARY COMMISSION

Reece Foxen - <i>Chair</i>	Barbara Mackenzie
Deborah Doyle - <i>Vice-Chair</i>	Paul Heavenridge
David Cahill	Randall Neff
Andy Elkind	Karen Schneider
Thomas Haeuser	Stephen Zollman

May 15, 2020

California State Library
State Librarian Greg Lucas
900 N Street
Sacramento, CA 95814-4869

Dear Mr. Lucas,

I'd like to offer Sonoma County Library's support for the NorthNet System's proposed second year of LSTA funding under an expanded version of the project called *Preparing to Respond and Recover Together*.

In October 2017, our library experienced the devastating effects of the Tubbs Fire, which killed 24 people and destroyed over 5,000 structures. During this emergency, our libraries were closed for ten days. Our basic technology infrastructure pipeline burned out and rendered our ILS, internet, and WiFi useless and cut all staff email communication. Several of our libraries were in evacuation areas and reported unhealthy levels of smoke in the buildings. Many of our staff members were evacuated and left the region. The Tubbs Fire came within a quarter of a mile of the Sonoma County Archives, a facility that stores our oldest government records, valued historical papers, and priceless artifacts.

The following year, the Kincade Fire and corresponding Public Safety Power Shutoffs caused the evacuations of the majority of residents throughout Sonoma County and closure of government offices, businesses, and all but two of our libraries. Again, many staff were evacuated out of the area. Those who remained worked at either our Rohnert Park/Cotati branch or Petaluma branch. Many staff volunteered to assist at community evacuation centers. While our buildings, technology, and collections were not threatened, the unhealthy levels of smoke required remediation and cleaning before facilities could reopen.

The current pandemic situation has resulted in the closure of all our library facilities, just as it has throughout the state and the nation. Like most of our peer libraries, we are following the news and the latest health and safety guidelines and planning corresponding changes to our facilities and operations.

It is clear that library services will look very different during the recovery process from what we all have grown to accept as normal. Everyone's collective experience and wisdom needs to be called on to help our libraries navigate the enormous changes that our environmental and public health emergencies have brought about. NorthNet System's efforts in this regard will be vital and I urge you strongly to support their grant application.

Best regards,

Ann Hammond
Library Director

sonomalibrary.org

DISCOVER • LEARN • SHARE

Dear Greg Lucas,

Libraries are an integral part of our communities; they give our students a safe and connected place to study and read, house many educational services and resources, and provide members of our community today a reliable space with internet access. Overall, our cities and towns are richer for their libraries. In Tehama County, ours has kept up with the times, modernizing to meet the needs of a digitally connected world, and it continues to function as a public resource center for our community in during both hard and good times.

Thank you again for your support of *Recovering Together*, NorthNet Library System's disaster preparedness initiative. Recently we've heard from staff, volunteers and library leaders about the need to continue this work. To better support libraries in our region and throughout the state, NorthNet is pursuing a second year of LSTA funding under an expanded version of the project called ***Preparing to Respond and Recover Together***.

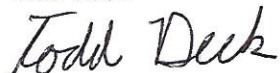
A second year of the project will include:

- A disaster preparedness cohort, which will help NLS libraries to develop their own disaster response and recovery plans
- Personalized coaching to help libraries use available preparedness tools and enhance their readiness to respond to disasters
- Increased opportunities for peer-to-peer sharing and a region wide network of support and
- A series of online roundtable discussions, engaging libraries statewide on important preparedness topics

This spring I facilitated a conversation for the *Adult Service Symposium* for California libraries. This peer led symposium was done entirely online and was deeply impactful to the California library community. I believe that ***Preparing to Respond and Recover Together*** could be just as helpful and impactful as the *Adult Service Symposium*.

California libraries will be facing many different challenges over the next few years. ***Preparing to Respond and Recover Together*** is an opportunity for libraries all across the state to learn from each other and help our communities thrive.

Sincerely,
Todd Deck



Librarian, Tehama County Library
NorthNet Library System Chair

CALIFORNIA STATE LIBRARY

CLSA GRANT AGREEMENT

AGREEMENT NUMBER 1920-02

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: Upon execution through June 30, 2021

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)

5/28/20

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)

May 28, 2020

PRINTED NAME AND TITLE OF PERSON SIGNING

Carol Frost, Chief Executive Officer, Pacific Library Partnership

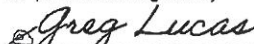
ADDRESS

32 W. 25th Ave, Suite 201, San Mateo, CA 94403**STATE OF CALIFORNIA**

AGENCY NAME

California State Library

BY (Authorized Signature)



DATE SIGNED (Do not type)

May 27, 2020

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, pending the passage of the Governor's proposed budget which occurred on June 27, 2019, the California Library Services Board designated \$1,000,000 in one-time FY 2019/20 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 74 library jurisdictions across the state are participating, with more being added as the budget allows.

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 review the current metrics for qualifications for California public library jurisdictions to participate in the Zip Books Program to reprioritize the allocations to libraries and the types of libraries that can participate, and develop new models for participation, including Associate Members and Hybrid Members.
- 2) To assist existing participants to use the program more fully and efficiently through the use of outreach and program marketing, existing toolkits, online open forums, and the development of a Tracking Toolkit.
- 3) Review ordering and fiscal workflows to streamline program effectiveness and efficiency.
- 4) Explore piloting at least one alternate purchasing model.
- 5) Support new and existing participants in managing their Zip Books services, through administration of the Zip Books Program.

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	By the end of each month between 7/1/2020 and 6/30/2021
2) Advisory committee	Convene and meet with the Zip Books advisory committee, as needed.	ongoing
3) Review current metrics for participation and award amounts	Review the current allocation and participation schedules. Create an updated rubric for participation and for award amounts.	08/15/2020
4) Open Forums	Host 3-4 online open forums throughout the year for training and discussion	ongoing
5) Develop Tracking Toolkit	Develop a toolkit to improve the tracking of Zip Books and individual program spending, with input and feedback from advisory committee	12/31/2020
6) 50 percent of grant fund expenditures	Total expenditure of at least \$500,000	12/31/2020
7) 1 st narrative and financial report	Report on progress and funds expended (7/1/2020- 12/31/2020)	1/31/2021
8) Pilot Alternate Purchasing Model	Explore at least one alternate purchasing model with test libraries	3/31/2021
9) 100 percent of grant fund expenditures	Total expenditure of all funds (\$1,000,000)	6/30/2021
10) Final narrative and financial report	Final project report on progress and total expenditures (7/1/2020- 6/30/2021)	7/31/2021

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>Frost, Carol</i>	<i>Pacific Library Partnership</i>	<i>Authorized Official/Administrative Agency</i>
<i>Wendt, Rebecca</i>	<i>California State Library</i>	<i>Grant Monitor</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
	System Name: <i>NorthNet Library System</i>
<i>Contract Project Manager (Technical)</i> Name: Rebecca Wendt Deputy State Librarian Address: California State Library 900 N Street, 4 th Floor Sacramento, CA 95814 Telephone: 916-651-6814 Fax: 916-653-8443 Email: Rebecca.Wendt@library.ca.gov	<i>Project Manager</i> Name: <i>Jacquelyn Brinkley</i> System Coordinator Address: 32 W. 25 th Ave, Suite 201 San Mateo, CA 94403 Telephone: 916-873-2640 Fax: Email: brinkley@plpinfo.org

<p><i>Authorized Official (grant monitor)</i></p> <p>Name: Rebecca Wendt Deputy State Librarian</p> <p>Address: California State Library 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-651-6814</p> <p>Email: Rebecca.Wendt@library.ca.gov</p>	<p><i>Authorized Official</i></p> <p>Name: Carol Frost Chief Executive Officer</p> <p>Address: Pacific Library Partnership 32 W. 25th Ave., Suite 201 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 32 W. 25th Ave., Suite 201 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: Kevin Driskill Fiscal Officer</p> <p>Address: California State Library, Accounting 900 N Street, 4th Floor Sacramento, CA 95814</p> <p>Telephone: 916-651-0980</p> <p>Fax:</p> <p>Email: kevin.driskill@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 32 W. 25th Ave., Suite 201 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	\$972	\$224	\$1,196
Chief Executive Officer (Frost)	0.01	\$1,873	\$224	\$2,097
Controller (Yon)	0.01	\$1,711	\$224	\$1,935
Accounting Clerk II (Lim)	0.5	\$30,399	\$11,205	\$41,604
Total staff support costs	0.58	\$42,755	\$11,877	\$54,632

TRAVEL				
Advisory Committee				\$2,300
Zip Books project coordinator				\$1,100
Program manager				\$750
Total travel				\$4,150

MATERIALS AND SUPPLIES				
CLA meeting supplies				\$1,000
Zip Books				\$819,055
Total materials and supplies				\$820,055

CONTRACTED SERVICES				
Amazon Prime renewals				\$9,650
Zip Books marketing materials: design revisions, printing, shipping				\$9,100
Website Developer & Hosting				\$786
Informational Materials Designer				\$200
Webinar software subscription (Zoom)				\$250
Zip Books project coordinator				\$57,200
Total contracted services				\$77,186

Total all categories				\$956,023
4.6% Indirect Cost				\$43,977
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, 50% 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 attendance at California Library Association, May 2021

Zip Books project coordinator will attend the California Library Association Annual Conference, May 2021

The program manager will attend the California Library Association meeting, May 2021

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, May 2021

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

Website Developer and Hosting – needed for Zip Books website updates

Informational Materials Designer – needed for Zip Books Google map updates

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 **upon execution until June 30, 2021**, 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, 2021** 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.

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

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.

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, 2021**, 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 12/31/2020, as outlined in the Schedule of Deliverables (Exhibit A1)

\$44,000 upon the submission and approval of deliverables through 7/31/2021, 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.



32 West 25th Avenue, Suite 201, San Mateo, CA 94403-2265
 (650) 349-5538 Fax: (650) 349-5089

www.plpinfo.org

To: NLS Administrative Council

From: Carol Frost

Subject: Review and Approval of FY 2020/21 NLS/PLP Contract for Administrative and Fiscal Services

Date: June 12, 2020

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 2020/21 and associated costs.

Discussion of Baseline Budget

The FY 2020/21 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 \$130,563, which is \$1,783 more than the previous fiscal year.

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, Preparing to Respond and Recover Together, which includes \$5,000 of the System Coordinator's time to offset her work for the grant. Because of those additional activities and the Zip Books project, the System Coordinator's time has been increased from 8 hours per week to 15 hours per week, along with slight increases in other staff support. (The Zip Books grant pays for the additional hours of the NLS System Coordinator.) The proposed FY 2020/21 Contract for Additional Work is an additional \$28,132, for a combined total of \$158,955.

With NLS being awarded another year as the Zip Book Statewide Grant Administrator, the budget for staff, including hiring a Zip Book Coordinator, totals \$111,832, with these funds coming from the grant. As has 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.

Support of PLP to NorthNet

As the NLS fiscal agent, PLP provides the fiscal and administrative support for NorthNet. Beyond that administrative support, it is our belief that we are actually stronger when we work together. During this last year, we have done the following, which benefits both NLS and PLP:

- We worked with the NLS Ad Hoc Committee extensively on the CLSA Link+ Regional Grant. Not only did we complete getting four NLS libraries on the NLS Link+ contract, but we also wrote a memo to the California Library Services Board for permission to expend the grant state-wide. The expansion this year included adding Coronado, Rancho Cucamongo, Glendale, and Alameda

Free Libraries. We have spoken with many other libraries, and have presented three informational webinars with Innovative on the benefits of this program. We have reached out with the other cooperatives to ensure they are aware and that they are promoting this initiative. We are developing new ways to expend the remainder of the funds and have already discussed this with the State Library. We will be presenting this at the June 25 CLSB meeting, and will be performing the rest of the work this upcoming year.

- Our staff have worked with each of the legacy systems on their CalPERS obligations. Each system is unique, and we have worked with each of them to establish a unique formula that suits their system for members to contribute to the obligations once the systems' Fund Balances are expended.
- We have worked with one system regarding the health benefit payments to retirees, and developed a solution which saves the system thousands of dollars annually.
- NLS and PLP have presented jointly at the CLSB to advocate for continued review of the interpretations of the CLSA regulatory language. During the last year, we have been successful in the Board accepting our recommendations for using C&D funds for assessments, to pay for audits, and to modify the reporting forms. We will be advocating at the June 25 meeting for an expanded interpretation of the use of CLSA funds for telecommunications.
- We have supported the Zip Books grant, the completion of the Career Visioning Grant, and the Disaster Recovery grant. During this next year, we expect to support the Zip Books grant again, as well as the second year of the Preparing to Respond and Recover Together.

Recommendation

The NorthNet Executive Committee reviewed and approved these contracts, and recommends that the NLS Administrative Council approve the baseline contract and the Contract for Additional Work for FY 2020/21.



PLP / NorthNet Contract FY 2020/21

<u>Staff</u>	<u>FTE</u>		<u>Total</u>
<u>Administration</u>			
CEO	0.05	2 hours/week at \$121.37/hour <i>Provide oversight; work with Executive Committee and Coordinator</i>	\$12,622
Office Manager	0.20	8 hours/week @ \$62.89/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>	\$26,162
Administrative Assistant II	0.04	1.50 hours/week @ \$51.16/hour <i>Prepare system contracts, open mails, mail ILL materials coordinate Form 700s.</i>	\$3,990
Subtotal - Administration	0.29		\$42,775
<u>Fiscal Accounting</u>			
Controller	0.10	4 hours/week @ \$102.51 <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>	\$21,322
Account Clerk	0.08	3 hours/week at \$43.42 <i>Process payables weekly, prepare invoices, prepare deposits</i>	\$6,774
Fiscal/Admin Services Spec.	0.09	3.5 hours/week at \$ 65.60 <i>Prepare invoices and deposits, reconcile bank statements prepare CalPERS reports, prepare document for liability insurance</i>	\$11,939
Administrative Assistant	0.10	4 hours/week at \$20.51 <i>Filing, prepare Holiday Schedule, mail checks and invoices</i>	\$4,266
Subtotal - Fiscal Acctg	0.36		\$44,301
Total Administration/Fiscal Accounting			\$87,076
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
Total Staffing			\$118,276
<u>Mileage</u>			
3 round trips @242 mile@ 57.5 cents per mile			\$417
Total			\$118,694
10% Overhead			\$11,869
Total FTE	0.85	Grand Total	\$130,563



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Additional Proposed Work: PLP / NorthNet Contract FY 2020/21

The following additional services will be provided to NLS for FY 2020/21

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 "Preparing to Respond and Recover Together"

Note: NLS grant includes \$5,000 for NLS Coordinator's time

<u>Staff</u>	<u>Additional Hours</u>	<u>Total</u>
CEO	1 hour/week at \$121.37/hour	\$6,311
Coordinator	5 hours/week at \$75/hour	\$19,500
Subtotal		\$25,811
	10% Indirect	\$2,581
	TOTAL ADDITIONAL WORK	\$28,392

Work Related to the CLSA ZipBooks Statewide Grant

<u>Staff</u>	<u>Additional Hours</u>	<u>Total</u>
CEO	1 hour/week at \$121.37/hour	\$2,097
Controller	1 hours/week at \$102.51 /hour	\$1,935
Operation Manager	1 hours/week at \$62.89 /hour	\$1,196
Accounting Clerk	18 hours/week at \$43.42/hour	\$41,604
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 Staff	\$111,832

Zip Books Indirect Costs

\$1,000,000 with 4.5% indirect = \$43,977. 90% indirect

FY 2020/21 ZipBooks Contract PLS (\$39,579); 10% NLS \$4,398)	\$39,579
TOTAL ZIP BOOKS	\$151,411

TOTAL ADDITIONAL WORK	\$179,803
FY 2020/21 Baseline Contract	\$130,563

TOTAL CONTRACT	\$310,366
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To: NLS Administrative Council
From: Carol Frost
Subject: CLSA Funds for FY 2020/21
Date: June 12, 2020

BACKGROUND

The Governor's May Budget Revision recommends an approximate 50% reduction in the total California Library Services Act (CLSA) allocation. Budget hearings are ongoing, and it is expected that the budget will be finalized on or about June 12. We have been told that should federal stimulus funds be directed, some of the CLSA funds may be restored.

Normally at this meeting, the NLS Administrative Council would be approving the NLS California Library Services Act (CLSA) Plan of Service. These funds are used to support resource sharing among three or more member libraries, and can be spent over three years. Because of the budget, we have been given an extension for submitting the Plan of Service, and we will be completing this after the June 25 California Library Services Board (CLSB) meeting, where the final CLSA budget amounts will be approved.

The purpose of this memo is to review with you the effect of a 50% CLSA reduction on NLS.

PREVIOUS CLSA FUNDING

In FY 2019/20 NLS received a CLSA allocation of \$820,118. The CLSA budget is broken down into two sections: System Administration (20%) and Communications and Delivery (80%). The Communications and Delivery (C&D) supports systemwide costs, such as the website, the Zoom and 800 numbers, postage, etc.

Typically, in the past, the NLS Executive Committee allocated the bulk of the funds back to libraries to choose from a menu of items that are approved uses of CLSA funds:

- Shared NLS OverDrive Collection
- Shared NLS Zinio Collection
- Delivery
- Link+
- Other Shared eResources among 3 or more libraries (enki, Bibliotheca Cloud Library, Northern California Digital Library, and others)
- Broadband hardware costs

In FY 2019/20, an additional \$200,000 which the Executive Committee had previously encumbered was allocated back to libraries.

In addition, the Council approved increasing the OverDrive budget from \$52,000 to \$86,600. The Zinio allocation remained the same at \$56,249. In addition, \$89,116 of roll-over CLSA funds were allocated to OverDrive.

FY 2020/21 PROPOSED CLSA FUNDING

The preliminary FY 2020/21 CLSA allocation is \$417,929, which includes \$83,583 for System Administration, and \$334,343 for C&D. With systemwide costs allocated, \$328,893 remains for libraries.

NLS has three system-wide contracts which must be paid annually, which typically have been paid using a blend of CLSA and local funds: NBCLS delivery, MVLs delivery and Link+. It should be noted that due to the delivery suspension from the pandemic, some of payment schedules have been modified. NBCLS will be approving a new courier contract, which will result in approximately 30% higher costs.

Previous to the pandemic, the Library-to-Go group recommended the following budgets for FY 2020/21: OverDrive \$98,600 and Zinio \$61,134. At the April NLS Executive Committee meeting, a motion was approved to suspend all OverDrive purchasing, as a proactive measure to reserve funds for FY 2020/21 to supplement a potential shortfall of CLSA funds, with the acknowledgement that the OverDrive budget had doubled in the last year. Each year, some libraries choose to allocate additional funds to OverDrive.

At the May NLS Executive Committee meeting Michael Perry provided the Committee several scenarios for roll-over funds. After much discussion, the NLS Executive Committee made the following difficult decisions:

- Allow additional OverDrive titles to be purchased through June 30.
- Use the additional OverDrive \$120,000 unspent funds to roll over into FY 2020/21 CLSA budget to supplement the shortfall. It was acknowledged that some libraries had allocated those funds to OverDrive and that they are now being redistributed into the next year.
- Reduce the OverDrive budget to \$30,000, with the hope that libraries may redirect additional funds to supplement this.
- Reduce the Zinio budget to \$32,000. This is close to the FY 2016/17 allocation. NLS will not be able to subscribe to the all-access offer.

There are two other considerations for CLSA distribution of funds to NLS libraries:

- The CLSB will be meeting on June 25, and will consider an NLS request to expand the broadband definition. Currently, broadband only includes costs for hardware purchases and one-time connection costs. NLS is asking for a consideration to expand this to include ongoing CENIC costs, warranties on data center routers, and network security software at data centers.
- Because of the pandemic, the State Library has approved the use of CLSA funds in two additional ways, which would need justification and approval:
 - For a library to purchase software which supports curbside pick-up, which is either their primary or one of their primary methods of delivery.
 - For three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk.

These decisions will result in a larger distribution to libraries to use funds based on the menu provided to them.

Other items to note from the NLS Executive Committee include the recommendation to **not fund** the Califa memberships for members for FY 2020/21, and the \$1,000 to libraries for staff development.

FY2020-21 CLSA C & D Funds Distribution & Invoicing Estimate Based on Scenario A OverDrive & RB Digital Allocations

Library	CSL Certified Population FY19/20	50% of CLSA FY20/21 \$328,843 and Add'l \$ 120K Roll-Over CLSA Funds \$224,422	50% Base on Population FY20/21 \$328,843 and Add'l \$ 120K Roll-Over CLSA Funds \$224,422	Total CLSA Allocation (Rounded)	NBCLS* and MVLS Deliveries	OverDrive \$30,000	RB Digital \$32,000	Total Delivery and OverDrive, & RB Digital	C & D Funds Local Distribution or Amount to be Invoiced**
Alpine County Library	1,162	5,611	53	\$ 5,663	\$ -	\$ 37	\$ 82	\$ 119	\$ 5,545
Bel-Tiburon Public Library	11,510	5,611	523	\$ 6,134	\$ -		\$ -	\$ -	\$ 6,134
Benicia Public Library*	27,570	5,611	1,254	\$ 6,864	\$ 18,922	\$ 825	\$ -	\$ 19,747	\$ (12,883)
Butte County Library	226,466	5,611	10,297	\$ 15,908		\$ 2,013	\$ 3,368	\$ 5,381	\$ 10,527
Colusa County Library	22,117	5,611	1,006	\$ 6,616	\$ 5,010	\$ 44	\$ 368	\$ 5,422	\$ 1,194
Del Norte County Library Dist.	27,401	5,611	1,246	\$ 6,856		\$ 159	\$ 213	\$ 372	\$ 6,485
El Dorado County Library	191,848	5,611	8,723	\$ 14,334	\$ 2,505	\$ 3,394	\$ 3,570	\$ 9,469	\$ 4,865
Folsom Public Library	79,835	5,611	3,630	\$ 9,241	\$ 10,019	\$ 1,884	\$ -	\$ 11,903	\$ (2,662)
Humboldt County Library	135,333	5,611	6,154	\$ 11,764		\$ 2,155	\$ 2,342	\$ 4,498	\$ 7,267
Lake County Library	65,071	5,611	2,959	\$ 8,569	\$ 40,674		\$ 912	\$ 41,586	\$ (33,017)
Larkspur Public Library	12,578	5,611	572	\$ 6,182					\$ 6,182
Lassen Library District	15,008	5,611	682	\$ 6,293		\$ 106	\$ 116	\$ 221	\$ 6,072
Lincoln Public Library	48,277	5,611	2,195	\$ 7,806	\$ 2,505	\$ 1,200		\$ 3,705	\$ 4,101
Marin County Free Library	143,752	5,611	6,536	\$ 12,147					\$ 12,147
Mendocino County Library	89,009	5,611	4,047	\$ 9,658	\$ 59,995			\$ 59,995	\$ (50,337)
Mill Valley Public Library	14,675	5,611	667	\$ 6,278					\$ 6,278
Modoc County Library	9,602	5,611	437	\$ 6,047		\$ 67	\$ 115	\$ 182	\$ 5,865
Mono County Free Library	13,616	5,611	619	\$ 6,230		\$ 310	\$ 431	\$ 741	\$ 5,488
Napa County Library	134,646	5,611	6,122	\$ 11,733		\$ 2,792	\$ 4,886	\$ 7,678	\$ 4,055
Nevada County Library	98,904	5,611	4,497	\$ 10,108		\$ 2,823	\$ 3,535	\$ 6,358	\$ 3,750
Orland Free Library	15,594	5,611	709	\$ 6,320		\$ 112	\$ 165	\$ 277	\$ 6,043
Placer County Library	208,771	5,611	9,493	\$ 15,103	\$ 2,505	\$ 3,897	\$ 4,350	\$ 10,752	\$ 4,352
Plumas County Library	22,992	5,611	1,045	\$ 6,656		\$ 184	\$ 262	\$ 446	\$ 6,210
Roseville Public Library	139,643	5,611	6,350	\$ 11,960	\$ 2,505	\$ 3,141		\$ 5,646	\$ 6,314
Sacramento Public Library	1,466,339	5,611	66,675	\$ 72,285	\$ 12,524			\$ 12,524	\$ 59,761
St. Helena Public Library	6,133	5,611	279	\$ 5,889	\$ 13,812	\$ 364		\$ 14,176	\$ (8,286)
San Anselmo Public Library	12,902	5,611	587	\$ 6,197					\$ 6,197
San Rafael Public Library	60,046	5,611	2,730	\$ 8,341					\$ 8,341
Sausalito Public Library	7,416	5,611	337	\$ 5,948					\$ 5,948
Shasta Public Libraries	178,773	5,611	8,129	\$ 13,739		\$ 1,975	\$ 2,111	\$ 4,086	\$ 9,654
Siskiyou County Library	44,584	5,611	2,027	\$ 7,638		\$ 510	\$ 962	\$ 1,472	\$ 6,166
Solano County Library	413,737	5,611	18,813	\$ 24,423	\$ 48,231			\$ 48,231	\$ (23,808)
Sonoma County Library	500,675	5,611	22,766	\$ 28,376	\$ 47,739			\$ 47,739	\$ (19,363)
Sutter County Library	97,490	5,611	4,433	\$ 10,043	\$ 10,019	\$ 652	\$ 1,565	\$ 12,236	\$ (2,193)
Tehama County Library	64,387	5,611	2,928	\$ 8,538		\$ 300	\$ 712	\$ 1,013	\$ 7,526
Trinity County Library	13,688	5,611	622	\$ 6,233		\$ 115	\$ 218	\$ 333	\$ 5,900
Willows Public Library	13,539	5,611	616	\$ 6,226		\$ 91	\$ 114	\$ 204	\$ 6,022
Woodland Public Library	60,292	5,611	2,741	\$ 8,352	\$ 10,019	\$ 734	\$ 1,253	\$ 12,006	\$ (3,654)
Yolo County Library	162,289	5,611	7,379	\$ 12,990					\$ 12,990
Yuba County Library	77,916	5,611	3,543	\$ 9,153	627	\$ 117	\$ 351	\$ 1,095	\$ 8,059
Total	\$ 4,935,586	\$ 224,422	\$ 224,422	\$ 448,843	\$ 287,611	\$ 30,000	\$ 32,000	\$ 349,611	\$ 99,232

*Estimated Figures - NBCLS Delivery New Contract Cost is expected to increase 30% or higher

**Negative amount denotes an invoice will be sent to the library



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To: NLS Administrative Council
From: Andrew Yon, Controller
Subject: Approval of FY 2020/21 NLS Budget and Membership Fees
Date: June 12, 2020

BACKGROUND

The purpose of this memo is to provide the NLS Administrative Council with highlights of the NLS FY 2020/21 Budget. The overall NLS Budget is \$1,236,511, which represents a 19% decrease from the previous fiscal year's \$1,530,246.

MEMBERSHIP DUES

In 2017, the NLS Administrative Council approved an annual CPI increase to the membership fees, using the December Consumer Price Index (CPI). The December 2019 CPI was 2.5%, which brings the base dues to \$81,557. Population is based on the certified State Library FY 2018/19 numbers, and the total operating expenditures.

Below are other items of note:

- Dixon Library has now been assumed by Solano County.
- In FY 2019/20 NLS approved an administrative fee schedule with any contract over \$100,000 include a 5% administrative fee, and contracts below \$100,000 should include a 10% administrative fee. This modified fee schedule has been applied.
- The NBCLS delivery costs have increased. Their current courier requested a hardship increase earlier this year. NBCLS released an RFP for a courier for FY 2020/21 and will be approving an award at their June 7 meeting. The actual cost may not be reflected in the schedule provided in the packet.
- Solano County has decided to discontinue its participation in the NLS shared OverDrive. The schedule has been modified to reflect this change.
- The costs for OverDrive have been reduced to \$30,000, and the cost for Zinio has been reduced to \$32,000. The discussion for this change can be found in a previous agenda item on CLSA funds.
- The Link+ costs reflect the 3% annual increase, along with the participation of Nevada County.

BUDGET

ADMINISTRATION

Revenues:

The Governor's May Revised Budget includes an approximate 50% reduction to CLSA. As such, the Revenue includes \$83,586 of CLSA System Administration funds. Due to this budget shortfall, \$16,154 of Fund Balance will cover the loss of revenue from System Administration funds. Revenue from grants includes Zip Books and the Prepare to Recover LSTA grant.

Expenditures:

Contractual Services reflects the \$310,366 for the NLS/PLP baseline contract and additional work.

Because of the need to use Fund Balance this year, the Executive Committee has recommended **eliminating** the following:

- \$11,800 for Califa membership fee
- \$50,000 to libraries for staff training disbursements of \$1,000 each

COMMUNICATIONS AND DELIVERY AND LOCAL

The FY 2020/21 CLSA allocation has been reduced by half to \$334,343 for Communications and Delivery. The budget recommended by the NLS Executive Committee includes the following elements:

- The allocation for delivery was kept at the same level as the previous budget. NBCLS is negotiating a new contract, and their costs are expected to be approximately 30% higher. The budget reflects estimated local library contributions of \$141,064 for delivery within NBCLS and MVLS.
- Revenue reflects \$120,000 of roll-over OverDrive funds from FY 2019/20.
- The cost for Communications has increased to more accurately reflect the annual costs, and Office Supplies and Postage have been reduced.
- \$30,000 for OverDrive and \$32,000 for RB Digital Zinio, with funds available be distributed to libraries for local C&D costs, including Link+, other local eResources, local delivery, telecommunications, etc.

The budget packet includes the FY 2020/21 CLSA C&D Estimated Distribution and Invoicing document. The Council may consider making final recommended changes to the distribution of CLSA funds.

GRANTS

NLS has been asked to administer the CLSA Zip Books grant for another year. The Governor's budget has eliminated funding for Zip Books, which would be applied to FY 2021/22. It is not known at this time if the State Library may allocate any other funds to support the future of this program. NLS should assume a loss of ongoing revenue for this grant for future budgeting purposes.

The Preparing to Respond and Recover Together grant is an extension of the current disaster planning LSTA grant.

The State Library has not yet determined allocations for PLSEP, so no funding is noted on the budget based on lack of information.

FUND BALANCE and OPERATING RESERVE

The 6/30/20 NLS Fund Balance is estimated to be \$1,350,400. The Operating Reserve Fund is equal to three months of the administrative costs. The NLS Operating Reserve is \$71,730.

RECOMMENDATION AND CONSIDERATION OF FUTURE YEAR FUNDS

The NLS Executive Committee made a motion to approve this budget and recommend that the NLS Administrative Council consider and approve this budget for FY 2020/21. It is unclear of the long term funding for CLSA and grant administration, so NLS should consider a conservative fiscal approach.

FY 2020-21 NorthNet Libraries Dues and Fees

Revised Date:6/4/2020

Library & Academic	CSL Certified 2019-20 Population Figures	CSL FY18-19 Total Operating Expenditures	Base Dues	Delivery Admin Fee (5%>\$100K, 10%<\$100K)	OverDrive Admin Fee (10%<\$100K)	Zinio Admin Fee (10%<\$100K)	GALE Database Admin Fee (10%<\$100K)	Link+ Admin Fee (5%>\$100K)	Total Member Dues	NBCLS **and MVLS Deliveries (Incl. 3% CPI)	OverDrive	RB Digital	GALE Chilton Library	**Link+
Alpine County Library	1,162	\$350,420	\$ 544		\$ 4	\$ 8	\$ 53		\$ 608		\$ 37	\$ 82	\$ 527	
Bel-Tiburon Public Library	11,510	\$2,381,898	\$ 2,175					\$ 150	\$ 2,325			\$ -		\$ 3,005
Benicia Public Library	27,570	\$2,131,132	\$ 2,175	\$ 946	\$ 82			\$ 198	\$ 3,401	\$ 18,922	\$ 825	\$ -		\$ 3,960
Butte County Library	226,466	\$3,464,509	\$ 3,262		\$ 201	\$ 337			\$ 3,800		\$ 2,013	\$ 3,368		
CSU Chico			\$ 544						\$ 544					
Colusa County Library	22,117	\$960,612	\$ 544	\$ 501	\$ 4	\$ 37			\$ 1,086	\$ 5,010	\$ 44	\$ 368		
Del Norte County Library District	27,401	\$226,291	\$ 544		\$ 16	\$ 21			\$ 581		\$ 159	\$ 213		
El Dorado County Library	191,848	\$3,605,677	\$ 3,262	\$ 251	\$ 339	\$ 357		\$ 896	\$ 5,105	\$ 2,505	\$ 3,394	\$ 3,570		\$ 17,926
Folsom Public Library	79,835	\$1,860,663	\$ 1,087	\$ 1,002	\$ 188				\$ 2,278	\$ 10,019	\$ 1,884	\$ -		
Humboldt County Library	135,333	\$3,672,427	\$ 3,262		\$ 216	\$ 234			\$ 3,712		\$ 2,155	\$ 2,342		
Lake County Library	65,071	\$1,087,612	\$ 1,087	\$ 2,034		\$ 91			\$ 3,212	\$ 40,674		\$ 912		
Larkspur Public Library	12,578	\$872,756	\$ 544					\$ 164	\$ 708			\$ -		\$ 3,284
Lassen Library District	15,008	\$251,928	\$ 544		\$ 11	\$ 12			\$ 566		\$ 106	\$ 116		
Lincoln Public Library	48,277	\$761,362	\$ 544	\$ 251	\$ 120		\$ -		\$ 914	\$ 2,505	\$ 1,200	\$ -		
Marin County Free Library	143,752	\$15,755,493	\$ 4,350					\$ 1,877	\$ 6,227			\$ -		\$ 37,537
Mendocino County Library	89,009	\$3,777,669	\$ 3,262	\$ 3,000					\$ 6,262	\$ 59,995		\$ -		
Mill Valley Public Library	14,675	\$2,655,132	\$ 2,175					\$ 192	\$ 2,366			\$ -		\$ 3,832
Modoc County Library	9,602	\$262,687	\$ 544		\$ 7	\$ 12			\$ 562		\$ 67	\$ 115		
Mono County Free Library	13,616	\$1,068,136	\$ 1,087		\$ 31	\$ 43			\$ 1,162		\$ 310	\$ 431		
Napa County County Library	134,646	\$7,574,132	\$ 4,350		\$ 279	\$ 489		\$ 723	\$ 5,841		\$ 2,792	\$ 4,886		\$ 14,469
Nevada County Library	98,904	\$4,050,514	\$ 3,262		\$ 282	\$ 354		\$ 390	\$ 4,288		\$ 2,823	\$ 3,535		\$ 7,802
Orland Free Library	15,594	\$464,836	\$ 544		\$ 11	\$ 16			\$ 571		\$ 112	\$ 165		
Placer County Library	208,771	\$8,045,840	\$ 4,350	\$ 251	\$ 390	\$ 435			\$ 5,425	\$ 2,505	\$ 3,897	\$ 4,350		
Plumas County Library	22,992	\$523,334	\$ 544		\$ 18	\$ 26			\$ 588		\$ 184	\$ 262		
Roseville Public Library	139,643	\$4,700,331	\$ 3,262	\$ 251	\$ 314		\$ 59		\$ 3,886	\$ 2,505	\$ 3,141	\$ -	\$ 593	
Sacramento Public Library	1,466,339	\$43,533,249	\$ 5,437	\$ 1,252				\$ 1,216	\$ 7,905	\$ 12,524		\$ -		\$ 24,318
Sacramento Law			\$ 544						\$ 544					
St. Helena Public Library	6,133	\$1,171,035	\$ 1,087	\$ 691	\$ 36			\$ 44	\$ 1,858	\$ 13,812	\$ 364	\$ -		\$ 881
San Anselmo Public Library	12,902	\$994,206	\$ 544					\$ 168	\$ 712			\$ -		\$ 3,369
San Rafael Public Library	60,046	\$4,225,025	\$ 3,262					\$ 784	\$ 4,046			\$ -		\$ 15,679
Sausalito Public Library	7,416	\$904,045	\$ 544					\$ 97	\$ 641			\$ -		\$ 1,936
Shasta Public Libraries	178,773	\$2,422,929	\$ 2,175		\$ 198	\$ 211			\$ 2,583		\$ 1,975	\$ 2,111		
Siskiyou County Library	44,584	\$826,070	\$ 544		\$ 51	\$ 96			\$ 691		\$ 510	\$ 962		
Solano County Library	384,673	\$18,723,988	\$ 5,437	\$ 2,412	\$ -			\$ 2,972	\$ 10,821	\$ 48,231	\$ -	\$ -		\$ 59,444
Sonoma County Library	500,675	\$28,881,785	\$ 5,437	\$ 2,387				\$ 1,348	\$ 9,172	\$ 47,739		\$ -		\$ 26,955
Sutter County Library	97,490	\$1,638,947	\$ 1,087	\$ 1,002	\$ 65	\$ 157	\$ -		\$ 2,311	\$ 10,019	\$ 652	\$ 1,565		
Tehama County Library	64,387	\$531,312	\$ 544		\$ 30	\$ 71			\$ 645		\$ 300	\$ 712		
Trinity County Library	13,688	\$380,126	\$ 544		\$ 12	\$ 22			\$ 577		\$ 115	\$ 218		
Willows Public Library	13,539	\$339,339	\$ 544		\$ 9	\$ 11			\$ 564		\$ 91	\$ 114		
Woodland Public Library	60,292	\$1,915,529	\$ 1,087	\$ 1,002	\$ 73	\$ 125		\$ 270	\$ 2,558	\$ 10,019	\$ 734	\$ 1,253		\$ 5,392
*Yolo County Library	162,289	\$6,549,237	\$ 4,350	\$ 63				\$ 775	\$ 5,187	\$ 627		\$ -		\$ 15,501
Yuba County Library	77,916	\$672,627	\$ 544		\$ 12	\$ 35			\$ 590		\$ 117	\$ 351		
Total	4,906,522	\$184,214,840	\$ 81,557	\$ 17,292	\$ 3,000	\$ 3,200	\$ 112	\$ 12,265	\$ 117,426	\$ 287,611	\$ 30,000	\$ 32,000	\$ 1,120	\$ 245,290

* Reduced Delivery Service

** NBCLS New Vendor Delivery Estimated Pricing

Invoice will be sent to MariNet

Source: California Library Statistics

- 2018-2019 budget (total expenditures from California State Library website)
- 2019-2020 CSL Certification of Population Figures

Base Dues	FY19/20	FY20/21 (2.5% CPI*)
Under 100,000 Pop. And Under \$1,000,000 Budget	\$530	\$544
Under 300,000 Pop. And Under \$2,000,000 Budget	\$1,061	\$1,087
Under 300,000 Pop. And Under \$3,000,000 Budget	\$2,122	\$2,175
Under 200,000 Pop. And Over \$3,000,000 Budget	\$3,183	\$3,262
Under 300,000 Pop. And Over \$5,000,000 Budget	\$4,244	\$4,350
Over 300,000 Pop. Or \$5,000,000 Budget	\$5,305	\$5,437

*BLS Dec 2019 CPI

New Admin Fee for Services (Adopted NLS Exec. Comm. Mtg 8/13/19)

5% Fee for Contracts ≥ \$100K - NBCLS Delivery and Link+

10% Fee for Contracts < \$100K - MVLS Delivery, OverDrive, and Databases

NorthNet Library System
FY 2020-21 Proposed Budget Summary

Acct		ADMINISTRATION	COMMUNICATION & DELIVERY	LOCAL	TOTAL
<u>Revenue</u>					
3510	Interest Earned	\$35,000			\$35,000
3661	Membership Fees	117,426			117,426
3667	State Library CLSA	151,656	334,343		485,999
3668	LSTA-Indirect	3,680			3,680
3674	Reimbursable from Members		141,064	317,188	458,252
3000	Fund Balance	16,154	120,000		136,154
Total Revenue		\$323,916	595,407	317,188	\$1,236,511

<u>Expenditure</u>					
4212	Communication		4,000		4,000
4219	Professional Services				-
4220	Contractual Services	320,366	287,612		607,978
4230	Office Expense		450		450
4233	Postage		1,000		1,000
4235	Special Departmental		302,345	236,550	538,895
4301	Insurance	2,500			2,500
4302	Membership Fees/Dues	-			-
4303	Travel & Meeting	1,000			1,000
4373	Service Fees	50			50
4445	Reimbursable from Members			80,638	80,638
TOTAL EXPENDITURE		\$323,916	\$595,407	\$317,188	\$1,236,511

Fund Balance and Reserve	Ending 6/30/2019	Ending 6/30/2020	
Fund Balance	\$ 1,405,400	\$ 1,350,400	
Operating Reserves	71,730	71,730	
Total	\$ 1,477,130	\$ 1,422,130	Estimated

NORTHNET LIBRARY SYSTEM
FY 2020-21 PROPOSED BUDGET

ADMINISTRATION (918)

		Adopted	Proposed	
		FY 19/20	FY 20/21	Note
<u>GL Acct</u>	<u>Revenue</u>			
3510	Interest Earned	\$25,000	\$35,000	State Treasurer's LAIF Investment
3661	Membership Fees	142,858	117,426	NorthNet Members Dues (with 2.5% CPI)
3667	CLSA-State Library	156,716	83,586	CLSA System Admin Funds
3667	State Library Grants-Indirect	207,309	68,070	Indirect Costs: Link+ \$ 24,093; ZipBooks \$43,977(NLS \$4,398 & PLP \$39,579)
3668	Federal Grants-LSTA Indirect	16,778	3,680	Prepare to Recover Grant Indirect
3000	Budgeted Fund Balance		16,154	Use of Fund Balance
	TOTAL REVENUE	\$548,661	\$323,916	(40.96%)
	<u>Expenditure</u>			
4220	Contractual Services	\$336,089	\$310,366	NLS/PLP Contract \$130,563+ Add'l Contract Svcs \$179,803
				Annual Single Audit Services; Eliminated Staff Training to
4220	Contractual Services	190,962	10,000	Libraries
4301	Insurance	2,500	2,500	Professional Liability Insurance
4302	Membership Fees & Dues	12,060	0	Califa Membership Fees for Members
4303	Travel & Meeting	7,000	1,000	Annual Meeting
4373	Service Fees	50	50	Bank Fees
	TOTAL EXPENDITURE	\$548,661	\$323,916	(40.96%)

NORTHNET LIBRARY SYSTEM
FY 2020-21 PROPOSED BUDGET

COMMUNICATION & DELIVERY (916)

		Adopted FY 19/20	Proposed FY 20/21	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$663,402	\$334,343	CLSA C & D Funds
3674	Reimbursable Costs	85,875	141,064	NBCLS & MVLS Deliveries (\$287,612 - \$146,548 CLSA Funds)
3000	Fund Balance - CSLA	200,000	120,000	FY19/20 Roll-Over Unused CLSA Funds
	TOTAL REVENUE	\$949,277	\$595,407	(37.28%)
	<u>Expenditure</u>			
4212	Communication	\$2,500	\$4,000	Conferencing Services; Website Hosting \$2,500
4220	Contractual Services	232,423	287,612	MVLS (\$58,238) and NBCLS (\$229,374) Delivery Services
4230	Office Supplies	1,200	450	
4233	Postage	1,800	1,000	USPS, UPS, FedEx, USPS
4234	Special Departmental	\$511,354	\$182,345	CLSA allocation for members (including the \$62,000 for OverDrive & Zinio)
4234	Special Departmental	\$200,000	120,000	Add'l CLSA allocation for members
	TOTAL EXPENDITURE	\$949,277	\$595,407	(37.28%)

NORTHNET LIBRARY SYSTEM
FY 2020-21 PROPOSED BUDGET

LOCAL (915)

		Adopted FY 19/20	Proposed FY 20/21	Note
<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursable Costs	\$142,849	\$62,000	OverDrive Collection \$30,000; RB Digital \$32,000
3674	Reimbursable Costs	20,965	18,638	Gale Databases-Chilton Library \$1,120; ProQuest \$17,518
3674	Reimbursable Costs	60,915	236,550	Member Libraries Link+ Cost Reimbursements
3000	Fund Balance - CSLA	89,116		Note- FY18/19 CLSA Roll-Over OverDrive Allocation
	TOTAL REVENUE	<u>\$313,845</u>	<u>\$317,188</u>	1.07%
	<u>Expenditure</u>			
4445	Reimbursable-Library Expenses	\$142,849	\$62,000	OverDrive Collection \$30,000; RB Digital \$32,000
4445	Reimbursable-Library Expenses	20,965	18,638	Gale Databases-Chilton Library \$1,120; ProQuest \$17,518
4234	Special Departmental	\$150,031	\$236,550	Link+ Year 2 Cost
	TOTAL EXPENDITURE	<u>\$313,845</u>	<u>\$317,188</u>	1.07%

NORTHNET LIBRARY SYSTEM
FY 2020-21 PROPOSED BUDGET

Grants

Preparing to Respond and Recover Together

		Adopted FY 19/20	Proposed FY 20/21	Note
<u>GL Acct</u>	<u>Revenue</u>			
3668	Federal Grants-LSTA	\$0	\$86,320	LSTA Grant
	TOTAL REVENUE	\$0	\$86,320	100.00%

Expenditure

4220	Contractual Service	\$0	\$86,320	
	TOTAL EXPENDITURE	\$0	\$86,320	100.00%

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

		Adopted FY 19/20	Proposed FY 20/21	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$213,000	\$250,393	
	TOTAL REVENUE	\$213,000	\$250,393	17.56%

Expenditure

4220	Contractual Service	\$213,000	\$250,393	Link+ Delivery Services Libraries
	TOTAL EXPENDITURE	\$213,000	\$250,393	17.56%

NORTHNET LIBRARY SYSTEM
FY 2020-21 PROPOSED BUDGET

ZIP BOOKS Statewide Expansion Project
CLSA Grant FY2020-21

		Adopted	Proposed	
		FY 19/20	FY 20/21	Note
<u>GL Acct</u>	<u>Revenue</u>			
3667	CLSA State Library	\$ 956,938	\$ 956,023	
	TOTAL REVENUE	\$ 956,938	\$ 956,023	(0.10%)
	<u>Expenditure</u>			
4112	Salaries and Benefits-Grants	\$ -	\$ 54,632	Project Staff
4220	Contractual Service	102,154	78,186	Contract Services
4238	Library Materials	821,316	818,055	Library Materials
4250	Misc Supplies and Other	25,318	1,000	Meeting Supplies
4303	Travel & Meeting	8,150	4,150	Travel
	TOTAL EXPENDITURE	956,938	956,023	(0.10%)

RECOVERING TOGETHER

JUNE 2020 PROJECT UPDATE

Project Updates & Next Steps

To better support libraries in our region and throughout the state, in summer 2019, NLS launched Recovering Together, an LSTA-grant-funded project to help the network learn more about how libraries have helped their communities respond and recover from natural disasters. The Recovering Together project is now entering the final phase of its first year. Thank you again to those who responded to the Recovering Together survey, participated in follow-up interviews and shared examples from your library's recovery experiences. With your help, NLS is continuing a vital conversation on disaster preparedness and leading the way for libraries statewide. In the coming weeks, expect further updates on the topics below:

Recovering Together Website

This summer, NLS will launch the new Recovering Together disaster preparedness website. The site will synthesize insights from throughout the region, tell the recovery stories of NLS member libraries and connect staff members and volunteers with resources that will support recovery planning before another disaster. Consultant Common Knowledge is currently finalizing website content and working on the site's design. NLS members are invited to provide feedback and edits through the rest of June and early July. Links to draft content will be sent to members of the NLS Admin Council, the Recovering Together Core Project Team and those who volunteered as part of the survey conducted last summer.

One-Page Handouts

In response to requests from NLS members, the Recovering Together website will also feature downloadable, one-page handouts that offer distilled guidance across each of the main phases of disaster planning and response. These two-sided handouts have been designed to highlight the most important aspects that libraries should consider as they *prepare*, *respond* and *recover*, without requiring users to sort through the lengthy manuals that have accompanied similar projects. Drafts of the handouts will be sent in a separate email for your feedback prior to June 12.

Stories and Photos of Recovery

In addition to planning and recovery resources, the new website will also feature rich examples from NLS libraries. Thank you to those who have shared your stories and heartfelt reflections. Your thoughtful guidance will benefit libraries far beyond Northern California. We also greatly appreciate those who have shared photos and sample materials. Additional images – showing the library's disaster response, community recovery efforts, special programs or staff meetings – will help provide an authentic look inside NLS libraries. If you have a photo to share, a story to tell or an example that can help your peers, we're eager to hear from you. Please send content to William Cooley at wcooley@ckgroup.org.

Project Year Two

NLS was invited by the state library to apply for a second year of the Recovering Together project. If the proposal is approved as submitted, a second year will include:

- A **disaster preparedness cohort** that begins this summer, which will help teams from 8-12 libraries to develop comprehensive disaster plans ahead of the 2020 fire season. Cohort libraries will take part in three workshops, complete helpful preparedness exercises and receive coaching support from NLS leadership, consultant Common Knowledge, and retired library

director Danis Kreimeier, who led Napa County Library through earthquake and wildfire recovery in 2014 and 2017.

- **Two statewide disaster preparedness roundtables** (via Zoom). The roundtables will address two areas of greatest interest, as indicated by the 2019 Recovering Together survey: wildfire preparedness and mental health supports for staff, volunteers and patrons following a disaster.
- A **CLA conference workshop** supporting the exchange of preparedness and recovery insights with libraries throughout the state.
- Developing “**levels of preparedness**” that libraries can use for goal setting and progress measurement.
- Support for a **regionwide “buddy system”** to improve coordination and cooperation before a disaster strikes.
- **Updates** to existing resources and **improvements** to the NLS disaster preparedness website.

If you or your library would be interested in participating in the proposed disaster preparedness cohort or assisting with the second year of the Recovering Together project, additional details will be provided during the Mid-Year Admin Council meeting. If you should have any questions prior to June 12, please feel free to email William Cooley at wcooley@ckgroup.org.