NLS Executive Committee Meeting
July 28, 2020
3:00 p.m.

Join Zoom Meeting

https://us02web.zoom.us/j/83072898086?pwd=S2NtYnNMOGNuV2ZMSmJ6TG1WOThhdz09

Meeting ID: 830 7289 8086
Password: 978133

Phone Access: +1 669 900 6833

1. Welcome and Roll Call   Olawski, Chair

2. Public Invited to Comment   Olawski

3. Approval of Consent Calendar **(Action Item)**

   A. Adoption of Agenda   Olawski

   B. Approve Minutes of May 28, 2020   Brinkley   Attachment 1 pg. 3

4. Old Business

   A. Retroactive Approval of PLP/NLS Contract   Frost   Attachment 2 pg. 7
       Amendment for FY 2019/2020 **(Action Item**)

   B. Update on CLSA Link+ Grant and Approve Awards   Olawski   Attachment 3 pg. 9
       to Alameda Free Library, 49-99 Cooperative Library
       System and to NorthNet Link+ Libraries **(Action Item)**

5. New Business

   A. Review and Approve Draft NLS FY 2020/21 CLSA   Frost   Attachment 4 pg. 11
       Plan of Service **(Action Item)**

   B. Review Draft Survey for NLS to Identify CLSA Priorities   Frost   Attachment 5 pg. 24

C. LSTA Recovering Together Project Update   Brinkley
(Attachment to be Distributed Separately)
   1) Buddy System
   2) PDF Resources
   3) 2020/21 Application Update

D. Consideration of Lobbying for Backup Battery Funds   Fink   Attachment 6 pg. 26
(**Action Item**)

6. Agenda Building and Schedule for FY 2020/21 Executive   Brinkley   Attachment 7 pg. 40
Committee and Administrative Council Meetings

7. General Announcements

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).

![NorthNet Library System logo]

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DRAFT MINUTES

NLS Executive Committee Meeting
May 28, 2020

1. **Welcome and Roll Call** –Chair, Todd Deck, Tehama County Library, called the meeting to order at 1:02 p.m. Also present were NLS Executive Committee members Rita Lovell, Alpine County Library, Suzanne Olawski, Solano County Library, Mark Fink, Yolo County Library, Lori Easterwood, Folsom Public Library, Jody Meza, Willows/Orland Public Libraries, Lindsay Fuchs, Plumas County Library, Christopher Veach, Lake County Library. Also attending, Michael Perry, Siskiyou County, Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership and Jacquie Brinkley, NLS/Pacific Library Partnership.

2. **Public Invited to Comment** - No Public in attendance.

3. **Motion to approve Consent Calendar**
    a. Adoption of Agenda
   b. Approval of Minutes of April 28, 2020
      Fink moved, Easterwood seconded. Motion carried.

4. **New Business**
   A. Brinkley reviewed the LSTA application for *Preparing to Respond and Recover Together* as a second year to the Recovering Together project. The FY 20/21 project will further develop NLS resources and will also develop and host statewide workshops to expand the network of expertise and support. Notification of approval from the State Library is anticipated in mid-June. Project would begin July 1, 2020, if funded. The application will also be included in the NLS Annual Meeting packet.

   B. A revised Zip Books Agreement was submitted and approved for the renewal of NLS to administer this grant through June 30, 2021.

   Motion to accept the CSL Agreement with NLS as the Administrator for FY 20/21 Zip Books Grant. **Olawski moved; Fink seconded. Motion carried.**

   C. Frost reviewed the NLS/PLP FY 20/21 Baseline Contract and Additional Work documents.

   Fink asked if there could be any reductions to this contract, based on budget concerns for CLSA and member libraries. Frost reported that PLP CEO time spent on NLS business in the current fiscal year far exceeded what was in the contract, but no adjustments were made to account for that time. Frost suggested that if CalPERS work required for legacy systems was reduced, that may reduce some contract time. Deck noted that he is aware of significant additional time spent by PLP staff and Frost and suggested that PLP include a statement of activities on projects requiring extensive amounts of staff time. This statement could be included in the Administrative Council agenda packet to supplement the contract detail.

1

Motion to approve and recommendation to submit to the Administrative Council for approval. Olawski moved; Easterwood seconded. Motion carried.

D. Frost reviewed memo in packet from the State Librarian regarding CLSA and reduction for funding to all CLSA Systems by 50% of the FY 2019/2020 allocation. Frost reminded the Committee that CLSA funding is 20% to System Administration and 80% to Communications and Delivery (C&D) baseline costs. She continued to review that CLSA funds support a portion of the PLP/NLS contract services. Based on the current NLS funds available, NLS could rollover funds in the OverDrive budget to support NLS in the coming fiscal year. Frost referred to memo from Perry that details current OverDrive budget included in this packet.

Yon reviewed the CLSA C&D chart and noted that delivery costs for NBCLS will increase by an estimated 30% with a new contract beginning July 1, 2020, and that MVLS delivery also increased by agreed CPI%. These increases are reflected the CLSA C&D chart.   Frost noted that NBCLS is still in the bid process for delivery contract so expenses are considered estimates at this time.

Frost asked Perry at this time to review the recommendations proposed from the OverDrive and Zinio committees. Perry reported that RBDigital (formerly Zinio) is offering a new one price for all content model effective July 1, 2020. The model will include the platform and all content for one flat rate. Perry suggested that the OverDrive consortia could adjust purchasing and reduce expenditures.

Frost asked the Committee for recommendations for CLSA allocations and to provide direction to Perry for activity related to OverDrive and RB Digital.

Fink asked what the impact is of Solano County leaving the NLS OverDrive consortia and how that will impact this report. Perry responded that he had drafted a budget that excluded Solano County and that expenses would be reallocated to remaining libraries. (That draft budget was not included in the meeting packet.) Perry noted that he did not believe the demand would shrink too much with Solano County removed from the consortia.

Deck asked for the Executive Committee to review the three scenarios (page 43) and to provide direction to Perry.

Discussion ensued regarding the various scenarios and impact to the individual libraries as well as to the OverDrive and RB Digital consortia. Perry walked the Committee through each scenario to explain impact.

Lovell asked Perry for his recommendation. Perry suggested that $26,383 be allocated to May and June OverDrive purchases that were put on hold and allocate $120,000 to roll over.

Discussion continued regarding impact to libraries with reduced CLSA allocation and how that would impact their redistribution of CLSA "additional" funds to OverDrive.

Veach remarked that he supported allocating more of the CLSA funds directly to the libraries and giving more flexibility to the individual libraries to make the choice of contributing to OverDrive and /or RB Digital.

Perry requested that NLS make a record of how these funds could be returned to these services (OverDrive and RB Digital) when funds are reinstated to allow for full consortia funding. And, that these steps to reduce consortia allocations are being made to ease the burden on individual libraries. He noted that Siskiyou County will redirect $10,000 of their CLSA C&D to OverDrive and this local reappropriation will assist other libraries in the consortia. Funding could return to the existing model of allocation to OverDrive when or if CLSA funding is reinstated.

Frost noted that NLS has submitted a letter to the CLSB for their meeting on June 25, 2020 that asks them to consider allowing additional expenditures and greater flexibility for the C&D funds.   Frost will work with the NLS Chair and Vice Chair should this request be approved and adjust options for the NLS CLSA Claim Form.

Motion to continue OverDrive spending up to $26,383 through June 30, 2020, and roll over $120,000 to NLS for FY 20/21; and to implement the "orange column" of allocation on CLSA Distribution Chart to present to Administrative Council at their June 12th Annual Meeting for approval.

Fink Moved; Meza seconded. Motion carried.

E. Yon reviewed the NLS FY 20/21 Draft Budget. Yon noted estimates were being used for some of the expenditures at this time. He also noted this budget eliminated the $50,000 normally set aside for staff training. If NLS wished to reinstate this expense, funds would need to come from fund balance.

Frost pointed out that the draft Administrative Budget includes use of $28,419 from NLS fund balance.

Frost asked the Executive Committee for any change requests at this time, as this budget would need to be approved at the Annual Meeting on June 12, 2020.

Fink asked if the Audit is required annually. Frost reported that the CLSA System Annual Report requires an audit and that the audit is paid from CLSA funds. Yon noted that because of large grants administered by NLS (Zip Books), a single audit is required. (Zip Books grant funds cover the administration of the grant. Funds do not come from NLS members or CLSA.) NLS receives $4,398 in revenue from administration of the Zip Books grant.

Fink recommended that the Annual Meeting budget be reduced to $1,000 and meetings to be held virtually (savings of $6,000). Fink also recommended that the Califa NLS group membership be eliminated and that libraries pay individually for their membership.

Deck asked for consensus on these recommendations. He also asked about the Staff Development funds and if these should remain out of the budget. Members agreed to leave Staff Development out of the budget.

Motion to approve the FY 20/21 NLS Draft Budget with the following changes: 1) reduce Annual Meeting to $1,000 and, 2) remove the Califa group membership.
Easterwood moved; Lovell seconded. Motion Carried.

F. Yon reviewed the NLS FY 2018/19 Financial Audit. There were no areas of concern noted by auditors.

Motion to approve NLS FY 2018/19 Financial Audit.
Lovell moved; Olawski seconded. Motion Carried.

Frost asked if the Executive Committee could plan to meet in late July to review the Annual Plan of Service, currently due July 31, 2020. Staff will be working on the Plan of Service once the CLSB meets on June 25. Frost noted that NLS could request an extension to submit the Plan of Service, if needed.

Brinkley will send out a Doodle Poll for dates.

Meeting adjourned at 3:07 p.m.

![NorthNet Library System - Connecting Northern California Libraries]

To: **NLS Executive Committee**
From: **Carol Frost**
Subject: **Review and Approval of Amendment to FY 2019/19 NLS/PLP Contract for Administrative and Fiscal Services**
Date: **July 28, 2020**

BACKGROUND

At the June 6, 2019 NLS Executive Committee meeting, the Committee approved the FY 2019/20 NLS/PLP contract for fiscal and administrative services. This included time for the Zip Books staffing, the bulk of which is for Jacquie Brinkley and Mercy Nuesca, the Project Coordinator.

In May 2020, the Project Coordinator's time was increased and approved by the state library grant monitor. Her original contract was for $59,200 (22 hrs/week at $50 an hour for 52 weeks). The contract amendment added an additional 11 hour per week, for 9 weeks, for a total of $4,950.

All staffing costs come from the grant, with PLP as the responsible party for ensuring all payments are made.

RECOMMENDATION

It is recommended that a motion be made an approved for the additional $4,950 for the contract amendment for the Project Coordinator's time on the Zip Books grant, for a total contract of $341,039.

PLP / NorthNet Contract FY 2019/20

Additional Services

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

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

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

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

Staff	Additional Hours	Total
CEO	1 hour/week at $121.5/hour	$6.318
Coordinator	5 hours/week at $75/hour	$19,500
Subtotal		**$25,818**
	10% Indirect	$2,582
	TOTAL ADDITIONAL WORK	**$28,400**

Work Related to the CLSA ZipBooks Statewide Grant

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

ZIPBOOKS GRANT AND LINK+ INDIRECT COSTS

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

Amendment for Additional Zip Books Staffing Costs

Zip Books Coordinator	**11 hours/week for 9 weeks at $50/hour**	**$4,950**
	TOTAL AMENDED CONTRACT	**$341,039**

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To:	**NLS Executive Committee**
From:	**Suzanne Olawski**
Subject:	**Update of CLSA Link+ Grant and Approval of Allocations**
Date:	**July 28, 2020**

BACKGROUND

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.   NLS has an Ad Hoc Committee which has been overseeing this grant, along with PLP staff.

The purpose of this memo is to provide an update on this grant, and for the Executive Committee to approve the recent grant allocations.

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**

AWARDS TO LIBRARIES

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)

The NLS Executive Committee has approved the grant awards to Coronado Library, Glendale Library and Rancho Cucamonga Library.

Alameda County was awarded $39,993.32.

We have been in discussions with at least five other libraries regarding grant funds. 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.

Because of this, NLS provided the California Library Services Board an update at their June meeting, and proposed several options for consideration in expending the remainder of the funds. They recommended the following, based on an estimated $85,000 remaining:

> *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+.

After reconciling anticipated slight modifications to award due to courier costs, there is $86,457 of grant funds remaining. It is therefore recommended that the amount to be given to NLS be revised to $60,957.

SUMMARY AND RECOMMENDATION

The grant ends December 30, 2020. The Coronado Library, Glendale Library, Rancho Cucamonga Library and Alameda Free Library will submit their claim forms once they have gone live. It is expected that all grant funds will be expended by the end of the grant.

It is recommended that the NLS Executive Committee approve the $39,993.32 award to Alameda Free Library, approve the $25,500 allocation to the 49-99 Library System, and approve the $60,957 to be distributed back to the NLS libraries participating in Link+ for their FY 2020/21 costs.

System Information
FY 2020/21

System Name: NorthNet Library System			
Director: Carol Frost	Email: frost@plpinfo.org		
Address: 32 West 25th Ave., Suite 201	City: San Mateo	State: CA	Zip: 94403
Phone: 650-349-5538	Fax: 650-349-5089		

System Chair for FY 2020/21 (if known): Suzanne Olawski	Fiscal Agent: Pacific Library Partnership

Date approved by Administrative Council: July 28, 2020

x	
Signature of System Administrative Chair for FY 2020-21	Date
Print Name:	

Demographics of System Service Area
System Population Profile, FY 2020/21

Total Population of System Service Area: 4,912,710

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	665,651	13.55%
Institutionalized	64,469	1.31%
Aged (65+)	802,005	16.33%
Children & Youth: • Under 5	284,245	5.79%
• 5 to 9	304,070	6.19%
• 10 to 14	305,772	6.22%
• 15 to 19	308,592	6.28%
Handicapped	623,206	12.69%
Speakers of limited English or English as a Second Language	453,220	9.23%
Non-English Speaking	1,155,644	23.52%
Ethnicity • Black	261,201	5.32%
• Hispanic	1,055,271	21.48%
• Asian	463,114	9.43%
• Native American	55,958	1.14%
• Other (specify)	28,576	0.58%
Geographically Isolated (RURAL) * see note	694,227	14.13%
Functionally Illiterate	391,178	7.96%
Shut-In	237,462	4.83%

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

[a] Total Population – California State Library – Certified Population Figures

[b] Economically Disadvantaged - 2012-2016 American Community Survey 5-Year Estimates

[c] Institutionalized - American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)

[d] Age Demographics - 2012-2016 American Community Survey, Demographic and Housing Estimates (DP05)

[e] Handicapped - 2012-2016 American Community Survey, Disability Characteristics (S1810)

2

[f] Speakers of Limited English - 2012-2016 American Community Survey, Selected Social Characteristics in the US (DP02). (Based on population 5 years and over who "Speak English less than 'very well'")

[g] Non-English Speaking - 202-2016 American Community Survey 5-Year Estimates

[h] Ethnicity - 2010-2014 American Community Survey 5-Year Estimates

[i] Geographically Isolated - American Fact Finder/2010 Census Summary File 1, Urban and Rural (P2). Use 'Rural'

[j] Functionally Illiterate - U.S. Dept. of Ed. Institute of Educational Sciences National Assessment of Adult Literacy State and County Estimates of Low Literacy 2013, Released 2009

[k] Shut-In - American Fact Finder/ 2012-2016 American Community Survey, Disability Characteristics (based on noninstitutionalized population 18+ "with an independent living difficulty") (S1810)

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

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

Comments/ Additional Information:

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* **Geographically Isolated/ Rural**

For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000

3

C&D Service Program Budget Request FY 2020-2021 (Section 18745)

System Administration

(a)   Personnel (Salaries & Personnel)

Classification	*FTE/NO of positions*	*Salary*	*Benefits*	*Total*
System Coordinator	.33 / 1	$50,700	$	$50,700
Controller	.10 /1	$17,110	$1,354	$20,264
CEO	.06/1	$12,361	$261	$12,622
	/	$	$	$
	/	$	$	$
Total of (a)	/	$80,172	$3,414	$83,586

(b) Planning, Coordination, & Evaluation (PC&E)	
Total (b)	$

(c) Indirect Cost (Do not include PC&E and provide description of services	
Total of (c)	$

Total of (a-c)	$83,586

P 14

Baseline Budget

(d) Operations	
1. Office supplies	$450
2. Duplication/Photocopy	$
3. Training (C&D program related)	$
4. E-Resources (Enki, Zinio,OverDrive, etc.) **enki, OverDrive, CloudLibrary, Zinio**	$ 102,000
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van) **Delivery and Postage**	$ 147,548
6. System van/vehicle (fuel/insurance/maintenance)	$
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/ web software)	$4,000
Specify what funds were used for: **Zoom, Web Hosting, 800 number, Broadband**	$
8. Resource Sharing (Zipbooks, Link+, document depository)	$80,345
* Breakdown of cost i.e. software/subscription/delivery **Link+**	
9. Other (with prior approval)	$
Total of (d)	$

(e)Capital Outlay		
1. Equipment (specify)	$	
2. Equipment revolving fund	$	
Total of (e)	$	

(f)Anticipated Current (2018/2019) Year-end Balance in the Equipment Revolving Fund
$

Total of (a-e)	$334,343

P 15

2020/21 PROPOSED CLSA BUDGET

BUDGET SUMMARY	
Expense Category	Communications & Delivery Program
Salaries & Benefits	$83,586
PC&E	
Indirect	
Sub-total	
Operations	$334,343
Equipment	
Sub-total	
TOTAL	$417,929

C&D FUNDING: System Administration 20%
System Baseline 80%

6

Funding for Communications and Delivery – FY 2020/21

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

Section 1
Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
a. System member public library	900,000	0	900,000
b. Non-public libraries in System area	0	0	0
TOTAL	900,000	0	900,000
		System Owned	Contracted Vendor
c. Number of delivery vehicles that physically move items			4
d. Frequency/schedule of physical delivery service			1 – 5 days

e. Percentage of items to be physically delivered by:

U.S. Mail	UPS	System Van	Contracted Van	Other
18%	.5%	%	81.5%	%

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

f. Estimated total number of e-resources to be purchased (circulated/ downloaded/streamed, etc.) by residents of System member libraries	2,165 titles and 30,250 circulations
g. Percentage of CLSA funds to be spent on e-resources?	31%
h. Percentage of CLSA funds to be used for Broadband technology improvements	0%

7

i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds? (please list)

Some of the NLS libraries may choose to use their disbursements on Broadband, but it is not known at this time which may choose this.

Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System **evaluate** that the goals where met and the funding has met the needs of the community?

> **Delivery** – In FY 2020/21, CLSA funds will continue to support the physical movement of resources from one library to another. This delivery system enables resource sharing among System members which is a high priority for most NorthNet Library System (NLS) libraries. The total cost of delivery for NLS member libraries that includes two contract courier services totals $306,818. Forty-four per cent of the NLS FY 2020/21 CLSA Operations budget (or $147, 548) will support contracted delivery services. Libraries participating in the contracted delivery services are billed for the balance and pay from their individual CLSA allocation or from local funds.

> **Shared e-resources** remain a priority for all NLS members, especially those in smaller, more geographically remote areas. NLS surveyed member libraries to determine funding priorities for their CLSA shared e-resources. In response to the survey results and based on the 50% reduction in CLSA funding for FY 2020/21, the NLS Executive Committee approved the allocation of CLSA funds to the e-resources consortia of OverDrive and RBDigital (formerly Zinio). Consortia participant libraries will have the option to allocate additional funds from their individual CLSA allocations to increase the consortia budget, or to use funds to pay for their own shared e-resources between 3 or more libraries including OverDrive, enki, and CloudLibrary.   Shared e-resources will account for $102,000 of the C&D budget.

OverDrive, NLS members continue to commit CLSA funding to support the very popular OverDrive subscription and membership. This investment has proven to be very successful and OverDrive activity has increased across the system, especially in the months of March – June 2020 due to library closures in response to COVID-19. In FY 2019/20, OverDrive circulation among 29 member library systems totaled 955,832, an increase of 47% over that of FY 2018/19. In addition, the monthly average number of users during this same period increased 37% and monthly average of *new* users joining OverDrive was up 56%.

Increased activity is also attributed to the consortia's focus to make use of OverDrive features that encourage member libraries to share their local e-collection.

RB Digital (formerly Zinio) - The consortium purchase allows members to receive significant discounted subscription rates on electronic periodicals. In FY 2019/2020, annual circulation of Zinio materials totaled 81,040 (23 library systems), a 5% increase over the previous year. Beginning July 1, 2020, RB Digital services will expand to offer 3,000 titles, up from 120 titles the previous year.

9

Resource Sharing - In FY 2020/21, NLS CLSA funds will support Link+ in the amount of $80,345, or 24% of the C&D allocation. In FY 2019/2020, NLS completed two years of negotiations to establish a Link+ master contract with Innovative Interfaces Inc, absorbing the contracts of the 14 existing Link+ libraries within NLS and adding four new NLS libraries (El Dorado County, Sonoma County ,Woodland Public and Nevada County libraries). The master contract was signed in February 2019 and became effective when each of the new libraries completed their onboarding process. The shared contract is saving NLS participating libraries nearly $17,000 annually. NLS will receive some of the Link+ Resource Sharing grant funds to offset Link+ subscription costs for FY 2020/21.

ILL statistics will continue to be tracked and reported to evaluate if C&D expenditures are meeting the goals of NLS and the communities they serve. Use of shared e-resources will be measured and compared to the most recent fiscal year to demonstrate that aspect of the C&D program for FY 2020/21. We continually monitor effectiveness of services through feedback from member libraries.

2. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

   CLSA funds are distributed by formula to NLS libraries. CLSA distribution formula is based on service population and library budget. 80% of NLS CLSA funds are distributed to member
   libraries. Member libraries contribute additional local resources to support communications and delivery on local level. All NLS member libraries participate in some level of shared resources.

   NLS libraries have determined that delivery remains a priority expenditure of their CLSA C&D allocation. In FY 2020/21, 44% of the C&D Operations budget will be support the contracted services of two couriers serving the Mountain Valley Library System (10 libraries) and the North Bay Cooperative Library System (6 libraries), with additional local and inter-library delivery services paid with individual CLSA allocations and/or local funding. Libraries who do not use delivery contracts (none available or cost prohibitive in most remote areas) utilize UPS or US Postal Service to move materials and share resources among other library jurisdictions.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

   NLS member libraries will contribute $175,410 in local funds to support 5-day delivery.

In addition, local funding is dedicated to supplement CLSA to enable effective resource sharing. NLS libraries are committed to continue supporting e-resources with local funding, as well as the physical delivery of items within the system, even as delivery costs have increased significantly within the past year.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

Shared e-resources include OverDrive with FY 2019/2020 circulation among 29 member library systems at 955,832. Also shared among NLS members is RB Digital, an e-magazine resource, with circulation in FY 2019/2020 among 23 member libraries at 81,040.

For FY 2019/20, the OverDrive circulation share by audience is
- · Adult titles represents 77% of circulation
- · Juvenile titles represents 13% of circulation
- · Young Adult titles represents 10% of circulation

In FY 2019/20, about 56% of the circulation is eBooks (44% is audiobooks) for all ages.

For RB Digital:
The top 10 magazines for the first half of 2020, representing about 40% of all circulation, was
1. The New Yorker
2. The Week Magazine
3. Newsweek
4. Us Weekly
5. National Geographic
6. New Scientist
7. The Economist
8. In Touch Weekly
9. Cook's Illustrated
10. OK! Magazine

For reference, for all of 2019, the top 10 titles, representing 35% of all circulation, was
1. The New Yorker
2. The Week Magazine
3. Newsweek
4. National Geographic
5. In Touch Weekly
6. Us Weekly
7. OK! Magazine
8. Star Magazine
9. The Economist
10. Cook's Illustrated

11

5. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

    Due to the geographic size of our region, NLS libraries use a combination of several delivery models including US Postal Service and private delivery services for remote locations with low volume as well as contracted services by delivery companies for moving high volume loads between member libraries using a shared ILS in more populated areas.   Contracted couriers service the Mountain Valley and the North Bay library systems.

6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

    Because of the variations in delivery demand and method, the costs differ from one region to another. For contracted services, costs are based on volume, number of stops and distance. Cost of shipping items through package delivery is determined based on weight and other variables. Approximately 16 of the 41 N LS member libraries utilize a contract courier service to move items, in addition to their local branch-to-branch delivery.

    Administrative funding is allocated to .33 FTE of the Coordinator's salary, .1 FTE of the Controller, and .06 FTE of the CEO salary. The allocated time supports coordination of and attendance at 10-12 Council and Committee meetings annually to support the three legacy systems of NLS as well as the NLS Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; work with accounting staff to ensure all CLSA budgets and reports are submitted and ensure compliance; liaison with California Library Staff, attend California Library Service Board meetings. The funding is allocated across all programs, including applying for and administering local, regional and statewide grants.

7. Will the System be using any of the communications funding to address broadband connectivity issues?
    If so what were the funds used for and what were the connectivity issues?

    Broadband is of great interest, and several NLS libraries continue to benefit from the original California Public Library's Broadband Project. That grant funding allowed several NLS member libraries to leverage local funding in order to apply for State funds and to significantly increase their broadband capabilities.

    The geographic span of NLS and the large number of members (41), however, means that broadband connectivity will not come to all members at the same time or in the same way. NLS staff will encourage member libraries to apply for the new Broadband funding offered

12

through the California State Library as many NLS libraries would qualify under the targeted "hard to connect library locations."

The expansion of eligible C&D costs regarding Broadband expenditures approved by the CLSB at their June 25, 2020 meeting may significantly assist NLS libraries to enhance hardware and security on their networked systems in FY 2020/21. While we do not yet have member libraries' plans on those expenditures, we anticipate that several will make use of their CLSA funds to bolster and protect their telecommunications systems.

Future Plans for Cooperative System

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

The FY 2020/21 CLSA budget for NLS has been developed using the 50% reduction (reduced from FY 19/2020) of CLSA allocation based on the Governor's May Revision to the State Budget and with guidance from the NLS Executive Committee and NLS membership. While delivery remains an NLS priority expenditure for CLSA, reductions were made in administrative staff support, as well as allocations to the consortia budgets of OverDrive and RB Digital. Also eliminated from the FY 2020/21 budget was an allocation of $1,000 per member to apply for staff training and professional development. Members directed this prioritization of budget expenditures. Due to the budget shortfall, $28,419 of the existing NLS Fund Balance will cover the reduced System Administration funds. Should an increase to CLSA funding be approved later in the year, staff will seek direction from the NLS Executive Committee as to how to allocate funds.

Grants: NLS has submitted an LSTA application to the CA State Library for FY 2020/21 to expand and further develop the successful FY 2019/2020 disaster preparedness and recovery project, *Recovering Together.*   The goals of the original and the continuation of the project are to gather, compile and post stories and lessons learned from NorthNet libraries about their individual and shared experiences in dealing in the moment of and aftermath of natural and human disasters in their communities. NorthNet library directors, staff, volunteers and community stakeholders are all contributing to create and build content for this interactive library of resources to share among NLS, as well as throughout the state. Libraries will develop disaster plans in this coming year under the mentorship and guidance of directors who have experience with crisis management and recovery. Statewide virtual roundtables to address mental health and resiliency are also components of the FY 2020/21 grant proposal.

Zip Books – NLS will continue to serve as the Fiscal Administrator for the Zip Books statewide project, providing fiscal support and project management to the 70+ participating libraries. Zip Books information for new and current participants is maintained on the NLS website.

NLS Website: The NLS website will continue to maintain the website that allows for sharing of initiatives and communication with members regarding current meeting notifications, as well as historical documentation.

13

P 23

![NorthNet Library System logo — Connecting Northern California Libraries]

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

www.northnetlibs.org

NLS Survey on CLSA Priorities

The NorthNet Library System strives to bring value to all of its members. We know that priorities change, and we want to hear from you to make sure we are bringing the biggest value we can to your library. This survey should take no more than 10 minutes to complete.

The NorthNet Library System receives money from the California Library Services Act (CLSA) which can be spent on resource sharing, communication, and delivery between public libraries. We would like your feedback for how to allocate CLSA funds that best suit the needs of PLP public libraries. Any resource needs to be shared between 3 or more different libraries.

NLS uses some CLSA funds to support the website, Zoom account and other communication (listservs, etc.).

The remainder of the funds are then allocated back to libraries support delivery in two of the three NLS regions; Link+ costs, eResources, and two shared subscriptions: OverDrive and RBDigital eMagazines.

We would like your feedback for ideas of how best to allocate CLSA funds.

Q1. What is the name of your library?

Q2. If you cannot select from any of the current menu of resources in FY 2020/21, please explain.

Q3: Some libraries have indicated they may be interested in a shared video streaming service. Is this something you might find of interest?

Q4: Do you know name of companies that offer shared video streaming that we could investigate? (*please note that Hoopla is not eligible because of their sharing model*)

Q5: SimpyE is an app being developed jointly with various stakeholders, and Califa has been spearheading it in California. It allows a library to have all of its virtual content available by using just one app. Would you like to have SimplyE added as an available choice for NLS?

Q6: CLSA funds may be used to subscribe to a software assessment tool which helps libraries analyze their communities. The tool may indicate the changes in populations, demographics, and needs of the communities. This data will allow libraries to modify their various ways of community engagement. An example is Analytics on Demand. Would your library be interested in purchasing a group subscription to a data analytics tool?

Q7: if your library current participates in the shared OverDrive eBook and/or RBDigital eMagazine platforms, how satisfied are you with this group purchase?

Q8. Do you have any suggested changes to the limits, flexibility or rules of the NLS shaed OverDrive and RBDigital collections? **(note to Exec Comm – 8 libraries say the cost share formula makes it too expensive)**

Q9. Does your library have any interest in exploring a shared ILS with other libraries in a geographic region? CLSA funds could be used to study the feasibility, but may not be used to purchase a new system.

Q10. One of the challenges in finding a shared eResource is finding a vendor which can support the sharing of materials with three or more libraries. Are there any products or vendors you think NLS should explore purchasing?

Q11. Do you have any other thoughts or comments you would like to provide regarding the use of CLSA funds?

Q1 NorthNet receives funding from the State Library under the California Library Services Act (CLSA), which can be spent on resource sharing, communication and delivery. Resource sharing must be between 3 or more library systems.To start, what is your Library System:

Answered: 19   Skipped: 0

Q2 Would you like to receive more details/explanation about how your CLSA allocation is determined & calculated for your system?
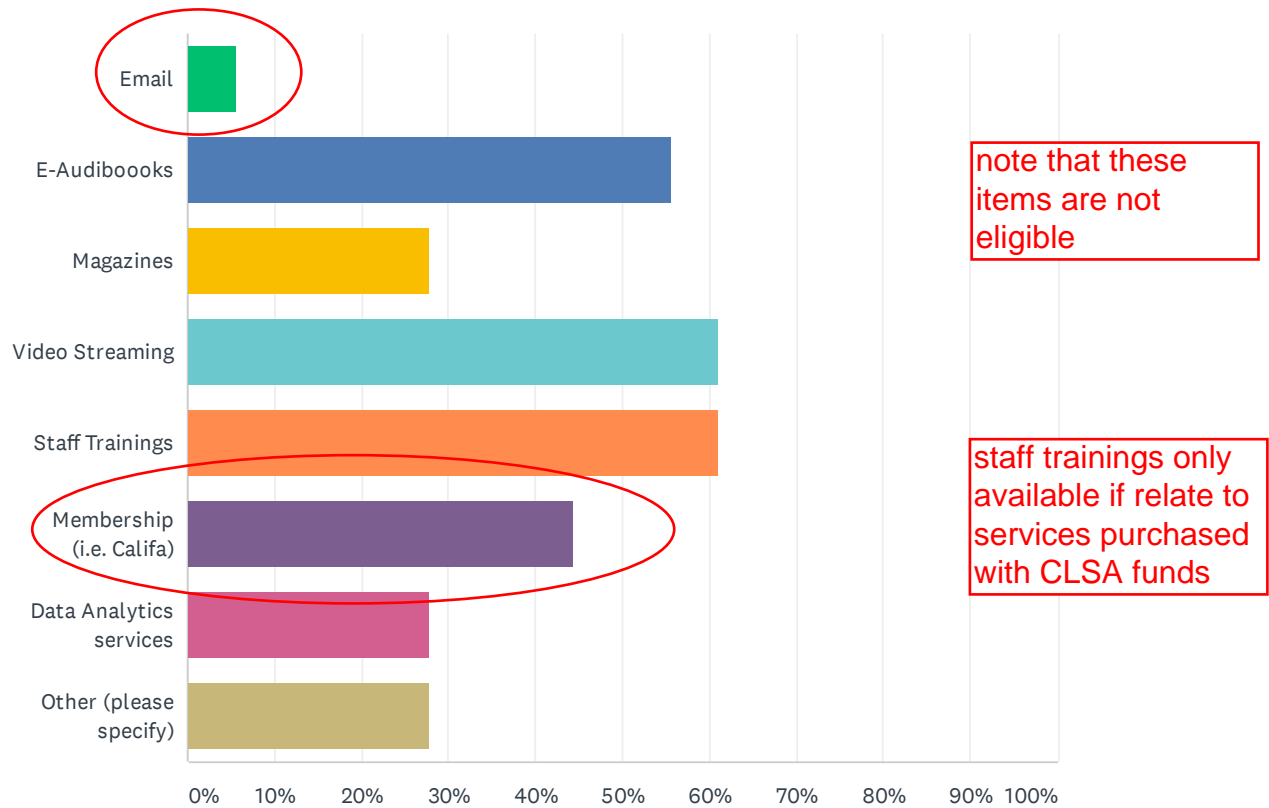
Answered: 19   Skipped: 0
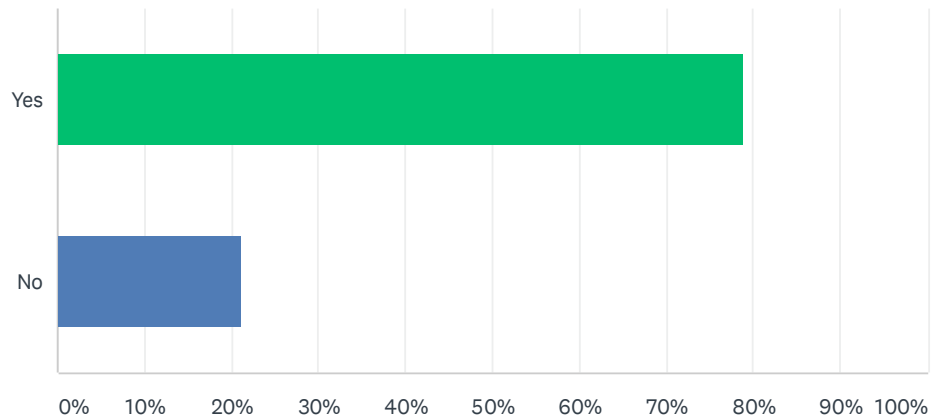
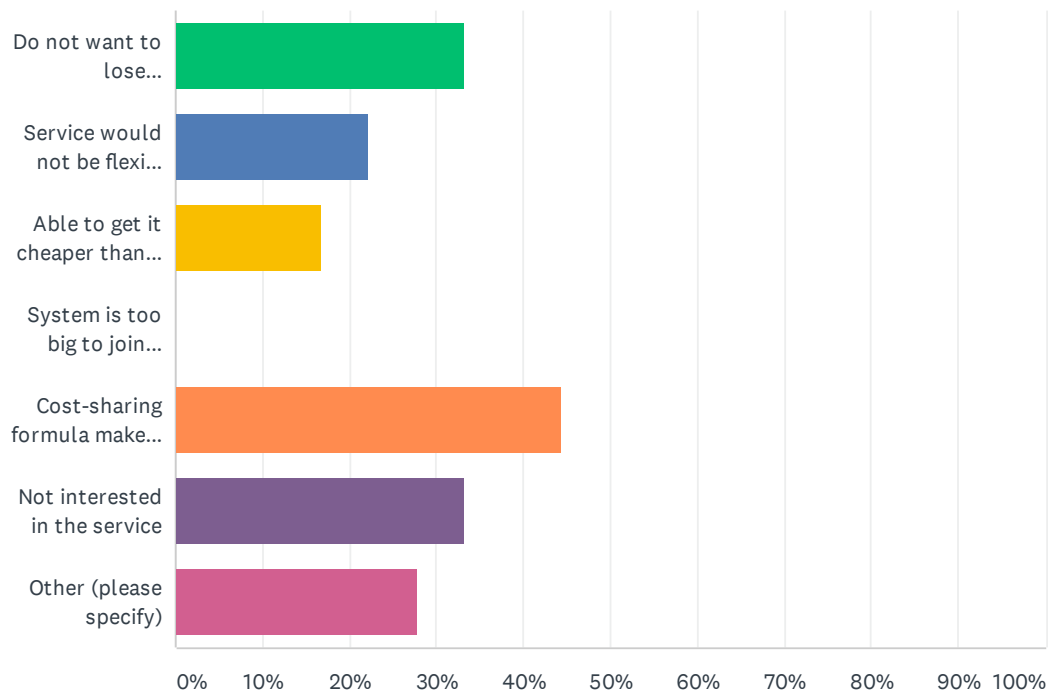| ANSWER CHOICES	RESPONSES	
Yes	78.95%	15
No	21.05%	4
TOTAL		19

Q3 Please choose as many of the services you would opt-in, and use your CLSA allocation to fund, if it were made available through NorthNet?

Answered: 18   Skipped: 1

note that these items are not eligible

staff trainings only available if relate to services purchased with CLSA funds

ANSWER CHOICES	RESPONSES	
Email	5.56%	1
E-Audiboooks	55.56%	10
Magazines	27.78%	5
Video Streaming	61.11%	11
Staff Trainings	61.11%	11
Membership (i.e. Califa)	44.44%	8
Data Analytics services	27.78%	5
Other (please specify)	27.78%	5
Total Respondents: 18		

Question 3
Please choose as many of the services you would opt-in, and use your CLSA allocation to fund, if it were made available through NorthNet?

Comments

- nothing seems like what we need
- e-resources if cost efficient
- Databases (ie. Mango Languages)
- Delivery, Resource Sharing
- Kanopy is a service we continue to get requests for

Q4 Choose any (or all) of the below reasons that preclude your library system from joining an existing NorthNet consortia-level service?

Answered: 18   Skipped: 1

ANSWER CHOICES	RESPONSES	
Do not want to lose decision-making at a local level	33.33%	6
Service would not be flexible enough to respond to local demand	22.22%	4
Able to get it cheaper than through the consortia-assigned cost	16.67%	3
System is too big to join services offered through consortia	0.00%	0
Cost-sharing formula makes it too expensive	44.44%	8
Not interested in the service	33.33%	6
Other (please specify)	27.78%	5
Total Respondents: 18		

Question 4 **Choose any (or all) of the below reasons that preclude your library system from joining an existing NorthNet consortia-level service?**

Comments

I'm still trying to understand the ins and outs of NorthNet. I often feel like I don't have enough info to make a responsible decision.

Used to be part of the northern california ebook system but wait lists were unacceptable. Months if not over years.
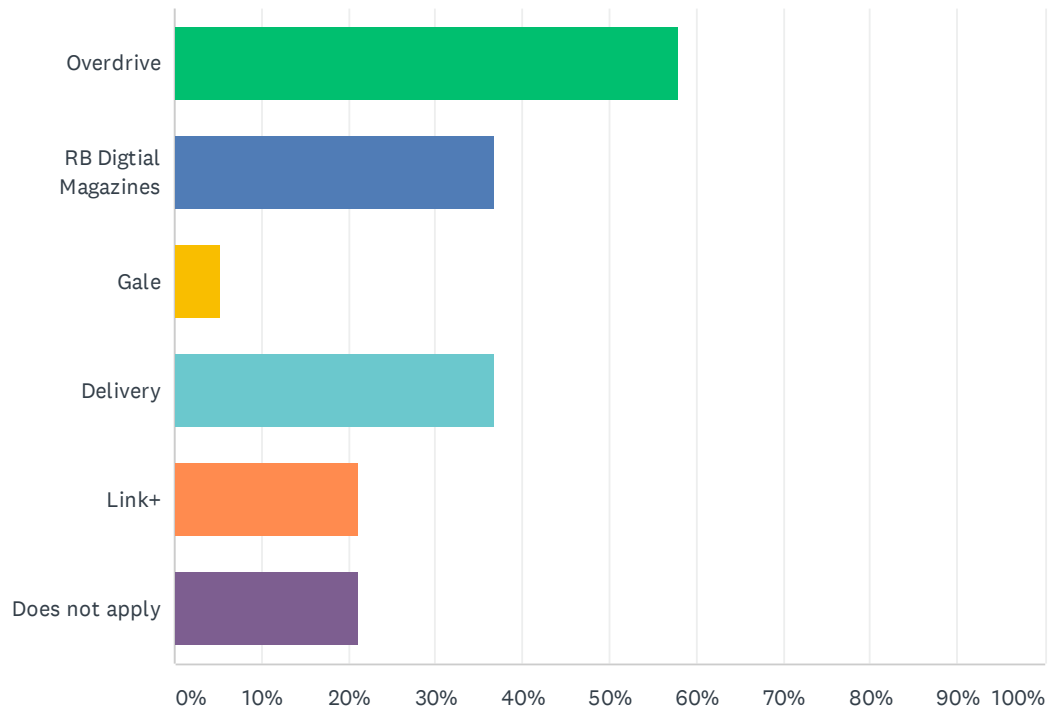
pretty sure we use most of them, not even sure which ones we aren't

CLSA funds used for physical deliver

Geography prohibits joining LInk+

Q5 Which of the current services can your library system offer because it is only available through the consortia's collective efforts?

Answered: 19   Skipped: 0

ANSWER CHOICES	RESPONSES	
Overdrive	57.89%	11
RB Digtial Magazines	36.84%	7
Gale	5.26%	1
Delivery	36.84%	7
Link+	21.05%	4
Does not apply	21.05%	4
Total Respondents: 19		

Q6 For libraries that received a CLSA distribution last year (after Delivery, Overdrive, Zinio and Gale services are paid for), how did you allocate it at a local level? If you don't receive a distribution, please write "Do not receive allocation"

Answered: 19   Skipped: 0

Question 6 **For libraries that received a CLSA distribution last year (after Delivery, Overdrive, Zinio and Gale services are paid for), how did you allocate it at a local level? If you don't receive a distribution, please write "Do not receive allocation"**

Comments

Did not receive allocation: 8
Not sure: 3
OverDrive/Zinio: 3
Delivery:2
Link+: 1
Local Postage: 1
SIP software: 1
eResources: 1
Training: 1

Q7 Do you think there is an advantage in paying for online services collectively before assessing your library's CLSA distribution? In other words, to pay first for services like Overdrive, Zinio and/ Gale, and then use the remainder to determine your library's CLSA allocation?
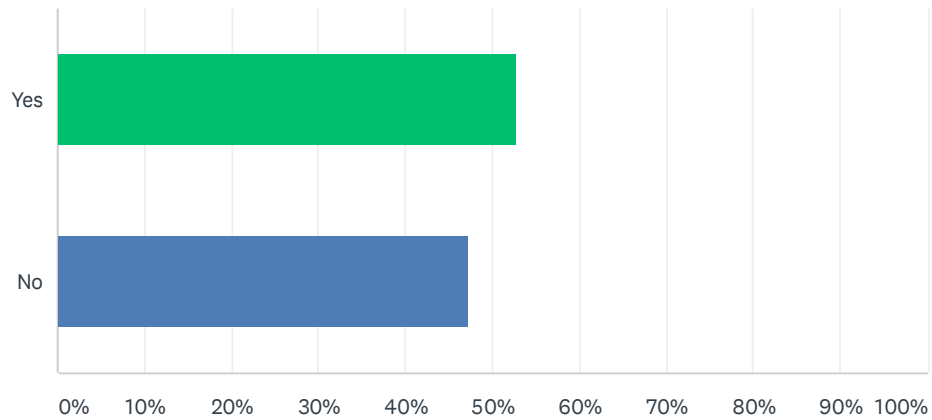
Answered: 18   Skipped: 1
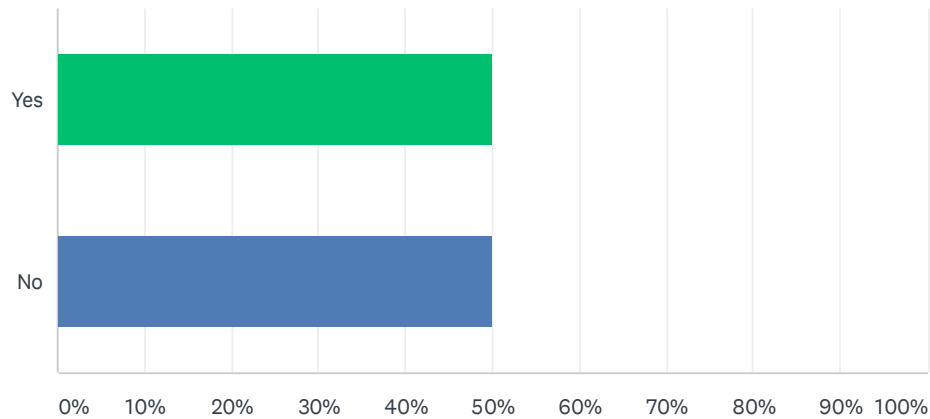
ANSWER CHOICES	RESPONSES	
Yes	50.00%	9
No	50.00%	9
TOTAL		18

Q8 Would you support a budgeting process that paid for a resource sharing service first – even if you opted-out from the service?

Answered: 19   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	52.63%	10
No	47.37%	9
TOTAL		19

Q9 What recommendations to our budgeting and cost-sharing process would you offer to encourage more library systems to opt-in and participate in a resource-sharing service?

Answered: 8   Skipped: 11

Question 9   What recommendations to our budgeting and cost-sharing process would you offer to encourage more library systems to opt-in and participate in a resource-sharing service?

Comments

If joining together to purchase ebooks, for example, gave us astronomical buying power that we could call some shots, that would be appealing. As it is, we are at the whim of publishers and we could improve our patrons' experience but offering shorter wait times. Maybe some things can't be scaled up, though.

Transparency in the process of searching for the best costs for products to help keep the overall cost low.

explore shared ILS

It seems like most opt in if there is significant savings in time or cost.

find ways to allow more local control and local promotion of specific collections

Maybe expand the number of available resources to choose from so there's something for every library/community? Or loosen restrictions on the ways CSLA allocations can be used?   Question 7 is a maybe...need more info
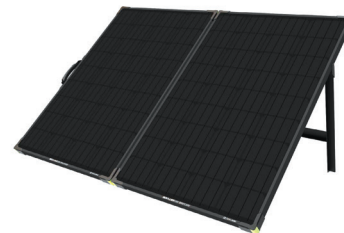
None at this time

CRITICAL CARE BACKUP BATTERY PROGRAM
Be prepared in the event of an unexpected power outage.

Get a **free**, clean-energy backup battery to operate your medical device during an outage.

Portable Backup Battery

Solar Panels

Introducing our Critical Care Backup Battery Program

Our Critical Care Backup Battery (CCBB) Program offers a free portable backup battery to power your medical device in the event of a power outage. And, should the power outage be an emergency that requires you to evacuate, this portable, temporary power may help while you relocate to safety.

What are the qualifications to participate in the program?*

- You must be identified as a Critical Care customer through SCE's Medical Baseline program whose physician has verified on the Medical Baseline application that they require medical equipment for life-support purposes and cannot be without power for more than two hours.
- You must be enrolled in either the California Alternate Rates for Energy (CARE) or Family Energy Rate Assistance (FERA) program.
- You must live in an area SCE designates as a High Fire-Risk Area. To determine if you reside in a high fire-risk zone, visit the CPUC High Fire-Risk Map at **https://ia.cpuc.ca.gov/firemap/**.

What is included with the CCBB Program?

Along with a portable, rechargeable, clean-energy backup battery, the program includes a solar panel kit for additional charging capability. The batteries come in a variety of sizes to provide temporary power to critical medical devices, and with the solar panels, are delivered and set up at no cost.

Battery Size	Dimension and Weight
1.5 kW	• 10.1 x 15.3 x 10.4" • 43 lbs
3.0 kW	• 10.1 x 15.3 x 13.1" • 78 lbs • Roll cart
6.0 kW	• 10.1 x 15.3 x 17" • 106 lbs • Roll cart
Solar Panels	• 200 Watts total • 44" L x 6" W x 29" H • 43 lbs • Storage case

Battery sizes, dimensions, weights and features may change based on the manufacturer's specifications.

What medical devices does the backup battery support?

Depending on the size of the battery, temporary backup power can be provided to devices such as a nebulizer, motorized wheelchair charge, respirator, ventilator, or other medical device.

How does the CCBB Program work?

In one simple phone call, an SCE-approved contractor will verify your eligibility, determine the battery size for your current medical device(s), and arrange an appointment for delivery. Like the battery, the delivery and set up — which includes reviewing the simple operation and care of the equipment — is provided at no cost.

Don't miss this opportunity.

Call us at **1-800-736-4777** for more information.

*The Critical Care Backup Battery Program is funded by California utility ratepayers and administered by Southern California Edison under the auspices of the California Public Utilities Commission.

Additional program restrictions and limitations may apply. Services may not be available in all areas. Services are offered on a first-come, first-served basis until funding is expended or the program is discontinued. Program may be modified or terminated without prior notice. California consumers are not obligated to purchase any full fee service or other service not funded by this program. This program is available to both homeowners and renters. Renters may be required to obtain the property owner's written permission before services are delivered.

To: **NLS Administrative Council**
From: **Jacquie Brinkley**
Subject: **Meeting Planning Calendar for FY 2020/21**
Date: **July 28, 2020**

Please find below suggested dates for the FY 2020/21 NLS Executive Committee and Administrative Council Meetings for your consideration and approval. All meetings are planned at this time to be conducted virtually.

Executive Committee Meetings (Per bylaws, held 4x per year)

July 28, 2020 - completed

November 2020
- Tuesday, Nov 17, afternoon
- Thursday, Nov 19, morning

March 2021
- Tuesday, March 16
- Wed, March 17 (morning)
- Thursday, March 18 (morning)

Option to March meeting – April 2021
- Tuesday, April 13
- Wed, April 14 (morning)
- Thursday, April 15 (morning)

May 2021
- Tuesday, May 25
- Wed, May 26 (morning)
- Thursday, May 27

Administrative Council Meetings

2021 Mid-Year Administrative Council Meeting Options (ALA Mid-Winter is Jan 22-26, 2021)
- Tuesday, January 19
- Tuesday, January 26
- Friday, January 29

2021 Annual Administrative Council Meeting Options
- Thursday, June 10
- Wednesday, June 16