



California
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MEETING NOTICE

California Library Services Board
September 3, 2015
2:00pm – 4:00pm

For further information contact:

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<http://www.library.ca.gov/loc/board/agendas/agendas.html>

Meeting locations are as follows:

California State Library
900 "N" Street, Room 501
Sacramento, CA 95814

Riverside Public Library
3581 Mission Inn Ave.
Riverside, CA 92501

Tulare County Public Law Library
221 S. Mooney Blvd., Rm. 1
County Courthouse
Visalia, CA 93291

Woodbury University
7500 N. Glenoaks Blvd.
Burbank, CA 91504

2121 Avenue of the Stars, 30th Floor
Los Angeles, CA 90067

Braille Institute
741 North Vermont Ave.
Los Angeles, CA 90029

Petaluma Regional Library
100 Fairgrounds Drive
Petaluma, CA 94952

Loyola Law School
Rains Library – Room 208
919 Albany Street
Los Angeles, CA 90015

Whittier Public Library
7344 S. Washington Ave.
Whittier, CA 90602

Laguna Beach Public Library
363 Glenneyre Street
Laguna Beach, CA 92651

A. BOARD OPENING

- 1. Welcome and Introductions**
Welcome and introductions of Board members, staff, and participants
- 2. Adoption of Agenda**
Consider agenda as presented or amended
- 3. Approval of April 2015 Board Minutes – Document 1**
Consider minutes as presented or amended
- 4. Board Resolutions – Document 2**
Consider Resolution for Sandy Habbestad
- 5. Election of Board Officers for 2016 – Document 3**
 - a. Report from the Nominating Committee
 - b. Consider nominations for Board President and Vice-President for 2016
- 5. Board Meeting Schedule for 2016 – Document 4**

B. REPORTS TO THE BOARD

- 1. Board President’s Report**
Report on activity since last Board meeting
- 2. Board Vice-President’s Report**
Report on activities since last Board meeting
- 3. Chief Executive Officer’s Report**
Report on activities since last Board meeting

C. CLSA PROGRAM ITEMS FOR INFORMATION/ACTION

BUDGET AND PLANNING

System Plans of Service and Budgets – Document 5

- a. Consider System population and membership figures for 2015/16
- b. Consider 2015/16 CLSA System Plans of Service

RESOURCE SHARING

- 1. Broadband update – Document 6**
Update on technology improvement grants and broadband efforts
- 2. Interlibrary Loan and Direct Loan Programs**
Update on the elimination of the annual reporting process

D. BOARD DISCUSSION ITEMS 2015/2016

- 1. Becoming entrepreneurial – public/private partnerships**
- 2. Collaboration among multi-type libraries**

E. LEGISLATIVE UPDATE

Update on federal and state legislative issues

F. PUBLIC COMMENT

Public comment on any item or issue that is under the purview of the State Board and is not on the agenda

G. COMMENTS FROM BOARD MEMBERS/OFFICERS

Board member or officer comment on any item or issue that is under the purview of the State Board and is not on the agenda

H. OLD BUSINESS

Board Strategic Planning Session

I. AGENDA BUILDING

Agenda items for subsequent State Board meetings

J. ADJOURNMENT

Adjourn the meeting.

1 California Library Services Board Meeting

2 April 28, 2015

3
4 California State Library

5 914 Capitol Mall, Room 500

6 Sacramento, CA
7

8 **Welcome and Introductions**

9 Vice President Murguia called the California Library Services Board (CLSB) meeting
10 to order on April 28, 2015 at 9:36 a.m. She asked those attending to introduce
11 themselves.
12

13 **Board Members Present:** Anne Bernardo, Aleita Huguenin, Florante Ibanez, Penny
14 Kastanis, Gregory McGinity, Liz Murguia, Eric Schockman and Connie Williams.
15

16 **California State Library Staff Present:** State Librarian Greg Lucas, Deputy State
17 Librarian Gerry Maginnity, Janet Coles, Suzanne Flint, Darla Gunning, Sandy
18 Habbestad, Susan Hanks, Wendy Hopkins, Carla Lehn, and Lena Pham.
19

20 **Adoption of Agenda**

21 *It was moved, seconded (Bernardo/Kastanis) and carried*
22 *unanimously that the California Library Services Board adopts the*
23 *agenda of the April 28, 2015 meeting as presented.*
24

25 **Approval of December 2014 Board Minutes**

26 Vice-President Murguia asked for a motion to approve the Board meeting minutes.
27 Habbestad said she had a correction on page 9; line 15 – the Digital Library of America
28 should be the Digital Public Library of America.
29

30 *It was moved, seconded (Ibanez/Bernardo) and carried unanimously*
31 *that the California Library Services Board approves the draft minutes*
32 *of the December 3, 2014 meeting as corrected.*
33

1 **Board Meeting Date for Fall 2015**

2 Vice-President Murguia initiated discussion of fall meeting dates. Habbestad
3 reminded members that at the December meeting they had expressed a preference for
4 a fall teleconference, since the April meeting was in person. She communicated that the
5 teleconference would take about two hours. Some members expressed a preference for
6 a face-to-face meeting and Schockman asked whether it was possible to use Skype,
7 GoToMeeting, or some other technology. Habbestad replied that it was difficult but
8 possible and Lucas said he would get the Board a definitive answer.

9 Habbestad noted that the vote on all action items would be by roll call, and the call-in
10 site of each Board member had to be listed on the formal agenda. Bernardo reminded
11 members that because it was a public meeting, the sites would need to accommodate
12 public attendees. Gunning said the California State Library (CSL) could reserve a
13 meeting room on-site for those who were nearby. Confirming that September was best
14 month for the meeting, Habbestad said she would provide a Doodle poll for the first
15 couple weeks of September to see what dates worked and proceed from there.

16
17 **Nomination of Board Officers**

18 Murguia said the Board needed two member volunteers to serve as the nomination
19 committee for the 2016 Officers. Responding to Williams' question, Murguia, who was
20 on the committee last year, said it was not too complicated, just talking to Board
21 members about who might be interested in the officer positions. Schockman and
22 Williams volunteered.

23
24 *It was moved, seconded (Kastanis/Huguenin) and carried*
25 *unanimously that the California Library Services Board appoints Eric*
26 *Schockman and Connie Williams to the nominating committee to*
27 *select Board Officers for 2016.*
28

29 **REPORTS TO THE BOARD**

30 **Board Vice-President's Report**

1 Vice-President Murguia reported that her jurisdiction will be celebrating their “new” main
2 branch library’s twentieth anniversary through November, and State Librarian Lucas
3 would be their honored guest.
4

5 **Chief Executive Officer’s Report**

6 Lucas reported that more work had been done on the broadband initiative since the
7 last Board meeting. About 53 library jurisdictions were going to be connected in the first
8 phase, which had started later in the year than expected. For the next phase they would
9 begin earlier in the fiscal year getting the Letters of Agreement that libraries submit to
10 Corporation for Education Network Initiatives in California (CENIC), which in turn are
11 sent to the Federal Communications Commission (FCC) to determine the libraries’ e-
12 rate discount. Lucas was surprised by the extent of some of the discounts. In a recent
13 budget subcommittee hearing he told them about Buena Park Library who had been
14 paying \$1200 dollars a month for 50 megabytes of bandwidth. Through the Broadband
15 initiative, however, they would be paying \$145 a month for 1 gigabyte of bandwidth,
16 partially as a result of the federal e-rate discount. Libraries could also apply to the state
17 Teleconnect Fund program which would cover 50% of the amount not covered by e-
18 rate. Hookups would begin at most of the 53 libraries on July 1st. Some were already in
19 varying states of connectivity, in part because of a former pilot program, through the
20 ARRA, involving libraries up and down the central valley.

21 To be a part of CENIC Broadband costed \$4.5 million a year. The way it is structured
22 for libraries was: a) a general fund payment of \$2.25 million; and b) money from a
23 portion of the Teleconnect Fund discounts. In the Governor’s budget last year there was
24 a one-time amount of \$4 million. One million of those funds went to technology
25 improvement grants that could be for anything; switches, routers, site improvements, or
26 hiring someone to tell them what was needed. Libraries accepted for an e-rate discount
27 would not receive a check for a year, which could discourage libraries from participating.
28 The technology improvement grants helped to make it more attractive for libraries to
29 wait it out. The one-time \$1 million was not included in the 2015-2016 budget proposed
30 by the Governor, so CSL and California Library Association (CLA) asked that it be
31 restored and extended for five years. Although CENIC believed they could hook up all

1 public libraries in three years, Lucas decided to ask for a five-year funding extension
2 since it appeared that matters often did not progressed as quickly as anticipated. He
3 feared that at the end of three years, those libraries with the greatest challenges to
4 connecting would be left hanging without funding.

5 With respect to the current budget, Lucas reminded Board members that last year
6 Assemblyman Gatto had a proposal to increase funding for public libraries by \$10
7 million. That amount was whittled down to \$3 million in one-time money. \$2 million of
8 that went to California Library Services Act (CLSA), half of which went to the
9 aforementioned switches and routers to help libraries hook up to broadband. The
10 Systems spent about 50% of the remaining \$1 million on one-time items also relating to
11 hooking up broadband.

12 This year, Assemblyman Gatto had an \$11.8 million public library funding proposal. It
13 contained; \$4 million for CLSA, a \$2 million augmentation for the Literacy program, \$4
14 million for technology improvement grants, and funding for two smaller items. Of
15 particular interest to Lucas was \$1 million earmarked for Career Online High School.
16 This program, which costed \$1,000 per student, allowed students to attend from home
17 and interact with librarians for assistance. At the end of the program, the student
18 received a high school degree, not a GED.

19 Lucas mentioned that CSL had been spending federal money to help Sacramento
20 and LA City run a similar program on a smaller scale. John Szabo, who ran the LA City
21 Public Library System, was a huge advocate of the program. He came from Atlanta,
22 Georgia where in one year they graduated 523 people from their Career Online High
23 School program. It was not something they had traditionally done, but there was value
24 in using new programs to demonstrate to lawmakers and taxpayers that there were
25 many ways that libraries were changing lives. Their local lawmakers found so much
26 value in the program that they seemed to feel that the program's achievement trumped
27 everything else the libraries were doing. One of the advantages Lucas saw in the Online
28 High School Program was that successful results could be measured in the number of
29 graduates. It was not unlike the literacy program, in that the \$1,000 investment paid an
30 incredible return by giving someone a high school degree.

1 Lucas was not sure how much money remained at the end of the budget discussion.
2 Although the state expected more revenue, current formulas determined that extra
3 money would go to public schools, leaving little latitude for spending money on libraries.
4 Kastanis pointed out that the money for adult education classes leading to a GED was
5 gone. Lucas responded that one of the largest discussions this budget year revolved
6 around adult education. AB 86 directed community colleges and adult educators to work
7 together to figure out a better delivery system for adult education and libraries were
8 supposed to be a part of that. CLA was backing a bill in which libraries would be part of
9 a consortium created to deliver adult education in different jurisdictions. According to
10 Lehn, CSL's Programs Coordinator for Literacy, a report had just been submitted by the
11 consortia. Currently they were in a holding pattern, waiting to see what happened, but
12 she believed the agreement was that the same amount of funding as last year would be
13 put in for adult education for community colleges, with K-12 built in. The problem was
14 that adult education money for K-12 districts was gone. That impacted libraries because
15 those who used to go to the K-12 schools for GED assistance were being referred to
16 libraries. Libraries were trying to get their foot in the door, saying that they wanted to
17 help those students unable to participate in classes due to their low reading levels.
18 However, the adult education money that used to go to K-12 schools had never gone to
19 libraries and she was doubtful that libraries would ever see any of that money.

20 Lucas pointed out that the larger discussion around adult education had shined a
21 little more light on library volunteer literacy programs. Murguia asked if the Gatto
22 legislation would address bringing libraries into the consortia and fund them for literacy
23 education. Lehn understood that it would provide libraries additional funds to use for
24 literacy programs. Lehn said that another issue was serving the same number of people
25 with less and less money. The impact of people diverted from the closed adult
26 education schools was one of the arguments why libraries needed money. Lucas stated
27 that discussion over how community colleges would spend \$500 million for adult
28 education had made people more aware of the library literacy programs, but he doubted
29 libraries would see any of that money.

30 Williams saw opportunities and challenges. She did not know what the program
31 model and requirements were for those who graduated from an adult literacy program,

1 as compared to those for a graduate from a conventional high school. There were a lot
2 of questions to answer about the role of librarians, as well as content, delivery,
3 instructors, and credentialing. Huguenin said that sometimes schools can be a little bit
4 scary for people but libraries could be an alternative safe place for learning to happen.
5 She encouraged any kind of relationship that could be built between education and
6 libraries, including using Proposition 98 money. Williams added that it was very
7 important that there were teacher librarians and library staff who were also seen as
8 teachers. Huguenin said that there was tremendous potential for people to reach out to
9 electronically and staying out in front of that would only enhance both education and
10 libraries and make their partnership stronger. She advised educators and librarians to
11 be aware of what has been happening in other state because she feels that electronic
12 devices would help bring people into libraries in the future. Kastanis advised that
13 teachers and teacher librarians not forget that the personal connections they can make
14 with their public libraries are important for cooperation as well.

15 Murguia asked Lucas if he could give members something about the Career Online
16 High School program model at the LA City Public Library System. Lucas responded that
17 he had a memo from the person who was in charge of the program in Los Angeles, as
18 well as material from the federal grants CSL had been administering.

19 Lucas said he wrote a piece for National Library Week that recommended that every
20 child entering kindergarten get a library card, everyone was taught to read to at least the
21 fifth grade reading level, and a card from any California library could be used to check
22 out books anywhere in the state. The Governor put out a proclamation citing those
23 goals. Perhaps the Legislature, in trying to get more money, could argue that it is for the
24 furtherance of these goals. Lucas was told by CLA that the first two goals, making sure
25 kids enter kindergarten with a library card and making sure people are reading at a fifth
26 grade reading level, were not all that difficult. He and Tom Torlakson had been talking
27 about the third library card goal.

28 Williams wanted to make sure when there were teacher librarians on school
29 campuses, and that they were part of the collaboration. Lucas said he would not do it
30 without them. Huguenin pointed out that many districts had eliminated school librarians.
31 Those that remained were spread quite thin covering two or three different schools and

1 in some instances, teachers now had to do the job of a librarian. Some school libraries
2 were sparsely used because of the lack of staff, or because a librarian covering two or
3 three schools was only there on a particular school day. She felt it was important to
4 encourage the use of school librarians again. Members wondered if inviting local
5 officials to visit school libraries could help and Greg responded that they have done
6 some events and usually got at least a representative from the legislators office. At the
7 Annual Convention of School Libraries Association, Lucas was told there were 807
8 teacher librarians in the state of California, for 6 million children, while in Texas, there
9 were over 4000 for 5 million kids. Williams said far more school libraries were run by
10 library technicians than by librarians. This program was an opportunity to bring forward
11 the need for school librarians and for teacher librarians and public libraries to work
12 together. Schockman asked Lucas if he thought the proposal would survive the May
13 revise. Lucas said it would probably not be in the May revision, but it is something the
14 Legislature might add to the budget the Governor releases around May 14th. As soon as
15 CSL received it, the Board would get it, along with all the information Lucas could pull
16 together on the Career Online program. Schockman asked Lucas whether the
17 Department of Finance (DOF) had called to inquire about anything. Lucas replied that
18 they had not called about broadband, but DOF and the Governor's office were aware
19 that funding for CENIC, and for libraries to enable them to hook up to CENIC, went
20 hand in hand. With respect to public libraries, this program was probably the most
21 significant thing the State Library was doing right now and it would not work so well
22 without funding both parts. It was CSL's job to keep these issues alive in the legislators'
23 minds, while they were making the final budget deals.

24

25 **CLSA PROGRAM ITEMS FOR INFORMATION/ACTION**

26 **Budget and Planning**

27 **CLSA Proposed Budget for FY 2015/16**

28 Habbestad stated that on January 9th, the Governor released his 2015/16 proposed
29 budget, providing \$1.88 million for CLSA Cooperative Systems. Exhibit A in the packet
30 provided the preliminary allocation for each of the Systems. Included are the totals for
31 the current year, with an additional \$1 million appropriated in one-time funds. CSL

1 would like to get a portion of this funding to Systems as soon as the state budget is
2 signed. Staff recommended that the Board approve the preliminary budget for
3 dispersing the funds to Systems; providing half of their budgets upon passage of the
4 state budget act, and the remainder after Plans of Service have been approved and it
5 has been determined that the funds for current fiscal year 2014/15 have been reported
6 as expended or encumbered.

7 Murguia asked what would be done if there was additional funding in the final budget.
8 Habbestad replied that any additional funding and how it was to be distributed would be
9 presented to the Board for approval at the September meeting. Schockman asked for
10 an explanation of the wide differences in allocation on the Exhibit A chart. Habbestad
11 explained that the allocations were based on a formula which took into account 1) the
12 population of the System, 2) the number of members, which varied from System to
13 System, and 3) the distance for delivery between the members. Lucas gave the
14 example of NorthNet, which might have lower per capita spending, but a larger number
15 of members. McGinity asked whether the formula was a statutory or regulatory formula.
16 Habbestad replied the formula had been adopted by the CLSA Board and was last
17 revised in August, 2013.

18
19 ***It was moved, seconded (Schockman/McGinity) and carried***
20 ***unanimously that the California Library Services Board adopts,***
21 ***contingent upon the passage of the State Budget Act, the 2015/16***
22 ***CLSA budget as directed in the Governor's Proposed 2015/16***
23 ***Budget, totaling \$1,880,000 for allocation to Cooperative Library***
24 ***Systems.***
25

26 Habbestad added that the Plans of Service and budget documents had been
27 forwarded to Systems to complete for fiscal year 2015/16. Those documents were due
28 at the state library by June 1. The planning document was modified slightly to include
29 more flexibility in how Systems could budget CLSA funds; such as for e-content,
30 training, and broadband technology improvements. Also, as a follow up from a previous
31 meeting, we had System audit reports for 49-99 and Serra Cooperative Systems that
32 were currently done for the 2013/14 fiscal year. Copies would be forwarded for
33 Habbestad's review, once they were approved by their administrative councils.

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RESOURCE SHARING

Consolidations and Affiliations

Habbestad reported two motions before the Board for public library affiliation. Previously, both libraries had been members of cooperative Systems, but each had pulled out of their System in order to charge non-residents a library card fee. Santa Clara County pulled out in 2011-12 after Transaction Based Reimbursements (TBR) were zeroed out of the budget. Huntington Beach had pulled out about twenty years ago. CSL was pleased that the control agencies from both jurisdictions had agreed to eliminate the library card fee and become System members once again. Exhibit A-G in the packets, provided all the documentation required for the affiliation requests, and both the administrative councils (Pacific Library Partnership (PLP) for Santa Clara, and Santiago Library System for Huntington Beach) had approved the memberships. In addition, both libraries were requesting the Board to waive the September 1 filing deadline so that affiliations took place July 1.

McGinity asked why the libraries rejoined the Systems. Director Stephanie Beverage, of the Huntington Beach Library, stood and replied that Huntington Beach Library had pulled out of the Systems twenty years earlier to charge non-resident library card fees. However, with the Broadband and CENIC initiatives, they had recognized an opportunity for their community. To benefit from the initiatives they had to be a fully participating member of CLSA so she made a very strong case to the city council for rejoining the community of libraries and on February 2, the city council approved removal of the library card fee. That allowed them to rejoin and collaborate with Orange County libraries, and to participate in the CENIC program. As one of the first 53 jurisdictions to be connected, they were very excited to be part of it.

Hildreth, representing Santa Clara, said she thought they had left when the TBR was zeroed out of the budget. She was glad to have them back in PLP. McGinity asked if there was or could be something in the Broadband Initiative that would keep libraries in the Systems even after they were hooked up. Maginnity answered that it was in the agreement that should the connected library decide to no longer participate in CLSA, they would no longer have Broadband access and lose connection.

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It was moved, seconded (Bernardo/Ibanez) and carried unanimously that the California Library Services Board approves the affiliation of the Santa Clara County Library District with the Pacific Library Partnership effective July 1, 2015, and waives the September 1, 2014 filing date for 2015/16 affiliations.

It was moved, seconded (Williams/Schockman) and carried unanimously that the California Library Services Board approves the affiliation of the Huntington Beach Public Library with the Santiago Library System effective July 1, 2015, and waives the September 1, 2014 filing date for 2015/16 affiliations.

In addition to the foregoing agenda item, Habbestad pointed out two exhibits in the packet. Exhibit H provided a complete history to date of CLSA consolidations and affiliations, while Exhibit I showed a new, revised map for CLSA System boundaries. Kastanis asked how many jurisdictions were not affiliated with the Systems and Habbestad answered either six or seven.

CLSA System-level Programs

Referencing Document 5, Habbestad reported that the System Annual Reports were received from each of the nine Cooperative Library Systems. Exhibit A showed Systems continued to use most or all of their funds for the delivery of materials between member libraries. Exhibit B provided the actual workload for communications usage, and the various means of System delivery. Exhibit C and D gave a brief history of the communications and delivery workload, along with statistics on how they have fared over time. The communication statistics showed a drastic decline in the number of total messages between members and the System. Some Cooperatives were finding it difficult to provide this detail from their telecommunication systems. With respect to physical delivery, increased use of e-books had reduced the number of items being moved by van or courier systems. Exhibit E and F provided the expenditures for System administration and the communications and delivery program. Exhibit G provided the percentage of local funds that had been used to support the C&D program. Habbestad also provided an update on associate memberships. After polling System directors, it

1 appeared that six of the nine Systems provided some level of service for libraries
2 outside their Cooperative Systems.

3 Schockman was struck by the great disparity of the percentage of local funding
4 contributions and wondered if the Board could help persuade the local city and county
5 government funders to become a greater part of this effort. Gunning, CSL liaison to the
6 49-99 System, pointed out that some of the local governments were barely keeping their
7 doors open, so doing a local share was almost impossible for them. Skop and Hildreth
8 both said that because each System was unique, funds were allotted differently
9 according to the System needs and priorities in their part of the state.

10

11 **Broadband update**

12 Maginnity reported that as of April 20th, 31 libraries had received award letters for
13 technology improvement grants. It was significant that \$750,000 in grants had
14 generated \$771,000 in local money. The library began last fall with the Letter of Agency
15 program, to get the e-rate consortium going. Initially, 80-plus libraries were going
16 forward with that program, and once the bid was returned, the library could elect to
17 proceed or not proceed. At that point, 53 libraries chose to go forward but not all of
18 those remained until the final stage. After guidelines for the grants were announced, 31
19 applications were received and 7 more might be added. There were many reasons why
20 all the libraries did not finish; there could have been a local issue or an affordability
21 issue. Some libraries got bogged down with the final contract because they had to go
22 back to their city council, some were unable to get the information they needed from
23 their IT departments, or they were told to wait another year or so. Some were involved
24 in long-term contracts with their current providers and would pay a penalty if they left. At
25 the end of phase 1 on June 30th, it is hoped that there would be a total of 38 libraries
26 receiving technology improvement grants. The initial projection indicated that these
27 libraries would be provided with about a million dollars of state funds.

28 Phase 2 would begin in July or August, early in the fiscal year. Murguia asked
29 Maginnity to explain why some of the local funding matches were much higher than the
30 grant award amount. He replied that it showed their commitment to completing the
31 project. In addition to the state money for which they were eligible, they were coming up

1 with money on their own. McGinity brought up that one of the matters discussed by the
2 Board in December of 2014 was about establishing criteria for how the Board funding
3 would be disbursed, but now that issue may be moot. It was thought that more libraries
4 would have an interest in joining the broadband project than could be covered by the
5 one million dollars, so some decisions would have to be made about how it was to be
6 distributed. However, round 1 came in at less than a million dollars. Consequently,
7 criteria were not needed because all the funding was distributed and they still had cash
8 in the bank. Was that correct? Lucas responded that it was correct.

9 McGinity asked whether there would be another million dollars, should there be
10 interest in round 2. Maginnity said there would be about \$800,000 available from the
11 current year, and we would hope for additional money. McGinity asked whether they
12 were going to need to identify disbursement criteria this time around. Lucas said it all
13 depended on what happened after the Letters of Agreement went out. The concern
14 expressed to the administration was that the larger library jurisdictions would join during
15 the second and third phases. The larger group of applicants would necessitate the
16 development of some criteria to help determine who would get more and who would get
17 less assistance. McGinity wanted to make sure the Board had a hand in formulating
18 criteria for how the funding would be distributed, should that become necessary. Lucas
19 replied they would get that chance.

20 Murguia asked for an explanation of the funding allocations. Originally, there was
21 about two million dollars of one-time money, but it would be about one million by the
22 time they were done. Would these one million dollars be available for the next phase?
23 Maginnity explained that part of the allocation went to pay the aggregator fee, lowering
24 the total amount to about \$700,000-\$800,000. The library neglected to put the 10%
25 aggregator fee into the budget this year, where schools and community colleges had it
26 built into their budgets. Lucas said the \$2.25 million in the budget for the CENIC
27 membership fee should have been \$2.5 to cover the aggregator fee. That was brought
28 to the attention of Finance, so it could become part of the ongoing allocation. It would
29 not affect this fiscal year, but prospectively Finance might modify it such that it would no
30 longer come out of the operating budget or local assistance.

1 Schockman asked why libraries were always getting the crumbs in the budget cycle.
2 Addressing Lucas, he pointed out that companies in California made a lot of money on
3 their cellular carriers and consumers. Perhaps the State Librarian could say to AT&T,
4 Verizon and other business carriers in California that it was time for them to step up to
5 the plate and adopt a library or a Library System. Lucas responded that one of the
6 advantages he saw with CENIC was that it had a long-standing relationship with AT&T,
7 who represented about 50% of the market. For example, when a carrier like AT&T
8 refused to go into a sketchier neighborhood to lay fiber needed to connect the local
9 branch library, CENIC could tell that carrier they would guarantee a percentage of
10 business over a certain period of time. The carrier could build the fiber line halfway,
11 while CENIC could pick up the end of it, to make it more financially attractive to the
12 carrier to participate. Lucas agreed that multi-billion dollar companies ought to step up
13 to provide pennies on the dollar for the improvement of California, but was uncertain
14 whether they would listen to an appeal from him. However, there were groups trying to
15 do what Schockman was suggesting. For instance, the Teleconnect Fund went to
16 Comcast and asked them to contribute money to make it easier for people to get
17 internet access. In one of the earlier mergers, Comcast advertised something called 995
18 online, an internet hookup geared for people who did not yet have internet. They have
19 been pushed, both at the FCC level and here in California, to make it into a more real
20 and robust program, as a condition of their purchase of Time-Warner.

21 Schockman asked if something about the service libraries provided and the good
22 public relations involved in supporting them could possibly be included within the Gatto
23 budget bill. He did not want it to take five more years to get everyone online. Lucas
24 replied that what he would like to see, and what the administration advised, was for all
25 parties to determine what they want, then to make a statement with one voice. As an
26 appointee of the Governor, the first place for him to begin was with the administration.
27 Schockman said it would be helpful to have a discussion with the governor and his staff.

28 Hildreth expressed her appreciation for accomplishing the broadband work. The
29 library community had been working to get the high speed education network for fifteen
30 years. The fact that there was money in the Governor's budget, CENIC was at the table
31 and getting it done, and libraries had signed on and had access indicated that huge

1 strides had been made. When she was State Librarian, CENIC was not interested in
2 providing assistance, but huge progress has been made and she was excited to be
3 working on it.

4 Maginnity pointed out that CSL had two main partners: Califa, who dealt with CENIC
5 issues; and Southern California Library Cooperative (SCLC), who worked with the
6 technology improvement grants. The program could not have been done without them,
7 as there had been a tremendous amount of work to do. Libraries had responded well to
8 the request to turn things around quickly and the Cooperative Library Systems had been
9 really good at getting the word out. However, there had been many frustrations going on
10 in the background. At one point, the Teleconnect Fund and the California Public Utilities
11 Commission were going to declare a moratorium on new participants, which would have
12 completely ended the project, as far as taking advantage of the Teleconnect Fund.
13 Eventually, they dropped pursuit of a moratorium, but not before many phone calls,
14 meetings, and significant input from libraries across the state declaring how much the
15 Teleconnect Fund had meant to them.

16 Maginnity explained what A, B and C were on the spreadsheet he had passed
17 around. They were the three categories eligible for funding: A was for hardware; B was
18 “architectural” or “building changes” – something structural to the building; and C was
19 consulting.

20

21 **BOARD FOCUS 2015/16**

22 **Brainstorm ideas for Board focus**

23 Murguia opened the discussion for Board focus for 2015-16. McGinity asked if there
24 was anything new on digitization. Lucas replied that he had recently attended a Library
25 Services and Technology Act (LSTA) sponsored event and was struck by how much
26 broader the need was than had been discussed at recent Board meetings. There were
27 universities that had digitization needs, the State Water Resources Board had maps
28 and aerial photographs, Caltrans had a million aerial photographs, and the State Lands
29 Commission had maps going back to the 1880s that were just sitting in map folders.
30 There would be a report from the meeting, but in the meantime he thought there was
31 value in the state pursuing the need. Digitization was a fairly simple process, and

1 students could be enlisted to accomplish it, but the equipment was expensive. With so
2 much need, the primary question was priority. What should they do first? The state
3 needed to set some sort of global policy, taking digitization out of the hands of each
4 independent agency and having someone take charge of it.

5 When asked about the LSTA report coming out, Gunning responded that the meeting
6 was specific to map digitization. Lucas added that that was what really surprised him;
7 the meeting was about aerial photographs, just a subset of the digitization world, and
8 they were talking about over 2 million items. Another thing he learned was that in
9 several other institutions like the State Library, there was an average of 11.4 persons
10 involved in digitization in some way. CSL was at 1.5 persons involved with digitization.

11 Schockman would nudge the Board toward a vision of becoming more
12 entrepreneurial within their services. He expressed that the Board should try to think of
13 ways, without destroying their mission, to make money to enhance the Board mission.
14 He doesn't know what that means as far as how they get there, but he thinks they need
15 to think more creatively. Schockman expressed that it might be time to allow the private
16 sector to have a roll in their mission and how that could generate money, maybe even
17 bringing in people from the private sector to talk to them. He clarified that his suggestion
18 applies to CSL as someone should take the lead on this issue. He also questioned what
19 other states are doing as he did not feel they were alone in their struggle to keep their
20 mission alive. Lucas had a meeting the following week with other state librarians, and
21 he indicated he would see what they have to say. Williams brought up potential
22 partnerships to achieve digitization by working with private digitization companies.
23 Libraries could look at what digitization companies do well, compare it to what libraries
24 do well, and combine those in some way that will benefit both.

25 Lucas commented that the idea of looking at smarter ways to spend money is not
26 exclusive to the private sector. He and Maginnity were looking at the CSL database
27 subscriptions and figured there are other agencies subscribing to the same ones. If the
28 state could coordinate subscriptions and got one shared license it would save money.
29 There is coordination potential for libraries as well. There was a bill proposed ten years
30 ago to benefit public schools where there would have been a statewide smorgasbord of
31 databases, the state would get the license and public school libraries would be able to

1 choose which ones they wanted to subscribe to. Lucas feels there is the potential to do
2 that for all public libraries. Williams said there are states that provide databases that
3 anyone can access. Lucas said he hears anecdotally that, even with Systems, which
4 helps, one library is doing the same thing as the library across town. He knows there
5 have been efforts in the past to do kinds of regional administrative entities that did not
6 work out very well. Schockman asked if Lucas was suggesting internal audits, or
7 something like that, to find needs. Lucas said not necessarily. One of the advantages of
8 the Systems is that they can get an economy of sale when purchasing. Maybe there are
9 better ways to generate that same economy of scale through using one entity to handle
10 cataloging for a group of libraries.

11 Gunning said one of their partnerships, the newspaper project, had set a goal of
12 digitizing one major newspaper for every county in the next 3-5 years. Now, there are
13 individual newspapers that are not included asking what it would take to be included.
14 Since UC Riverside can only digitize so much, they are working with Ancestry.com, who
15 will digitize the microfilm for free. There is an embargo for three years; the paper will be
16 accessible at the physical local library location but they will be restricted from making it
17 remotely accessible. After three years it will be on the California Digital Newspaper
18 platform that is available worldwide. The embargo is not a problem because they would
19 not get to those newspapers in the next three years anyways. There is a lot more
20 interest in getting those newspapers digitizes than there was three or four years ago,
21 but it is impossible to fund UC Riverside for everything that is coming to them, so they
22 have the agreement with Ancestry.com. Of course they are selling it commercially, but
23 after three years it will be available long term, and the papers can be indexed better at
24 that point through the California Digital Newspapers. Lucas said UC is negotiating a
25 broader digitization contract and they are looking for a similar thing – private companies
26 that will waive their fee for some sort of similar embargo.

27 Williams said since they're talking about brainstorming she would like to make sure
28 they talk again about career online high school. Kastanis said she would like to know
29 what is being done in other places, and get more information about it. Williams wants to
30 explore the idea of collaboration with the adult education world, she thinks there are a
31 lot of opportunities and they should spend some time looking at it.

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E. LEGISLATIVE UPDATE

Murguia said they put this on the agenda because some Board members had wanted to take the opportunity to meet legislators while they are here at the Capitol. She thought they could go around the room and have everyone report.

Kastanis said she is friends with Kevin McCarty and didn't think of contacting him before now. Lucas said the subcommittee held everything over until after the May revise so it wasn't too late.

Schockman volunteered to thank Mike Gatto on behalf of the Board. Secondly, he has known Marty Block a long time and one of Marty's major issues was and continues to be education. He would feel comfortable scheduling something with Marty to talk to him about their budgetary allocations. Thirdly, on the plane out this morning he ran into, Robert Hertzberg, an old friend who just got re-elected to the Senate. He told Robert what he was up here for and discussed the library budget stuff they are working on.

Bernardo was not able to attend yesterday's Leg Day, but she was here a month ago and visited with all her local legislators. They were all very supportive of libraries and she will look to their up vote when the time comes. She did write support letters in response to the CLA and a couple of the American Library Association (ALA) call to actions. Last week she had the opportunity to meet with the Governor and congratulated him on his proclamation for California libraries. He seemed to enjoy that recognition so hopefully when they talk about libraries in more detail to the Governor, he will be positive toward legislative action.

Ibanez made appointments with his local folks and they all seemed fairly unaware of what we do. He tried to inform them of the plight of libraries and showed them the sample letter from CLA that was in the packet. He commented that it was important to follow-up to keep people on track and informed.

Williams met with Senator Lois Wolk and thanked her. She spent some time chatting with them and introduced them to the materials.

Murguia was able to convey, in writing, her interest to both her local legislators and scheduled to meet with them in the district.

1 Lucas said they didn't talk earlier about a bond measure for libraries. The Governor
2 vetoed a DeSaulnier bill last year which wanted them to do a library need assessment.
3 The Governor's veto message said that the State Library's door was always open so
4 needs could be brought to the CSL. CLA is beginning to put together a survey of its
5 members on what capital needs are out there and Lois Wolk has a bill that could be a
6 vehicle for that measure. The Governor has stated he does not want the state to take on
7 more debt, so it is something would not appear until he is out of office in 2018. In his
8 travels around the state Lucas has seen there is a need for, if not new libraries, then
9 physical improvement of existing ones. A big issue is ADA. If they want to give one
10 library branch a 'facelift' they have to bring all the libraries in that jurisdiction up to code
11 (\$200,000 a library), which turns a \$500,000 project into a \$3 million project. Lucas
12 asked CLA to pull ADA issues and broadband related capital needs out of the survey
13 results.

14 Murguia said when they did the first bond act the legislature asked the State Librarian
15 about library needs. The librarian sent a letter out to libraries and came back with a
16 billion dollar need and they ended up with \$75 million. She thinks it should not be that
17 complicated to assess needs. Lucas said CLA had an interest in doing it, so they will
18 see what CLA comes up with and take it from there. Barring anything, it could go on the
19 ballot in 2016, which would have a good turnout since it's a presidential election year,
20 but there could be competing bond initiatives which made some think they should wait.

21

22 **F. PUBLIC COMMENT**

23 Vice-President Murguia asked for public comments.

24 SCLC organized LA County and Ventura County libraries and made appointments
25 with all the legislators in their districts. All 38 member libraries participated and they sent
26 3-5 people to each appointment. They kept all the appointments and it went really well;
27 they felt it was a great success.

28 Audience member thanked the Board and staff for helping to sustain the CLSA
29 funding for broadband as it was going to make a huge difference in the lives of public
30 libraries and the clientele they serve. She also thanked the staff for always being there
31 to help.

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G. COMMENTS FROM BOARD MEMBERS/OFFICERS

Maginnity said as a former employee, coordinator, and overseer of different Library Systems he would like to recognize Sandy Habbestad as it would likely be her last meeting. He wanted to mention in all those years he spent working with the Cooperative Library Systems and with the State Library, Sandy was always there. She is the memory – if they have a question, they can call her and she finds it. He wanted to acknowledge all her hard work and thank her.

Huguenin said CLSA funding really motivated SCLC, 49-99, and Serra to try to figure out how they could work together more collaboratively. SCLC developed a workshop program and now they have three reports that prioritized what they can do with CLSA funds and what they can do next year; how they are going to be budgeting and utilizing their funds and working on a more collaborative and resource sharing model. It is a really exciting time and she wanted to say thank you. It was the jumpstart to get the Systems back, excited, and working together again to be more effective.

Ibanez said Asian/Pacific American Librarian’s Association is celebrating their 35th Anniversary at ALA in San Francisco and, for anyone who would like to attend; they are having a symposium at the University of San Francisco. On Saturday at ALA they will be having their awards dinner at a Chinese restaurant and everyone is invited.

H. AGENDA BUILDING

Vice-President Murguia asked for agenda items for subsequent meetings.

Habbestad said budget discussions, and Plans of Services review and approval will be the basic focus of that meeting. Also the three issues identified under Board Focus. Williams asked if there was any preparation they would need to do for the Board focuses. Lucas said he can send out the materials he talked about and if there is something more that the Board wants to do prior to that phone call, they could do that. Williams said when she received the stuff from Lucas she would put up talking points or question points. Lucas said if the information is not enough, the Board can provide him direction and he will get them more. After he meets with the librarians in DC next week, he can get a better idea of what they’re doing in terms of private/public partnerships in

1 other states. ALA may also have information, and he could ask them as well. Ibanez
2 suggested they look at a discussion with other directors about more cooperation
3 between the different kinds of libraries; special, academic, and public, and how they can
4 work together in these lean times. Lucas said there is an existing cooperative, MOBAC,
5 a bay area system of libraries. They could not really quantify what they do but Lucas
6 felt there was a benefit in just communicating. The public libraries would talk about what
7 they were doing in literacy and the UC decided to participate and as a result of these
8 communications they expanded their literacy efforts. Black Gold has a group that has
9 been meeting for years, and like MOBAC, they are isolated, and want to work together.
10 They recently had their annual meeting and over 50 people came to the luncheon.

11 Bernardo said the Heartland Regional Library Network is still operating. They offer
12 services and research databases to their members. They found it helpful to coordinate
13 efforts and know what others were doing. Law Librarians attended the recent Public
14 Librarians forum and it was really good to have conversations between that special type
15 of library and the public libraries. Including academic and school librarians in a lot of that
16 discussion cannot hurt, maybe on a regional or statewide basis if that is doable.

17

18 **I. ADJOURNMENT**

19 Vice-President Murguia called for adjournment.

California Library Services Board Resolution 2015

In Honor of Sandy Habbestad

WHEREAS, the California Library Services Board desires to recognize Sandy Habbestad on the occasion of her retirement from the California State Library on July 31, 2015; and

WHEREAS, the Board wishes to honor Sandy for her 38 years of dedicated service to the California State Library; and

WHEREAS, the Board wishes to recognize Sandy's 13 years of exemplary service as the principle staff for the California Library Services Board, where she: developed agendas; composed resolutions, minutes, reports and motions; and ensured that the Board meetings complied with California's Open Meeting laws and operated efficiently; and

WHEREAS, it should be noted that she has also greatly benefited the Board and the people of California in her work as the California State Library Act Program Manager; and

WHEREAS, the Board wishes to recognize her hard work in integrating, coordinating, and managing the numerous programs that fell under the California Library Services Act; and

WHEREAS, the Board wishes to distinguish Sandy for her consistent demonstration of good judgement, outstanding work ethic, and positive attitude in providing service and assistance to all Board members, program stakeholders, and California State Library staff and patrons; and

BE IT RESOLVED, that the members of the California Library Services Board do hereby commend Sandy Habbestad on her years of dedicated service, to the Board, the California State Library, and the people of California, and congratulate her upon the occasion of her retirement from the California State Library; and

BE IT FURTHER RESOLVED, that

Sandy Habbestad

Shall be honored by the California Library Services Board for her years of leadership, service, and contributions to the libraries and people of the State of California on this day of 03 September, 2015

AGENDA ITEM: Election of California Library Services Board Officers for 2016

ISSUES TO COME BEFORE THE BOARD AT THIS MEETING: Election of Board Officers for calendar year 2016.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board elect _____ as President of the California Library Services Board for the year 2016.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board elect _____ as Vice-President of the California Library Services Board for the year 2016.

BACKGROUND:

California Library Services Act regulations, Section 20116 (a), state that, “The state board shall annually elect a president and vice-president at the first regular meeting of each calendar year.” It has been the policy of the Board, to date, to elect Board officers at the last meeting of the calendar year so that the new officers may begin their term in the new calendar year.

A Nominating Committee, elected at the April 28th meeting, sought member’s interest in becoming a board officer for 2016. Five members responded in favor of the position. Exhibit A is correspondence from the committee, followed by the official ballot. The Nominating Committee is prepared to make a report at the meeting.

Forwarding on behalf of the CLSB Nominating Committee.

Hello CLSA Board members:

The election for next year's Board President and Vice President will be accomplished by email. The following members have agreed to run for office:

Anne Bernardo
Gary Christmas
Penny Kastanis
Paymaneh Maghsoudi
Gregory McGinity

We will vote for these offices by email. Sandy will send an email ballot to you. Please response back directly to her. The member with the lowest score will become President; the member with the second lowest score will become Vice President. In the case of a tie, we will re-run the election with the names of those in contention.

At the September Board meeting, we will confirm the election. The nominating committee is pleased to have so much interest in the Board in these positions. Thank you all for stepping up and being willing to run for these offices.

Your Nominating Committee,
Connie and Eric

Sandy Habbestad
California State Library
Library Development Services
P.O. Box 942837
Sacramento, CA 94237-0001
Phone: 916.653.7532
Fax: 916.653.8443

Please help conserve water!
<http://saveourwater.com/>

California Library Services Board
Official Ballot for Nominations for Board Officers

Please indicate the order (1-5) in which you choose from the candidates below the position of Board President, with 1 being your first choice.

____ Anne Bernardo

____ Gary Christmas

____ Penny Kastanis

____ Paymaneh Maghsoudi

____ Gregory McGinity

Send replies to Sandy.Habbestad@library.ca.gov by July 15, 2015. The candidate with the lowest score will be asked to fill the position of Board President for 2016, and the candidate with the second lowest score will be asked to fill the position of Vice-President for 2016. The full Board will elect the Board Officers for 2016 at its next meeting on September 3, 2015, by conference call.

Thank you,
Sandy

AGENDA ITEM: 2016 Meeting Schedule and Locations

2016 Proposed Board Meeting Schedule		
<u>Date</u>	<u>Location</u>	<u>Activities</u>
Early to mid-April ?	Teleconference ?	Budget and Planning Election of the Nominating Committee
September ?	Sacramento ?	Regular Business Annual Budget Meeting Election of Board Officers for year 2017 LSTA State Advisory Council on Libraries Meeting

BACKGROUND:

California Library Services Act (CLSA) regulations specify that the Board shall conduct bi-monthly meetings; however, Section 20118 (c) states:

“(c) Nothing in this regulation shall be construed to prevent the state board from altering its regular meeting dates or places of meetings.”

Staff will provide members with a Doodle poll to determine the dates for 2016 meetings. The question for Board members is when to schedule a face-to-face meeting in Sacramento. A calendar of upcoming and future library-related events and dates is included to this agenda item as Exhibit A.

CALENDAR OF UPCOMING LIBRARY-RELATED EVENTS AND DATES
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The following is a list of upcoming library-related events and dates worth noting:

2015		
SLA (Special Libraries Association) Annual Conference & Info Expo	June 14-16, 2015	Boston, MA
ACRL (Association of College & Research Libraries) at ALA	June 25-30, 2015	San Francisco, CA
ALA (American Library Association) Annual Conference	June 25-30, 2015	San Francisco, CA
PLA (Public Library Association) at ALA	June 25-30, 2015	San Francisco, CA
AALL (American Association of Law Libraries) Annual Meeting & Conference	July 18-21, 2015	Philadelphia, PA
IFLA (International Federation of Library Associations & Institutions) General Conference & Assembly	August 15-21, 2015	Cape Town, South Africa
California State Legislature Adjourns for 2015	September 11, 2015	Sacramento, CA
ARL (Association of Research Libraries) Membership Meeting	October 6-7, 2015	Washington, D.C.
WestPac (Western Pacific Chapter – AALL) Annual Meeting	October 8-10, 2015	Honolulu, HI
State Bar of California Annual Meeting	October 8-11, 2015	Anaheim, CA
Educause Annual Conference	October 27-30, 2015	Indianapolis, IN/online
AASL (American Association of School Libraries) National Conference & Exhibition	November 5-8, 2015	Columbus, OH
CLA (California Library Association) Annual Conference	November 5-8, 2015	Pasadena, CA
LITA (Library Information Technology Association) National Forum	November 12-15, 2015	Minneapolis, MN
2016		
California State Legislature Reconvenes	January 4, 2016	Sacramento, CA
ALA (American Library Association) Midwinter Conference	January 8-12, 2016	Boston, MA
CSLA (California School Library Association) Annual State Conference	February 4-7, 2016	San Diego, CA
SCALL (Southern CA Association of Law Libraries) Spring Institute	March 4-5, 2016	Temecula, CA
PLA (Public Library Association) Conference	April 5-9, 2016	Denver, CO
ARL (Association of Research Libraries) Membership Meeting	April 26-28, 2016	Vancouver, BC
SLA (Special Libraries Association) Annual Conference & Info Expo	June 12-14, 2016	Philadelphia, PA
ACRL (Association of College & Research Libraries) at ALA	June 23-28, 2016	Orlando, FL
ALA (American Library Association) Annual Conference	June 23-28, 2016	Orlando, FL
AALL (American Association of Law Libraries) Annual Meeting and Conference	July 16-19, 2016	Chicago, IL
IFLA (International Federation of Library Associations & Institutions) General Conference & Assembly	August 11-18, 2016	Columbus, OH
ARL (Association of Research Libraries) Membership Meeting	September 27-28, 2016	Washington, D.C.
State Bar of California Annual Meeting	September 29-October 2, 2016	San Diego, CA

AGENDA ITEM: CLSA System Plans of Service and Budgets

ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:

1. Consideration of 2015/16 CLSA System Population and Membership figures
2. Consideration of 2015/16 CLSA System Plans of Service

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board approve the System Population and Membership figures for use in the allocation of System funds for the fiscal year 2015/16.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board approve the CLSA System Plans of Service and Budgets for the nine Cooperative Library Systems, submitted for fiscal year 2015/16.

ISSUE 1: Consideration of 2015/16 CLSA System Population and Membership Figures

BACKGROUND:

Section 20158 of the Administrative Regulations provides for an annual review and approval of System population and membership figures used in the allocation of System funds by the State Board. Section 20106 stipulates that any CLSA funds distributed on the basis of population shall be awarded using the most recently published and available combined estimate for cities and counties from the State Department of Finance. By June 1st the State Librarian must certify that the population for each public library jurisdiction is a true accounting of the geographic service area of California public library jurisdictions.

The System population and membership figures for FY 2015/16, documented in Exhibit A, include the following changes:

- The withdrawal of Hayward Public Library from the Pacific Library Partnership (PLP)
- The re-affiliation of Santa Clara County Library District with the PLP
- The re-affiliation of Huntington Beach Public Library with the Santiago Library System

At its September 19, 2014 meeting, the Board was notified about the withdrawal of the Hayward Public Library from the Pacific Library Partnership, effective July 1, 2014. However, the notification arrive past the deadline specified in the CLSA Regulations (Section 20192), and the change in system membership took effect July 1, 2015 for the purpose of allocating CLSA funding to cooperative systems. Exhibit B is the notification from PLP and Hayward Public Library of the withdrawal.

At its April 28, 2015 meeting, the Board approved the request from the Santa Clara County Library District to rejoin the Pacific Library Partnership effective July 1, 2015. Exhibit C is the notification from PLP.

Also at its April 2015 meeting, the Board approved the request from the Huntington Beach Public Library to affiliate with the Santiago Library System effective July 1, 2015. Exhibit D provides the approval from the Santiago Executive Council.

ISSUE 2: Consideration of CLSA System Plans of Service and Budgets for FY 2015/16

BACKGROUND:

CLSA System Plans of Service for FY 2015/16 were submitted for Board approval as authorized in CLSA Sections 18724(b) and 18745. Exhibit E summarizes each System's goals for the Communications and Delivery (C&D) program funding, and how each will support the needs of their communities. C&D continues to be a valuable program as it provides the physical delivery of materials within cooperative member libraries. Exhibit F gives the estimated workload for delivery and the vehicle used to transport materials throughout the region. The primary usage is by contracted delivery vendors; however, two cooperatives continue to use their own System van to transport material to members. This year cooperative systems were given the opportunity to use CLSA funds for a pilot project to get e-books to users at member libraries, especially in the geographically isolated communities. Two Systems (Santiago and NorthNet) budgeted CLSA funds for e-book collections for member libraries. However, most Systems will be offering e-resources to their members using the one-time augmentation funds. Exhibit G displays a summary of the demographics of each System's service area. These statistics help ensure that underserved populations are addressed in system-wide services.

RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE: Summary of 2014/15 System Annual Reports (Spring 2016).



2015/16 System Population & Membership

The following pages contain the System membership and System population figures which will be used to allocate funds to the individual Systems for the System Communications and Delivery Program in the 2015/16 fiscal year.

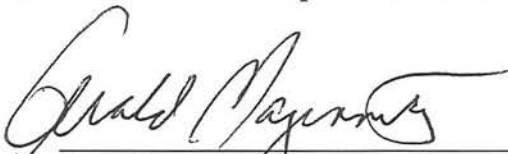
In 2008, the State Board adopted a policy for allocation of CLSA System-level funding that allows two or more CLSA Cooperative Library Systems to consolidate and retain the same funding level by simply adding together the allocations for each System.

Pursuant to Section 18741(a) of the California Education Code, the membership figures for three Systems (MOBAC, North Bay, and North State) have been adjusted to reflect public library consolidations which occurred after January 1, 1978.

Pursuant to Section 20106 of the Code of California Regulations, the population figures, certified by the California State Librarian, are based on the most recently published (May 2015) combined estimate for cities and counties from the California State Department of Finance.

STATEMENT OF CERTIFICATION

"I certify that the attached System population figures have been prepared using the most recently published and available combined estimate for cities and counties from the California Department of Finance, adjusted to reflect the geographic service areas of California public libraries."



Gerald Maginnity
Deputy State Librarian
June 1, 2015

SYSTEM/MEMBER

POPULATION

BLACK GOLD – 6 Members

742,492

- Lompoc Public Library
- Paso Robles Public Library
- San Luis Obispo City-County Library
- Santa Barbara Public Library
- Santa Maria Public Library
- Santa Paula (Blanchard Community) Library

49-99 – 6 Members

1,388,125

- Amador County Library
- Calaveras County Library
- Lodi Public Library
- Stanislaus County Free Library
- Stockton-San Joaquin County Public Library
- Tuolumne County Free Library

INLAND – 19 Members

4,360,908

- Banning Unified School District Library
- Beaumont Library District
- Colton Public Library
- Corona Public Library
- Hemet Public Library
- Inyo County Free Library
- Moreno Valley Public Library
- Murrieta Public Library
- Ontario City Library
- Palm Springs Public Library
- Palo Verde Valley Library District
- Rancho Cucamonga Public Library
- Rancho Mirage Public Library
- Riverside County Library System
- Riverside Public Library
- San Bernardino County Library
- San Bernardino Public Library
- Upland Public Library
- Victorville Public Library

SYSTEM/MEMBER

POPULATION

NORTHNET LIBRARY SYSTEM – Members: 44; Population: 4,784,083

(Mountain Valley + North Bay + North State)

MVLS – 14 Members

2,540,424

Alpine County Library
Colusa County Free Library
El Dorado County Library
Folsom Public Library
Lincoln Public Library
Mono County Free Library
Nevada County Library
Placer County Library
Roseville Public Library
Sacramento Public Library
Sutter County Library
Woodland Public Library
Yolo County Library
Yuba County Library

NORTH BAY – 17 Members

1,478,920

Belvedere-Tiburon Library Agency
Benicia Public Library
Dixon Library District
Lake County Library
Larkspur Public Library
Marin County Free Library
Mendocino County Library
Mill Valley Public Library
Napa City-County Library
San Anselmo Public Library
San Rafael Public Library
Sausalito Public Library
Solano County Library
Sonoma County Library
St. Helena Public Library
+ Vacaville/Solano
+ Calistoga/Napa

NORTH STATE – 13 Members

764,739

Butte County Library
Del Norte County Library District
Humboldt County Library
Lassen Library District
Modoc County Library
Orland Free Library
Plumas County Library
Shasta Public Libraries
Siskiyou County Free Library
Tehama County Library
Trinity County Library
Willows Public Library
+ Crescent City/Del Norte

SYSTEM/MEMBER

POPULATION

PACIFIC LIBRARY PARTNERSHIP – Members: 34 Population: 6,699,876

(BALIS + MOBAC + Peninsula + Silicon Valley)

BALIS – 9 Members

3,301,712

Alameda County Library
Alameda Free Library
Berkeley Public Library
Contra Costa County Library
Livermore Public Library
Oakland Public Library
Pleasanton Public Library
Richmond Public Library
San Francisco Public Library

MOBAC – 10 Members

755,403

Carmel (Harrison) Memorial Library
Monterey County Free Library
Monterey Public Library
Pacific Grove Public Library
Salinas Public Library
San Benito County Free Library
San Juan Bautista City Library
Santa Cruz Public Library
Watsonville Public Library
+ King City/Monterey County

PENINSULA – 8 Members

753,123

Burlingame Public Library
Daly City Public Library
Menlo Park Public Library
Redwood City Public Library
San Bruno Public Library
San Mateo County Library
San Mateo Public Library
South San Francisco Public Library

SILICON VALLEY – 7 Members

1,889,638

Los Gatos Public Library
Mountain View Public Library
Palo Alto City Library
San Jose Public Library
Santa Clara City Library
Santa Clara County Library
Sunnyvale Public Library

SYSTEM/MEMBER

POPULATION

SJVLS- 10 Members

2,898,274

Coalinga-Huron Unified School District Library
Fresno County Public Library
Kern County Library
Kings County Library
Madera County Library
Mariposa County Library
Merced County Library
Porterville Public Library
Tulare County Free Library
Tulare Public Library

SANTIAGO – 10 Members

2,812,391

Anaheim Public Library
Buena Park Library District
Fullerton Public Library
Huntington Beach Public Library
Mission Viejo Public Library
Newport Beach Public Library
Orange County Public Library
Orange Public Library
Placentia Library District
Yorba Linda Public Library

SERRA – 13 Members

3,410,925

Brawley Public Library
Calexico (Camarena Memorial) Public Library
Carlsbad City Library
Chula Vista Public Library
Coronado Public Library
El Centro Public Library
Escondido Public Library
Imperial County Library
Imperial Public Library
National City Public Library
Oceanside Public Library
San Diego County Library
San Diego Public Library

SYSTEM/MEMBER

POPULATION

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE – Members: 38; Population: 10,683,779

(MCLS + South State)

MCLS – 34 Members

6,894,475

- Alhambra Public Library
- Altadena Library District
- Arcadia Public Library
- Azusa City Library
- Beverly Hills Public Library
- Burbank Public Library
- Calabasas Public Library
- Camarillo Public Library
- City of Commerce Public Library
- Covina Public Library
- Downey City Library
- El Segundo Public Library
- Glendale Public Library
- Glendora Library & Cultural Center
- Irwindale Public Library
- Long Beach Public Library
- Los Angeles Public Library
- Monrovia Public Library
- Monterey Park (Bruggemeyer) Memorial Library
- Moorpark City Library
- Oxnard Public Library
- Palos Verdes Library District
- Pomona Public Library
- Redondo Beach Public Library
- San Marino Public Library
- Santa Clarita Public Library
- Santa Fe Springs City Library
- Sierra Madre Public Library
- Signal Hill Public Library
- South Pasadena Public Library
- Thousand Oaks Library
- Torrance Public Library
- Ventura County Library Services Agency
- Whittier Public Library

SOUTH STATE - 4 Members

3,789,304

- County of Los Angeles Public Library
- Inglewood Public Library
- Palmdale City Library
- Pasadena Public Library

GRAND TOTALS

- All System Members: 180*
- All System Population: 37,780,853

SYSTEM/MEMBER

POPULATION

<u>Unaffiliated Public Libraries – 8 Libraries</u>	916,849
Cerritos Public Library	
Hayward Public Library	
Redlands (A.K. Smiley) Public Library	
San Leandro Community Library	
Santa Ana Public Library	
Santa Monica Public Library	
Simi Valley Public Library	
Vernon Public Library	
<u>Jurisdictions that don't have service</u>	17,023
Industry	
Lassen County (part not served by Susanville District Library)	

TOTAL STATE POPULATION: 38,714,725

*Includes Consolidations since 1/1/78



Pacific Library Partnership

August 21, 2014

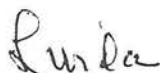
Paymaneh Maghsoudi, President
California Library Services Board
P.O. Box 942837
Sacramento, CA 94237-0001

Dear Paymaneh,

The attached letter from Sean Reinhart, Director of Library and Community Services, City of Hayward, notifies the Pacific Library Partnership (PLP) of Hayward Public Library's intention to withdraw from membership in the consortium. As you can see, the letter was sent on August 6, 2014. This is past the six months required by the PLP JPA as well as the three-month deadline required by CLSA regulations. Therefore, the official withdrawal date will be July 1, 2015.

If there is any more information you need from PLP, please let me know. I will send the original in the mail.

Sincerely,



Linda Crowe
Chief Executive Officer
Pacific Library Partnership



August 6, 2014

Linda Crowe
Pacific Library Partnership
2471 Flores St.
San Mateo, CA 94403

Dear Linda,

This letter serves to notify you that effective July 1, 2014, Hayward Public Library is discontinuing its membership in the Bay Area Library and Information System (BALIS) and the Pacific Library Partnership (PLP).

We are discontinuing our membership due to resource limitations brought about by changes in State funding to public libraries.

In years prior to 2010, Hayward Public Library received grant monies from the State of California through the Public Library Fund (PLF). Membership in a cooperative library system was required to receive PLF grant monies.

In those past years, Hayward Public Library typically paid between \$11,000-\$13,000 per year in dues to maintain its membership in the BALIS/PLP cooperative system, and received over \$50,000 in PLF grant monies per year as a direct result of this membership.

Since PLF was eliminated by Governor Brown, the financial incentive for Hayward Public Library to maintain membership in a cooperative system no longer exists. And, in recent years it has become increasingly apparent that PLF funding will not be restored in the foreseeable future.

Resources are limited, and as the administrator of Hayward's library system, I must make the most efficient possible use of available resources to benefit the community I serve. The funding that was previously utilized for BALIS/PLP membership dues will be redirected to other activities that serve the needs of Hayward residents.

The decision to discontinue membership is purely based in economic considerations, and is not a reflection of the quality of the BALIS/PLP organization nor its members in any way. I enjoy and benefit from connecting with each and every one of my counterparts in other library jurisdictions, and I look forward to maintaining those connections outside the context of BALIS/PLP.

It has been a pleasure working with you. Please feel free to contact me should you have any questions or need more information.

Sincerely,

Sean Reinhart
Director of Library & Community Services
City of Hayward | 510-881-7956
sean.reinhart@hayward-ca.gov

cc: BALIS Administrative Council



Pacific Library Partnership

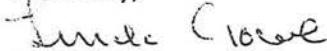
January 9, 2015

Paymaneh Maghsoudi, President
California Library Services Board
P. O. Box 942837
Sacramento, CA 94237

Dear Paymaneh,

I am delighted to inform you that effective July 1, 2015, the Santa Clara County Library District will once again be a member of the Pacific Library Partnership. At its December 12, 2014 meeting, the Silicon Valley Library System (SVLS) Administrative Council unanimously approved a written request from Nancy Howe, County Librarian, asking to have the Santa Clara County Library District rejoin SVLS and thus, PLP. As you know, membership in a legacy system is a requirement to be a member of PLP as PLP is a JPA of other JPAs.

Sincerely,



Linda Crowe
Executive Director

Attachments:

- 1) Letter from Nancy Howe, County Librarian, Santa Clara County Library District
- 2) Draft 12-12-14 SVLS minutes



Continuing Business

7. 14/15 Budget. Vera reported that the December statement still needs some adjusting. Most of our expenses occurred in January.
8. Enki Update. Vera reported that Enki has been paid for but that the usage statistics are very low. She asked if having a training session for staff would be helpful and the consensus was that it would be helpful. Locations for the training could possibly be Anaheim Public for the northern area and Mission Viejo for the southern libraries. Vera will look into training and report back.

New Business

9. Approval of Huntington Beach Public Library for full SLS membership. Stephanie Beverage reported that as of March 5, 2015 Huntington Beach Public Library will no longer charge a non-resident fee. Huntington Beach Public Library has submitted a letter to the California Library Services Board along with a letter to the Santiago Library System Executive Council requesting full membership in Santiago. Copies of these letters along with Huntington Beach City Council's approval of the change in non-resident fees were distributed to the SLS EC. A motion to accept Huntington Beach Public Library as a full member of the Santiago Library System was made. Motion carried. (Hansen/Lujan)
10. Strategic Initiatives Taskforce Update. Maureen reported that Stephanie Beverage, Maureen Gebelein and Genesis Hansen are members of this taskforce and one clear need was greater support for SLS committees. To start the planning process for SLS, Stephanie led the SLS EC through an exercise to brainstorm and identify system strengths, threats, challenges and opportunities.
11. Discussion & Approval of Santa Ana Public Library Associate Membership. Tabled.
12. Southern California Association of Law Libraries (SCALL offer). SCALL is offering a ½ day legal workshop in May for SLS library staff. Maryruth thought it would be worthwhile if staff at local public libraries could handle legal questions at their libraries instead of only sending patrons to their public law library. The workshop would be free to attend and Anaheim or Orange Public were offered as locations for the workshop. Vera will check into training and report back.
13. Shared RFP for e-resources. Sherry Toth said Helen asked if there were SLS members who might be interested in an Overdrive group purchase. Libraries are encouraged to contact Helen if they are interested. In the past, large libraries were not allowed to join consortiums. Helen will contact Overdrive and inquire into a possible group purchase.
14. February 4th workshop feedback. Vera reported that the evaluations for the February 4th Customer Service workshop came back very positive. Most rated the workshop as "very good" or "excellent." Cheryl was an excellent speaker and people indicated that they were motivated and it was well worth their time. Vera will send out the evaluation results soon.
15. Pitch an Idea grant. Jeanette wanted to know if the Executive Committee was interested in pitching a project as a System. Genesis suggested a "User Experience Audit" pitch. Genesis and Stephanie volunteered to work on this Pitch idea for SLS and will submit it next week.

**California Library Services Act
System Communications and Delivery Program
Plan of Service – FY 2015/16**

Baseline Budget and Number of Member Libraries Served	Goals for Using CLSA Funding To Meet the Needs of the Community	Support for C&D Using Non-CLSA System Funds
<p>Black Gold \$62,575 Members: 6</p>	<p>The primary goal is to provide items to patrons as quickly as possible. A local courier service delivers materials three days a week: Monday, Wednesday and Friday. Delivery days are altered on holidays. Two drivers are used at opposite ends of the geographic region and connect half way to exchange materials so that, in some cases, libraries can receive items the same day they are pulled from the shelves. On July 1, 2014 Black Gold member libraries eliminated the \$1 hold fee, and since that time holds have increased considerably. The delivery model will not change this fiscal year. However, changes are being made to the Integrated Library System (ILS) setup that will change the way holds are filled. Starting in January 2015 preference for filling holds will be given to the patron whose jurisdiction owns the item. This has the effect of changing delivery numbers and Black Gold member libraries by filling holds faster when they don't have to travel as far. Therefore, Black Gold member libraries no longer anticipate having to add another delivery day this year.</p>	<p>Black Gold is primarily supported by non-CLSA funds. CLSA funds pay for a portion of Black Gold's delivery contract and some staff time to administer delivery. A major component of Black Gold is the shared ILS. A significant investment in networked telecommunications is paid by members for the shared ILS, budgeted at \$172,000 this year. Black Gold has 30 branches over a 200 mile long region, all connected to servers in a central location. Each library branch has a separate public internet connection provided by the System. Additionally, Black Gold sponsors a number of downloadable and streaming products including OverDrive, Zinio magazines Indieflix films and Enki.</p>
<p>49-99 \$62,595 Members: 6</p>	<p>All direct delivery costs for member libraries are paid for by CLSA funds. Delivery will continue at two days a week via delivery service through Stockton/San Joaquin County Library. There was an increase in satisfaction among library users when the delivery day went from one to two days in FY14/15. This process will be reviewed to determine if it is the best business model for 49-99. At this time, funds are not available to address broadband connectivity issues.</p>	<p>All direct delivery cost for 49-99 member libraries are paid for by CLSA funds and delivery fees are charged to provide service for a nearby community college. Non-CLSA funds support the staff at each library that prepare and receive the deliveries. Each library prints the routing slips used to label the delivery items. The primary means of communication among member libraries is by e-mail.</p>

<p>Inland \$160,550 Members: 19</p>	<p>Communications & Delivery funding will ensure member libraries are able to provide e-resources for their patrons. For some communities, CLSA will fund the only e-resources their libraries have available, for others, the funding will go towards meeting the demand for more varied collections. C&D funds will purchase Enki e-books for ILS members as well as pay for a group purchase of a Zinio e-magazine collection. Delivery of physical materials remains a high priority for members as libraries rely on each other's collections to provide their clients with materials. The physical vastness of the three counties (37,000 sq. mi.) makes this an expensive service. Funding will also pay for a virtual meeting service (GotoMeeting) to enable all members of various committees and groups to meet electronically. ILS will not be using C&D funding to address broadband.</p> <p>ILS will continue the same delivery model; CLSA will partially reimburse Riverside County Library System for delivery to two ILS libraries four times a week and to one library twice a week. CLSA will fund courier delivery of physical materials to the other 13 libraries once a week, and funds USPS and UPS delivery to the two distant library systems, Inyo County and Palo Verde.</p>	<p>Riverside County Library System is subsidizing most of the cost of delivery to the four ILS members who share a common integrated library system. Each member library pays from their own budget to help defray the costs of delivery (postage to return non-Inland library materials and for staff and overhead costs). The Administrative Council and Executive Committee members meet on a regular basis to set priorities and guide the work of the cooperative. Other committees and interest groups provide a means for staff at various levels and from all member libraries to meet, in-person and virtually, to exchange information. Member libraries pay for staff time devoted to meetings, committee work, and transportation costs to meetings.</p>
<p>NorthNet \$339,471 Members: 41</p>	<p>Member libraries have identified delivery as their highest priority based on their knowledge of the communities served. Due to the geographic size of the region, NorthNet libraries use a combination of several delivery models, including U.S. Post Office and private delivery services for remote locations with low volume, and contracted services by delivery companies for moving high volume load between member libraries in more populated areas. Funds will be divided in an equitable manner to partially subsidize the communications and delivery cost of the members related to sharing resources among the System. These delivery systems are regularly reviewed and have been</p>	<p>The libraries that participate in a shared ILS pay from their local funding, all of the costs for their participation in the shared computer system as well as most of the delivery costs to move material among their group. Member libraries have also built up a shared catalog of e-books through Overdrive with local funding.</p>

	<p>found to be very efficient and cost-effective. Broadband connectivity will not come to all members at the same time or in the same way. There are currently no plans to use FY15/16 C&D funding for broadband connectivity. It is possible that some of the libraries that do not participate in delivery contracts will wish to use some C&D funds for that purpose. However, during the past year those members have expressed growing interest in shared e-resources and it is expected that a number of them will want to use C&D funding for the shared research database contract they now participate in and for the shared Overdrive e-book collection.</p>	
<p>PLP \$286,188 Members: 34</p>	<p>Members of PLP unanimously agree that physical delivery is their first priority. The C&D funding will primarily be used in PLP member libraries to move materials from library to library, supporting resource sharing.</p> <p>The current delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of three drivers, sorting staff and 3 delivery vans. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2 or 3 day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) contract with PLS for delivery service for a driver and van 2 days per week. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2 jurisdictions providing additional local funds for 5-days-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy. Changes are anticipated for the coming fiscal year with the re-affiliation of Santa Clara.</p>	<p>PLS member libraries contribute \$382,144 in local funds to support 5-day delivery. Two MOBAC member libraries also provide local funds for increased delivery. Many PLP members use local funds for ILL services such as LinkPlus. Last year, the libraries in PLS used local funds for increased bandwidth through CENIC; it is anticipated that many PLP libraries will use local funds as they move forward with plans to connect to the CalREN network in 2015/16.</p>
<p>SJVLS \$100,070 Members: 10</p>	<p>SJVLS continues to deliver more than 1,000,000 items annually at a cost of approximately \$160,000; the CLSA allocation is insufficient to cover even this modest portion of the SJVLS operations. It remains a critical need in the seven county area,</p>	<p>Additional system funds of \$34,000 are required just to meet SJVLS delivery costs. Telecommunications for FY15-16 are estimated at \$1,015,000 prior to E-rate discounts.</p>

	<p>SJVLS has elected to expend the entire \$125,244 in CLSA funding to this service. Since CLSA funding represents 3 percent of the total budget, there seemed little reason to use these funds towards broadband connectivity.</p>	
<p>Santiago \$87,676 Members: 10</p>	<p>Santiago will use over half of its CLSA allocation for collaborative ebook collection building through the Enki platform and through the other ebook platforms that member libraries own. The combination of best seller offered by vendors such as OverDrive plus titles available through ENKI will enable SLS libraries to better meet the growing demand for materials delivered electronically. No funding will be used for Broadband.</p> <p>SLS will continue its current in-kind delivery model, with no changes planned. There are two hubs: one at Orange County Public Library for south county members and the other at Fullerton Public Library for north county members. Staff makes a weekly delivery/pick up at the closest of the two hubs. Orange County Public Library's branch delivery van makes a weekly trip to the Fullerton Public Library to exchange materials and make the final connection. The Anaheim Public Library delivery van picks up materials for the Anaheim and Placentia libraries. For physical delivery, the number of items delivered will be tallied; the Executive Council will assess the delivery model and make any needed adjustments to ensure that the delivery model is meeting the needs of their communities.</p>	<p>Non-CLSA funds support the delivery of physical materials between member libraries, which remains a priority for SLS libraries. The residents of Orange County, as well as those in surrounding counties, see public libraries as one seamless group that should allow them to drop off materials at any local public library. Non-CLSA funds also support the staffs at each library who prepare, receive and send out their library's deliveries and who participate in refining the delivery model. Individual member libraries pay the costs of maintaining the delivery vehicles.</p> <p>Member libraries contribute telecommunications costs, office space, equipment and other overhead costs needed for delivery and communication. Member library directors will continue to provide much of the ongoing administrative functions as the system continues to develop. In order for staff time to maintain effective communication between all member libraries, including participation in SLS Committees, it will be provided with non-CLSA funds. SLS Associate Member, the Orange County Public Law Library, will continue to support SLS activities on an in-kind basis.</p> <p>SLS will promote intra-library communication through six SLS committees. Committees will continue to work on best practices, locating grants, and offering or recommending workshops in their area of expertise. New committees or interest groups will be formed as the need arises.</p>
<p>Serra \$112,666 Members: 13</p>	<p>A continued priority of member libraries is the physical delivery of materials between members, which supports ILL and universal borrowing among members. The volunteer hub & spoke model will continue to be used for some of the deliveries, provided by the County of San Diego. A contractor will handle deliveries to the more remote libraries in San Diego</p>	<p>Significant in-kind services are provided by the County of San Diego, who make their delivery system available to the Serra members in the county. Library and system staff also provides in-kind support to the delivery service.</p>

	<p>County, and to the Imperial County libraries, who added one additional day to Imperial County. Serra is also committed to electronic delivery of e-content to meet the ever- growing expectations of their public. The system uses Overdrive for e-books with annual circulation exceeding 96,000. Serra began using Zinio as a system. The member libraries discovered they were able to stop print subscriptions due to the ability to download the magazines. Serra will also undertake a feasibility study to explore the possibility of joining the San Diego Circuit, a group of academic and public libraries that is currently using III's Link+ software to share materials; or undertake a study to explore other options.</p>	
<p>SCLC \$295,742 Members: 38</p>	<p>The Administrative Council continues to identify delivery as one of the initiatives for the SCLC member libraries, but is reviewing the low numbers in FY 2014/15 to determine a better use of the CLSA funds. A contracted vendor provides delivery vans/drivers and delivery service to member libraries every other day (excluding holidays, weekends and regular library closures), Palmdale was also added back to the delivery schedule. This year SCLC will reduce delivery costs with the change in delivery service model, which is anticipated to contribute to the conversation on ebooks. Also, this year the System will work on potential purchases of ebooks with CLSA funds. If the CENIC project gets additional funding at the state level, system staff will continue to work on the California LibraryNet to develop an implementation plan for broadband rollout.</p>	<p>Member libraries rely heavily on email and social media to communicate amongst each other. Most of the costs for emails are picked up by the individual library. Additionally, non-CLSA funds support the staff at each library that prepare and receive the deliveries.</p>

Exhibit F

**System Communications & Delivery Program
2015/16 Service Methods and Workload Estimates**

	Estimated Delivery Workload (Items)	Delivery Systems Usage				
		System Van	Contracted Delivery	US Mail	UPS	Other
BLACK GOLD	528,643	0%	97%	2%	0.5%	0.5%
49-99	8,800	0%	99.5%	0.5%	0%	0%
INLAND	140,200	0%	5%	0.5%	0.5%	94% ^a
NORTHNET	1,727,230	0%	79.5%	0.5%	20%	0%
PLP	3,010,682	70%	28.9%	1%	0%	0.1%
SJVLS	1,025,000	98%	2.0%	0%	0%	0%
SANTIAGO	4,500	0%	0%	15%	15%	70% ^b
SERRA	9,600	0%	12%	2.0%	1.0%	85% ^c
SCLC	21,300	0%	99.0%	1.0%	0%	0%
TOTALS	6,475,955	47.8%	43.2%	0.8%	5.1%	3.1%

^a Inland - Riverside County van

^b Santiago - using Orange County Public Library and Fullerton Public Library as a hub, staff from each member library makes a weekly delivery/pick up at one of the two hubs

^c Serra - Hub and spoke model through volunteers

SYSTEM DEMOGRAPHICS

Statistics taken from 2015/16 System Plans of Service and are Derived from a Combination of Federal, State, County, and Municipal Sources

	BLACK GOLD	49-99	INLAND	NORTHNET	PLP	SJVLS	SANTIAGO	SERRA	SCLC	Total Population All Systems	
Total Population	736,203	1,371,178	4,368,591	4,703,096	6,468,585	2,887,613	3,051,771	3,375,034	10,585,525	37,547,596	
Underserved Population											
Children & Youth											
Under 5	6%	7%	4%	6%	6%	9%	6%	7%	6%	2,360,282	6.8%
5 to 9	7%	7%	7%	6%	6%	8%	7%	8%	6%	2,539,228	6.8%
10 to 14	7%	8%	8%	7%	6%	8%	7%	7%	7%	2,578,096	6.9%
15 to 19	8%	8%	8%	7%	6%	8%	7%	7%	7%	2,728,221	7.3%
Aged 65+	14%	12%	4%	14%	12%	10%	12%	12%	11%	4,133,991	11.0%
Ethnicity											
Black	2%	5%	7%	5%	6%	4%	2%	6%	8%	2,212,474	5.9%
Hispanic	48%	37%	47%	20%	26%	52%	34%	33%	47%	14,140,271	37.7%
Asian	3%	9%	6%	9%	25%	6%	20%	12%	13%	4,977,689	13.3%
Native American	1%	1%	1%	1%	0.5%	1%	1.0%	1%	0%	277,234	0.7%
Other *	80%	4%	16%	8%	8%		0.6%	47.2%	3%	4,060,306	10.8%
Limited English Speaking	9%	15%	15%	23%	28%	18%	21%	37%	25%	8,862,369	23.6%
Non-English Speaking	6%	3%	3%	10%	16%	9%	0.3%	16%	7%	3,369,631	9.0%
Functionally Illiterate	2.9%	18%	6%	8%	16%	10%	26%	21%	31%	7,078,047	18.9%
Institutionalized	5%	2%	1%	2%	1%	1%	0.5%	1%	0.0%	426,804	1.1%
Shut-in	4%	5%	6%	0.2%	0.2%	3%		3%	4%	989,462	2.6%
Handicapped	11%	12%	11%	13%	10%	11%	8%	9%	10%	3,874,827	10.3%
Economically Disadvantaged	17%	18%	14%	15%	11%	26%	12%	14%	22%	6,309,621	16.8%
Geographically Isolated	8%	13%	5%	2%	0.4%	14%	0%	4%	1.0%	1,134,732	3.0%

All #'s in thousands

* White, Multi-race, Native Hawaiian, Pacific Islander

High-Speed Broadband in California Public Libraries : Year 2 Project Calendar

7/15/2015 - 9/15/2015
Library jurisdictions decide to join the project in Year 2

- Library provides Letters of Agency (for E-rate and CTF) to Califa
- Library director and technical staff participate in an interview to collect all information needed to connect to CalREN and also provide a network topology
- CENIC/Califa provides libraries with detailed information on steps to connect to CalREN

7/17/2015 - 8/25/2015
Project overview meetings and webinars for California Public Libraries

8/3/2015 - 10/1/2015
Technical Discussions
CENIC & libraries work on network designs

10/1/2015 - 11/16/2015
CENIC files consortium E-rate form 470 and associated circuit RFP
Receives circuit bids, prepares quotes for libraries

11/2/2015 - 3/25/2016
Libraries follow E-rate process, if necessary

- File for E-rate discounts on circuits to be used until connection to CalREN goes live
- File for E-rate discounts on equipment (if Library wants to)

11/2/2015 - 1/15/2016
Review quotes for circuits

- Quotes mailed to libraries
- Phone meeting with project staff to review quote
- Libraries decide which circuit(s) CENIC will order for them

2/1/2016 - 5/2/2016
Consolidated hardware purchase

Libraries can order hardware they need for their site to receive a discount of at least 50% on Cisco hardware

3/1/2016 - 7/1/2016
Preparing for Circuit Installation

- CENIC and/or circuit provider conducts a site survey of each library
- CENIC orders hardware delivered to library sites
- Libraries order additional hardware needed
- Libraries make additional modifications to their sites, such as adding rack space
- Libraries install hardware, if possible

1/4/2016 - 3/1/2016
Review and sign contract with Califa

7/1/2016 - 12/31/2016
Deployment: Installation, Testing and Turn-Up of circuits

