



## MEETING NOTICE

**California Library Services Board**

**June 25, 2020**

**9:30am – 4:00pm**

Remote meeting:

This meeting will be a Zoom meeting

**If you would like to listen and/or participate in this meeting please contact Annly Roman for the Zoom meeting information at:**

[annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov) or at (916) 323-0057

### **Outlets Hosting for Public participation**

Fresno County Public Library (**phone only**)  
2420 Mariposa Street,  
Fresno, CA 93721

For further information contact:

Annly Roman

California State Library

P.O. Box 942837, Sacramento, CA 94237-0001

(916) 323-0057

[annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov)

[California Library Services Act Website](#)

**California Library Services Board Meeting**  
**June 25, 2020**

**A. BOARD OPENING**

- 1. Welcome and Introductions**  
Welcome and introductions of Board members, staff, and audience
- 2. Adoption of Agenda**  
Consider agenda as presented or amended
- 3. Approval of February 2020 Board Minutes – Document 1**  
Consider minutes as presented or amended
- 4. Board Resolutions – Document 2**  
Consider the resolutions for Brandy Buenafe, Gary Christmas, Adriana Martinez, and Peter Mindnich
- 5. Meeting date and location for Fall 2020- Document 3**  
Discuss dates for the upcoming Board meetings

**B. REPORTS TO THE BOARD**

- 1. Board President’s Report**  
Report on activities 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
- 4. Impact Study and Online Clearing House Grant Program Report - Document 4**  
Update on the status of the Impact Study and Online Clearing House program funded by a one-time grant
- 5. Zip Books Grant Program Report – Document 5**  
Update on the status of the Zip Books program funded by a one-time grant
- 6. Link+ Grant Program – Document 6**  
Update on the status of the Link+ grant program run by NorthNet

**C. CLSA PROGRAM ITEMS FOR INFORMATION/ACTION**

**BUDGET AND PLANNING**

- 1. SJVLS Amended Plan of Service – Document 7**  
Consider the updated 2019-2020 Plan of Service for SJVLS
- 2. CLSA Preliminary Budget for FY 2020/21 – Document 8**  
Consider 2020/21 preliminary budget for CLSA.
- 3. Clarification of Use of CLSA Funds related to Telecommunication Equipment and Service Fees – Document 9**
- 4. Fund disbursement**  
Continue discussion when the funds should be disbursed to the Systems.

**RESOURCE SHARING**

1. **CLSA System-level programs – Document 10**  
Review and discuss System Annual Reports, FY 2018/19
2. **Consolidation and Affiliations – Document 11**  
Consider Dixon Library jurisdiction’s affiliation with the Solano County Library jurisdiction

**D. LEGISLATIVE UPDATE**

Consider federal and state legislative issues

**E. BOARD DISCUSSION ITEMS 2020/21**

**School Libraries – Document 12**

Presentation by Connie Williams on School Libraries

**F. PUBLIC COMMENT**

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

**G. COMMENTS FROM BOARD MEMBERS/OFFICERS**

Board member or officer comment on any item or issues that is under the purview of the California Library Services Board and is not on the agenda

**H. OLD BUSINESS**

Any old business the Board members wish to discuss

**I. AGENDA BUILDING**

Input on agenda items for subsequent Board meetings

**J. ADJOURNMENT**

Adjourn the meeting

1  
2  
3 **California Library Services Board Meeting**  
4 **February 4, 2020**

5 Stanley Mosk Library and Courts Building  
6 914 Capitol Mall, Room 218  
7 Sacramento, CA 95814

8 **BOARD OPENING**

9 President Bernardo called the California Library Services Board meeting to  
10 order on February 4, 2020 at 1:02 pm.

11 **Board Members Present:** Anne Bernardo, Florante Ibanez, Paymaneh  
12 Maghsoudi, Adriana Martinez, Elizabeth Murguia, Maria Senour, and Connie  
13 Williams.

14 **California State Library Staff Present:** State Librarian Greg Lucas, Lena Pham,  
15 Monica Rivas, Annly Roman, and Rebecca Wendt.

16 **Adoption of Agenda**

17 *It was moved, seconded (Senour/Ibanez) and carried*  
18 *unanimously that the California Library Services Board adopts the*  
19 *agenda for the February 4, 2020 meeting.*

20 **Approval of September 2019 Meeting Minutes**

21 *It was moved, seconded (Maghsoudi/Ibanez) and carried*  
22 *unanimously that the California Library Services Board approves*  
23 *the draft minutes, of the September 17, 2019 California Library*  
24 *Services Board Meeting.*

25 **Board Meeting for Fall 2020**

26 Annly Roman reported that the Board had already selected April 2, 2020 as the  
27 date for their spring 2020 meeting but wanted to have further discussion on  
28 coordinating the fall meeting with the California Library Association's annual  
29 conference at the end of October 2020. Multiple Board members expressed  
30 support for this option.



1 Monica Rivas brought up that if the Board met that late in the year it could  
2 impact the Systems' checks. Rivas stated that the Systems normally received two  
3 checks, one after the fall meeting and one later in the fiscal year. Since board  
4 meetings had been held later in the last few years so the first check had been  
5 going out later. The Systems had expressed that it was a hardship because they  
6 had to cover costs from the beginning of the fiscal year in July until they receive  
7 the first check. Rivas said those payments would be even later if the Board held  
8 their meeting in late October unless the Board released the first payment before  
9 they met in fall. This would mean the State Library would release funds before the  
10 Board had seen and approved the Plans of Service.

11 Carol Frost brought up that the Board had discussed the payment release issue  
12 at the September 2019 meeting. She felt that there had been a consensus from  
13 the Board that the payments to the systems should not be held because the  
14 systems would be left paying for annual services without those funds. Frost stated  
15 that it was her understanding that this would be discussed at the April meeting  
16 and at the very least half of the allocation would be distributed to them sooner  
17 to pay bills as soon as possible after the budget was approved.

18 Annly Roman clarified that the Board would have to make a motion to that  
19 effect. Roman stated that this was on the agenda for the April meeting. Monica  
20 Rivas stated that she wanted to bring up the potential effects of a late meeting  
21 since the Board had not come to a final decision on the check distribution issue.

22 President Bernardo state that issue could be discussed at the spring meeting  
23 but this information gave them a good idea of potential considerations  
24 surrounding the timing of the fall meeting. Member Williams stated that waiting  
25 until the spring meeting would also give them time to talk to the California Library  
26 Association to see how they felt about the Board meeting in coordination with  
27 their conference. Roman stated it would also allow time for a poll of the Board to  
28 make sure that they could get a quorum.

1 Annly Roman stated that she would check with the California Library  
2 Association for feedback and send a poll to the Board.

3 **Nomination of Board Vice President**

4 Annly Roman stated that Gary Christmas was elected Vice President for 2020-  
5 2021 at the September 2019 meeting. However, he had decided not to seek  
6 reappointment so the Board no longer had a Vice President.

7 Florante Ibanez stated that he would be willing to serve as Vice President.  
8 There were no other nominations from the floor.

9 *It was moved, seconded (Murguia/Maghsoudi) and carried*  
10 *unanimously that the California Library Services Board elects*  
11 *Florante Ibanez as Vice-President of the California Library Services*  
12 *Board for the years 2020-2021*

13 **REPORTS TO THE BOARD**

14 **Board President's Report**

15 President Bernardo reported that she had been busy with the Council of  
16 California County Law Librarians. She had attended meetings and participated  
17 in their legislative activities. She was also able to attend a few more webinars and  
18 trainings and still participated in Calix and other professional listservs.

19 The Tulare County Public Law Library had been continuing its work on the  
20 library refresh for their lawyers in the library program and training workshop area.

21 **Chief Executive Officer's Report**

22 State Librarian Lucas reported that since the last Board meeting the Governor  
23 introduced his budget for the fiscal year starting July 1, 2020. It included \$1 million  
24 in one-time funding for Zip Books and \$1 million in one-time funding for Lunch at  
25 the Library. Part of the reason the Department of Finance recognized the value  
26 of Zip Books was the ability to deliver services at a lower cost. With Lunch at the  
27 Library, the lunches were federally funded, so the more people in California that  
28 received lunches, the more funding the federal government sent California.

29 Lucas stated the proposed budget also contained an additional \$170,000 that  
30 related primarily to broadband. There was a Public Utilities Commission ruling that

1 would have cost libraries more in participation fees for broadband. The State  
2 Library turned in a budget request to have the state cover that amount so there  
3 would be no additional cost to libraries. The most significant change from the  
4 previous fiscal year was \$2.5 million for additional online content for California's  
5 6.2 million public school kids. As part of the K-12 Online Content Project, the State  
6 Library helped provide access to three suites of content Britannica,  
7 Teachingbooks.net, and ProQuest. The Governor stated that he wanted to  
8 provide more STEM and STEAM information. The additional funding was to provide  
9 resources that allowed deeper subject matter dives for kids than the Britannica  
10 and ProQuest offerings.

11 Member Murguia asked who had put in the \$2.5 million for schools. Lucas  
12 stated that it added to the annual amount used to pay for these online databases  
13 and subscriptions. It would go from \$3 million in annual funding to \$5.5 million.  
14 Lucas stated that each year the amount of money that went out the door to  
15 content providers increased somewhere between three and five percent  
16 because of annual increases database creators built into their budgets. Lucas  
17 stated that if the annual funding amount didn't increase at some point it would  
18 be insufficient to maintain current service levels but it was not urgent.

19 Vice President Ibanez asked if there would be the ability to get an increase to  
20 maintain service. State Librarian Lucas stated that when the program began it  
21 started in the middle of a fiscal year. In the first fiscal year only half the money was  
22 spent, so there was a cushion. Each year that cushion got eaten into a little bit by  
23 the on-going cost increase. Since the State Library was aware of the situation we  
24 would submit something at least two years in advance of when the situation  
25 became dire to make sure it got taken care of.

26 Lucas stated that the funding was first made available in 2017 and the online  
27 content was made available to school kids at the beginning of the 2018-2019  
28 school year. Within a year it was accessible to 84% of public school children. The  
29 remaining 16%, just like the libraries that still needed to be connected to faster

1 broadband, were the more difficult ones to reach. Member Martinez asked if they  
2 had seen a growth in usage from one year to the next. Lucas replied that the  
3 resources had only been in schools for one year so the State Library would have  
4 a better idea of the growth after the current year. Based on the first six months of  
5 usage in the last school year versus the first six months of usage in this school year  
6 there had been an increase.

7 State Librarian Lucas stated that we did need to do more outreach to make  
8 sure that people were taking advantage of the resources that were available.

### 9 **LEGISLATIVE UPDATE**

10 President Bernardo stated that the Board had sent a letter to the Governor's  
11 office in November showing what \$14 million more could do for libraries. Annly  
12 Roman stated that the letter mirrored the letter that the Board had sent in the  
13 2019-2020 fiscal year and reiterated the Board's priorities. Bernardo stated that it  
14 was to let the Governor and his people know to keep libraries in mind as they  
15 developed the budget.

16 Carol Frost reported that this year, she was the co-Chair of the California  
17 Library Association's Advocacy and Legislative Committee. This year, the  
18 committee had written general legislative priorities so that they could be more  
19 nimble when responded to requests from legislators. Frost stated that the priorities  
20 were broken down into general categories CLA supported including infrastructure  
21 needs of California libraries, and equitable access. Then statewide initiatives like  
22 adult family literacy education, and career support like Career Online High  
23 School. They also supported general ideas like intellectual freedom, and privacy.

24 The California Library Association lobbyists had been approached by two  
25 legislators. Senator Tom Umberg from the 34<sup>th</sup> district wanted to do legislation  
26 around a free library card for all students. His office heard about the Student  
27 Success Initiative, which was a statewide grant program dealing with providing  
28 library cards to student, as well as a program the Nashville Public Library was doing  
29 offering all students library cards. The Dillons and the Committee thought a good

1 approach would be to ask for a line item in the budget to support collaboration  
2 between schools and libraries. So the committee was just watching for right now.

3 Assemblymember Bob Rivas, District 30, approached the lobbyists about doing  
4 a library construction bond in the near future. There was a long history around  
5 advocacy for bonds for library construction. The last few bond measures had not  
6 even made it through the legislative process. Library construction funding was an  
7 ongoing need for libraries but there had not been enough support. CLA had  
8 decided to spend this year looking at what would be needed to support a bond  
9 measure. There had been an informal needs assessment done in 2015. California  
10 Library Association was thinking about doing something more formalized to really  
11 understand the need. They also looked at a two pronged approach, whether it  
12 would be a bigger bond or something smaller and more focused. For example,  
13 libraries could focus on making libraries green or emergency readiness  
14 renovations like generators in case of power outages.

15 Frost stated that those discussions were both still in preliminary stages but those  
16 were issues that the California Library Association had been working on. She knew  
17 that both legislators had also spoke with State Librarian Lucas.

18 Member Williams stated that in speaking to the California School Librarians  
19 Association there were two main concerns this year. One was a budget allocation  
20 to update the school model library standards which were created about ten  
21 years ago. They provided vision for strong school library programs in California by  
22 identify the skills and knowledge essential for students to be information literate.  
23 Since the Standards were written ten years ago there were electronic concerns  
24 that had arisen and CSLA would like to amend the Model Library Standards to  
25 reflect those changes. A budget allocation for the re-writing of those standards  
26 was being requested.

27 The other request related to an audit made in 2016 which determined that  
28 there were statewide issues surrounding violations of California code of

1 regulations, Title five on teacher credentialing, concerning the number of teacher  
2 librarians available to students and teachers in various school districts.

3 Between the February meeting and when the Board met with legislators she  
4 would be working with CSLA to create talking points for the Model Library  
5 Standards as well as working to hone in on what could be done legislatively to  
6 nudge districts forward to get teacher librarians into schools. There were horrible  
7 inequities across the state.

8 State Librarian Lucas clarified that updating the Model School Library  
9 Standards was something that had been asked for before. He stated that he  
10 recalled there being a couple of estimates for how much of a budget allocation  
11 was necessary. Member Williams stated that she did not have the numbers on  
12 that but it was not put in the last budget. The previous standards had been  
13 approved by the Department of Education and provided the scaffolding for  
14 school districts and teachers to understand what children needed to know to be  
15 digitally literate.

16 President Bernardo asked if the Department of Education was requesting a  
17 budget item for the Model Standards. She stated it sounded like the Board would  
18 not know exactly what they were supporting if they supported those requests.  
19 Member Williams stated that was correct but what she was bringing forward was  
20 that those were the two areas of concern for CSLA and were areas they would  
21 like presented to legislators.

22 President Bernardo clarified that the second item dealing with lack of equity  
23 sounded like an enforcement issue. Williams stated that was the bottom line,  
24 requirements were not being enforced. There also needed to be some  
25 clarification because state code for teacher librarians was vague. The audit  
26 identified several areas to work on, but given local control it was difficult to define  
27 a remedy.

28 Member Martinez stated that in the letter the Board sent to the Governor they  
29 had seven potential budget items that they outlined. She asked if they would add

1 the two items Member Williams brought forward to that list. She thought that the  
2 Board should prioritize down to three or five items that they thought were the most  
3 important for the lobbying effort in April. Martinez asked if the Board thought they  
4 wanted to have a list of seven or potentially eight items.

5 Member Murguia asked Member Williams if the CSLA request would go  
6 through the Department of Education. Williams stated that was correct. However  
7 at previous legislator meetings the Board had passed along information from the  
8 school libraries as well since school libraries were represented on the Board.  
9 Murguia stated that she was supportive of ancillary programs which enhanced  
10 the library experience and learning, but stated she would not want to include  
11 those requests with funds that came directly to the State Library.

12 President Bernardo stated that they had taken action on programs outside the  
13 Board's particular funding interest. She felt the Board could take-up those items  
14 at the April meeting but that the Board should focus on how it wanted to affect  
15 budget dollars that could come through its hands.

16 Bernardo felt that there were a lot of success stories from the one-time grant  
17 programs created when the Governor gave them \$3 million. She asked if those  
18 projects were things the Board would want to continue. The letter that the Board  
19 sent also contained some bigger projects like literacy and tutoring. President  
20 Bernardo asked how, as a board, they wanted to tailor their legislative visits in  
21 April.

22 Member Murguia asked if the California Library Association or the State Library  
23 knew how much the line item amount for the Student Success Card bill would be.  
24 State Librarian Lucas stated that he did not think that the Senator was proposing  
25 a line item. His understanding was that was what CLA was suggesting in lieu of a  
26 bill. Lucas stated that he was asked by the Senator's staff to provide information  
27 on programs in California to put library cards into the hands of school children.  
28 The State Library created a memo that cited the Student Success Card program,  
29 and some of the efforts that LA Unified and the LA Public Library did together. That

1 information was provided to Senator Umberg’s office. There was nothing in the  
2 State Librarian’s conversations with the Senator that suggested he was going to  
3 request a budget item.

4 Carol Frost stated that it was too early to know how everything was going to  
5 play out. She thought that the California Library Associations was watching and  
6 would support a line item if that was the recommendation. Frost also clarified that  
7 she was getting the information second hand and was not sitting at the table.

8 Member Williams stated she had discovered in propositions pushing school  
9 districts to do this, they did not have the infrastructure available to handle privacy  
10 concerns and other related economic aspects. Williams stated that she thought  
11 any budget conversation would have to include the California Department of  
12 Education and the California School Librarians Association to coordinate from  
13 that end.

14 Member Martinez stated that she would suggest focusing on programs like Zip  
15 Books that had demonstrated success and a clear sense of what the budget  
16 request would be. She thought they should start with those items rather than new  
17 programs. The idea was to start with programs that had a track record and a  
18 certain level of success.

19 Member Martinez asked if the Board’s ongoing requests for \$3 million for  
20 literacy programs and \$4 million to provide online and phone based tutoring  
21 would go through the Department of Education. State Librarian Lucas stated that  
22 there was a library literacy program that the State Library administered which  
23 received \$7.3 million in on-going funding. The \$4 million program was something  
24 the Board had recommended but did not currently exist. There were several  
25 companies that provided online or over the phone tutoring services in English and  
26 Spanish from 10:00am until 10:00pm that could do a statewide contract so that  
27 every kid had access for something under \$4 million. BrainFuse was one of the  
28 companies and Tutor.com was another. Lucas stated that some libraries had  
29 these programs independently however, all the individual contacts in the state



1 added up to more than it would cost for a single statewide contact for everyone.  
2 Member Martinez stated that it sounded like the item with the highest cost was  
3 the one without a proven track record. State Librarian Lucas stated that it was not  
4 a statewide program but was used in a number of localities around the state.

5 Member Murguia stated that, from her understanding, three of the Board's  
6 budget request were in the Governor's introduced budget. The \$1.5 million that  
7 Board requested to improve technology and the \$1 million to build partnerships  
8 were not. Murguia stated that she thought the Board should continue to  
9 advocate for those and try to develop a strategy to get those requests in the May  
10 revision.

11 State Librarian stated that the date that the Department of Finance indicated  
12 for State agencies to turn in everything for consideration in the May revision was  
13 Friday, February 7<sup>th</sup>, however they might have considered extending until  
14 Valentine's Day. Member Murguia asked if the Board should direct State Librarian  
15 Lucas to follow-up on their letter and make the case for the funding.

16 Martinez stated that regarding asking for \$3 million for literacy and \$4 million  
17 for tutoring, she was not sure how comfortable she felt since those programs did  
18 not necessarily have a strong track record. She felt that in April the Board should  
19 focus on asking for funding for technology improvements, Innovation Labs, online  
20 databases for school kids, Lunch at the Library, and Zip Books.

21 State Librarian Lucas stated that of those priorities online databases, Lunch at  
22 the Library and Zip Books were already in the Governor's budget. He advised  
23 starting by thanking the Governor for including those very important investments  
24 then proposing funding the other programs they knew had an impact on local  
25 communities and made fiscal sense because they were one-time. Both the  
26 technology grant and the Innovation Lab programs had a high number of  
27 applications and there were still people who were eager to participate after the  
28 money went out the door.

1 President Bernardo stated that she thought Member Martinez's suggestions  
2 about focusing their requests in April were very thoughtful. Member Murguia  
3 clarified that the Board was considering a letter to the Governor thanking him for  
4 the items he included in the budget and asking him to include technology grant  
5 and Innovation Lab support in the May revision. The Board was also considering  
6 coordinating that letter with their legislator meetings in April. Bernardo confirmed  
7 that was what they were discussing.

8 Member Williams stated that she thought the Board should continue to  
9 advocate for all seven items in their original letter. She felt that programs were  
10 useful for libraries across the state.. Vice-President Ibanez agreed and stated he  
11 thought it was important that the Board be consistent.

12 President Bernardo state that it should be easy to demonstrate success to  
13 legislators on most of the programs but the Board would need the State Library to  
14 generate information to support the \$4 million in on-going funding for the tutoring  
15 program. Member Williams asked State Librarian Lucas if the State Library had  
16 concrete data on the tutoring programs. Lucas stated that there was information  
17 out there, the State Library just had not pulled it all together in one place. Lucas  
18 stated that the State Library could gather the information but clarified it would  
19 probably be anecdotal rather than evidentiary, although there should be some  
20 usage numbers. Lucas stated that he remembered the Board's discussion around  
21 that funding was that it would be a universal safety net for kids.

22 President Bernardo asked if the Board was in agreement that they would  
23 continue to support the three items that the Governor had included in his  
24 introduced budget and support an additional budget ask, both in a letter and  
25 when visiting legislators in April, of \$1.5 million in one-time funding for new  
26 technology, \$1 million in one-time funding for Innovation Labs, \$3 million increase  
27 in literacy services funding, and \$4 million in on-going funding for online and  
28 phone tutoring. Multiple Board members expressed support.

1 Member Williams asked if State Librarian Lucas could talk to the California  
2 School Librarians Association about talking points to take with them related to the  
3 School Librarians' requests. Lucas stated that he would be happy to do that.

4 **PUBLIC COMMENT**

5 Annly Roman brought up that the California State Library Human Resources  
6 Department had asked her to make the Board members aware that some of  
7 them might start getting emails from the FPPC on renewing their ethics training.  
8 President Bernardo stated that as a reminder everyone's Form 700 was due April  
9 1<sup>st</sup>.

10 **COMMENTS FROM BOARD MEMBERS/OFFICERS**

11 There were not comments from Board members.

12 **OLD BUSINESS**

13 There was no old business brought forward.

14 **AGENDA BUILDING**

15 Annly Roman brought up that the Board had discussed having members do  
16 presentations on the group they were appointed to represent and why it was  
17 important. Member Buenafe had indicated that she would like to do a  
18 presentation but she was no longer on the Board. Members Williams and Ibanez  
19 had indicated that they would be willing to do presentations. Roman asked if  
20 anyone was interested in presenting at the spring meeting. Member Williams  
21 volunteered.

22 **ADJOURNMENT**

23 President Bernardo called for adjournment of the California Library Services  
24 Board meeting at 2:32 PM.

***California Library Services Board Resolution 2020-01  
In Honor of Brandy Rose Buenafe***

**WHEREAS,** The California Library Services Board desires to recognize Brandy Rose Buenafe for her contributions as one of its members on the occasion of the conclusion of her term of service as a member of the Board; and

**WHEREAS,** The Board wishes to honor Brandy Buenafe for her public service and expertise representing the institutionalized individuals since her appointment by Governor Edmund G. Brown, Jr. on March 29, 2016; and

**WHEREAS,** It should be noted that Brandy Buenafe has served as the Library Services Administrator for the California Department of Corrections and Rehabilitation since 2014; and

**WHEREAS,** Prior to her Administrator position she held several prison librarian positions with the Department including Senior librarian for the Pleasant Valley State Prison and Librarian at Corcoran State Prison; and

**WHEREAS,** Brandy Buenafe has also worked with the National Institute of Corrections on Evidence Based Correctional Librarianship and provided a library voice in evaluation literacy plans from organizations receiving Workforce Innovation and Opportunity Grants; and

**WHEREAS,** For the last several years Brandy Buenafe has served on the California Library Association's Committee for the PRExcellence award; and

**WHEREAS,** Brandy Buenafe's professional perspective, and enthusiasm have proven invaluable to the California Library Services Board;

***NOW, THEREFORE, BE IT RESOLVED that***

*the California Library Services Board  
extends its sincere appreciation and deep regard to*

***Brandy Rose Buenafe***

*for her contributions and service  
to the libraries and people of the State of California  
on this day of June 25, 2020*

***California Library Services Board Resolution 2020-02***  
***In Honor of Gary M. Christmas***

**WHEREAS**, The California Library Services Board recognizes Gary M. Christmas for his distinguished contributions as one of its members on the occasion of the conclusion of his term of service as a member of the board; and

**WHEREAS**, The Board wishes to honor Gary M. Christmas for his exceptional public service and engagement representing public library trustees or commissioners since his appointment by Governor Edmund G. Brown, Jr. on June 20, 2014; and

**WHEREAS**, Prior to starting Gary Christmas Consulting in 2010, Gary Christmas dedicated over 30 years to the library community during his career at the Riverside County Library where he served in various executive officer positions from 2004 to 2010, was the County Librarian from 1997 until 2004, and held other positions such as branch manager and reference librarian from 1977; and

**WHEREAS**, Gary M. Christmas served as an enlisted member of the United States Coast Guard from 1973 until 1977; and

**WHEREAS**, Gary M. Christmas is an involved community member and has participated in many organizations including serving on the board of Library Trustees for the City of Riverside, participating in the Raincross Group, the Riverside East Rotary Club, the Unforgettable Foundation, as a Board member for the March Air Field Museum as well as a Board member of the California Riverside Ballet; and

**WHEREAS**, Gary M. Christmas's experience, knowledge and insight have proven invaluable to California Library Services Board; and

***NOW, THEREFORE, BE IT RESOLVED that***

*the California Library Services Board  
extends its sincere appreciation and deep regard to*

***Gary M. Christmas***

*for his contributions and service  
to the libraries and people of the State of California  
on this day of June 25, 2020*

***California Library Services Board Resolution 2020-04  
In Honor of Adriana Martinez***

**WHEREAS,** The California Library Services Board recognizes Adriana Martinez for her contributions as one of its members on the occasion of the conclusion of her service as a member of the Board; and

**WHEREAS,** The Board wishes to honor Adriana Martinez for her public service representing the public-at-large since her appointment by the Assembly Speaker's Office on October 25, 2017; and

**WHEREAS,** It should be recognized that Adriana Martinez was the Director of Outreach for the CA Complete Count Census 2020 from 2018 until 2019; and

**WHEREAS,** Prior to her time at the census Adriana Martinez was the Director of External Affairs and Statewide Relations for AT&T from 2011 until 2018; and

**WHEREAS,** Adriana Martinez launched her own consulting practice in 2007 providing government, community and public affairs services with a focus on economic development in under-resourced communities; and

**WHEREAS,** Before starting her practice Adriana Martinez served as the Associate Director of Economic Development for Mayor Antonio R. Villaraigosa, the Economic Policy Director for Mayor James K. Hahn, the Spokesperson for the CA Census Undercount Campaign under Governor Gray Davis, and a Policy Advisor to Congresswoman Lucille Roybal-Allard in Washington, D.C.; and

**WHEREAS,** Adriana Martinez has received numerous awards for her civic work including the Community Champion Award from the YMCA, Mujeres Destacadas, and Alumna of the Year, UCLA Latino Business Association; and

**WHEREAS,** Adriana Martinez's policy and civic experience and perspective have proven invaluable to the California Library Services Board;

***NOW, THEREFORE, BE IT RESOLVED that***

*the California Library Services Board  
extends its sincere appreciation and deep regard to*

***Adriana Martinez***

*for her contributions and service  
to the libraries and people of the State of California  
on this day of June 25, 2020*

***California Library Services Board Resolution 2020-04***  
***In Honor of Peter A. Mindnich***

**WHEREAS**, The California Library Services Board wishes to recognize Peter A. Mindnich for his contributions as one of its members on the occasion of the conclusion of his term of service as a member of the Board; and

**WHEREAS**, The Board wishes to honor Peter A Mindnich for his insight and expertise representing people with disabilities since his appointment by Governor Edmund G. Brown, Jr. on June 1, 2015; and

**WHEREAS**, It should be recognized that Peter Mindnich has been dedicated to the Braille Institute for almost a decade, serving as the President since 2014 and the Executive Vice President from 2011 to 2014; and

**WHEREAS**, Prior to his tenure at the Braille Institute Peter Mindnich completed an executive internship for the U.S. Veteran initiative, and a clinical social work internship at St. Mary Medical Center's Comprehensive AIDS Resource and Education Program; and

**WHEREAS**, Peter Mindnich also had a long career in the financial services industry in various leadership roles, including Managing Director at BlackRock, Inc. and Goldman, Sachs and Company before retiring in 2008; and

**WHEREAS**, Peter Mindnich's professional dedication and perspective have proven invaluable to the California Library Services Board;

***NOW, THEREFORE, BE IT RESOLVED that***

*the California Library Services Board  
extends its sincere appreciation and deep regard to*

***Peter A. Mindnich***

*for his contributions and service  
to the libraries and people of the State of California  
on this day of June 25, 2020*

**AGENDA ITEM:** Fall 2020 Meeting Schedule and Locations

**2020 Proposed Board Meeting Schedule**

<u>Date</u>	<u>Location</u>	<u>Activities</u>
Early September 2020	Southern California?	Regular Business Plans of Service
October 2020	Sacramento?  Remote?	LSTA State Advisory Council on Libraries Meeting

**BACKGROUND:**

California Library Services Act (CLSA) regulations specify that the Board shall conduct meetings at least twice a year.

At the February 4, 2020 meeting the Board had discussed wanting to meeting in Southern California for the fall meeting with the possibility of piggy-backing on the California Library Association Conference in October. A doodle poll completed by the Board showed that Thursday, October 22, 2020 would work. That date coincides with the California Library Association pre-conference which is also targeted toward library directors. This meeting was cancelled due to COVID-19. The Board can decide to still meet at that time or meet earlier in the year.

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

The following is a list of upcoming library-related events and dates worth noting:

2020 Event	2020 Date	Location
American Association of Law Libraries Virtual Conference	July 13-17	Virtual
Society of American Archivists Annual Meeting	August 3-8	Virtual
State Bar of California Annual Meeting	September 10-13	San Diego, CA
Association for Rural and Small Libraries Conference	September 30-October 3	Wichita, Kansas
Association of Research Libraries Association Meeting, Fall	October 5-7	Washington, DC
California Library Association Annual Conference	October 22-24	Pasadena, CA
Educause Annual Conference	October 26-29	Boston, MA
2021 Events	Date	Location
American Library Association, Midwinter Meeting	January 22-26	Indianapolis, IN
California School Library Association Conference	February 18-20	Reno, NV
Association of Research Libraries	April 27-29	Toronto, Canada
American Library Association, Annual Conference	June 24-29	Chicago, IL
American Association of Law Libraries Annual Meeting and Conference	July 17-20	Cleveland, OH
Society of American Archivists Annual Meeting	July 31-Aug 7	Anaheim, CA
International Federation of Library Associations and Institutions General Conference and Assembly	August 19-26	Rotterdam, Netherlands

**Value of Libraries Activity Report**  
**California Library Services Board Meeting**  
**June 25, 2020**

**Project Goal**

Create an impact study and online clearinghouse cataloging the economic and social value of libraries.

**Project Funding**

\$300,000 through June 2020.

**Project Outputs**

**Evidence-Based Value Statement**

California's public libraries deliver value for individuals, families, groups, communities, and society as a whole. They provide opportunities and support for learning and knowledge development, health and wellbeing, community development, and economic development.

The library's value is simultaneously universal and specific. At any given time, the library is providing different types of value to individuals, groups, and whole communities. The value delivered by California's public libraries is aligned with the values held by Californians.

Public libraries have a positive social and financial impact and deliver a strong return on the funds that are invested in them. For every dollar invested in a public library, an average of \$3-\$6 is returned.

Value is delivered through a unique combination of resources, people, and space, that is not replicated by any other agency.

**Online Clearinghouse**

State Library staff are finalizing the Value of Libraries clearinghouse that will be housed on the State Library's website. The clearinghouse will comprise:

A **landing page** that includes:

- the value statement
- the full project report
- a report on the values held by Californians and Californians' perspectives about the role and value of libraries
- the project's methodology
- acknowledgements

- a pathway to the four other pages

A set of **fifteen information sheets** on different aspects of the library's value. Project staff are finalizing the information sheets. They cover the following topics:

- Community development (social connections)
- Community development (library spaces and third places)
- Community development (partnerships)
- Supporting vulnerable populations
- Health and wellbeing (mental health)
- Health and wellbeing (physical health)
- Crisis response (natural disasters)
- Crisis response (social impact)
- Technology
- Economic engines
- Return on investment
- Education (reading and literacy)
- Education (lifelong learning)
- Books and beyond
- COVID-19

A **searchable database** that organizes and makes available the data gathered and generated by the project. The database is being finalized by project staff.

A **photo gallery** depicting the variety of activities that take place in public libraries.

California's **public library usage and collection statistics**, gathered and updated each year by the State Library.

### **Full Project Report**

The full project report will compile the information sheets into one document and include an overview of the project and the methodology used to generate the results.

### **Report: The Value of Public Libraries: Measuring the Opinions of California Residents**

A report titled *The Value of Public Libraries: Measuring the Opinions of California Residents* (2019) prepared by the Institute for Social Research at California State University, Sacramento, looks at the values held by Californians and Californians' perspectives about the role and value of libraries. It finds that Californians highly value their public libraries and the community services they provide. Californians think public libraries and the services they provide are important to their community, even many of the people who do not regularly visit.

### **Presentations at Conferences and Meetings**

- We delivered a presentation titled "The Value of California's Public Libraries" at an Action Research Summit on Future Facing Libraries in London on July 5, 2018. The Summit was organized by Libraries Unlimited and the University of Exeter Business School, with whom we collaborated at the start of our project. The summit was attended by representatives from the UK Government, local councils, the British Library, public libraries, and the BBC. Topics discussed at the summit included:

- What specific social value do libraries create and how?
- Are there ways that libraries can better connect social value to financial value in ways that amplify rather than undermine what makes them special?
- How can library leaders and managers best respond to this challenge of needing to work in more “socially enterprising” ways?
- We presented a paper titled “Measuring the Value of California’s Public Libraries” at the 10<sup>th</sup> International Evidence Based Library and Information Practice Conference, in Glasgow, UK, June 17-19, 2019.

### Journal Articles

Cole, N. and Stenstrom, C. “The value of California’s public libraries”

This paper, accepted by Public Library Quarterly subject to minor revisions, reports on the entire project. It explores the value that California’s public libraries deliver and how value is delivered.

Stenstrom, C., Cole, N. and Hanson, R (2019), “A review exploring the facets of the value of public libraries”, [\*Library Management\*](#), Vol. 40 No. 6/7, pp. 354-367.

This paper proposes a preliminary value statement based on a review of the academic literature.

### Mini-Grant Program

Thirty programs presented by public libraries during the project period illustrated the different aspects of the value framework. Programs ranged from financial literacy workshops to a therapeutic gardening workshop for veterans to literacy programs presented in collaboration with barbershops.

### Next Steps

We will raise awareness of the project outputs and results. Tentative plans include messaging via social media, presentations at professional conferences, and articles in professional journals.

We will provide training for library staff on telling their libraries’ stories. At any given time, the library is providing different types of value to individuals, groups, and whole communities. When raising awareness of the library’s value, it is most important to tell the right story to the right person at the right time.

We will use the results to inform the work carried out by the State Library’s Library Development Services Bureau, including grant planning and programs such as the Public Library Directors Forum.

Our work suggests several further goals and questions that should be addressed:

- Awareness-raising: How can the data be used most effectively to raise awareness of the value of the public library?
- Education: What are implications of our findings for library school education, continuing education, recruitment to the profession, and support for library training?

- Equity: How do we ensure that all our community members are able to benefit to the same extent from the value this is delivered by public libraries?
- Sustainability: How do we ensure that public library services are offered and developed in ways that are economically, environmentally, and socially sustainable?
- Evaluation: How do we improve our efforts to evaluate and demonstrate the impact of our work?

## Methodology

The sheer variety of kinds of relationship that people have with the library creates a challenge for those looking to explore its value. This variety is a result of the public library's position as part of the fabric of the community. Some people will visit the library regularly over their whole lives and have a close and long-term relationship with it; some will drop in when they need a particular resource that the library provides; some will use the library intensively at certain times and less often at others. Some people will use the library for study, some to make connections and develop community with other people, some for entertainment and fun. All of this variety amounts to a challenge to the execution of, for example, a long-term, longitudinal study.

Nevertheless, we can identify and illustrate libraries' value by adopting what is known in social entrepreneurship studies as a "bricolage" approach (Di Domenico, Haugh, and Tracey 2010; Libraries Unlimited et al. 2019)—using the resources at hand to build individualized and persuasive cases for our proposals.

By adopting the bricolage approach for this project, we have been able to create a solid value proposition that is grounded in data from a combination of sources, including academic and professional literature, usage data, survey data, interviews with stakeholders, and observations and anecdotes. Specifically, we collected and reviewed the following information:

- Approximately 120 academic studies conducted between 1998 and 2018.
- Approximately 240 items in the professional literature, including journal articles, conference presentations, and reports from major organizations including the American Library Association (ALA), the Aspen Institute, the Institute of Museum and Library Services (IMLS), and the Pew Research Center.
- California's annual Public Libraries Survey. Administrators in every public library complete this survey, providing output data such as the number of people using California's public libraries, the number of programs offered by libraries, the amount of technology available in libraries, etc.
- A survey to explore Californians' values, and their perspectives on the role and value of public libraries.
- Interviews with stakeholders, including library leaders, elected officials, and city managers.
- Outcomes data from projects funded by the California State Library during the 2018–2019 fiscal year.

## Contributors

### Project Advisors

Project advisors were interviewed individually by project staff to inform the project's development, and met on November 11, 2019, to provide guidance on how the project results should be presented and used.

- Jayanti Addleman, Hayward Public Library
- Chris Brown, Santa Clara County Library District
- Susan Hildreth, Consultant
- Misty Jones, San Diego Public Library
- Danis Kreiemeier, Napa County Library (ret.)
- Michael Lambert, San Francisco Public Library
- Lisa Lindsay, Fresno County Public Library
- Jody Meza, Orland Public Library and Willows Public Library
- Helen McAlary, City of Ontario
- Eva Mitnick, Los Angeles Public Library
- Michelle Perera, Pasadena Public Library
- Michael Perry, Siskiyou County Library
- Nancy Schram, Ventura County Library
- Sandra Tauler, Camarena Memorial Library (Calexico) (ret.)
- Hillary Theyer, Monterey County Free Libraries
- Derek Wolfgram, Redwood City Public Library
- Patty Wong, Santa Monica Public Library
- Monique Le Conge Ziesenhenné, Palo Alto Public Library

### Project Staff

Natalie Cole, California State Library, co-project lead

Cheryl Stenstrom, San José State University, co-project lead

Snowden Becker, writer

Rachel Hanson, researcher

Jane'a Johnson, researcher

Shana Sojoyner, evaluator

Project Partner: Black Gold Cooperative Library System

The Value of Libraries project is supported with California Library Services Act funding.

Report submitted by Natalie Cole | [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov)

## Zip Books Project

The Zip Books Project is an alternative model for interlibrary loan service that bridges the gaps between a library's patron request service, a normal acquisitions process, and an outreach/home delivery service.

This program began as a Library Services and Technology Services Act funded pilot program with just a few libraries in the 2011/2012 fiscal year and will continue in partnership with the NorthNet Library System as a full-fledged program with at least 74 libraries participating. Funding of \$1 million from the 2019/20 state budget was awarded to NorthNet in June 2020 which will allow the program to continue as currently constituted through June 2021. It continues to be a popular program, especially as library doors remain closed during the current health crisis.

At the very beginning of the pandemic some libraries put a hold on their iterations of the Zip Books program but most were able to resume the service by May, providing Zip Books to patrons while branches continue to be closed. Only 12 programs continue to be on hold, but many of them hope to resume the service this month. The newest participating library, Torrance Public Library, has just launched Zip Books, having expedited their set-up process to get things going as quickly as possible. They've already sent out a press release to their patrons promoting the program.

To increase available information to for users and potential users of the program, there is a newly updated Zip Books website hosted by NorthNet (<https://northnetlibs.org/zip-books/zip-books-home/>). In particular, the language on the homepage has been updated to give visitors and non-library parties a better understanding of what Zip Books is all about. A new promotional video is prominently placed on the homepage, with the individual interview videos shared on the "Zip Books Promotional Videos" page to encourage more participation in the program.

### Statistics

3rd Quarter Zip Books program statistics for the quarter ending April 2020 are as follows:

- Running total of first time Zip Books customers served since launch: 45,610 (2,919 new users added since 2nd quarter, 7% increase, 625 average users per library)

- Total number of Zip Books ordered: 11,488 (average 3,829 per month or 157 per library)
- Total number of Zip Books added to collections: 5,834 (average 1,945 per month or 80 per library). The numbers for books added to collections will be higher than normal once libraries fully open up again and Zip Books items can be returned and processed.





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

[www.northnetlibs.org](http://www.northnetlibs.org)

June 25, 2020

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

Dear Ms. Bernardo:

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

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

#### **EXPLANATION OF LINK+ AND RESOURCE SHARING**

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

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

#### **LIBRARIES WHICH HAVE BENEFITTED FROM THIS GRANT**

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

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

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



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

[www.northnetlibs.org](http://www.northnetlibs.org)

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

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

#### **DELIVERABLES OF THE GRANT**

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

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

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

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

Goal 3: Implement the plan:

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

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

#### **CONSIDERATIONS FOR EXPENDING REMAINDER OF GRANT FUNDS**

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

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



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

[www.northnetlibs.org](http://www.northnetlibs.org)

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

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

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

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

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

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

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

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



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

[www.northnetlibs.org](http://www.northnetlibs.org)

#### **SUMMARY**

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

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

Should you have any questions, please feel free to contact me at [seolawski@solanocounty.com](mailto:seolawski@solanocounty.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Suzanne Olawski", is written over a large, light blue oval shape that serves as a placeholder or background for the signature.

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

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

## ***49-99 Cooperative Library System***

**To:** Carol Frost, Executive Director, Peninsula Library System  
**From:** Laura Einstadter, Chair, 49-99 Cooperative Library System  
**Subject:** Reallocation of CLSA Link+ Regional Resource Sharing Project funds  
**Date:** June 9, 2020

The 49-99 Cooperative Library System seeks consideration to use unspent CLSA Link+ Regional Resource Sharing Project funds to allow the continuation of Link+ fulfillment services at current usage levels in the event that FY20/21 CLSA budget allocations are reduced.

### Background

- 49-99 uses Link+ to support the identification and delivery of resources to its member libraries
- 49-99 relies entirely on CLSA funding for fees associated with Link+
- 49-99's annual fee for the Resource Sharing software platform is \$77,554 per year and usage-based delivery fees were trending at \$6,300 per month
- Monthly usage has been on a steady upward trend.
- Reduction in CLSA funding to 49/99 would result in the loss of much needed revenue to cover the cost of 49/99 membership in Link+. Member libraries would be unable to make up the cost on their own as they too are experiencing budget reductions to already extremely limited budgets.

### Impact of Reduced CLSA Budget Allocation

- The prospect of 49-99's 2020/2021 CLSA baseline budget allocation being reduced from \$120,541 to \$66,266 will prevent the system from covering the fees associated with operating the Link+ service for the upcoming fiscal year.
- Each of the 49/99 libraries is either designated as rural or serves a rural population, rendering the library as the primary or sole source for educational materials and life-long learning. Link+ provides access to materials not otherwise available in the member library collections, so these needs will be left unmet.

#### *49-99 LINK+ FILL RATES FOR JANUARY 2020*

<b>Library</b>	<b># of Items Loaned</b>
Amador	571
Calaveras	147
Lodi	274
Stansilaus	776
Stockton	1877
Tuolumne	189
	<b>3834</b>

### Request

Apply \$60,000 in CLSA Link+ Regional Resource Sharing Project funds toward 49-99's FY20/21 Link+ service and delivery fees to ensure 49/99 member libraries are able to continue providing much needed resources within their communities at the current usage levels.

***254 North Lake Avenue #874 • Pasadena, CA 91101  
(626) 359-6111***

**AGENDA ITEM:** San Joaquin Valley Library System Amended Plan of Service

**ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:**

Consider an amendment to the San Joaquin Valley Library System's 2019-2020 plan of service

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:**

I move that the California Library Services Board approve San Joaquin Valley Library System's amended plan of service for the fiscal year 2019-2020.

**BACKGROUND:**

In their original 2019-2020 Plan of Service (Exhibit A) San Joaquin Valley Library System (SJVLS) had allocated, among other things, \$30,564 to E-resources, \$22,970 under resource sharing to fund the "redesign and implementation of the System-Wide Open Digital Collection System." This would have used Omeka to provide a digital archive that allowed member libraries to digitize, upload, and share their local collections. In addition, to support that project SJVLS had also allocated \$3,000 toward scanner maintenance and renewal services.

Due to a lower use of the Omeka server than anticipated the San Joaquin Valley Library System is requesting the Board's approval to reallocate those funds to different programs.

In their amended plan of service (Exhibit B) SJVLS has requested to increase the amount they spend on E-resources to \$40,034 and spend the remaining \$16,500 on an e-card registration service. The service would "check the ILS to prevent duplicate registrations; screen for fake accounts; screen for borrower age; check that the address provided is valid and within the SJVLS and member library service area; and assign borrowers to the correct library jurisdiction and borrower type based on address." Having an eCard record would allow borrowers within the system to access shared resources.





**CALIFORNIA LIBRARY SERVICES ACT  
PLAN OF SERVICE AND BUDGET**  
For use with 2019/20 Communication & Delivery Program

California State Library  
Sacramento  
May 2019

Greg Lucas, Chief Executive Officer  
California Library Services Board

- i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds?  
SJVLS computer network is the backbone of many of the services we provide. Maintenance & repair of this infrastructure guarantees optimal functionality that will mature current and future networking needs by the member libraries.

## **Section 2**

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

The total Communication and Delivery **budget is \$1,734,738**, which consists of Delivery for **\$159,540 and Communication for \$1,575.198**. Total CSLA funding (\$240,362) represents 13.86% of our total communication and delivery costs. The System Adopted fiscal year 2019-2020 budget \$4,329,559 which CLSA requested funding of \$240,074 represents 5.54% and 94.46% is from local funding sources.

Because SJVLS continues to deliver more than 900,000 items annually at a cost of approximately \$159,540, the CLSA allocation remains a critical need in our eight-county area, we have elected to expend \$159,540 in CLSA funding to this service at 100%.

SJVLS will report the amount allocated to each member for this purpose in the September 2020 Annual Report.

The remaining \$80,624 of the total CLSA allocation of \$240,074 will be used for the following:

### **Eresources**

Supplement for shared e-book collection (Bibliotheca Cloud Library) by \$30,000. This would allow for purchase of an additional 1,650 to 1,675 additional titles. The Cloud Library collection is visible to users of the main SJVLS library catalog integrated with print collections and member Overdrive collections. Many of our members have a small level of e-book collections, due to small materials budgets, even though this format is in high demand. Increasing this collection would provide a robust collection to communities with currently low accessibility to these materials.

### **Telecommunications**

SJVLS will utilize **\$24,000** towards the repair, maintenance & replacement of networking hardware. In this way, SJVLS can provide a consistently reliable & optimal networking infrastructure to the member libraries. The replacement of this equipment will be part of a system-wide technology replacement cycle

### **Sustainability:**

Funding would revert to current budgeted amount if these monies are not available in the future.

### **Resource Sharing & Digitization of local collections**



In FY 19-20 SJVLS will also utilize **\$22,970**, towards the redesign and implementation of the System-Wide Open Digital Collection system. This Omeka-based resource provides a digital archive to the community & member libraries that allows them to digitize, upload and provide free access to local photographs, maps, and other objects that make up the community's public memory.

SJVLS has previously purchased scanners, hard drives, and training for the libraries to support these initiatives. The images are accessible via <http://digital.sjvls.org> and is overseen by SJVLS staff. SJVLS has a large format scanner available for use by any System member. We will use \$3,000 to maintain support and software upgrades for the large format scanner. SJVLS will continue to provide training and assistance with scanning and upload to this system as well as management of the servers utilizing local funds. Should funding not be provided, membership fees would be adjusted to cover the annual maintenance fees for the large scanner.

### **Scanner Maintenance**

#### **Scanner Maintenance & renewal service \$3,000**

SJVLS contracts Image Access, Inc so that they provide the following services:

- Technical support provided by phone, mail and online as well as on-site.
- Equipment loan
- Replacement parts
- Software and documentation updates
- Discounted rates for software customization
- Trade-in credit toward the purchase of a new product/package.

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

The C&D funds are disbursed system-wide for delivery, broadband support, scanner maintenance, and e-resources. SJVLS does not allocate funds to specific libraries.

Resources - \$30,564

Delivery – \$159,540

Telecommunications – \$24,000

Resource Sharing - \$22,970

Scanner Maintenance \$3,000

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

Telecommunications for FY 2019-20 are estimated at \$1,575,198. Local member funds will be used to support SJVLS' remaining telecommunication costs. Members have allocated funding for this cost in their local budgets. CLSA provides 3.23% of communication funding.

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

The System provides E-Resource in the amount of \$ 178,100 which represents funding sources from CLSA \$30,000 and local \$148,100.

CLSA funding enhances our ability to provide quality resource that include our subscription to Bibliotheca; an online platform that provides Ebooks and Audiobooks to registered borrowers of all SJVLS member libraries. The titles are automatically included in the shared Enterprise library catalog with direct access available via the Enterprise interface. Titles purchased represent a mix of popular fiction and nonfiction for all ages. The added funding allows the purchase of around 1,070 additional titles. SJVLS is on track to circulate 13,400 titles in FY2019-2020.

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

SJVLS continues to deliver materials three times per week to all headquarter libraries. This delivery model continues unchanged because of the continued demand of our customers. Most delivery is via vans and drivers contracted through Fresno County Library.

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

The current average is 16 cents per item. Because SJVLS runs a shared ILS, branch library staff time to process items for delivery is minimal, so administrative funding is not applied. The primary cost is the central sorting of items from bins to the appropriate jurisdiction and the actual delivery time.

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

The San Joaquin Valley Library system is confronting a potential crisis in the obsolescence of its broadband networking infrastructure. As an example, SJVLS is currently operating with 62 network switches that are beyond their intended life cycle. In the best of cases, the equipment may continue to function but without the necessary support being provided by their manufacturers. In the worst of cases, it could potentially cease to operate and affect other components of the infrastructure, which would result in significant financial impacts. In any case, if SJVLS continues to operate without a planned process to confront these challenges, we could be facing significant challenges in carrying out our intended planning goals, and overall patron service expectations.

For this reason, SJVLS is currently moving towards creating and implementing an ongoing broadband equipment replacement schedule that will ensure operational sustainability. Said plan will encompass auditing the entire infrastructure, creating and implementing a replacement schedule for these objects with prioritization given to equipment facing end-of-life status, along with preventative or planned repair of equipment and property before it ceases to function properly. This plan also seeks to anticipate these costs as best as possible to be included as part of the operational costs of the system. In this manner we will establish a predictable, reliable and sustainable networking infrastructure.

In this first phase of the plan, we seek to replace the previously identified switches, but will continue annually to replace other components as scheduled.

## **Future Plans for Cooperative System**

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

The San Joaquin Valley Library System is continuing with its transition to its new network model with CENIC in an effort to increase our bandwidth and decrease our costs. As stated previously, this process has been a multiyear transition due to the cost required for installation fees involved. To carry out this effort, we have leveraged opportunities with grants and e-rate funding. Our priorities for the network are to grow the network into sustainable robust infrastructure with the flexibility to change with technology and time or membership. Funding for SJVLS is primarily provided through membership dues and a Tech Reserve fund. Equipment for 9 Headquarter Libraries and for 41 branches throughout the system was purchased with grant funds. Several other library branches were connected using funding provided from individual member's own budgets and Tech Reserve accounts. SJVLS members budgeted for the full costs of the telecommunications necessary in their own jurisdiction's FY2019-20 budgets. SJVLS takes advantage of e-rate discounts and Califa discounts to purchase and install the infrastructure necessary to implement CENIC and E-rate Category 2 related work.

The shared library management platform (Horizon) continues to be the central priority for SJVLS and a new contract was negotiated in 2016 that ensures that our libraries can keep up with the latest enhancements to support new service models at a reasonable cost. These include mobile circulation, tighter integration of electronic resources with the print catalog and more efficient workflows for traditional library materials.

In addition, SJVLS plans to improve its existing digital collections platform. SJVLS purchased ten (10) scanners, one for each member, for staff use. Members of the cooperative were trained on digitization procedure and metadata standards so they can contribute to this project by uploading their images directly onto the Omeka server. The project began with a focus on resources to assist students, K-12, with homework; however, in the next fiscal year, members will begin scanning other local resources that should be saved for posterity. SJVLS can help members with batch data import, as needed, at a cost to the members. The Membership pays a shared cost of basic services; identified, specialized services outside the scope of basic service are billed to members on a rate per hour for service.

As stated previously, the SJVLS Administrative Council is carrying out its Strategic Plan to which covers FY 2018-19 through FY 2020-21 and will include goals and strategies regarding service, resource sharing, technology, training, fiscal stability, and improving and promoting the network.

### **System Pension Liability**

Fresno County is the fiscal agent of SJVLS and all hiring is done through the Fresno County. As such Pension Liabilities for SJVLS are handled by Fresno County.



# CALIFORNIA LIBRARY SERVICES ACT PLAN OF SERVICE AND BUDGET

- Amended -

For use with 2019/20 Communication & Delivery Program  
California State  
Library Sacramento

May 2019  
Amended March 2020

Greg Lucas, Chief Executive Officer  
California Library Services Board

**System Information**  
**FY 2019/20**

System Name:	San Joaquin Valley Library System
Director:	Alberto Martinez
Email:	Alberto.Martinez@sjvls.org
Address:	2420 Mariposa St.
City:	Fresno
State:	California
Zip:	93721
Phone:	559-600-9283
Fax:	559-600-6283

System Chair for FY 2019/20 (if known): Janet Chase-Williams	Fiscal Agent: Fresno County Public Library
---	---

Date approved by Administrative Council: 5/24/2019
---

x	
Signature of System Administrative Chair for FY 2019-20	Date:
Print Name:	

**Baseline Budget**

(d ) Operations	
1. Office supplies	
2. Duplication/Photocopy	
3. Training (C&D program related)	
4. E-Resources (Enki, Zinio, OverDrive, etc.)	\$40,034
5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van)	\$159, 540
<b>System Delivery through Fresno County</b>	
6. System van/vehicle (fuel/insurance/maintenance)	
7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecom equipment maintenance/ web software)	\$24,000
Broadband Technology improvements via the repair, maintenance & replacement of networking hardware devices.	
Specify what funds were used for:	
8. Resource Sharing (Zipbooks, Link+, document depository)	
Redesign & Implementation of The System-Wide Library Open Digital Collection system.	
* Breakdown of cost i.e. software/subscription/delivery	
9. Other (with prior approval) eCard registration service	\$16,500
<b>Total of (d)</b>	<b>\$240,074</b>

(e ) Capital Outlay		
1. Equipment (specify)	\$	
2. Equipment revolving fund	\$	
<b>Total of (e)</b>	\$	

(f)Anticipated Current (2018/2019) Year-end Balance in the Equipment Revolving Fund	
	\$
<b>Total of (a-e)</b>	<b>\$240, 074</b>

- i. Which member libraries will benefit from Broadband improvements using CLSA allocated funds?  
SJVLS computer network is the backbone of many of the services we provide. Maintenance & repair of this infrastructure guarantees optimal functionality that will mature current and future networking needs by the member libraries.

## **Section 2**

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

The total Communication and Delivery **budget is \$1,734,738**, which consists of Delivery for **\$159,540 and Communication for \$1,575.198**. Total CSLA funding (\$240,362) represents 13.86% of our total communication and delivery costs. The System Adopted fiscal year 2019-2020 budget \$4,329,559 which CLSA requested funding of \$240,074 represents 5.54% and 94.46% is from local funding sources.

Because SJVLS continues to deliver more than 900,000 items annually at a cost of approximately \$159,540, the CLSA allocation remains a critical need in our eight-county area, we have elected to expend \$159,540 in CLSA funding to this service at 100%.

SJVLS will report the amount allocated to each member for this purpose in the September 2020 Annual Report.

The remaining \$80,624 of the total CLSA allocation of \$240,074 will be used for the following:

### **Eresources**

Supplement for shared e-book collection (Bibliotheca Cloud Library) and online resources by \$40,034. This would allow for purchase of an additional 1,650 to 1,675 additional titles. The Cloud Library collection is visible to users of the main SJVLS library catalog integrated with print collections and member Overdrive collections. Many of our members have a small level of e-book collections, due to small materials budgets, even though this format is in high demand.

Increasing this collection would provide a robust collection to communities with currently low accessibility to these materials. Additionally, these funds would allow the purchase of online database subscriptions.

### **Telecommunications**

SJVLS will utilize **\$24,000** towards the repair, maintenance & replacement of networking hardware. In this way, SJVLS can provide a consistently reliable & optimal networking infrastructure to the member libraries. The replacement of this equipment will be part of a system-wide technology replacement cycle

### **Sustainability:**

Funding would revert to current budgeted amount if these monies are not available in the future.

## **eCard Registration**

The eCard registration service will:

- Check the ILS to prevent duplicate registrations;
- Screen for fake accounts;
- Screen for borrower age;
- Check that the address provided is valid and within the SJVLS and member library service area; and
- Assign borrowers to the correct library jurisdiction and borrower type based on address.

An 'eCard' borrower record in the ILS would allow borrowers to utilize:

- Cloud library eBooks licensed by SJVLS, including those purchased with CLSA funds;
- The system-shared database package for general interest and K-14 resources, newspapers, auto repair, business and language learning; and
- Based on local decisions/licenses agreements, access to member-library purchased online resources.

All the SJVLS members would participate in the project for access to SJVLS-wide resources. Libraries will be able to choose if they want to honor the eCard for their locally purchased online resources. Funds for future annual maintenance of an eCard system would be borne by SJVLS membership.

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

The C&D funds are disbursed system-wide for delivery, broadband support, scanner maintenance, and e-resources. SJVLS does not allocate funds to specific libraries.

Resources - \$40,034

Delivery – \$159,540

Telecommunications – \$24,000

eCard Registration - \$16,500

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

Telecommunications for FY 2019-20 are estimated at \$1,575,198. Local member funds will be used to support SJVLS' remaining telecommunication costs. Members have allocated funding for this cost in their local budgets. CLSA provides 3.23% of communication funding.

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



The System provides E-Resource in the amount of \$ 178,100 which represents funding sources from CLSA \$30,000 and local \$148,100.

CLSA funding enhances our ability to provide quality resource that include our subscription to Bibliotheca; an online platform that provides Ebooks and Audiobooks to registered borrowers of all SJVLS member libraries. The titles are automatically included in the shared Enterprise library catalog with direct access available via the Enterprise interface. Titles purchased represent a mix of popular fiction and nonfiction for all ages. The added funding allows the purchase of around 1,070 additional titles. SJVLS is on track to circulate 13,400 titles in FY2019-2020.

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

SJVLS continues to deliver materials three times per week to all headquarter libraries. This delivery model continues unchanged because of the continued demand of our customers. Most delivery is via vans and drivers contracted through Fresno County Library.

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

The current average is 16 cents per item. Because SJVLS runs a shared ILS, branch library staff time to process items for delivery is minimal, so administrative funding is not applied. The primary cost is the central sorting of items from bins to the appropriate jurisdiction and the actual delivery time.

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

The San Joaquin Valley Library system is confronting a potential crisis in the obsolescence of its broadband networking infrastructure. As an example, SJVLS is currently operating with 62 network switches that are beyond their intended life cycle. In the best of cases, the equipment may continue to function but without the necessary support being provided by their manufacturers. In the worst of cases, it could potentially cease to operate and affect other components of the infrastructure, which would result in significant financial impacts. In any case, if SJVLS continues to operate without a planned process to confront these challenges, we could be facing significant challenges in carrying out our intended planning goals, and overall patron service expectations.

For this reason, SJVLS is currently moving towards creating and implementing an ongoing broadband equipment replacement schedule that will ensure operational sustainability. Said plan will encompass auditing the entire infrastructure, creating and implementing a replacement schedule for these objects with prioritization given to equipment facing end-of-life status, along with preventative or planned repair of equipment and property before it ceases to function properly. This plan also seeks to anticipate these costs as best as possible to be included as part of the operational costs of the system. In this manner we will establish a predictable, reliable and sustainable networking infrastructure.

In this first phase of the plan, we seek to replace the previously identified switches, but will continue annually to replace other components as scheduled.

## **Future Plans for Cooperative System**

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

The San Joaquin Valley Library System is continuing with its transition to its new network model with CENIC in an effort to increase our bandwidth and decrease our costs. As stated previously, this process has been a multiyear transition due to the cost required for installation fees involved. To carry out this effort, we have leveraged opportunities with grants and e-rate funding. Our priorities for the network are to grow the network into sustainable robust infrastructure with the flexibility to change with technology and time or membership. Funding for SJVLS is primarily provided through membership dues and a Tech Reserve fund. Equipment for 9 Headquarter Libraries and for 41 branches throughout the system was purchased with grant funds. Several other library branches were connected using funding provided from individual member's own budgets and Tech Reserve accounts. SJVLS members budgeted for the full costs of the telecommunications necessary in their own jurisdiction's FY2019-20 budgets. SJVLS takes advantage of e-rate discounts and Califa discounts to purchase and install the infrastructure necessary to implement CENIC and E-rate Category 2 related work.

The shared library management platform (Horizon) continues to be the central priority for SJVLS and a new contract was negotiated in 2016 that ensures that our libraries can keep up with the latest enhancements to support new service models at a reasonable cost. These include mobile circulation, tighter integration of electronic resources with the print catalog and more efficient workflows for traditional library materials.

In addition, SJVLS plans to improve its existing digital collections platform. SJVLS purchased ten (10) scanners, one for each member, for staff use. Members of the cooperative were trained on digitization procedure and metadata standards so they can contribute to this project by uploading their images directly onto the Omeka server. The project began with a focus on resources to assist students, K-12, with homework; however, in the next fiscal year, members will begin scanning other local resources that should be saved for posterity. SJVLS can help members with batch data import, as needed, at a cost to the members. The Membership pays a shared cost of basic services; identified, specialized services outside the scope of basic service are billed to members on a rate per hour for service.

As stated previously, the SJVLS Administrative Council is carrying out its Strategic Plan to which covers FY 2018-19 through FY 2020-21 and will include goals and strategies regarding service, resource sharing, technology, training, fiscal stability, and improving and promoting the network.

## **System Pension Liability**

Fresno County is the fiscal agent of SJVLS and all hiring is done through the Fresno County. As such Pension Liabilities for SJVLS are handled by Fresno County.

**AGENDA ITEM:** Preliminary CLSA Budget for FY 2020-2021

**ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:**

Consider the preliminary CLSA budget for FY 2020-2021

1. **RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:**

I move that the California Library Services Board adopt, contingent upon the passage of the State Budget Act, the 2020-2021 CLSA budget as directed in the proposed 2020-2021 budget, totaling \$1,880,000 for allocation to Cooperative Library Systems.

**BACKGROUND:**

The governor's proposed budget, released in January for the 2020-2021 fiscal year, included a proposal to provide \$3,630,000 million in funding for the California Library Services Act and \$1 million in one-time funding for the Zip Books program.

Due to the fiscal impacts of the COVID-19 pandemic, the governor's revised budget in May proposes withdrawing the \$1 million in one-time funding for Zip Books. It also proposes reducing Communications and Delivery funding under the library services act by \$1.75 million leaving \$1.88 million. This Communications and Delivery decrease is part of several "trigger" budget reductions that the governor says would be restored if sufficient funding is received from the federal government.

**Recommendation:** Staff recommends that the Board adopt the preliminary budget Exhibit A at this meeting so that the systems have preliminary numbers to base their plans of service on.

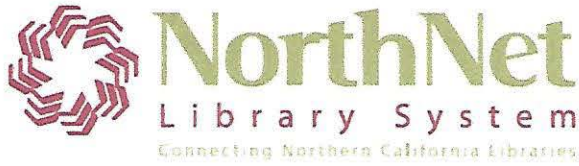
**RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE:**

Review and approve System Plans of Service and Budget for the 2020-2021 fiscal year.

## CLSA Preliminary System Budget Allocations- FY 2020-2021

## Communications and Delivery Program

System	Baseline Budget	System Administration	Total
Black Gold	\$ 66,266	\$ 16,566	\$ 82,832
49-99	\$ 62,708	\$ 15,677	\$ 78,385
Inland	\$ 158,367	\$ 39,593	\$ 197,960
NorthNet	\$ 334,343	\$ 83,586	\$ 417,929
PLP	\$ 291,865	\$ 72,967	\$ 364,832
SJVLS	\$ 99,998	\$ 24,999	\$ 124,997
Santiago	\$ 84,267	\$ 21,067	\$ 105,334
Serra	\$ 112,325	\$ 28,081	\$ 140,406
SCLC	\$ 293,861	\$ 73,464	\$ 367,325
<b>Total funding</b>	<b>\$ 1,504,000</b>	<b>\$ 376,000</b>	<b>\$ 1,880,000</b>



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

[www.northnetlibs.org](http://www.northnetlibs.org)

**Document 9  
ACTION**

April 2, 2020

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

Dear Ms. Bernardo:

The CLSB recently completed the updates to the California Library Services Act regulatory languages, which became law last year. Part of the modification includes the section below in Article 7. Communication and Delivery, Section 20236. Inclusion:

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees.

The purpose of this letter is to request clarification on acceptable use of CLSA funds as it relates to "telecommunication equipment and its installation along with service fees."

### **Background**

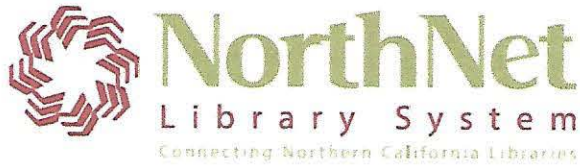
To effectively run a library, a network is needed to connect to the internet. The network supports staff's functions, such as the online catalog, access to financial systems, email, etc., and also supports the public through public access to the internet, searching databases, online classes, etc. Most libraries participate in CENIC, which is a high-capacity fiber optic network backbone which schools and libraries connect to for internet use.

In 2016, the systems requested clarification from the State Library about whether CLSA funds could be used for libraries to purchase hardware to connect to the internet (whether on CENIC or not). The State Library staff reviewed the existing language in the law, and provided the systems with this direction:

"The legislative finding, intent, and policy for CLSA ultimately lead to the CLSB requiring libraries to 'provide access to its bibliographic records and materials location information.' This is implemented through the C&D [Communications and Delivery] component which should be 'based upon the most cost-effective methods of exchanging materials and information among the member libraries.' Giving broad, modern interpretations to 'materials location information' and 'exchanging materials and information' I will say that [the] example fits within the communications component of CLSA. This would include equipment, installation, monthly service fees, etc."

The basis of this statement, that CLSA funds can be used for "equipment, installation, monthly service fees, etc." prompted the systems to work with the CLSB to update the regulatory language. Libraries were also able to use CLSA funds to purchase hardware for installing CENIC networks.





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

[www.northnetlibs.org](http://www.northnetlibs.org)

## **Each System Uses CLSA Funds Differently to Share Resources**

Each system uses its CLSA funds in various ways. Some of the most common shared uses of funds include paying for delivery costs, shared eResources such as eBooks and eMagazines, or a shared catalog.

Several of the systems provide CLSA funds back to the individual libraries to pay for shared resources between three or more libraries.

NLS uses CLSA funds for delivery and shared eMagazine and eBook subscriptions. The remainder of the funds are allocated back to the library, and the libraries may choose from a menu of services that are eligible, including Link+, other shared eResources, and Broadband hardware costs. Since NLS is so large, covering 57,838 square miles and 48% of the counties in California, the individual library needs vary greatly. 64% of the counties in NLS are classified as frontier or rural and have no incorporated areas with more than 50,000 persons. The other 36% includes several large library systems with numerous branches. Library budgets can range from a few thousand dollars to several million.

Using CLSA funds to pay for shared resources, such as delivery and eResources, and then providing a portion for the libraries for shared resources has proven successful in the last several years. However, NLS libraries are noticing that as they move onto CENIC, their costs are changing, and are asking if CLSA funds can be used for ongoing telecommunication costs.

## **Defining use of CLSA Funds for Telecommunication**

Throughout the systems, cooperatives have been using CLSA funds to support telecommunication costs by paying for network hardware and for paying for network installation costs to connect a library.

Several of the rural libraries have asked if CLSA funds can be used for the following telecommunication costs:

1. Broadband ongoing telecommunication costs from CENIC (meaning, the invoices for the CENIC network service)
2. Warranties on the data center network router, which connects the CENIC network to the library network. The warranties pay for support, without which a library would need to pay for any repair out of pocket, or possibly purchase new equipment should it fail.
3. Network security software at the data center to protect the network from hacks, viruses and breaches.

NLS asked the State Library Staff if the items above could be covered using CLSA funds. Upon review, the State Library staff provided the following response:

"You could argue that the quarterly CENIC bills could be seen as service fees in support of communication, delivery, and resource sharing. We do not think that warranties or security software would fall under that. Please note that all decisions on system funds must go through the Board. This email does not constitute approval by the Board and any changes must go to them for approval."

Based on this response, NLS is asking the California Library Services Board to further clarify acceptable uses of CLSA Communication and Delivery Baseline funds for telecommunication equipment and its installation along with service fees.

### **The Need for Telecommunication Support**

The NLS Executive Committee reached out to its member libraries to ask of the impact telecommunication services have had on their rural communities, as well as how CLSA funds have helped to supplement limited local budgets and mitigate the on-going costs to maintain these critical services. The responses below demonstrate how vital the CLSA support has been and will continue to be in these jurisdictions.

#### **From Michael Perry, Siskiyou County Librarian:**

*"Currently, Siskiyou County's CENIC network configuration has all Internet traffic coming through our main switch, located at our central branch. Should this equipment fail – for whatever reason – all branch network traffic would be offline until the issue was fixed or a replacement ordered and installed. On a smaller scale, if a branch's router fails, that branch is offline until replacement equipment can be ordered. Lead times to purchase equipment through normal channels are generally weeks, if not longer.*

*We are considering a maintenance support agreement with AMS.NET to support software upgrades and hardware maintenance for our networking equipment. This type of maintenance agreement would ensure that our hardware receives the latest security firmware updates and immediate replacement equipment should anything fail in our 12-branch system. The maintenance would improve the reliability of our entire library network for about \$4,800 a year.*

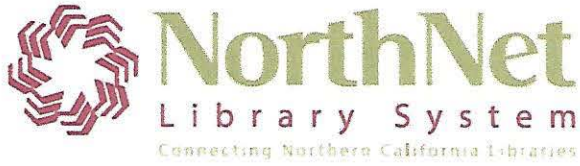
*I consider services like AMS.NET to be as integral to the network as the hardware equipment itself and consistent with the language in the CLSA act: "...intra-system communication, delivery and resource sharing includes the acquisition or maintenance of technology ...". Without that on-going maintenance, our hardware is vulnerable and the network susceptible to failure."*

#### **From Jody Meza, Library Director at the Willows and Orland Libraries:**

*"The ability to provide patrons with access to reliable highspeed broadband internet via CENIC has proved to be a vital and essential service for patrons of the Orland and Willows Libraries. Our location in the particularly rural and low-income area of Glenn County means that these communities lack opportunities to access internet and wifi other than at the public libraries. The library staff frequently hears that the only business in both towns that offers free wifi to customers (Starbucks) has a weak and often unavailable connection, and even citizens who are willing to pay for higher connection speeds have stated that there is no access where they live or work and that lack impedes their ability to function online. Therefore, Orland and Willows Library internet access has proven to be critical for community members and their varied needs- whether they be personal, educational, occupational/ career-related, etc.*

*However, we have discovered that maintaining that access may prove to be difficult, or probably impossible for the libraries, due to unexpected and ongoing financial costs. We*





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

[www.northnetlibs.org](http://www.northnetlibs.org)

*recently received notice that the security/firewall equipment that was recommended by CENIC and purchased with the CA Public Library Broadband Grant has an annual software renewal cost of almost \$4,000 dollars. This is more than double the amount that each library has budgeted annually for our ENTIRE computer/internet maintenance needs. Neither Library receives IT services from City or County (they have refused to take on the additional responsibilities and cost of adding the libraries); we are completely reliant on a local contractor who only provides us with troubleshooting and maintenance support. The burden of paying the "pre e-rate" full, undiscounted charges has already been extremely difficult for our small finance departments to handle and I can foresee the City Council and city admin feeling it necessary to return to the previous internet providers despite the enormous setback this would mean for the community's access to reliable and highspeed internet. Frankly, our patrons would be devastated by the loss to their ability to function online and it would be a huge blow to access to and essential library service."*

### Summary

NorthNet works is respectfully requesting clarification from the CLSB for use of CLSA baseline funds for telecommunication equipment and its installation along with service fees, including the following areas:

- Hardware costs related to data centers, including routers, switches and firewalls. These are one-time costs.
- Ongoing warranty costs for data center routers, switches and firewalls.
- Network security tools for data center. This could include software, hardware, or subscription costs to security software tools.
- Hardware costs to connect individual branches to the library network, including switches and other network equipment. These are one-time costs.
- One-time network connection costs (for instance, when a branch is being built)
- Broadband ongoing telecommunication networking costs from CENIC or other internet service provider, if not on CENIC

Using CLSA funds for telecommunication costs benefits all nine cooperative library systems, and providing this direction will assist the cooperatives in ensuring compliance in use of CLSA funds.

Should you have any questions, please feel free to contact me at [todd@tehamacountylibrary.org](mailto:todd@tehamacountylibrary.org), or by phone at (530) 527-0604.

Sincerely,

A handwritten signature in black ink that reads "Todd Deck".

Todd Deck, NLS Chair

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



**AGENDA ITEM:** CLSA System Annual Report, FY 2018/19

**GENERAL OVERALL PROGRAM UPDATES:**

CLSA funds continue to support the Communications and Delivery (C&D) program at the cooperative system level. In FY 2018/19, C&D funds supported all or a portion of each System's physical delivery of materials and the use of shared e-resources. Exhibit A provides a summary of activities and how communities benefited through state funding. Exhibit B displays a summary of the actual workload statistics for 2018/19.

Expenditures for 2018/19: Exhibits C displays how CLSA and local funds were expended in support of System Administration and C&D. Exhibit C also provides data on local member contributions.

**RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE:**

Consideration of 2020/21 System Plans of Service.

Staff Liaison: Monica Rivas

## California Library Services Act System Program Annual Report FY2018/19

### Southern California library Cooperative (SCLC): Executive Director Diane Satchwell

Goals for Meeting the needs Through CLSA funding (\$712,544)

Baselines Funds: \$570,035

- Physical delivery through a contracted company every other day : \$90,000
- e-resources : \$319,004
- Digi labs: \$148,031
- Telecommunication/upgrade to the cloud: \$3,500
- Audit: \$5,000
- Operations: \$4,500

System Administration Funds: \$142,509

- Executive Director: \$47,669
- Controller: \$31,981
- Admin Officer: \$41,940
- Project Manager: \$20,919

Were Goals Met-How did the Community Benefit?

Delivery of physical material is still requested and needed to meet the needs of library patrons. Although cost is going up with the decrease in use, staff will be investigating alternative delivery models.

DigiLabs have proven to be very popular and prompted partnerships and started collaborative efforts to digitize and preserve local history. The DigiLab Project is a valuable asset in ensuring that important historical items/collections are made accessible to the public.

SCLC continues to add to the Gale Archive, as well as renew previous subscriptions.

Non-CLSA funded activities

- Torrance hosted two sessions of Mental Health First Aid
- Palmdale City Library is part of Inland Library Network shared online catalog
- Calabasas Library is part of a collective that put together Maker Boxes consisting of materials to expose patrons to 21<sup>st</sup> technology and STEAM related skills

## **Inland Library System: Executive Director Diane Satchwell**

Goals for Meeting the needs Through CLSA funding (\$383,282)

Baselines Funds: \$ 306,625

- Delivery of physical materials using contracted delivery services \$43,125
- e-resources : \$190,736
- Digi labs: \$60,000
- Audit: \$9,264
- Operations: \$3,500

System Administration Funds: \$76,657

- Executive Director: \$49,914
- Library Assistant: \$26,743

Were Goals Met-How did the Community Benefit?

Delivery is a combination of contracted service and in-kind by Riverside County. UPS and USPS are used by two remote libraries since delivery is not possible.

Funds were provided to member libraries to purchase e-resources. The e-resources included eBooks, eMagazines, streaming videos and other services their customers can check out.

The DigiLabs were rotated within the system and used to digitize fragile photo albums, scrapbooks, yearbooks, and ledgers from the late 1800s and early 1900s. Libraries now have digital copies of photographs, correspondence and other records that tell the story of their community. Local organizations have digitized founding documents, scrapbooks and other ephemera which were in various stages of disrepair. Having the DigiLabs has allowed the libraries to reach out to the community and provide a new service, it also provides an opportunity to offer preservation assistance.

Non-CLSA funded activities

- Inland provided an Annual Performer's showcase and a Everything YA
- Member libraries also invite other libraries to do training and programs
- Inland has an active committee to help support networking, provide ideas, and support

## **49-99 Cooperative Library System: Executive Director Diane Satchwell**

Goals for Meeting the needs Through CLSA funding (\$150,766)

Baselines Funds: \$ 120,613

- Delivery: \$ 58,720
- Link+: \$58,993
- Audit: \$2,900

System Administration Funds: \$30,153

- Executive Director: \$17,271
- Controller: \$4,794
- Admin Officer: \$7,682
- Project Manager: \$406

Were Goals Met-How did the Community Benefit?

LINK+ has been a boost to the collections for the six participating libraries. Collectively they have borrowed 36,918 items. Link+ has provided a benefit to the community allowing access to materials that some 49-99 libraries may not have in their collections. It also provided a quicker loaning period so community members are not waiting on hold list for materials.

LINK+ requires daily delivery amongst member libraries, which increased to 5 days a week, raising the annual mileage of delivery vans. With the increase in use of the resources comes an increase in delivery cost and 49-99 will use additional library dues to make up the difference on delivery cost.

Non-CLSA funded activities

- Book Club in a Box
- Stockton is the hub for Link+ and they provide training and support

## **Serra Cooperative Library System: Executive Director Diane Satchwell**

Goals for Meeting the needs Through CLSA funding (\$270,816)

Baselines Funds: \$ 216,653

- Physical delivery: \$22,350
- e-resources : \$186,803
- Website and Logo update: \$2,500
- Audit: \$5,000

System Administration Funds: \$54,163

- Executive Director: \$17,746
- Controller: \$15,639
- Admin Officer: \$18,670
- Project Manager: \$2,108

Were Goals Met-How did the Community Benefit?

Physical delivery is provided through contracted service. Due to the large geographical size of Serra, the cost of delivery are high. Having materials borrowed and loaned provides a much needed service to the member libraries and their communities.

The e-resources are very popular and they have a selection committee that oversees the materials and check out to assure materials are available to the member libraries. Serra has purchased eBooks, audiobooks, and eMagazines.

Non-CLSA funded activities

- Serra has committees that meet regularly to host events and provide training
- One Book, One San Diego premier library program

## **Santiago Library System: Executive Director Diane Satchwell**

Goals for Meeting the needs Through CLSA funding (\$210,054)

Baselines Funds: \$ 168,043

- e-resources : \$164,543
- Audit: \$3,500

System Administration Funds: \$42,011

- Executive Director: \$28,778
- Controller: \$9,692
- Admin Officer: \$3,541

Were Goals Met-How did the Community Benefit?

As the popularity of eBooks has continued to grow, the CLSA funds awarded to purchase additional eBooks has been critical to keep up with demand. As a result of the infusion of new titles, eBooks circulation increased in some libraries up to 39%. Having a robust eBook circulation is also a great hook when doing outreach in the community with non-library users. Member libraries are able to register new users for online cards and show them immediate access to the digital collection.

Non-CLSA funded activities

- Circulation Committee updated the Fines and Fees Comparison and selected topics of discussion at Santiago meetings
- Participated in interview panels as part of the hiring process
- Performers Showcase
- Help facilitate logistics for Serra meeting
- Delivery is done in-kind

## **Pacific Library Partnership: Executive Director Carol Frost**

Goals for Meeting the needs Through CLSA funding (\$694,827)

Baselines Funds: \$ 555,862

- Physical delivery: \$192,307
- e-resources : \$206,524 \* (Use of FY17/18 and FY 18/19)
- Library Assessment Tool: \$ 156,250 \* (Use of FY17/18 and FY 18/19)
- Operations: \$7,942

*\*\$7,161 of funds used were from FY 17/18*

System Administration Funds: \$138,965

- Executive Director: \$138,965

Were Goals Met-How did the Community Benefit?

CLSA funds were spend to support delivery to facilitate resource sharing through movement of materials and resources from location to location within the Pacific Library Partnership. Delivery services continue to be prioritized by member libraries. Libraries throughout the PLP system depend on the ability to share materials and resources as a mechanism to enhance the breadth and depth of their individual collections and delivery is the critical component that makes this sharing possible.

Based on the approved e-resources funding was provided for the following services. Four libraries purchased subscriptions to Enki, five libraries opted to use funds for networking/broadband cost , six libraries used funds for cost related to Link+, five libraries purchased Overdrive eMaterials, three libraries purchased shared eMaterials in Biblioteca's Cloud library, and seven libraries participated in a study for shared ILS.

PLP also used CLSA funding for an assessment tool which will help member libraries determine their user and non-users, and develop strategies for better marketing, collections and programming for their diverse communities.

Non-CLSA funded activities

- PLP member libraries contributed \$448,583 in local fund for delivery
- 2 MOBAC members libraries contributed \$2,000 in local funds to supplement delivery
- Libraries fund inter-library loan services, including OCLC World Share and Link+
- PLP libraries used local funds to invest in connectivity via broadband to

the CalREN network

- PLP provides a shared eBook collection for its member libraries



## **NorthNet Library System: Executive Director Carol Frost**

Goals for Meeting the needs Through CLSA funding (\$816,895)

Baselines Funds: \$ 653,516

- Physical delivery: \$146,548
- e-resources : \$501,468
- Operations: \$5,500

System Administration Funds: \$163,379

- Executive Director: \$ 17,706
- Coordinator: \$50,700
- Controller: \$19,032
- Office Manager: \$25,168
- Secretary: \$4,095
- Management Analyst: \$ 10,481
- Account Clerk: \$6,981
- Administrative Assistant: \$3,692
- Indirect: \$25,524

Were Goals Met-How did the Community Benefit?

The goals for the NLS Communication and Delivery programs we met through the on-going CLSA funding. NLS has delivery contracts with two courier services, funded with a combination CLSA and local funds, which moves physical materials among two thirds of the NLS member libraries.

Shared eResources remain a priority for all members, especially those in smaller, more geographically remote areas. NLS will continue to fund Zinio, but at a reduced amount due to the fixed pricing structure that has cause members to drop out. Other shared resources will be considered for NLS consortia in the coming year.

OverDrive shared eBook and eAudio collection continues to be popular with NLS patrons. Each library build their own collection from the OverDrive catalog of more than 3.3 million titles from over 5,000 publishers, and shared the collection with the other NLS participating libraries.

Several member libraries shared Integrated Library Systems (ILS). Cooperative agreements to share an ILS greatly improved and encouraged the sharing of resources through interlibrary loan and a much larger scale.

After nearly three year of work to research the interest and feasibility for NLS system-wide Link+ network, as well as a study to determine delivery capabilities for the most remote of NLS members, have resulted in a new NLS Link+ contract

being established including 14 existing Link+ libraries, 3 new libraries, and one system joining later in 2019.

Non-CLSA funded activities

- NorthNet provided support for training and staff development
- Member libraries use local funds to subscribe to ENKI, Zip Books, and Link+

## **San Joaquin Valley Library System: Executive Director Raman Bath**

Goals for Meeting the needs Through CLSA funding (\$240,362)

Baselines Funds: \$ 240,362

- Physical delivery: \$159,540
- e-resources : \$48,469
- Telecommunications: \$22,500
- Operations: \$9,853

System Administration Funds: \$0

Were Goals Met-How did the Community Benefit?

Delivery goals were met and materials were moved in a timely manner, with minimal delays. Communities were provided with access to the materials they requested efficiently and they met their information needs through access to materials held throughout the 20 member system.

Funds were also used to meet the telecommunication needs of MPLS disconnections.

SJVLS purchased e-Book collection from the Biblioteca Cloud Library.

Non-CLSA funded activities

- SJVLS maintains a shared integrated library system, which allows member libraries and their branches equal access to our shared collections

## **Black Gold Cooperative System: Executive Director Glynis Fitzgerald**

Goals for Meeting the needs Through CLSA funding (\$150,454)

Baselines Funds: \$ 147,000

- Physical delivery: \$ 98,400
- e-resources : \$48,600

System Administration Funds: \$3,454

Were Goals Met-How did the Community Benefit?

Black Gold members share an automated library system which makes it very easy for patrons to request items from another library in the cooperative. Having delivery service to get the items to the patron's home library is essential to fulfilling this service. The community benefits because patrons are able to request items from libraries several hundred miles away and receive them very quickly, often as soon as the next day. This greatly increases the number of items available to patrons of any one library and is especially useful for patrons at Black Gold's small and rural branches.

Non-CLSA funded activities

- Local funds pay for network connections from 32-member library buildings to the local server
- Local funds pay for the telephone service which allows patrons to call in to renew items via an 800 number
- Local funds pay for a separate public Internet connection
- 80% of Overdrive cost
- 100% of cost of Zinio, Hoopla, and Enki

System Communications & Delivery Program 2018/19 Methods and Workloads

	Black Gold	49-99	Inland	NorthNet	PLP	SJVLS	Santiago	Serra	SCLC	Total
Communication Workload Messages	1,027,052	1,333	6,644	N/A	N/A	Unknown	2,062,	3,558	6,672	1,047,321
Phone/Fax	9%	2%	3%	N/A	N/A	Unknown	3%	1%	19%	9%
Internet/Email	91%	98%	97%	N/A	N/A	Unknown	97%	99%	81%	91%

	Black Gold	49-99	Inland	NorthNet	PLP	SJVLS	Santiago	Serra	SCLC	Total
<b>Delivery Workload Items</b>	733,409	71,684	146,770	1,247,031	4,091,919	987,824	3,919	23,907	16,848	7,323,311
<b>System Van</b>	0%	0%	N/A	0%	0%	0%	0%	0%	0%	0%
<b>Contracted Delivery</b>	97%	100%	85%	89.5%	98.9%	100%	0%	97%	99%	93.8%
<b>US Mail</b>	2%	0%	0%	10.4%	1%	0%	1%	2%	1%	2.5%
<b>United Parcel Service</b>	0.5%	0%	0%	0.1%	0%	0%	0%	1%	0%	0.1%
<b>Other Services</b>	0.5%	0%	15%	0%	0.1%	0%	100%	0%	0%	3.6%
<b>Traveled Miles</b>	66,768	40,300	22,862	234,109	126,828	60,299	Not available	22,366	44,584	618,116

**Summary of Communications & Delivery (C&D),**

System Administration Expenditures, and Local Member Contributions for FY 2018/19

Systems	Black Gold	49-99	Inland	NorthNet	PLP	SJVLS	Santiago	Serra	SCLC	Total
C&D Expenditures (*a)	147,000	120,613	306,625	653,316	555,862	240,362	168,043	216,653	570,035	2,978,709
% C&D Expenditures	36%	100%	100%	84%	100%	19%	100%	100%	100%	70%
C&D Local Expenditures (*b)	259,036	0	0	128,750	2,000	994,636	0	0	0	1,255,672
% C&D Local Funds	64%	0%	0%	16%	.004%	81%	0%	0%	0%	30%
<b>Total Expenditures</b>	<b>406,036</b>	<b>120,613</b>	<b>306,625</b>	<b>653,516</b>	<b>557,862</b>	<b>1,234,998</b>	<b>168,043</b>	<b>216,653</b>	<b>570,035</b>	<b>4,234,381</b>

(\*a) C & D refers to Baseline Funds.

(\*b) Local Member Contributions used toward C & D programs.

Systems	Black Gold	49-99	Inland	NorthNet	PLP	SJVLS	Santiago	Serra	SCLC	Total
System Admin. Expenditures	3,454	30,153	76,657	163,379	138,965	0	42,011	54,163	142,509	651,291
System Admin. Local Expenditures	353,069	0	0	0	779,204	267,220	0	0	0	1,399,493
<b>Total System Admin. expenditures</b>	<b>356,523</b>	<b>30,513</b>	<b>76,657</b>	<b>163,379</b>	<b>918,169</b>	<b>267,220</b>	<b>42,011</b>	<b>54,163</b>	<b>142,509</b>	<b>2,050,784</b>

Systems	Black Gold	49-99	Inland	NorthNet	PLP	SJVLS	Santiago	Serra	SCLC	Total
LSTA Expenditures System Admin.	0	0	0	0	0	11,622	0	0	0	11,622

<b>2018/2019 Expenditures</b>	<b>CLSA</b>	<b>LOCAL</b>	<b>LSTA</b>
<b>Administration</b>	651,291	1,399,493	11,622
<b>Communication and Delivery</b>	2,978,709	1,255,672	0
<b>Total of All</b>	6,630,000	2,655,265	11,622

**AGENDA ITEM:** CLSA Consolidations and Affiliations

**ISSUES TO COME BEFORE THE BOARD AT THIS MEETING:**

Consideration of Dixon Public Library affiliation with the Solano County Library System

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board approve the affiliation of the Dixon Public Library with the Solano County Library System effective July 1, 2020, and waive the September 1, 2018 notification date for 2018/19 affiliations.

**BACKGROUND:**

Notification has been received from the NorthNet Library System that the Dixon Public Library has joined the Solano County Library System effective January 1, 2020 (Exhibit A). The Dixon Public Library and the Solano County Library had a service contract executed by both sides in November 2019 (Exhibit B). The service contract was approved by the Solano County Board of Supervisors on November 19, 2019 (Exhibit C) and the Dixon Public Library Board of Library Trustees on November 14, 2019 (Exhibit D). Both Dixon Public Library and the Solano County Library System are members of the NorthNet Library System.

**GENERAL OVERALL PROGRAM UPDATES:**

CURRENT STATUS: June 30, 1983 marked the last date on which public libraries affiliating were eligible for grants under the affiliations program.

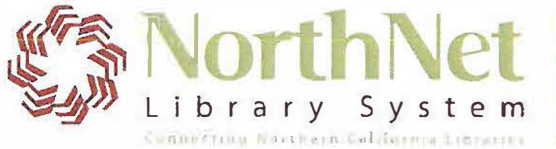
Although affiliation grants are no longer available, the State Board must still approve the proposed affiliation of independent public libraries, since CLSA funds are allocated based on formulas in which the number of System members is a significant factor.

Included for your information is a revised history of CLSA consolidations and affiliations through fiscal year 2019/20 (see Exhibit E).

**RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE:** The State Board will be notified of all proposed affiliations or consolidations at the Board meeting immediately following the receipt of notices of intent.

Staff Liaison: Monica Rivas





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

[www.northnetlibs.org](http://www.northnetlibs.org)

February 18, 2020

Annly Roman  
California State Library, Office of the State Librarian  
Administrative Assistant to California Library Services Board  
914 Capitol Mall  
Sacramento, CA 95814

Dear Ms. Roman,

This letter is to inform you that the Dixon Public Library has joined the Solano County Library System, effective January 1, 2020. The Solano County Library will assume the operation of Dixon, and so Dixon will become another library outlet of Solano County as will no longer be considered a separate library. Both of the libraries remain in the NorthNet Library System.

I have attached the following documents:

Attachment A: "Agreement for Library Administrator Services, County of Solano, Dixon Public Library District" contract. This is the signed agreement between the agencies, after the approval from their respective governing agencies.

Attachment B: Solano County Board of Supervisors Minutes from the November 19, 2019 meeting. Page 14, item 29 (19-895) notes the vote and approval of the contract.

Attachment C: Dixon Library Board Agenda Packet from December 12, 2019 which includes the Minutes of November 14, 2019 meeting, (see page 19, approval of Item 9b) where the Board approved the contract.

Should you have any questions, you may contact Bonnie Katz, Director of Library Services, Solano County, at (707) 421-6510 or [bkatz@solanocounty.com](mailto:bkatz@solanocounty.com); or me at [frost@plpinfo.org](mailto:frost@plpinfo.org), or 650-349-5538.

Sincerely,

A handwritten signature in black ink that reads "Carol Frost". The signature is fluid and cursive, with a long horizontal stroke at the end.

Carol Frost  
Administrator for the NorthNet Library System

CC: Todd Deck, Chair, NorthNet Library System  
Bonnie Katz, Director of Library Services, Solano County Library  
Suzanne Olawski, Chair, North Bay Cooperative Library System  
Aida Buelna, Dixon Public Library

Solano County Library

Dixon Public Library District

**AGREEMENT FOR LIBRARY ADMINISTRATOR SERVICES  
COUNTY OF SOLANO  
DIXON PUBLIC LIBRARY DISTRICT**

THIS AGREEMENT is made and entered into as of the 1<sup>st</sup> day of January 2020, by and between the COUNTY OF SOLANO, a political subdivision of the State of California (hereinafter "County") on behalf of the SOLANO COUNTY LIBRARY (hereinafter "Administrator") and the BOARD OF TRUSTEES ("Board") of the DIXON PUBLIC LIBRARY DISTRICT, a political subdivision of the State of California (hereinafter "District").

**RECITALS**

WHEREAS, the District's Board operates the Dixon Library and has requested that the Administrator through the County contract with the District to provide administrative, managerial, and related library services to manage the District Library on a day to day basis on behalf of the Board pursuant to its authority under Education Code section 18400, *et seq.*, and,

WHEREAS, the Administrator is willing and able to provide such services, and

WHEREAS, the parties further desire that all District employees employed at the Dixon Library prior to the term of this Agreement, shall cease to be employees of the District and shall thereafter be deemed to be County employees during the term of this Agreement unless such employees resign, are terminated, or otherwise retire from County employment;

NOW, THEREFORE, Administrator and Board mutually agree:

**SECTION 1.0 DEFINITIONS**

**1.1 Administration**

Administration means all administrative costs of operating the Dixon Library including personnel, supplies, physical space and equipment.

**1.2 Automation**

Automation is all computer-driven circulation and informational databases within the Library system.

**1.3 Board**

Board refers to the Dixon Public Library District Board of Trustees, which shall retain all authority over the District and Dixon Library as prescribed by law.

**1.4 Charge for Services**

Charge for Services refers to the total expenditures for operating the Dixon Library minus all credits.

**1.5 Credits**

Credits refer to the Administrator's internal accounting method of crediting the Dixon Library for its share of fines, fees or donations received.

**1.6 Contract**

The contract is this Agreement.

**1.7 Fiscal Year**

The fiscal year is the period from July 1 to and including the following June 30.

**1.8 Fixed Asset**

A fixed asset is any item with a fixed cost of \$5,000 or more and an estimated useful life of three (3) or more years.

**1.9 Operating Expenses**

Operating expenses are all the actual, documented costs of operating the Dixon Library such as staff, books and other materials, equipment, utilities, insurance and supplies.

**1.10 Overhead**

Overhead means the indirect costs of administration, technical services, automation and telephone assistance center, incurred by the Administrator in managing the Dixon Library. The calculation of overhead is based on the actual expenses of the fiscal year just ended prior to the submission of the preliminary budget for the ensuing fiscal year.

**1.11 Public Facilities Fees**

Public Facilities Fees are collected on new development to fund expansion and/or new construction of facilities to meet growth requirements. Government Code 66001 et seq. (AB1600) governs impact fees (also referred to as "public facilities fees") imposed by all public agencies.

**1.12 Revenue**

Revenue refers to all property tax, sales tax and redevelopment dissolution revenues that the Dixon Library annually receives in accordance with state law.

**1.13 School District**

School District refers to the Dixon Unified School District.

**1.14 SPLASH**

SPLASH is the joint automation system owned by Solano County. The partners are Benicia Public Library, St. Helena Public Library, and Solano County Library.

**1.15 Technical Services**

Technical Services refers to the identification, ordering, acquisition, cataloging and processing of all books and other materials.

**1.16 Dixon Library**

The Dixon Library includes all public library buildings within the District. The current Dixon Library facility is located at 230 N 1<sup>st</sup> Street, Dixon, CA

**Section 2.0 LEVEL OF SERVICE**

**2.1 Revenue and Credits**

A. The level of service provided to the Dixon Library by the Administrator shall be commensurate with the annual revenues provided to the Administrator by the Dixon Library.

B. Revenue will be used in determining the level of service.

C. Based upon the total available revenue and credits, the Administrator agrees to provide the same library services to District residents as are provided generally to the residents of Solano County.

**2.2 Scope of Service**

A. The level of services is set forth in Appendix A which generally includes:

- (1) A collection of books and other materials for circulation and in-house use;
- (2) Staff to circulate materials and answer informational and reader's advisory questions posed by all age groups;
- (3) Access via the public access catalog to materials not physically housed in the Dixon Library;
- (4) Interlibrary loan and delivery services; and,
- (5) Programming activities and a regular schedule of hours including evening and weekend service.

B. The Administrator agrees to provide services regularly except if interrupted by an Act of God, war, civil disturbance, labor dispute or other cause beyond the Administrator's control.

**SECTION 3.0 REVENUE AND BUDGET**

**3.1 Public Entity**

A. The parties recognize and agree that the District is a public entity of the State of California separate and apart from the School District.

**3.2 Preliminary Budget**

A. Each June, the Administrator shall prepare and present to the Board for approval a preliminary budget based on:

- (1) The total estimated amount of the Dixon Library's revenues;
- (2) All applicable credits.

B. Expenditures shall include all operating expenses of the Dixon Library including overhead costs.

C. The District agrees to compensate the Administrator for the overhead costs of managing the Dixon Library on behalf of the Board.

D. The Administrator agrees to itemize the actual costs of overhead.

E. The preliminary and final versions of the Dixon Library's budget shall include an itemization of overhead costs.

**3.3 Final Budget**

A. Each September, the Administrator shall submit the Dixon Library's budget to the Board

for final approval.

B. The Administrator's budget shall include the final Dixon Library budget and shall be the basis for establishing the Charge for Services for managing the Dixon Library for the ensuing fiscal year.

C. The Board retains the authority to determine the format or content of the annual budget submitted for Board approval. Any additional staff costs to modify the format from the County's budget format will be charged to the District's budget.

### **3.4 Modification**

A. Subject to notifying the Administrator, the Board has the right to amend the Dixon Library's budget after adoption of the final budget.

B. Subject to discussion with the Administrator, the Board agrees not to reduce the level of service or the Charge for Services unless Dixon Library revenues decline.

C. Notwithstanding the above, the Board retains the final authority to modify service levels and the Charge for Services commensurate with changes in available revenues.

### **3.5 Revenues**

A. In accordance with state law, Solano County Auditor collects all Dixon Library property and sales tax revenues on behalf of the Board and deposits them into the Dixon Library General Fund.

B. The Administrator shall accept all other Dixon Library funds on behalf of the Board and deposit them into the Dixon Library General Fund.

C. Solano County Auditor shall have custody of all funds on behalf of the Board.

D. Between January and June 30<sup>th</sup> of each fiscal year, and upon prior approval by the Board, the Dixon Library shall transfer to the Administrator the amount agreed upon as the Charge for Services.

E. All public fines and fees collected within the Dixon Library shall be credited by the Administrator against the Charge for Services.

F. Administrator will include the Dixon Library in its Public Facilities Fees Program and those Public Facilities Fees collected in the District shall be credited to the Dixon Library. The Dixon Library shall use the public facilities fees so collected for the express purpose of offsetting the cost of expansion of library services, which includes but is not limited to, the following:

- Paying debt service obligations on capital projects for the expansion of existing or construction of new library buildings
- Purchase and upgrade of computer system equipment needed to accommodate growth
- Purchase of library volumes and other materials

### **3.6 Financial Reports**

The Administrator agrees to provide at least quarterly financial reports to the Board.

**3.7 Credits**

A. At the conclusion of the fiscal year, the Administrator shall determine the actual cost of operating the Dixon Library and compare it to the budgeted Operating Expenses for the same fiscal year. Any remaining balance shall be credited to the Dixon Library.

B. If the actual cost exceeds the budgeted operating expenses, the difference shall be reported to the Board and recorded as a debit against the Dixon Library in the subsequent fiscal year. Likewise, if the budgeted operating expenses exceed the actual costs, the difference shall be reported to the Board and recorded as a credit for the Dixon Library in the subsequent fiscal year.

**3.8 Grants**

The Administrator agrees to act on the Dixon Library's behalf in seeking and securing federal, state and local grants. The Administrator shall notify the Board of any such grants and obtain the Board's approval prior to pursuing any such grants specifically on the Dixon Library's behalf that are in excess of \$75,000.

**SECTION 4.0 RESPONSIBILITIES**

**4.1 District**

A. The District agrees to accept full responsibility for carrying out the provisions of this Agreement in all Dixon Library matters.

**4.2 Administrator**

A. Besides the Administrator's responsibilities as detailed in this Agreement, the Administrator agrees to provide the Board with all information regarding Administrator planning or activities which may impact the Dixon Library.

B. The Administrator agrees to keep the Board informed as to national, state and local library issues.

**SECTION 5.0 PROPERTY, FIXED ASSETS, AND EMPLOYEES**

**5.1 Library Buildings**

A. The Dixon Library buildings are and shall remain District property throughout the term of this Agreement.

B. For the purposes of this Agreement, the Administrator shall operate the Dixon Library buildings in the same manner as all other County library branches.

**5.2 Property**

A. All property, including books, shelving, furniture and other fixed assets purchased with Dixon Library funds shall be classified as such and shall remain Dixon Library property.

B. All property purchased with County and/or Administrator funds for use at the Dixon Library shall be identified as such and shall remain County and/or Administrator property.

C. County and/or Administrator property shall be considered "on loan" to the District, if any, for the duration of this Agreement.

D. The County, through the Administrator, agrees to provide an annual inventory of all fixed assets purchased under the aegis of the County and shall assign ownership to the proper agency. The annual inventory shall include any such County property on loan to the District, and shall be made available to the Board upon request.

### **5.3 Employees**

A. As of January 1, 2020, all District employees hired by the Dixon Library prior to commencement of this Agreement will be given the opportunity to accept employment with the County for assignment at the Dixon Library during the term of this Agreement. Employees accepting employment with the County and any new employee hired by the Administrator to serve at the Dixon Library, during the term of this Agreement, shall hereafter be referred to as "County Employees." Accordingly, County Employees shall be entitled to all benefits provided to all Administrator employees and within the County's existing employee classifications during the term of this Agreement. The District shall obtain signed notice and consent forms from all employees confirming their acceptance of employment as County Employees during the term of this Agreement. The parties agree that employees accepting employment as County Employees during the term of this Agreement shall not be required to join any labor association or pay any related dues while employed as County Employees, but may do so voluntarily. In the event this Agreement is terminated by either party, employees hired by the Dixon Library prior to the commencement of this Agreement shall retain all rights and privileges under District policies then existing immediately prior to commencement of this Agreement, while employees hired by the Administrator to serve at the Dixon Library during the term of this Agreement shall remain County employees subject to County policies and regulations.

B. District will remain solely liable for its unfunded accrued actuarial liability with CalPERS for Dixon Library Employees, calculated as of the date of commencement of this Agreement. By agreeing as such, the parties intend that neither the Administrator nor County shall be liable for any actuarial liability existing prior to the term of this Agreement.

## **SECTION 6.0 INSURANCE**

### **6.1 Responsibilities**

A. The Dixon Library must maintain property, fire, and liability insurance on the building and its contents and authorizes the Administrator to secure such insurance on the Board's behalf, subject to prior Board approval. This insurance shall be considered primary and no County insurance shall be called upon to satisfy any loss due to fire or property damage, unless such loss or



damage is due to the Administrator's negligence.

B. County will maintain status as a legally self-insured public entity for general liability for all activities provided by the Administrator and its employees, including County Employees. Excess liability coverage with limits up to twenty-five million dollars (\$25,000,000) may be provided through participation in the California State Association of Counties Excess Insurance Authority. This insurance shall be considered primary and no District insurance shall be called upon to satisfy any claim for workers compensation.

C. County shall provide Certificates of Coverage and shall name the District as an additional insured.

D. In addition to the foregoing, the Administrator shall maintain the District's current general liability and errors/omissions insurance coverage in full force and effect on behalf of the District and Board throughout the term of this Agreement. District shall provide Certificates of Coverage and shall name the Administrator as an additional insured.

#### **6.2 Notice**

A. Any policy of insurance required under this Agreement shall provide that the Board and the County shall be given thirty (30) days prior notice of each expiration or any intended cancellation, reduction or change in any coverage.

B. The Administrator, through the County, shall deliver to the Board within thirty (30) days of the execution of this Agreement or any renewal thereof, a written certificate:

- (1) Stating that the policies in effect and required by this Agreement satisfy the requirements of this Agreement;
- (2) Setting forth the insurance policies then in force; and,
- (3) Setting forth the names of the insurers that issued the policies, the amounts thereof and the risks covered.

C. To the extent of any self-insurance provided by the County, the County's Risk Manager shall report to the Board in July on the continued availability of such self-insurance coverage and any proposed changes.

#### **6.3 Worker's Compensation**

A. County must maintain Worker's Compensation coverage for all County Employees during the term of this Agreement.

B. County represents that it is a legally self-insured public entity and maintains a self-insured retention of one hundred and twenty five thousand dollars (\$125,000) and a one hundred and fifty million dollar (\$150,000,000) limit with excess coverage through participation in the California State Association of Counties Excess Insurance Authority.

C. County shall provide Certificates of Coverage evidencing such coverage to the Board.

### **SECTION 7.0 GENERAL PROVISIONS**



**7.1 Audit**

A. The Administrator shall undertake a bi-annual audit of the Dixon Library's finances and the Board authorizes the Administrator to act on the Board's behalf during the bi-annual audit or any special audit as needed. The Administrator agrees to keep the Board informed as to all audits.

B. The bi-annual audit will be effective beginning with the audit covering fiscal years 2019/2020 and 2020/2021. The Dixon Library will have a one year audit covering fiscal year 2018/2019.

C. Any special audit requests by the Board of the Administrator or County finances as it relates to the Dixon Library shall be performed upon the Board's request. The Board agrees that the District shall underwrite the actual costs of the special audit.

**7.2 Regulations and Procedures**

To the extent financially feasible, and in accordance with Board discretion and approval, the Board agrees to have the Dixon Library operated under the same policy, procedures and rules that govern all Administrator library branches during the term of this Agreement.

**7.3 Management of Employees**

A. County Employees shall be managed and supervised by the Administrator and subject to all working conditions, salaries and benefits as set forth by the County during the term of this Agreement.

B. County Employees shall be neither employees nor independent contractors of the District and shall not be eligible for any entitlement or benefits available to employees or independent contractors of the District during the term of this Agreement.

**7.4 Indemnification**

A. County agrees to indemnify and hold harmless the Board, District and District's employees or agents from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of County, its employees or agents.

B. District agrees to indemnify and hold harmless County, its employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of the Board, District, its employees or agents.

C. Each party agrees to promptly give notice to the other of any actual or potential claim or liability.

**7.5 Nondiscrimination**

A. Each party shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion or sexual orientation.

B. Further, there shall be no discrimination against employees, which includes, but is not

limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**7.6 Drug Free Workplace**

Each party warrants that they are knowledgeable of Government Code section 8350 et seq regarding a drug free workplace and shall abide by and implement its statutory requirements.

**7.7 Health and Safety Standards**

Each party shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program.

**7.8 Modification and Termination**

A.This Agreement shall remain in force until amended, modified or terminated.

B.The term of this Agreement shall commence when approved by the Board as indicated below, and shall cover three (3) fiscal years (2019-2020, 2020-2021, and 2021-2022) ending on June 30, 2022, unless renewed, modified or terminated by either party giving written notice to the other party no later than the first day in January in any fiscal year during the term of this Agreement.

C.Such renewal, modification or termination shall be effective on the first day of July of the subsequent fiscal year.

D.The Board and the Administrator agree to review the Agreement annually.

E.The Administrator’s authorized representative and the Board President or respective designee(s) shall be responsible for reviewing the Agreement.

**7.9 Notice**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

<b>COUNTY</b>	<b>DISTRICT</b>
Director of Library Services	Board President
Solano County Library	Dixon Public Library District
1150 Kentucky Street	230 North First St.
Fairfield, CA 94533	Dixon, CA 95620

If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**7.10 Entire Agreement**

A.This Agreement, including any appendices, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County, Administrator or Board other than those contained herein.

B.This Agreement only refers to the library facilities physically located within the boundaries of the Dixon Public Library District.

C. The parties agree this Agreement shall not take effect until approved by the Board at a

**Solano County Library**

**Dixon Public Library District**

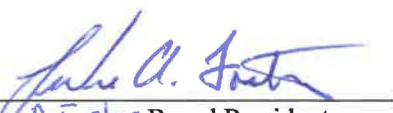
regular public meeting, as indicated below.

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.

COUNTY OF SOLANO, a Political  
Subdivision of the State of  
California


DIXON PUBLIC LIBRARY DISTRICT

By   
Erin Hannigan, Chairwoman  
Solano County Board of Supervisors

By   
Luke A. Foster, Board President  
Dixon Public Library District

Date 11/19/19  
APPROVED AS TO CONTENT

Date 10/11/19

By   
Bonnie A Katz, Director of Library Services  
Solano County Library

Date 11/12/19

APPROVED AS TO FORM

By   
County Counsel

Date 11/6/19

By   
Counsel for the Board

Date 10/11/19

**Solano County Library**

**Dixon Public Library District**

APPROVED BY THE BOARD at a regular public meeting on Nov. 19, 2019

**APPENDIX A  
ADMINISTRATOR SERVICES PROVIDED TO DISTRICT**

**I. ADMINISTRATIVE SERVICES**

**The Administrator agrees to keep the Board informed and obtain prior Board approval as specified in the Agreement and this Appendix.**

**1. Personnel**

- a. Determine appropriate staffing levels and justify new positions.
- b. Develop and revise job descriptions when appropriate.
- c. Recruit, interview and select qualified personnel for permanent and substitute positions.  
This includes developing job announcements, placing advertisements in national and local professional periodicals, screening applications and developing questions and assessment center exercises for written exams, oral boards and interview panels.
- d. Orient any new personnel, to the Administrator's County Library system, policies, and procedures.
- e. Provide training and continuing education opportunities for all staff.
- f. Maintain personnel files.
- g. Monitor salary, work schedule and benefit changes.
- h. Handle Worker's Compensation and Disability claims.
- i. Prepare bi-weekly payroll.
- j. Complete all paperwork for employees who retire or resign.
- k. Address employee concerns and handle employee grievances.
- l. Monitor and interpret Civil Service rules and labor agreements.
- m. Provide testing and certification for bilingual employees if deemed necessary

**2. Fiscal**

- a. Prepare annual District budget for approval by the Board.
- b. Prepare at least quarterly financial statements for the Board.
- c. Provide information for bi-annual Dixon Library audit.
- d. Prepare Dixon Library financial reports for the Board.
- e. Prepare requests and justification for funds from various agencies such as the State Library.
- f. Prepare all grants.
- g. Maintain Trust Fund and prepare related reports.
- h. Order, verify and distribute all supplies and fixed assets.

---

**APPENDIX A**  
**COUNTY LIBRARY SERVICES PROVIDED TO DISTRICT**

- i. Maintain annual inventory of fixed assets.
- j. Pay all bills.
- k. Administer collection services for customers with overdue items.
- l. Negotiate all service contracts such as janitorial.
- m. Negotiate and arrange for all maintenance, equipment and insurance agreements.
- n. Research and estimate costs for existing and additional items or services.
- o. Maintain and handle all vendor relations and correspondence.

**3. Facilities**

- a. Provide daily delivery of materials, supplies and correspondence to the Dixon Library.
- b. Arrange for repairs to buildings and/or equipment.
- c. Plan and oversee new, expanded or remodeled facilities.
- d. Develop long-range master facilities plan.

**4. Other Services**

- a. Develop, prepare and implement Dixon Library's multi-year strategic plan.
- b. Prepare required State reports.
- c. Prepare and produce flyers, bookmarks and handouts which support Dixon Library programs and services.
- d. Provide all duplicating and printing services.
- e. Handle customer concerns and complaints.
- f. Prepare and distribute agendas and minutes as necessary
- g. Provide services and assist the Board with all requirements to ensure compliance with the Ralph M. Brown Act regarding the scheduling of Board meetings and the development, distribution, and posting of Board agendas and related documents/information as required by law.
- h. Attend Board meetings on various topics that concern the Dixon Library.

**II. AUTOMATION SERVICES**

**1. Purpose**

Provide and maintain a shared local automation system for the SPLASH consortium.

**2. Vendor Relations**

- a. Resolve online and related issues and concerns.
- b. Troubleshoot software, hardware and telecommunications problems.

**APPENDIX A  
COUNTY LIBRARY SERVICES PROVIDED TO DISTRICT**

- c. Develop software and enhancements to make the system easier to use by patrons and staff.
- d. Implement and upgrade modules, such as Acquisitions, Circulation, Bibliographic Maintenance, Online Catalog, Serials Management and Online Databases.
- e. Load new releases.

**3. Documentation, Training and Reports**

- a. Translate vendor documentation into layperson's language.
- b. Write automation procedures manuals.
- c. Develop and distribute training materials for new software releases and modules.
- d. Train designated staff trainers on new software releases, modules and refresher courses.
- f. Prepare and mail all overdue, hold and other patron notices.

**4. Equipment Maintenance and Repair**

- a. Maintain and perform simple repairs on automation and microcomputer equipment.
- b. Provide backup terminals and peripheral equipment when necessary.
- c. Work with service contractor to take care of complex equipment repair problems.

**4.5. Other Services**

- a. Represent Dixon Library interests at various SPLASH and other regional committee meetings.
- b. Develop an umbrella technology plan. Identify annual activities that implement the intent of that plan.
- c. Coordinate SPLASH and Solano operations policies and procedures

**III. TECHNICAL SERVICES**

**1. Collection Development and Acquisitions**

- a. Develop an annual materials implementation plan for collection development and include such costs in the District's annual budget.
- b. Provide journals and selection lists from which staff may order books and other materials.
- c. Coordinate all orders to achieve efficiency and larger vendor discounts.
- d. Order books, audio visual, electronic and ephemeral materials.
- e. Handle all details for renewing and ordering new subscriptions for periodicals
- f. Maintain fund accounting for all materials purchases.
- g. Track order cancellations and adjust budgets.

---

**APPENDIX A  
COUNTY LIBRARY SERVICES PROVIDED TO DISTRICT**

**2. Cataloging and Processing**

- a. Catalog materials using Library of Congress approved standards.
- b. Use nationally developed automated database to ensure consistency of cataloging.
- c. Adjust catalog to local needs when appropriate.
- d. Add items to automated circulation and public catalog.
- e. Physically process each book as necessary with pockets, markings, spine labels, barcodes and plastic covers.
- f. Mend materials as needed.
- g. Delete withdrawn material from the catalog.

**3. Other Services**

- a. Search regional and national databases to locate books and other materials not owned by the library to fill a customer request (interlibrary loan).
- b. Research and implement methods for improving turnaround time of acquisitions, cataloging and processing functions using new technological advances such as electronic ordering of materials.

**IV. TELEPHONE ASSISTANCE CENTER**

**1. Centralized Telephone Service**

- a. Answer all incoming telephone calls from customers for information and circulation services.
- b. Provide answers to ready reference inquiries, which are questions that can be answered in a short timeframe (usually within five minutes).
- c. Renew Dixon Library books and materials over telephone.
- d. Refer branch-specific questions to the appropriate Administrator's library.





# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Minutes - Final Board of Supervisors

*Erin Hannigan (Dist. 1) Chairwoman  
(707) 553-5363*

*Monica Brown (Dist. 2), Vice-Chair  
(707) 784-3031*

*James P. Spering (Dist. 3)  
(707) 784-6136*

*John M. Vasquez (Dist. 4)  
(707) 784-6129*

*Skip Thomson (Dist. 5)  
(707) 784-6130*

Tuesday, November 19, 2019

8:30 AM

Board of Supervisors Chambers

### CALL TO ORDER

*The Solano County Board of Supervisors met on the 19th day of November, 2019 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 8:30 A.M. Present were Supervisors Brown, Spering, Vasquez, Thomson and Chairwoman Hannigan. Chairwoman Hannigan presided. Also present were County Administrator Birgitta E. Corsello and County Counsel Bernadette S. Curry.*

### ROLL CALL

*Erin Hannigan, Monica Brown, James P. Spering, John M. Vasquez and Skip Thomson*

### CLOSED SESSION

*The Solano County Board of Supervisors recessed to Closed Session at 8:31 A.M. to discuss the following matters:*

- 1      [19-905](#)      Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Georgia Cochran, Birgitta E. Corsello, and Nancy Huston. Employee organizations: Teamsters, Local 150 for Unit 1 (Attorneys); SEIU Local 1021 for Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services Employees), Unit 8 (General Services Supervisors), Unit 9 (Clerical Employees) and Units 82, 87, 89, and 90 (Extra Help Employees); Solano County Deputy Sheriff's Association for Unit 3 (Law Enforcement Employees) and Unit 4 (Law Enforcement Supervisors); Public Employees Union, Local One for Unit 6 (Health and Welfare Supervisors) and Unit 16 (Mid-Management Employees); Stationary Engineers, Local 39 for Unit 10 (Skilled Craft and Service Maintenance Employees); Union of American Physicians and Dentists for Unit 11 (Physicians, Dentists and Psychiatrists); Solano County Probation Peace Officer Association for Unit 12 (Probation Employees) and Unit 15 (Probation

Supervisors); Solano County Sheriff’s Custody Association for Unit 13 (Correctional Officers); Teamsters, Local 856 for Unit 14 (Correctional Supervisors); Solano County Law Enforcement Management Association for Unit 17 (Law Enforcement Management) and Unit 18 (Sheriff’s Office Management); Professional and Technical Engineers, Local 21 for Unit 19 (Executive and Senior Management); Unit 60 Legislative Group; Unit 61 (unrepresented Executive Management Employees), Unit 62 (unrepresented Senior Management Employees) and Unit 30 (Confidential Employees)

Conference with Legal Counsel - Potential Litigation: Two cases

Attachments: [A - Memorandum](#)

**RECONVENE**

*This meeting of the Solano County Board of Supervisors reconvened at 9:04 A.M. All members were present and Chairwoman Hannigan presided.*

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

*County Counsel Bernadette Curry advised that by a unanimous vote, the Board elected to remain as a class participant in the class action entitled In Re: National Prescription Opiates Litigation.*

**SALUTE TO THE FLAG AND A MOMENT OF SILENCE**

*This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.*

**PRESENTATIONS**

2 [19-859](#)

Approve and present a plaque of appreciation honoring Anna Cooper, Office Assistant II, upon her retirement from Health and Social Services, Behavioral Health Division with over 18 years of dedicated public service to Solano County (Supervisor Vasquez)

Attachments: [Minute Order](#)

**On motion of Supervisor Vasquez, seconded by Chairwoman Hannigan, the Board approved and presented a plaque of appreciation honoring Anna Cooper, Office Assistant II, upon her retirement from Health and Social Services, Behavioral Health Division with over 18 years of dedicated public service to Solano County. So ordered by 5-0 vote.**

- 3      [19-876](#)      Receive a presentation from the Department of Information Technology on the selection of Gregory J. Williams for the "Employee of the Month" Parking Program for December 2019
- Attachments:*      [Minute Order](#)
- Received**
- 4      [19-862](#)      Adopt and present a resolution recognizing the 50th anniversary of the Valero Benicia Refinery (Supervisor Spering)
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- On motion of Supervisor Spering, seconded by Chairwoman Hannigan, the Board adopted and presented Resolution No. 2019-250 recognizing the 50th anniversary of the Valero Benicia Refinery. So ordered by 5-0 vote. (See Resolution Book)**
- Enactment No: Resolution 2019 - 250**
- 5      [19-860](#)      Adopt and present a resolution recognizing December 1, 2019 as World AIDS Day in Solano County (Supervisor Brown)
- Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)
- On motion of Supervisor Brown, seconded by Chairwoman Hannigan, the Board adopted and presented Resolution No. 2019-251 recognizing December 1, 2019 as World AIDS Day in Solano County. So ordered by 5-0 vote. (See Resolution Book)**
- Enactment No: Resolution 2019 - 251.**

## ITEMS FROM THE PUBLIC

*Chairwoman Hannigan invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:*

*A) George Guynn, Jr., Suisun City, commented on the last meeting's discussion concerning industrial hemp and increasing private sector jobs.*

*B) Bob Panzer, Legislative Advocate for Congressional District 3, commented on National Caregivers' Month, on a Solano Health and Education Fair being hosted by Supervisor Vasquez on Friday, November 22nd where Congressman Garamendi and medical professionals would be speaking about Alzheimers and other dementias and on an act the Congressman would be co-sponsoring regarding improving infrastructure for care planning for these dementias.*

*Supervisor Vasquez thanked Mr. Panzer for his assistance putting the event together.*

*C) Jonathan Cook, Executive Director of Solano Pride Center, commented that the week of November 13-19th was Transgender Awareness Week and that there would be a Transgender Remembrance event on November 20th.*

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

*There were no additions to or deletions from the Solano County Board of Supervisors' agenda for November 19, 2019.*

### **APPROVAL OF THE AGENDA**

**On motion of Supervisor Vasquez, seconded by Supervisor Brown, the Board approved the agenda of the Solano County Board of Supervisors for November 19, 2019 as submitted. So ordered by 5-0 vote.**

### **PUBLIC COMMENT ON CONSENT CALENDAR**

*Supervisor Thomson requested that Item 12 be moved to the Regular Calendar for discussion.*

*Supervisor Vasquez commented on Mike Yankovich's work for the County.*

### **APPROVAL OF THE CONSENT CALENDAR**

**On motion of Supervisor Vasquez, seconded by Supervisor Brown, the Board approved the following Consent Calendar items by 5-0 vote.**

### **CONSENT CALENDAR**

- 6**      [19-907](#)      Approve the minutes of the Solano County Board of Supervisors meetings of October 22 and November 5, 2019
- Attachments:*      [A - Minutes - October 22, 2019](#)  
   [B - Minutes - November 5, 2019](#)  
   [Minute Order](#)
- Approved**
- 
- 7**      [19-908](#)      Receive and file the Meeting Attendance Reports from the members of the Board of Supervisors
- Attachments:*      [A - Appointment List](#)  
   [Minute Order](#)
- Received and Filed**

- 
- 8      [19-856](#)      Authorize the County's contribution of \$500 from the General Fund contribution allocated to District 3 to benefit Rebuilding Together Solano County, Inc.
- Attachments:*      [Minute Order](#)
- Approved**
- 9      [19-875](#)      Affirm the County's participation in a joint feasibility study for a Regional Correctional Mental Health Facility; Approve an Appropriation Transfer Request (ATR) recognizing \$62,881 in unanticipated AB109 Planning Funds to support the County's participation in funding the feasibility study costs; and Delegate authority to the County Administrator to execute any necessary agreement and amendments within the approved budget
- Attachments:*      [A - CGL Proposal Overview](#)  
                                 [B - County Partners Cost Share Table](#)  
                                 [Minute Order](#)
- Approved**
- 10      [19-897](#)      Accept the annual report on the goals and accomplishments of Board created advisory boards pursuant to the Board's Advisory Board Principles and Policies for the period ending September 30, 2019
- Attachments:*      [A - Advisory Board Matrix](#)  
                                 [B - Agricultural Advisory Committee](#)  
                                 [C - Alcohol and Drug Advisory Board](#)  
                                 [D - Library Advisory Council](#)  
                                 [E - Nut Tree Airport Advisory Committee](#)  
                                 [F - Parks and Recreation Commission](#)  
                                 [G - Senior Coalition](#)  
                                 [H - Solano Commission for Women and Girls](#)  
                                 [I - Historical Records Commission](#)  
                                 [J - Solano Partnership Against Violence](#)  
                                 [K - Principles and Policies](#)  
                                 [Minute Order](#)
- Accepted**
- 11      [19-915](#)      Accept the Board of Supervisors' regular meeting calendar for 2020
- Attachments:*      [A - 2020 DRAFT Calendar](#)  
                                 [Minute Order](#)
- Accepted**



- 17      [19-873](#)      Adopt a resolution authorizing Ed King, Agricultural Commissioner/Sealer of Weights and Measures, to sign a revised revenue agreement for a new net amount of \$85,361 for the BeeSafe apiary program with the California Department of Food and Agriculture; and Authorize the Agricultural Commissioner/Sealer of Weights and Measures to execute any amendments up to 15% over the approved amount

*Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2019 -254**

- 18      [19-881](#)      Approve a plaque of appreciation honoring Nancy Davidson, Public Health Nurse, upon her retirement from the Solano County Department of Health and Social Services, Public Health Division with over 18 years of dedicated public service to Solano County

*Attachments:*      [Minute Order](#)

**Approved**

- 19      [19-866](#)      Adopt a resolution to accept and approve an agreement with the Board of State and Community Corrections for a 3 year grant under the Edward Byrne Memorial Justice Assistance Grant Program for \$2,145,000 to provide mental health services to individuals being diverted to treatment rather than jail; Approve an Appropriations Transfer Request (ATR) in the amount of \$536,250 for the current fiscal year's services (4/5 vote required); and Authorize the County Administrator to execute this agreement and any subsequent amendments that are within budgeted appropriations

*Attachments:*      [A - Agreement](#)  
                                 [B - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Executed Contract](#)  
                                 [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2019 - 255**

**20**      [19-893](#)

Adopt a resolution amending the List of Numbers and Classifications of Positions to add 1.0 FTE Social Worker III and 1.0 FTE Legal Secretary (Senior), and to delete the 1.0 FTE Social Worker II and 1.0 FTE Legal Secretary in the Public Defender's Office to address departmental operational needs and assign position classifications, consistent with the assigned job duties

*Attachments:*      [A - Resolution](#)  
                             [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2019 - 256**

**21**      [19-878](#)

Approve an Appropriation Transfer Request (ATR) to recognize \$1,105,070 in unanticipated one-time state and federal revenue for the purchase of furniture, fixtures and equipment related to the Child Support Services Relocation Project; and Approve an Operating Transfer Out of \$1,105,070 from the Department of Child Support Services to the Accumulated Capital Outlay Fund to fund state/federal allowable purchases as part of the project to relocate the department to the County Administration Center (4/5 vote required)

*Attachments:*      [A - Project Funding Budget Summary](#)  
                             [Minute Order](#)

**Approved**

**22**      [19-888](#)

Adopt a resolution and plaque of appreciation honoring Michael Yankovich, Planning Program Manager, upon his retirement from the Department of Resource Management with 37 years of planning related public service, including 22 years of dedicated service to Solano County

*Attachments:*      [A - Resolution](#)  
                             [Adopted Resolution](#)  
                             [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2019 - 257**

**23**      [19-880](#)

Adopt an ordinance amending Chapter 6.3 of the Solano County Code adopting the 2019 State of California Building Codes and local amendments

*Attachments:*      [A - Ordinance](#)  
                             [Adopted Ordinance](#)  
                             [Minute Order](#)

**Adopted**

**Enactment No: Ordinance No. 2019-1809**



- 24      [19-891](#)      Adopt a resolution authorizing the submittal of an application for and receipt of SB 2 planning grant program funds to accelerate the production of housing in Solano County; and Authorize the Director of Resource Management to sign the application and any other agreements or contracts necessary to implement the proposed grant activities

*Attachments:*      [A - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

**Adopted**

**Enactment No: Resolution 2019 - 258**

**MISCELLANEOUS ITEMS**

- 25      [19-867](#)      Approve the reappointment of Susan Rotchy to the In-Home Support Services (IHSS) Public Authority Advisory Committee, representing District 4, for a term to expire on November 19, 2023

*Attachments:*      [Minute Order](#)

**Approved**

- 26      [19-883](#)      Approve the reappointment of Connor Comyns and Gayton Tarantino as Trustees of Reclamation District No. 2129 for terms to expire at noon on December 3, 2021; and Approve the appointment of Jim Kidder, Ralph Lindeman, and Daniel C. Whiteley as Trustees of Reclamation District No. 2129 for terms to expire at noon on December 1, 2023

*Attachments:*      [A - Reclamation District No. 2129 Correspondence](#)  
                                 [Minute Order](#)

**Approved**

- 27      [19-898](#)      Approve the appointments of Leon Robben and Sean Favero as Directors for the Maine Prairie Water District with terms to expire on December 1, 2023

*Attachments:*      [A - Robben Certificate of Appointment](#)  
                                 [B - Favero Certificate of Appointment](#)  
                                 [Minute Order](#)

**Approved**

## REGULAR CALENDAR

- 12      [19-885](#)      Adopt a resolution amending the Personnel and Salary Resolution's Section 13.6, Military Leave of Absence, to provide a supplemental military pay when an employee has an extended military leave of absence

*Attachments:*      [A - Resolution](#)  
                          [B - Revisions](#)  
                          [Minute Order](#)

*Supervisor Thomson commented on the staff report's reference to the item being a pilot project.*

*Director of Human Resources Marc Fox noted that it was staff's understanding from past conversation with the Board in Closed Session that the direction from the Board was to conduct a pilot project through October of 2022. He advised that the Board could provide different direction to staff.*

*Supervisor Thomson advised that he was not in support of the matter being a pilot program and was in support of a permanent policy change.*

*County Administrator Birgitta Corsello advised that there needed to be a formal motion made to revise the item if the Board was supportive of changing it to a policy change.*

*Supervisor Thomson asked why the policy was limited to providing assistance during only one deployment that was not to exceed 18 months.*

*Mr. Fox advised that it was staff's understanding from the Board in Closed Session that the matter was for a single deployment up to 18 months in length. He then provided information on supplementation of an individual's pay when on deployment and advised that a deployment of less than 18 months would be fully covered by the policy.*

*Supervisor Thomson advised that most deployments were a year long, with six months training prior to the deployment. He noted that someone with a deployment longer than 18 months should be accommodated.*

*Chairwoman Hannigan suggested consideration of those deployed longer than 18 months on a case by case basis.*

*In response to a question from Supervisor Thomson, Mr. Fox provided information on current outreach to deployed individuals and advised that the policy change would be effective today and that the policy notes that someone on current military leave and absence would have 30 days to opt in for the entirety of the current leave and absence.*

*Supervisor Thomson advised that he had originally wanted the date of effectiveness to be Sept 1st and did not want a currently deployed employee to be penalized.*

*Mr. Fox advised that they would not be penalized.*

*In response to a question from Chairwoman Hannigan, Mr. Fox advised that employees currently on military leave would be notified of the policy change using their email and mailing address currently on file.*

*County Administrator Birgitta Corsello noted that the County had the means to communicate with the individual's families as well and that the effective date was set based on the timing of the meet and confer process. She advised that there were two individuals currently deployed that are protected by state law and that the County's policy would marry up with that going forward. She noted that the labor contract cycle was a three year cycle and that the policy would mean that half of this time, the County would be paying for the gap in the individual's salary and also having to backfill the position.*

*Supervisor Thomson made a motion to amend the resolution to strike the sentence relating to the pilot project.*

*In response to a question from Supervisor Brown, Mr. Fox advised that the individual would not be automatically enrolled under the policy because the County would need information from the individual regarding their military pay and what the difference in pay would be between the County's salary and the military salary.*

*Supervisor Brown commented that her concern was to take care of the military folks and to do the due diligence needed to contact them and make sure the individuals were taken care of.*

*Mr. Fox advised that staff was cognizant of this and would explore creative ways with the County Administrator or County Counsel offices to ensure connection with the employee.*

*Supervisor Vasquez provided information on past board actions to make sure employees' salaries were fully met when they were deployed in the past during wars. He advised that there was a need to look at the circumstances for each deployment.*

*Mr. Fox noted that employees with a year or more of County service that were put on military leave were covered for the first 30 days per fiscal year under the state law.*

*In response to a question from Supervisor Spering, Mr. Fox noted that the policy gave an employee 30 calendar days from the date they received their orders to opt in to the coverage.*

*Supervisor Spering advised that he was not in support of 30 days to opt in and felt it was too constraining.*

*Ms. Corsello noted that an individual received military orders approximately 90 days to 6 months before their deployment. She advised that the County already had contact with or proper paperwork for the two individuals currently deployed.*

*Supervisor Thomson suggested taking out the opt in period.*

*Supervisor Spering seconded the motion.*

*County Counsel Bernadette Curry asked for clarification as to whether the two individuals that were currently deployed could opt in when they got back if they didn't opt in while they were on military leave.*

*Supervisor Spering advised that the answer was yes.*

**On motion of Supervisor Thomson, seconded by Supervisor Spering, the Board adopted Resolution No. 2019-252 amending the Personnel and Salary Resolution's Section 13.6, Military Leave of Absence, to provide a supplemental military pay when an employee has an extended military leave of absence, as amended. So ordered by 5-0 vote.**

**Enactment No: Resolution 2019 - 252**

28

[19-826](#)

Receive a report from County Superintendent of Schools Lisette Estrella-Henderson from the Solano County Office of Education regarding the "State of the Schools" for the 2019-2020 school year in compliance with the Williams Case Settlement

*Attachments:* [A - Presentation](#)  
[B - Letter to Board of Supervisors](#)  
[Minute Order](#)

*County Superintendent of Schools Lisette Estrella-Henderson provided an overview of the item.*

*In response to questions from Chairwoman Hannigan, Ms. Estrella-Henderson provided additional information about visits to schools, quality of instruction at schools, challenges from a shortage across the state of credentialed teachers and the Uniform Complaint Process for schools.*

*Chairwoman Hannigan commented on the number of homeless and foster children coming out of detention sites and asked about charter schools.*

*Ms. Estrella-Henderson noted that charter schools were part of the public school system and provided information on the authorization process of charter schools. She advised that private schools were not under the public school jurisdiction.*

*In response to a question from Supervisor Brown, Ms. Estrella-Henderson provided information on a program that offered free college for students and on the Early College High School Program.*

*Chairwoman Hannigan thanked Ms. Estrella-Henderson for the report.*

*In response to a question from Supervisor Spering, Ms. Estrella-Henderson provided information on how the County schools were doing as compared to the state average and advised that she could come back and provide information on how they were doing in comparison to the state and other counties.*

*Supervisor Spering commented on discussions with employers relating to the education scores of students in the County schools and advised that employers were skipping over Solano County schools and going to better schools. He advised that these issues needed to be addressed and that education was the road to higher wages.*

*Ms. Estrella-Henderson advised that the superintendents recognized that this was an issue. She noted that level of affluence contributed to student achievement and that 53% of families in the County qualified for free or reduced lunches. She then commented that there were many challenges being faced in schools as a result of homelessness and poverty and noted that it would take the entire community to do better.*

*Supervisor Spering advised that the public needed to hear that the superintendents were recognizing this and should be given information on how this was being worked on. He then commented on the positive work of the community college in making strides forward.*

*Chairwoman Hannigan commented on the upcoming opening of the First 5 Center in Vallejo that would contribute to getting children on the right track at an early age.*

*In response to a question from Supervisor Vasquez, Ms. Estrella-Henderson advised that challenges of addressing adverse childhood experience and chronic illness of parents were examples of things that impacted a child's ability to learn.*

*Supervisor Vasquez commented on the lack of recognition of how much stress children may be under and their quality of life.*

*Ms. Estrella-Henderson provided information on partnerships with the County to put funding behind school-based mental health resources.*

*In response to questions from Supervisor Vasquez, Ms. Estrella-Henderson noted that a focus on prevention and early intervention contributed to being able to get ahead of the stressful challenges for children. She then provided information on opportunities for public engagement that invited the public and elected officials to ask questions and engage in the education process.*

*Supervisor Thomson commented on the City of Vallejo's opening of a navigation center. He then commented on his concerns about homelessness, noting that he would rather spend money up front to prevent homelessness than have to pay for all the issues and challenges that came later if the issues were unaddressed.*

---

**Received**

- 29**      [19-895](#)      Approve an agreement between the County of Solano, on behalf of Solano County Library, and the Dixon Public Library District for the County Library to provide administration and operational services for the term of January 1, 2020 through December 31, 2022; and Delegate authority to the County Administrator, pending County Counsel's approval as to form, to execute any amendments within the budgetary parameters as necessary to effectuate the intent of the agreement

Attachments:      [A - Agreement](#)  
                                 [Executed Contract](#)  
                                 [Minute Order](#)

*Director of Library Services Bonnie Katz provided an overview of the item.*

**On motion of Supervisor Vasquez, seconded by Supervisor Thomson, the Board approved an agreement between the County of Solano, on behalf of Solano County Library, and the Dixon Public Library District for the County Library to provide administration and operational services for the term of January 1, 2020 through December 31, 2022; and Delegated authority to the County Administrator, pending County Counsel's approval as to form, to execute any amendments within the budgetary parameters as necessary to effectuate the intent of the agreement. So ordered by 5-0 vote.**

- 30**      [19-890](#)      Receive Solano County's Public Works Five Year Capital Improvement Plan for FY2019/20 through FY2024/25 from the Department of Resource Management; and Adopt a resolution approving the proposed project list for FY2020/21 in accordance with the State of California Road Repair and Accountability Act of 2017 requirements

Attachments:      [A - Capital Improvement Plan 2020](#)  
                                 [B - Resolution](#)  
                                 [Adopted Resolution](#)  
                                 [Minute Order](#)

*Director of Resource Management Bill Emlen introduced the item.*

*Engineering Manager Matt Tuggle provided an overview of the item.*

*In response to a question from Chairwoman Hannigan, Mr. Tuggle provided information on coordination efforts with cities on road collaboration projects.*

*Supervisor Thomson commented on McCormick Road being on the list and noted that it was a major alternate road when Highway 12 was impacted.*

*Supervisor Vasquez commented on McCormick Road truck traffic.*

*Mr. Tuggle noted that staff would be working on getting Caltrans to assist with coordination of efforts on McCormick Road.*

*In response to a question from Chairwoman Hannigan, Mr. Tuggle provided information on sidewalk improvements in the unincorporated Vallejo area.*

*Supervisor Brown commented on McGary Road guardrail damage by Hidden Brooke and asked staff to follow up on this. She advised that there needed to be more safety measures in place on McGary near I-80.*

*Mr. Tuggle provided information on improvements to McGary Road.*

*Supervisor Vasquez commented on efforts to smooth and improve roads that were shared by multiple agencies.*

*In response to questions from Supervisor Thomson, Mr. Tuggle provided information on improvements to Pleasants Valley Road.*

*Supervisor Thomson commented on the need for CHP to patrol for bicycles using the center of the driving lane on Pleasants Valley Road and on road striping that still needed to be done.*

*In response to a question Supervisor Spering, Mr. Tuggle provided information on efforts with the Solano Land Trust to find a project to work on per the Board's direction and on finding funding sources.*

*Supervisor Spering commented on the need to identify a project to partner with the Solano Land Trust on before budget hearings.*

*Mr. Tuggle noted that the Rockville Crossing project was identified as a potential project with the Land Trust.*

*Chairwoman Hannigan invited members of the public to address the Board on this matter and the following comments were received:*

*A) Donald Tipton, unincorporated Vallejo, commented on LED lighting conversion resolution, useful life and years of equipment, Corporation Yard improvements and a previous question he had asked about the portion of funding for a parkway that came from the Road Fund.*

**On motion of Supervisor Spering, seconded by Supervisor Vasquez, the Board received Solano County's Public Works Five Year Capital Improvement Plan for FY2019/20 through FY2024/25 from the Department of Resource Management; and Adopted Resolution No. 2019 - 259 approving the proposed project list for FY2020/21 in accordance with the State of California Road Repair and Accountability Act of 2017 requirements. So ordered by 5-0 vote (see Resolution Book)**

**Enactment No: Resolution 2019 - 259**

- 31      [19-889](#)      Conduct a noticed/published public hearing to consider a proposed 10 month and 15 day extension of an Interim Urgency Ordinance (Ordinance No. 2019-1806) suspending the approval of administrative permits for certain land uses located on private roads, including special event facilities and vacation house rentals, and instead requiring conditional use permits for these land uses within the unincorporated area of Solano County, adopted as an urgency measure (4/5 vote required)

Attachments:      [A - Ordinance](#)  
                                 [Adopted Ordinance](#)  
                                 [Minute Order](#)

*Chairwoman Hannigan opened the public hearing.*

*Director of Resource Management Bill Emlen provided an overview of the item.*

*Chairwoman Hannigan invited members of the public to address the Board on this matter. There was no public comment.*

*Chairwoman Hannigan closed the public hearing.*

**On motion of Supervisor Brown, seconded by Supervisor Thomson, the Board approved reading the proposed 10 month and 15 day extension of an Interim Urgency Ordinance (Ordinance No. 2019-1806) suspending the approval of administrative permits for certain land uses located on private roads, including special event facilities and vacation house rentals, and instead requiring conditional use permits for these land uses within the unincorporated area of Solano County, adopted as an urgency measure, by title only, waived further reading and adopted the ordinance by a majority vote. So ordered by 5-0 vote.**

**Enactment No: Ordinance 2019-1806E**

- 32      [19-892](#)      Receive a report from the Board's Regional Park Committee regarding the status of the process to form a Regional Parks and Open Space District pursuant to SB 365; Consider and accept the Administrative and Financing Plan (Plan) as the Initial Draft for the proposed district that may be updated from time to time as deemed necessary through ongoing public outreach and Board direction; and Provide direction to staff regarding options for next steps towards the formation of a Countywide Dependent Regional Parks and Open Space District including a) consideration of public outreach options, b) timing consideration and options for a potential ballot measure formally establishing district formation for voter consideration for a potential ballot, and c) consideration and timing for placement of potential revenue measure on a voter ballot

Attachments:      [A - Key Considerations and Issues](#)  
                                 [B - Next Steps Timeline](#)  
                                 [C - Link to Administrative and Financing Plan](#)  
                                 [Minute Order](#)

Director of Resource Management Bill Emlen provided an overview of the item.



Supervisor Vasquez provided information on the history of efforts to create parks in the County and on recent meetings with state legislators concerning legislation on the matter. He advised that he felt it was too early to go to the voters in 2020 with a ballot measure and suggested to instead look at setting priorities in January given the recent losses of positions across the department. He noted that he would like to work on the reorganization of the fire districts, to look at compliance of Williamson Act contracts, and other things such as working on hemp, housing issues, economic development, etc. He recommended that the Board accept the recommendation to approve the Administrative and Financial Plan (Plan) today and to wait on the rest due to more work needing to be done to address concerns by property owners and residents.

Chairwoman Hannigan commented on protection of green spaces throughout the County and being able to access the open space. She noted that parks could be learning environments and gathering places and that she had been enjoying the County parks her whole life. She then commented on the map of parks, noting that the map was already out there and that conversations were already taking place about the parks with the cities. She advised that she did not feel that an annual parcel tax of \$19 was too much to ask for this asset and noted that Solano County was one of the only counties in the Bay Area that did not have a regional park system. She commented on benefits to property owners having a park system in their neighborhood and recommended that the Board accept the Plan and move forward on efforts to create a regional park system. She advised that staff and community agencies could get together and conduct a collaborative effort on this effort.

In response to a question from Supervisor Spering, Mr. Emlen advised that the County could not campaign on behalf of a measure and noted that there was a process for someone else to lead this effort.

Supervisor Spering commented that there needed to be an advocacy group that handled the work needing to be done. He then commented on other issues that also needed to be worked on.

Mr. Emlen noted that the Board was required to take certain actions per state law.

Chairwoman Hannigan invited members of the public to address the Board on this matter and the following comments were received:

A) Dan Smith, Chair of the Solano Open Space Citizen's Committee, commented in support of a regional park district, noting that the committee was willing to take a role in public outreach for the district.

B) Amanda Brown Stevens, Executive Director of the Greenbelt Alliance, commented in support of a regional park district, noting that she was willing to partner with the County on the efforts.

C) Bob Berman, representing the Solano County Orderly Growth Committee, commented in support of a regional park district and of formation of a broad based committee to work on efforts, suggested that the County Parks & Recreation Commission hold city meetings to get public input, that there be voter polling conducted on the matter and that formation and funding be placed on separate ballots.

In response to questions from Supervisor Vasquez, Mr. Emlen advised that work already done by the consultants had been budgeted for previously and that this year's budget contained funding of \$100,000 for potential work that needed to be done. He noted that the conversation had not taken place yet regarding any recouping of these costs for the County.

D) Nichole Braddock, Executive Director of the Solano Land Trust, commented in support of a regional park district, on importance of land to larger community needs, on provision of mental health and wellness activities for children participating in field trips to parks, on support of children in thinking about STEM careers, working with the Solano County Office of Education on wellness centers, access to nature reducing adverse childhood experiences, and noted that a lot of thought and on effort was being put into the support for a regional park district.

E) George Guynn, Jr., Suisun City, commented in support of delaying efforts to form a regional park district, on financing of the district by a separate entity, on other priorities that he felt needed to be addressed and against increasing property taxes.

F) Carole Paterson, Solano Land Trust Board member, commented in support of a regional park district and on benefits of outdoor camps to children.

G) Sue Frost, Solano Land Trust Board Vice-President, commented in support of a regional park district and on the benefits of outdoor learning for children.

Supervisor Brown commented in support of Consideration Item #1 and agreed with Mr. Berman that the County may not be ready until the ballot in November 2022. She advised that she did not want to lose focus on having funds for busses to transport students to the parks and commented on the importance of the parks as a positive experience for kids.

Supervisor Thomson commented that parks providing an enhancement to neighborhoods only applied to those neighborhoods close to the parks and didn't apply to those properties far away. He then commented on the number of current assessments on properties and the need to consider how the taxpayer is going to pay for more taxes. He advised that he was not convinced that the way things were going was the right way to roll out a potential park district. He then noted that he felt that the Land Trust was doing a wonderful job of acquiring property but not maintaining them. He recommended that there be more thought be put into how the property assessments would be fair across the board.

Mr. Emlen provided information on discussions by the Board's subcommittee on how the parcel tax could be tiered, noting that the structure would need to be looked at in-depth if this matter moved forward.

Chairwoman Hannigan noted that the subcommittee discussions had included looking at different types of properties and not just single residences.

Supervisor Vasquez commented on his history of supporting parks and noted that this was about taking care of priorities. He commented on the commitment of staff time and expenditures that would hit the General Fund to make these things happen and advised that he would like everything in place before going out to talk to the public. He noted that there were a lot of questions that still needed to be analyzed and that there were other priorities that needed to be addressed besides a park district.

Chairwoman Hannigan recommended accepting the Plan and directing staff to work with interested community partners to develop a path forward and to work on outreach and education on what the park district would mean for Solano County.

Supervisor Sperring advised that the recommendation was too broad for him to support. He advised that he was in support of placing the formation of a district on the ballot as a first step and that a parcel tax would be too controversial at this time.

Chairwoman Hannigan noted that the timeline of next steps covered this and that she could accept the recommendation to pursue only the formation of the district.

Supervisor Sperring advised that he would second this motion if it was only for the formation of the district.

In response to a question from Chairwoman Hannigan, Supervisor Sperring noted that he wanted to focus on the formation of the district and not talk about the parcel tax portion yet.

Supervisor Brown asked for clarification of the motion, noting that the Chairwoman's motion was to continue to pursue the formation of an independent district and that work be done to gauge the public and towards the formation of the district.

Supervisor Thomson advised that the fire districts could be competing on the same ballot in November 2020.

Supervisor Sperring noted that he wanted to separate the parcel tax out from the formation.

Supervisor Thomson advised that he was in support of moving forward, but not about talking any dollars or cents yet.

Supervisor Vasquez clarified that the Board would be directing staff to do the work to create the ballot measure to create the district.

Mr. Emlen asked if the Board would be comfortable about the department hiring someone to help with polling and other efforts.

Supervisor Sperring advised that staff should come back with a proposal, strategy and plan on how to move this forward with community partners to get it on the ballot for November 2020.

Supervisor Vasquez advised that staff would come back for more direction and that the Board should vote separately on whether to accept the Plan and whether to direct staff to work on a plan to move things forward.

**On motion of Chairwoman Hannigan, seconded by Supervisor Sperring, the Board received a report from the Board's Regional Park Committee regarding the status of the process to form a Regional Parks and Open Space District pursuant to SB 365; Accepted the Administrative and Financing Plan (Plan) as the Initial Draft for the proposed district that may be updated from time to time as deemed necessary through ongoing public outreach and Board direction; and Provide direction to staff to work with local community partners to bring back a proposal or plan for next steps towards the formation of a Countywide Dependent Regional Parks and Open Space District. So ordered by 5-0 vote.**

## **BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS**

*Chairwoman Hannigan invited members of the Board to make comments or reports on meetings. The following comments were received:*

*A. Supervisor Brown commented on the upcoming retirees in the Election Department and asked if there was a succession plan in place. She then asked if there was a plan for what to do with funding from recent Public Safety Power Shutoffs (PSPS).*

*County Administrator Birgitta Corsello advised that staff anticipated coming to the Board on December 10th or early January on the PSPS funding.*

*B. Supervisor Brown asked for a status of work being done with veterans halls.*

*Ms. Corsello advised that General Services Director Megan Greve would provide an update to the Board soon.*

*C. Supervisor Brown asked if staff was bringing an item forward on December 10th for the Home Enterprise Micro-Kitchen.*

*Ms. Corsello advised that it would be coming forward.*

*D. Supervisor Vasquez requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of William Michael Conner, an active member of the Vacaville community.*

*E. Supervisor Vasquez commented on the formation of Thanksgiving Day and the delivery of the Gettysburg Address by former President Lincoln.*

*F. Chairwoman Hannigan commented in adjournment of her mother, Jan Hannigan, who passed away 13 years ago.*

*G. Chairwoman Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Dolores Jean Gutierrez, an active member of the Vallejo community.*

*H. Chairwoman Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Bernard Tyson, Kaiser CEO and a native member of the Vallejo community.*

*Chairwoman Hannigan advised that the Board would return to Closed Session with no report out.*

**ADJOURN:**

*This meeting of the Solano County Board of Supervisors adjourned at 12:46 P.M. in memory of Jan Hannigan, William Michael Conner, Dolores Jean Gutierrez and Bernard Tyson. Next meeting of the Solano County Board of Supervisors will be December 10, 2019 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, California.*

\_\_\_\_\_  
ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk

**GOVERNING BOARD OF LIBRARY TRUSTEES**

**AGENDA: REGULAR MEETING**

6:00 P.M., Thursday, December 12, 2019

Council Chambers, City of Dixon  
600 East A St., Dixon, CA 95620

**1. CALL TO ORDER**

**2. CLOSED SESSION**

- A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]
- B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]
- C. Public Employment – Interim Director [Gov't Code 54957]

**RECONVENE TO OPEN SESSION**

**3. ANNOUNCEMENTS FROM CLOSED SESSION**

*Board must state/read in public:*

Ms. Buelna’s service as the Interim Library Director will end on December 31, 2019 but the Board desires to continue her employment as a Limited Board Designee/Consultant, for the sole purpose of assisting the Board with concluding the remodel of the Library. Accordingly, pursuant to Government Code section 54953, subdivision (c)(3), the Board provides this oral summary of the compensation for the part-time and temporary executive position of Limited Board Designee. The term of this Amendment No. 3 will be for no more than three months commencing on January 1, 2020 and ending on March 31, 2020, or until the remodel work is completed, whichever occurs first. Ms. Buelna will be paid at the rate of \$500 per diem, less all statutory deductions, for no more than 15 days. The amendment does not provide for any other compensation or benefits.

- A. Approve Contract for Limited Board Designee

**Pages 5-16**

Motion made by

Second

Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**4. BUSINESS MEETING**

- A. Pledge of Allegiance
- B. Roll Call of Trustees:  
Luke Foster, President  
Caitlin O’Halloran, Vice President  
Jewel Fink, Clerk  
Melissa Maseda, Member  
John Gabby, Member

**GOVERNING BOARD OF LIBRARY TRUSTEES**

**MINUTES: REGULAR MEETING**

7:00 P.M., Thursday, November 14, 2019

Council Chambers, City of Dixon  
600 East A St., Dixon, CA 95620

**1. CALL TO ORDER**

**2. CLOSED SESSION**

- A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]
- B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

**RECONVENE TO OPEN SESSION**

**3. ANNOUNCEMENTS FROM CLOSED SESSION**

**4. BUSINESS MEETING**

- A. Pledge of Allegiance
- B. Roll Call of Trustees:
  - Luke Foster, President P
  - Caitlin O'Halloran, Vice President P
  - Jewel Fink, Clerk P
  - Melissa Maseda, Member A
  - John Gabby, Member P
- C. Staff:
  - Aida Buelna, Acting Interim Library Director

**5. PUBLIC COMMENT**

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Library Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

**NOTICE TO PUBLIC**

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting.

**6. GUESTS AND PRESENTATIONS –No**

**7. CORRESPONDENCE, Pages 4**

A. Note from a Patron – Steve Choy

**8. CONSENT AGENDA, Pages 5-7**

A. Approval of October 10, 2019 Agenda Minutes

Motion made by \_\_\_\_\_ Member Fink \_\_\_\_\_  
Second \_\_\_\_\_ Member Gabby \_\_\_\_\_  
Ayes \_\_\_\_\_ 4 \_\_\_\_\_ Noes 0 \_\_\_\_\_ Absent 1

**9. CONFERENCE/ACTION, Pages 8-12**

A. Facilities Master Plan

Motion made by \_\_\_\_\_ Member Gabby \_\_\_\_\_  
Second \_\_\_\_\_ Member O’Halloran \_\_\_\_\_  
Ayes \_\_\_\_\_ 4 \_\_\_\_\_ Noes 0 \_\_\_\_\_ Absent 1

B. First Amendment for Library Administrator Services between County of Solano and Dixon Public Library District.

Motion made by \_\_\_\_\_ Member Fink \_\_\_\_\_  
Second \_\_\_\_\_ Member Gabby \_\_\_\_\_  
Ayes \_\_\_\_\_ 4 \_\_\_\_\_ Noes 0 \_\_\_\_\_ Absent 1

**10. INFORMATION ITEMS, Pages**

**11. DISCUSSION ITEMS, Pages**

**12. CONFERENCE/FIRST READING, Pages**

**13. ACTION ITEMS, Pages 13-36**

A. 2018/19 Public Facilities Fee Impact Report  
**Pages 13-18**

Motion made by \_\_\_\_\_ Member O’Halloran \_\_\_\_\_  
Second \_\_\_\_\_ Member Fink \_\_\_\_\_  
Ayes \_\_\_\_\_ 4 \_\_\_\_\_ Noes 0 \_\_\_\_\_ Absent 1

B. Library Renovations  
**Pages 19-34**

- a. Carpet
- b. Floors

Motion made by \_\_\_\_\_ Member O’Halloran \_\_\_\_\_  
Second \_\_\_\_\_ Member Fink \_\_\_\_\_  
Ayes 4 \_\_\_\_\_ Noes 0 \_\_\_\_\_ Absent 1



# Consolidations and Affiliations Made Under CLSA

The following consolidations and affiliations have been made since 1978/79, the first year of CLSA. They are shown by year of effective date of first grant award. Grant awards are made for each of two years.

## **1978/1979 (first year of CLSA)**

- a. Public library consolidations:
  - 1. Crescent City Public Library/Del Norte County Library District
  - 2. Vacaville Unified School District/Solano County Free Library
  - 3. Calistoga Public Library/Napa City-County Library
  - 4. Woodland Public Library/Yolo County Library (Note: This consolidation was reversed by initiative, and the grant award was returned to the State.)
- b. Library System consolidations:
  - 1. Berkeley-Oakland Service System/East Bay Cooperative Library System/BALIS
- c. Affiliations: None

## **1979/1980**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Buena Park Public Library/Santiago
  - 2. Arcadia Public Library/MCLS
  - 3. Dixon Public Library/MVLS
  - 4. Del Norte County Library District/North State

## **1980/1981**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. King City Public Library/MOBAC
  - 2. Livermore Public Library/BALIS

## **1981/1982**

- a. Public library consolidations: None
- b. Library System consolidations:
  - 1. Los Angeles Public Library/Long Beach Public Library/MCLS
  - 2. San Francisco Public Library/BALIS
- c. Affiliations:
  - 1. San Leandro Public Library/BALIS (*San Leandro withdrew from BALIS at the end of its first year of membership and the second year of the grant was not awarded*)
  - 2. Palmdale Public Library/South State

3. Banning Public Library/Inland
4. Beaumont District Library/Inland

### **1982/1983**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  1. Hayward Public Library/BALIS
  2. Los Gatos Memorial Library/South Bay

### **1983/1984**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  1. Thousand Oaks Public Library/Black Gold

### **1984/1985**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  1. Benicia Public Library/North Bay
- d. System membership changes:
  1. Kern County Library from South State to SJVLS

### **1985/1986**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  1. Larkspur Public Library withdraws from North Bay

### **1986/1987**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

### **1987/1988**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

### **1988/1989**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:

1. Inglewood Public Library/MCLS
- d. System membership changes:
  1. Thousand Oaks Public Library from Black Gold to MCLS (*waived contiguous borders requirement*)

### **1989/1990**

- a. Public library consolidations:
  1. King City Library/Monterey County Library
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  1. San Benito County Library from South Bay to MOBAC
  2. San Juan Bautista Public Library from South Bay to MOBAC

### **1990/1991**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  1. Oxnard Public Library/MCLS (*waived contiguous borders requirement*)
  2. Signal Hill Library/MCLS
- d. System membership changes: None

### **1991/1992**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

### **1992/1993**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. Systems membership changes: None

### **1993/1994**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  1. Monterey Public Library withdraws from MOBAC
  2. Pasadena Public Library from MCLS to South State

### **1994/1995**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  1. Folsom Public Library/MVLS

- 2. Mariposa County Library/SJVLS
- d. System Membership changes:
  - 1. Los Gatos Public Library withdraws from South Bay

### **1995/1996**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Rancho Cucamonga Public Library/Inland
  - 2. Susanville Public Library/North State
  - 3. Rancho Mirage Public Library/Inland
- d. System Membership changes:
  - 1. Huntington Beach Public Library withdraws from Santiago
  - 2. Inglewood Public Library withdraws from MCLS

### **1996/1997**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Inglewood Public Library/South State
  - 2. Belvedere-Tiburon Library/North Bay
  - 3. Mission Viejo Public Library/Santiago
- d. System Membership changes:
  - 1. Santa Ana Public Library withdraws from Santiago

### **1997/1998**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Riverside County Library System/Inland
  - 2. Riverside Public Library/Inland
- d. System Membership changes: None

### **1998/1999**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Calabasas Public Library/MCLS
  - 2. Moreno Valley Public Library/Inland
  - 3. Murrieta Public Library/Inland
- d. System Membership changes: None

### **1999/2000**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Pleasanton Public Library/BALIS

- d. System Membership changes:
  - 1. Richmond Public Library from BALIS to North Bay

### **2000/2001**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Larkspur Public Library/North Bay
  - 2. Los Gatos Public Library/Silicon Valley
- d. System Membership changes: None

### **2001/2002**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Irwindale Public Library/MCLS
- d. System Membership changes:
  - 1. Colusa County Free Library from North State to MVLS

### **2002/2003**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

### **2003/2004**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes:
  - 1. Dixon Unified School District Library District from MVLS to North Bay
  - 2. Fullerton Public Library withdraws from Santiago

### **2004/2005**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

### **2005/2006**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System membership changes: None

### **2006/2007**

- a. Public library consolidations: None

- b. Library System consolidations: None
- c. Affiliations:
  - 1. Fullerton Public Library/Santiago
- d. System membership changes:
  - 1. Richmond Public Library from North Bay to BALIS

### **2007/2008**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations:
  - 1. Monterey Public Library/MOBAC
  - 2. Moorpark City Library/MCLS (waived contiguous borders requirement)
  - 3. Victorville Public Library/Inland
  - 4. Shasta Public Libraries/North State
- d. System membership changes: None

### **2008/2009**

- a. Public library consolidations: None
- b. Library System consolidations: None
- c. Affiliations: None
- d. System Membership changes:
  - 1. Merced County Library from 49-99 to SJVLS
  - 2. San Juan Bautista City Library withdraws from MOBAC

### **2009/2010**

- a. Public library consolidations: None
- b. Library System consolidations:
  - 1. BALIS/MOBAC/Peninsula/Silicon Valley merged to form Pacific Library Partnership
  - 2. MVLS/North Bay/North State merged to form NorthNet Library System
  - 3. MCLS/Santiago/South State merged to form Southern California Library Cooperative
- c. Affiliations:
  - 1. San Juan Bautista City Library/MOBAC
- d. System membership changes:
  - 1. Cerritos Public Library withdraws from SCLC

### **2010/2011**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership change:
  - 1. Ventura County Library from Black Gold to SCLC

### **2011/2012**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations:
  - 1. Camarillo Public Library/SCLC
  - 2. Santa Clarita Public Library/SCLC

- d. System Membership changes:
  - 1. Santa Clara County Library withdraws from PLP

### **2012/2013**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes: None

### **2013/2014**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes:
  - 1. Nine library jurisdictions in Orange County withdraw from SCLC and reinstate as Santiago Library System
  - 2. Santa Monica Public Library withdraws from SCLC (MCLS)

### **2014/2015**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes: None

### **2015/2016**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations:
  - 1. Santa Clara County Library District/PLP
  - 2. Huntington Beach Public Library/Santiago
- d. System Membership changes:
  - 1. Hayward Public Library withdraws from PLP (BALIS)

### **2016/2017**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations:
  - 1. Santa Monica Public Library/SCLC
- d. System Membership changes: None

### **2017/2018**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations: None
- d. System Membership changes: None

## **2018/2019**

- a. Public library consolidations: None
- b. Library Systems consolidations: None
- c. Affiliations:
  - 1. Hayward Public Library/PLP
- d. System Membership changes: None

## **2019/2020**

- a. Public library consolidations: None
- b. Library systems consolidations: None
- c. Affiliations:
  - 1. Simi Valley Public Library/SCLC
- d. System Membership changes: None

NOTE: September 1, 1982 was the last filing date for affiliations before grants for this part of the Act ended. (CLSA Regulations, Section 20190(a)(3)).

## **Public Libraries not members of any System, July 1, 2019**

- 1. Cerritos Public Library \*
  - 3. (Redlands) A.K. Smiley Public Library
  - 4. San Leandro Public Library \* (*was in BALIS 1981/82 only*)
  - 5. Santa Ana Public Library \*
  - 7. Vernon Public Library
- \* *CLSA ILL Participants*

*Updated 10/7/2019*

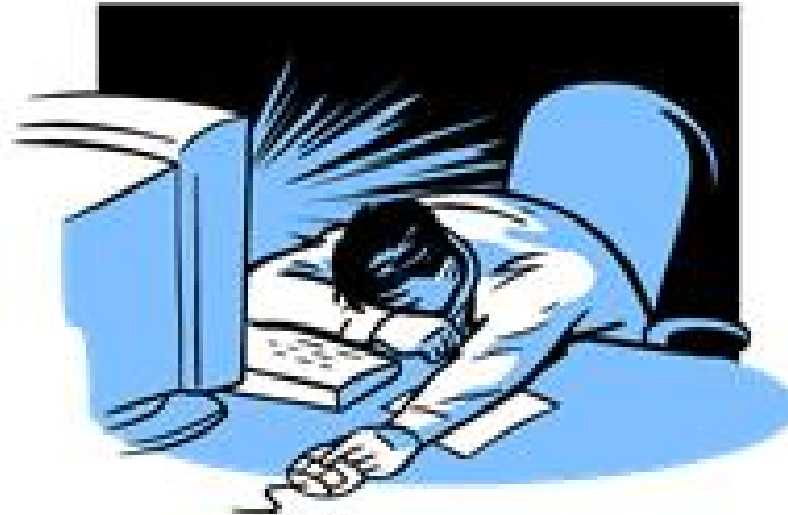


The Internet may be  
the world's greatest  
library, but let's face  
it – all the books are  
scattered on the floor.

*— D.C. Denison, Boston Globe*

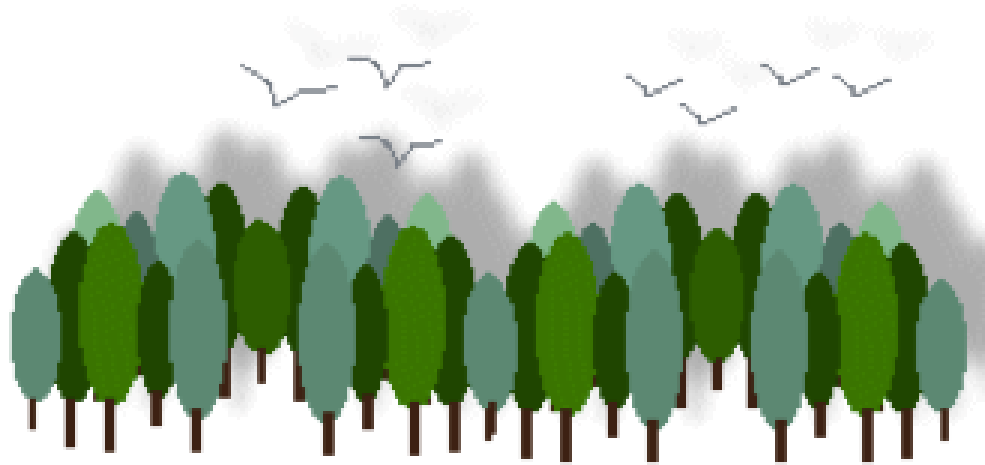
**Students are bombarded by messages, music, friends, news, memes and more.**

**They need help in managing their information.**



**5 times more information than their parents had at the same age**

Students may be “digital natives” but they don’t always see the forest for the trees



Twitter,instagram,youtube,snapchat,kik,tiktok,facebook,whisper,whatsapp,tumblr...

# Students...

Are surrounded by media but are media illiterate

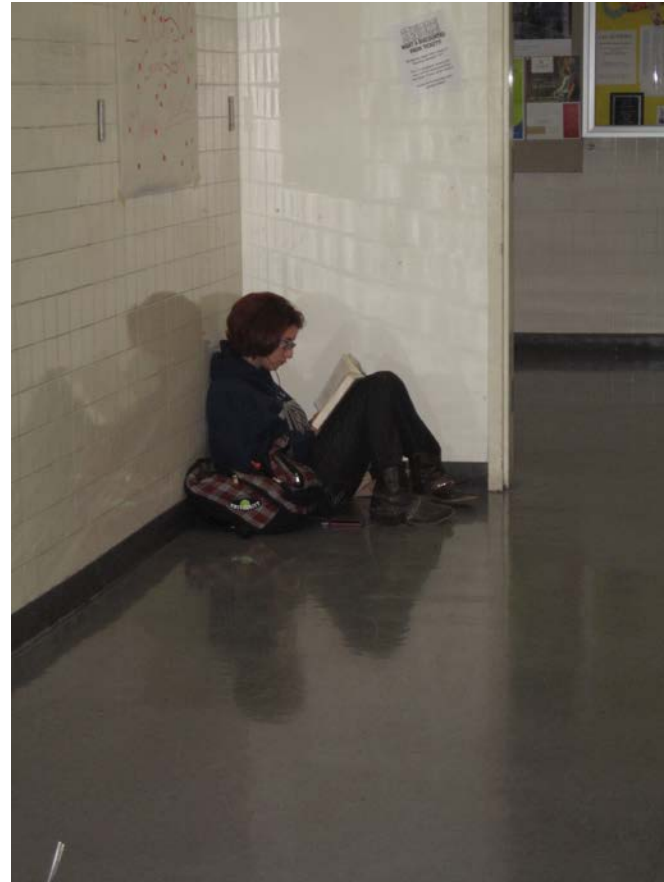


They know how to use technology  
But don't always know how to work  
using technology.

# School librarians meet kids where they are....

“...research shows us how crucial well-resourced school library and a full-time, certified school librarian are to achievement for the most vulnerable students,”

Sandra Zelno, Education Law Center School.



Even when they're at home



Zoom meet up



# Helping families to navigate technology; find resources and answer questions



Zoom meetup: Nature studies – outside of course

Work with classroom colleagues  
In times of crisis

Teaching skills,  
Conversing on big ideas  
Sharing resource ideas



**KNOWLEDGE QUEST**  
Journal of the American Association of School Librarians

**AASL**  
American Association of School Librarians  
TRANSFORMING LEARNING

↑ KQ CONTENT NEWS ▾ BLOG TOPICS ▾ COMMUNITY ▾

About KQ Contact KQ Write for KQ Blog for KQ Advertise with KQ KQ Archives

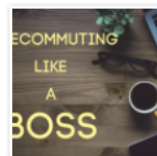
## coronavirus



### Tools and Tips for Engaging Students with Asynchronous Discussions

BY [DANIELLA SMITH](#) on 05/29/2020 · (1)

I have been wondering something about everyone else since we have begun social distancing. Like many others, I am working from home. I have found that I am busier now than I was before the coronavirus. Is this true for... [Read More >](#)



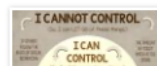
### Telecommuting Like a Boss

BY [DANIELLA SMITH](#) on 04/24/2020 · (0)

Lately, I have been swapping stories with colleagues and students about how social distancing has changed our lives. I am thankful that I still have a job, and my heart goes out to those that do not. I anticipate that... [Read More >](#)



### AASL Digest Special Edition: COVID-19



### Minding Mental Health during COVID-19



# What do students need?

- A.** Teachers who know how to use the tools of the 21<sup>st</sup> Century
- B.** School policies that support student learning with 21<sup>st</sup> Century tools
- C.** Instruction that delivers activities and lessons that allow students to grow as critical thinkers
- D.** A place on campus to find materials, learn, practice and create

# What do Teacher Librarians do?

- A.** Teach teachers how to use the tools of the 21<sup>st</sup> Century
- B.** Help write school policies that support student learning with 21<sup>st</sup> Century tools
- C.** Instruct with activities and lessons that allow students to grow as critical thinkers
- D.** Administers the place on campus to find materials, learn, practice and create

The mission of the school library is to ensure that all students and faculty are effective users and *creators* of information and ideas.

# Meet the Library Team

## ***Teacher Librarians:***

- Instruct
- Program
- Promote literacy
- Curate
- Professionally develop
- Research
- Administer

## ***Library Assistants and Clerks:***

- Run the day-to-day operations
- Circulate materials
- Account for library assets
- Support to teachers in locating materials
- Help students find books and other resources

Teacher librarians are there to pick up the “information scattered on the floor” -*and teach students how to organize it.*

### Google News

<https://news.google.com> ▼

Comprehensive up-to-date news coverage, aggregated from sources all over the world by Google News.

### Fox News - Breaking News Updates | Latest News Headlines ...

<https://www.foxnews.com>

Breaking News, Latest News and Current News from FOXNews.com. Breaking news and video. Latest Current News: U.S., World, Entertainment, Health, ...  
[Politics](#) · [U.S.](#) · [World](#) · [Entertainment](#)

### CNN - Breaking News, Latest News and Videos

<https://www.cnn.com>

View the latest news and breaking news today for U.S., world, weather, entertainment, politics and health at CNN.com.  
[World](#) · [US](#) · [Politics](#) · [Business](#)

### News: U.S. and World News Headlines : NPR

<https://www.npr.org> › [sections](#) › [news](#)

NPR news, audio, and podcasts. Coverage of breaking stories, national and world news, politics, business, science, technology, and extended coverage of ...

### ABC News – Breaking News, Latest News, Headlines & Videos

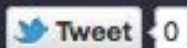
<https://abcnews.go.com>

And school librarians teach students how to stay safe –and behave well – on-line



## SEARCHING MY NAME ON GOOGLE!...

So i searched my name on google & i can't believe on what showed up by just typing in my name! it showed the links to my twitter,my facebook,my windows live,my old myspace & things i have written to people on twitter...its kind of creepy. This shows me how i should keep my stuff blocked to unkown people and keep it safe online ;D it surprised me to see what information it shows by finding your name. It even shows the websites i have been on! WEIRD!...



2 RESPONSES



# What is a CA teacher librarian?



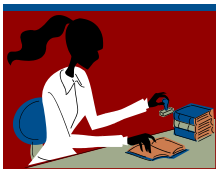
Nathan Libecap, Teacher Librarian  
Casa Grande High School

A dual credentialed teacher:

- in a core subject area
- Teacher Librarian credential
- often with an MLIS

teaches students  
and collaborates with  
classroom colleagues

Over 25+ **School Library Impact Studies** conclude that it's the library TEAM that allows for effective instruction, programming, and library administration.



+



=



Library Assistant

+

Librarian

=

Time for Collaboration



...and the same studies shows us that the ***library team not only supports student achievement, they are in fact proven causes for*** that achievement.

...proven causes for that achievement:

**Access** information.

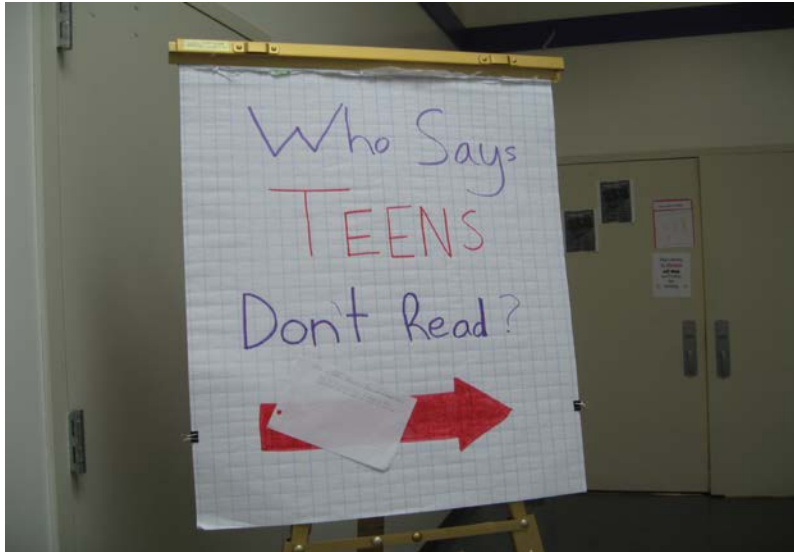
**Evaluate** sources.

Apply **Critical**  
thinking.

**Create**  
design, build, share,  
discuss, debate,  
draw...



...proven causes of that achievement:



- inquiry
- question-building,
- 'real life' applications
- speakers,
- maker-spaces,
- clubs



...proven causes for that achievement:

Creating  
partnerships



LumaCON! A comic convention for youth

*A partnership of Petaluma School Libraries and the Petaluma Regional Library  
6 years and going strong!*

Teacher librarians have  
**Standards**

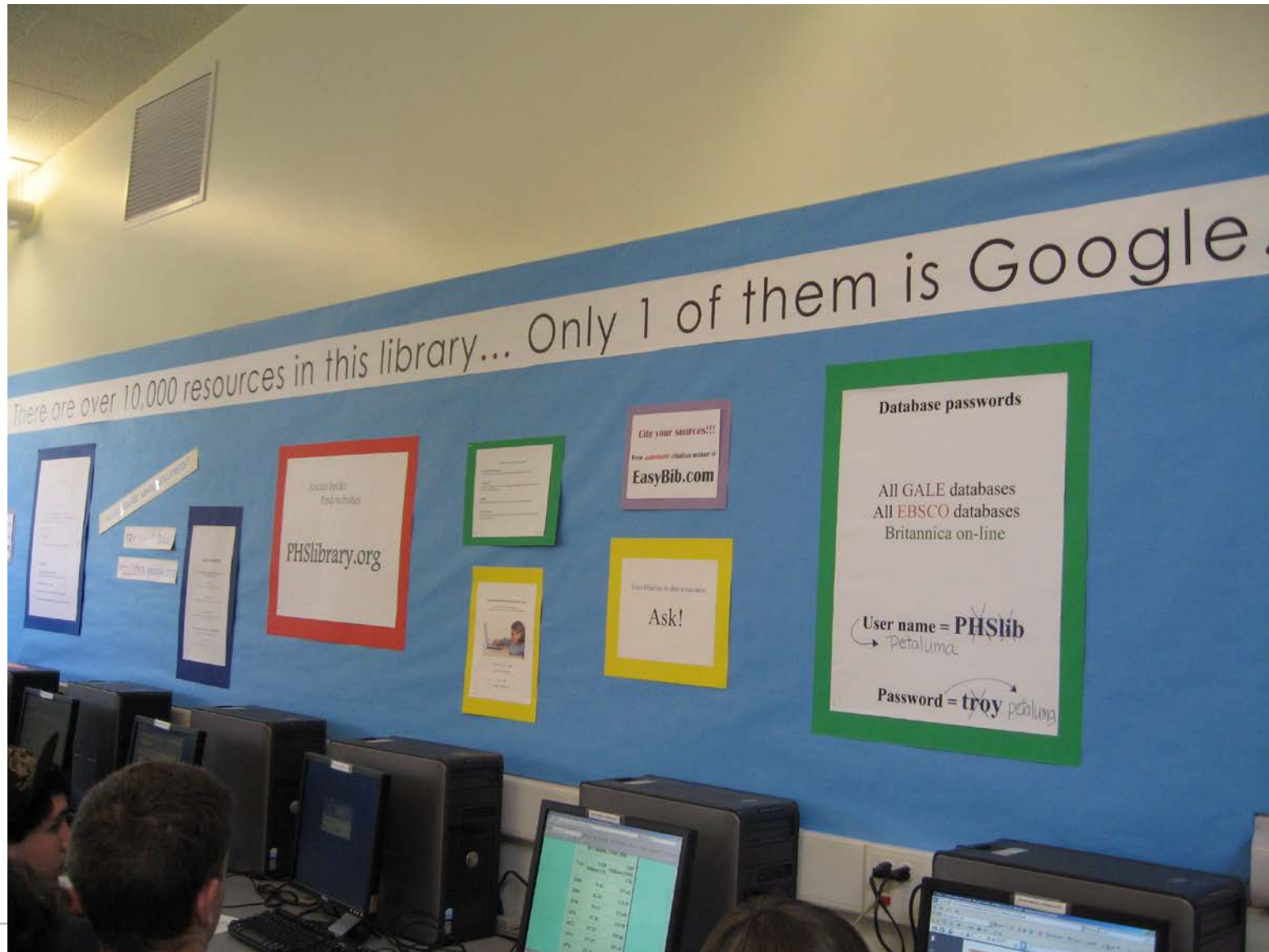
Both qualitative and quantitative

**The**  
**California Model School Library Standards**

...but there is no mandate for their presence in schools...



# California School Libraries – the state of the State



**”California is one of the worst states for a lack of school libraries and qualified librarians.”**

Kelly Ahlfeld

In 2013-14, 4,273 California schools completed a survey representing 43 percent of schools. (4,000+)

Of those responding to the survey:

**84** percent have a place designated as the *library*.

**16%** percent of the schools had **no** library.

Librarians were mostly found in high schools.

Few schools in California have a certified school librarian.

Some schools only open the library one day a week.

Many elementary schools don't have library services.

**Today? Worse.**



Total number of students (2018-19) : **6,186,278**

Total number of schools (2018-19): **10,521**

Total number of Teacher Librarians (2018 -19):  
approx. **911**

*includes part time positions*

# 911

**No accountability** for library administration, material acquisition, and care of the largest classroom in the school.

# 911

**No collaboration** with teachers or administrators.

# 911

## **NO instruction in:**

Locating information

Identifying bias

Staying safe online

Copyright and intellectual property rights

Database use

Analyzing information.

General technology assistance

*From CALIBK12 listserv:*

Right now we have heard from the following who are receiving RIFs as Teacher Librarians:

Sweetwater Union HSD (23); No library services would remain; Voted last week with a 3:2 decision of Board

Selma USD (2) Voted last week

East Side High School District (5.8) No library services would remain; Regular Board meeting is March 5, 2020 but looks like Febr. 2020 already voted;

Oakland District (catastrophe)

The same is happening in Mt Diablo Unified School District in Northern California. In 2008 they reduced TLs at secondary (middle and high) to 20%, at Last night's board meeting the district recommended all secondary TLs be replaced by classified techs.

ACLU Literacy Settlement 2020:

Public Advocates sued the state (similar to Williams case, 2000) over a lack of focus on score academic issues including the low reading test scores of elementary students. There is now Trailer Bill Language that is the agreed upon settlement of the case.

# K-3 Literacy Settlement Suit filed by ACLU

**The only inclusion of the word (or concept) of  
“library” is:**

B) Extended school day to enable implementation of Breakfast in the Classroom or Library model to support expanded literacy instruction

E: Expanded access to the school library

# Advocating to:

1. Insert teacher librarians and effective school libraries into the required Literacy Action Plans that are a part of the literacy settlement in the trailer bill language in the proposed 2020-21 State Budget
2. Ensure the involvement of teacher librarians in the planning and implementation process for the literacy settlement funds that are in the Governor's proposed budget for 2020-21



*Support the*  
Student Success Card  
SB 1025 (Umberg)

“one card” – for public and school library collaborations.

Tabled for now....

# Time to update the **Model School Library Standards**

**Support funding of approximately \$200,000 to  
allow the California Department of Education to  
update the Model School Library Standards**

On the table for now...

It's all about **Priorities**

LCAP : Local Control and Accountability plan

Part of the LCFF: Local Control Funding Formula

Strong school libraries are effective solutions for a variety of school issues.  
But..there is no mandate to have them.

*Online Educational Content*  
*Britannica – ProQuest - Teaching Books*

status update

## **When effective school libraries are a priority:**

- Test scores rise
- Students critically think through problems
  - Students are involved & engaged
  - Schools can account for materials
- Teachers have an instructional partner
  - Administrators have a professional development partner

## Works Cited:

Kelly Ahlfeld. *They Paved Paradise: School Librarians and School Libraries Are Disappearing and We Won't Know What We've Lost Until It's Gone*, *Journal of Library Administration*, 59:8, 927-938, 2019.  
DOI: [10.1080/01930826.2019.1661747](https://doi.org/10.1080/01930826.2019.1661747)

Bailey, Nancy. *There's No "Science of Reading" Without School Libraries and Librarians, A Predictor of Student Success*. Nancy Bailey's Education Website. March 1, 2020. <https://nancyebailey.com/2020/03/01/theres-no-science-of-reading-without-school-libraries-and-librarians-a-predictor-of-student-success/>