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**To: Yolande Wilburn, Nevada County Librarian**  
**From: Carol Frost, NorthNet Administrator**  
**Subject: Nevada County Joining NLS Link+ Contract**  
**Date: October 10, 2019**

The purpose of this memo is to provide you with an overview of the costs as well as next steps for joining the NorthNet Library System (NLS) Link+ Contract. NLS is very excited for Nevada County to join Link+.

As you know, NLS signed a master contract for Link+ in February 2019. I have attached a copy of that in **Exhibit A**. This included the existing libraries on Link+ as well as the three additional libraries that joined as part of the NLS CLSA Link+ Grant. You will find on p. 4 of that contract the schedule of costs, and on p. 16 you will find the libraries that are part of this contract.

We have received and signed off on **Exhibit B**, the Innovative Scope of Work for \$2,500 for Nevada County to implement Link+, and **Exhibit C**, the Amendment to Agreement which allows Nevada County to join the NLS master contract. I signed this with the approval of the NLS Chair, and this will be approved at the NLS November Executive Committee.

You will note that Exhibit C lists a cost of \$7,575. Once Nevada County goes live on Link+, Innovative will bill NLS for a pro-rated first year cost as well as the implementation costs. NLS will bill the grant for these costs, so there will be no out of pocket for Nevada County.

In July 2020, NLS will receive its invoice for Year 2 of the contract. At that time, Nevada County will be co-termed with that contract, and the costs will become part of that contract.

The cost for the five-year NLS Contract is distributed among the participating libraries, which you may find in **Exhibit D**. You will note that the Link+ subscription cost increases 3% annually, which is lower than what several of the existing libraries were paying. Please also note that per NLS's policy of invoicing libraries an administrative fee for services, Nevada County will be billed a 5% administrative fee for handling the contract. This will be part of your fee schedule you receive along with your other costs.

Because Nevada County will be benefitting from the NLS CLSA Link+ Grant, I have provided you with a break-down of costs in **Exhibit E**. The grant will cover 12 months of costs, including one-time implementation fee, subscription software cost, courier, and \$1,000 for supplies, for a total of \$24,657. The grant will cover pro-rated costs which will be spread out between Year 1 and Year 2. The approval of the grant funds will be done by the NLS Executive Committee at their November meeting. You will note on the bottom of Exhibit B the total costs for five years:



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Total Subscription costs: \$35,798. Note that this may vary depending upon the month in which you go live.

Total Courier costs: \$64,586. Courier costs are factored at 5% annual increases commencing July 1, 2020, but actual cost may vary.

Total supplies: \$1,000. I included this to represent what will be covered by the grant. It is estimated that you may need approximately \$100 annually for years 2-5.

Total Cost: \$103,884

Total Cost Covered by Grant: \$24,657

Total Local Costs: \$79,227

Nevada County will sign the contract with Unity for the courier service. We have been informed by Innovative that the price will be \$1,089 per month through June 30, 2020, and annual 5% increases commencing July 1, 2020. This increase may vary depending upon factors such as weight/volume, and decisions made by the Link+ Advisory Group. Should Nevada County go live within a different time line, the costs in Exhibit E will vary.

Each library which has joined the NLS Link+ contract must sign an MOU. I have attached a draft MOU (**Exhibit F**) for you. Most jurisdictions needed to modify it slightly, so should you need to, I am happy to work with you on this.

Finally, once you are ready to go live on Link+, please inform me. We will provide you with claim forms to charge the grant for year one of delivery and for supplies.

Please let me know should you have any questions. My email is [frost@plpinfo.org](mailto:frost@plpinfo.org) and my phone number is 650-349-5538.

**Attachments:**

Exhibit A: NorthNet Master Service Agreement with Innovative

Exhibit B: Innovative Scope of Work for Nevada Joining Link+

Exhibit C: Innovative Amendment to Agreement

Exhibit D: NorthNet Link+ Contract Shared Cost Updated October 2019

Exhibit E: Nevada County Link+ Costs

Exhibit F: Draft Memorandum of Understanding Between NorthNet Library System and The County of Nevada