

March 6, 2020

Marlon Romero
Supervising Librarian, Technology and Tech Services
Alameda Free Library
1550 Oak St.
Alameda, CA 94501

Subject: Link+ Regional Resource Sharing Project Grant Award Notification

Dear Marlon,

Congratulations! As the NorthNet Library System (NLS) Vice-chair, I am pleased to inform you that the Alameda Free Library has been awarded a grant as part of the Link+ Regional Resource Sharing Project. The NorthNet Library System (NLS) is the fiscal agent for this grant and will coordinate with you the financial terms.

The grant will cover the following costs:

- The one-time implementation costs
- The first year of the software subscription costs
- The first year of delivery costs
- \$1,000 in supplies

Attached please find a Certification of Funding in the amount of **\$39,993.32** for the year one costs of subscribing to the Link+ Inn-Reach regional resource sharing consortium. **Please sign the Certification of Funding and return it to the address listed at the bottom as soon as possible.**

We encourage you to contact Mr. Tom McNamara, Western Regional Account Manager, Innovative Interfaces, Inc., Tom.mcnamara@iii.com 510-289-0134 to develop your Link+ contract.

Please note the following schedule for grant funds:

1. After you have established your contract with Innovative for Link+, you will be assigned an Innovative implementation project manager who will discuss your implementation and determine an estimated go-live date.
2. Once you have established a go-live date, with your implementation project manager, please provide that information to Carol Frost at frost@plpinfo.org and Jacquie Brinkley brinkley@plpinfo.org.
3. Once your implementation is complete, Innovative will invoice you for your one-time implementation fee and your first year of subscription cost. When you receive the invoices, please send a **copy** of the invoices immediately along with the NorthNet attached claim form. A check will be cut to your library within ten business days. **The payment of the invoice to Innovative will rest with your library.**

4. During the implementation, you may submit the claim form for \$1,000 to purchase supplies. A check will be cut to your library within ten business days.
5. Towards the end of the implementation, you will need to create a contract with the courier. You can coordinate this with Tom McNamara from Innovative, or you may ask Carol Frost for assistance. Please submit a claim form for the one year of delivery costs and provide proof of an agreement. A check will be cut to your library within ten business days. **The payment of courier costs will rest with your library.**
6. After you have gone live on Link+, you must gather monthly statistics on use and provide them to NorthNet for grant reporting. Attached is a template for the statistics.

TIME LINE

March 2020	Award Notification
March – June 2020	Library works through internal processes to receive funds from grant (e.g. Board approval, if necessary) Library completes Certification of Funding Form and returns to NorthNet Library develops contract with Innovative
July - September	Library determines go-live date and communicates that to NorthNet Library begins implementation
September - October	Library creates contract with Unity Courier Library goes live Library submits claim forms for reimbursement for supplies, software fees, one-time implementation fee and courier fees.
Go-Live through December 2020	Library gathers monthly statistics and submits them to NorthNet

Please inform me immediately if there are any changes or challenges that deviate from the proposed timeline and/or expenditures.

Sincerely,



Suzanne Olawski, NorthNet Vice-Chair

Contract

Mr. Tom McNamara,
Western Regional Account Manager
Innovative Interfaces, Inc.
Tom.mcnamara@iii.com
510-289-0134

Grant Process / Specifications

Carol Frost
NorthNet Administrator
CEO, Pacific Library Partnership
Executive Director, Peninsula Library System
frost@plpinfo.org
650-349-5538



CERTIFICATION OF FUNDING
Link+ Regional Resource Sharing Project

This document will serve as a written guarantee that the **Alameda Free Library** has been awarded funds from the Link+ Regional Resource Sharing Project grant, administered by the NorthNet Library System.

The funds will be used for your library to connect to Innovative Inn-Reach Link+, and will pay for the following:

One-time software implementation fee:	\$2,500
First year annual software subscription:	\$22,600
Courier Costs*:	\$13,893.32
Supplies:	\$1,000
Total: **	\$39,993.32

**12 months of Courier costs have been calculated as a start month of October, and 9 months at \$1,143.45 (10,291.45) through June 30, 2021. The courier has a five percent annual increase of 5% for FY 2021/22, for a monthly total of \$1,200.62. Estimate 3 months (\$3,601.87). The total cost for the 12 months of delivery costs will be calculated once the library determines the month it will go live in 2020.*

*** Total cost will be determined once final courier costs are established.*

I hereby certify that the library named shall use these funds solely for the Link+ Costs listed above.

Signature _____

Title _____

Name _____

Date _____

NLS Use Only
Approved by Carol Frost

Signature _____

Date _____

MAIL ONE ORIGINAL SIGNED COPY TO:
NorthNet Library System
Attention: Andrew Yon
32 W. 25th Avenue, Suite 201
San Mateo CA 94403