

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: LIBRARY *MLM*

BOARD AGENDA # *B-7b

Urgent Routine X

AGENDA DATE August 14, 2001

CEO Concurs with Recommendation YES *MLM* NO
(Information Attached)

4/5 Vote Required YES NO X

SUBJECT: AUTHORIZATION TO APPLY FOR AND ACCEPT, IF AWARDED, A GRANT FROM THE CALIFORNIA STATE LIBRARY'S "PUBLIC LIBRARY STAFF EDUCATION PROGRAM"

STAFF
RECOMMEN-
DATIONS:

1. AUTHORIZE THE LIBRARY TO APPLY FOR A GRANT FROM THE CALIFORNIA STATE LIBRARY IN THE AMOUNT OF \$17,028.
2. IF AWARDED, AUTHORIZE THE LIBRARIAN TO EXECUTE CONTRACTS AND/OR AGREEMENTS TO ACCEPT THE FUNDS.
3. AUTHORIZE THE COUNTY AUDITOR TO MAKE ANY BUDGET ADJUSTMENTS NECESSARY TO IMPLEMENT THE GRANT.

FISCAL
IMPACT:

The library will receive up to \$17,028 to reimburse staff who attend library school and to pay for the administrative costs associated with the grant. No funds are required from the library.

BOARD ACTION AS FOLLOWS:

No. 2001-610

On motion of Supervisor Caruso , Seconded by Supervisor Blom
and approved by the following vote,

Ayes: Supervisors: Mayfield, Blom, Simon, Caruso, and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) Denied

3) Approved as amended

MOTION:

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

By: Deputy

Christine Ferraro

File No.

AUTHORIZATION TO APPLY FOR AND ACCEPT, IF AWARDED, A GRANT FROM THE CALIFORNIA STATE LIBRARY'S "PUBLIC LIBRARY STAFF EDUCATION PROGRAM"

Page 2

DISCUSSION: The California State Library is encouraging interested staff to obtain their Masters in Library Science through the administration of a grant called "Public Library Staff Education Program." This grant is one way to address the need for more librarians in public libraries to serve underserved and geographically isolated populations, children, and young adults. The State Library will supply grant funds to the employer (the library) for reimbursement of the student's tuition.

The Stanislaus County Library is experiencing difficulty recruiting and filling Librarian I/II positions. The minimum qualification for this position is a Masters Degree in Library Science. The library is encouraging Library Assistants who have worked for the library for a year and are thinking of becoming Librarians to pursue their goal. Currently, there are two employees who have applied for the Masters in Library Science program at San Jose State. The grant monies will make it easier for these library employees to pay for their education. If these same Library Assistants are accepted into the Masters program, they will also be applying for the library's stipend program. This program was negotiated with local SEIU. The library pays the students to go one day a week to library school. Two years ago three Stanislaus County Library employees received their Masters in Library Science through the stipend program. The library has benefitted greatly from the knowledge they gained. Two of the three are now working as Children's Librarians, a classification the library has had the most trouble recruiting.

POLICY ISSUES: This issue addresses the Board goals of providing efficient government and excellent community service.

STAFFING IMPACT: There is no staffing impact associated with this item.

**AUDITOR-CONTROLLER
BUDGET JOURNAL**

BUDGET JOURNAL SCREEN

Budget Organization Stanislaus Budget Org
 Budget LEGAL BUDGET
 Accounting Period From JUL-01
 To JUN-02



BATCH SCREEN

Journal Batch BO --
 Category Budget

Line	Coding Structure						Period	Description	
	Fund 4	Org 7	Account 5	G/L Proj 7	Loc 6	Misc 6	AMOUNT		
1	1651	0037299	25000			.0	17,028.00	State - Other	
2	1651	0037299	62400			.0	17,028.00	Misc. Expense	
3						.0			
4						.0			
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22						.0			
23						.0			
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25						.0			
Totals								34,056.00	

Explanation:

Requesting Department	CEO	Auditors Office Only	
<u>Mary L Moore</u> Signature	<u>Patricia D...h</u> Signature	<u>B. J...</u> Prepared By	<u>Admin Approval (\$75K+)</u>
<u>8/10/01</u> Date	<u>8/10/01</u> Date	<u>8/10/01</u> Date	<u>8/10/01</u> Date



BOARD OF SUPERVISORS

2001 DEC 17 P 12:13 **STANISLAUS COUNTY LIBRARY**

1500 "I" Street, Modesto, CA 95354
209-558-7801 Fax: 209-529-4779
www.stanislauslibrary.org

December 13, 2001

MEMO TO: SUZI SEIBERT
BOARD OF SUPERVISORS

FROM: SHERYL MORGAN *sm*
CONFIDENTIAL ASSISTANT IV

SUBJECT: EDUCATION STIPEND AGREEMENTS

BOARD AGENDA DATE: **August 14, 2001**
BOARD AGENDA ITEM: **#B-7b**

Enclosed please find the grant award letter from the California State Library for the Public Library Staff Education Program.

Enclosure



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

October 9, 2001

Denise D. Peterson, County Librarian
Stanislaus County Library
1500 I Street
Modesto, CA 95354-1166

Subject: LSTA E-41, FY 2001/02, WP00, Grant Award #40-5490
Title: Public Library Staff Education Program

Dear Ms. Peterson:

I am pleased to approve your grant application for the above named project for a total of \$15,609.00 in federal Library Services and Technology Act (LSTA) funds, effective immediately for the period ending September 30, 2002. A four-member Selection Committee representative of the library community reviewed each of the applications submitted under this program for 2001/02. Based upon their recommendations, staff members listed below have been selected to receive tuition reimbursement. The State Library primary consultant assigned to this project will be Kathy Low, telephone (916) 653-6822, or e-mail klow@library.ca.gov. Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

The program award funds are authorized for the uses and amounts shown below.

Tuition reimbursement (not to include other student fees) for fall 2001, spring 2002, and summer 2002 semesters for these staff members:

Katherine Jean Johnson \$7,095.00
Karen E. White \$7,095.00

Funds allowed are as follows:

<u>Categories</u>	<u>2001/02 LSTA Approved Budget</u>
Operating expenses	<u>\$14,190.00</u>
Program Award	14,190.00
Indirect cost (up to 10%)	<u>1,419.00</u>
Total	\$15,609.00



CALIFORNIA
STATE LIBRARY

TO: LSTA GRANT RECIPIENTS, FISCAL YEARS 1999/2000 AND 2000/01
FROM: DR. KEVIN STARR, STATE LIBRARIAN OF CALIFORNIA
DATE: OCTOBER 16, 2000
SUBJECT: PUBLICITY FOR LSTA GRANTS

Every Library Services and Technology Act (LSTA) project offers the potential to be a "good-will ambassador" for the LSTA program. During the next two years, the LSTA program will be under close scrutiny as Congress considers re-authorizing the act. Therefore, more than ever, it is important to publicize LSTA projects locally and, as appropriate, nationally. During coming grant cycles the State Library in its evaluation of project applications and monitoring of projects will pay particular attention to the promotion of LSTA projects and the recognition of the program as a funding source.

Over the past several months staff has received copies of promotional and publicity materials about projects from grant recipients. Examples are "best practices" manuals, published reports and brochures, and journal articles and newspaper clippings. Some of the materials include incorrect information about the LSTA program or lack acknowledgment of LSTA support at all. We recognize that the media may exercise editorial discretion. Nevertheless I ask that you take all steps possible to ensure that the Library Services and Technology Act receives full credit as the funding program and the Institute of Museum and Library Services (IMLS) likewise as the federal source of funds. Publicizing the benefit of the grant and recognizing the funding source are critical in demonstrating program effectiveness to our legislators.

Additionally, it is a condition of the LSTA allotment to California that all press releases and other communications from grantees receiving federal funds shall clearly state the percentage of the total project cost which will be financed with federal money, the actual dollar amount of federal funds, and the portion of the project cost that will be financed by non-governmental sources. The latter is needed to reflect the leveraging of non-LSTA dollars to strengthen our case for sustaining and enlarging LSTA appropriations.

Language regarding publicity about and credit to LSTA is included in program documents. The State Library's *Information Guide for use in Applying for LSTA Grants* states: "Publications and information releases about the project must credit the Library Services and Technology Act (LSTA). An appropriate statement for publication is: *This publication was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and technology Act, administered in California by the State Librarian.*"

This credit line on project publicity and other products is important to all concerned in fostering support from the public and state and federal sources.

As we gather program information to support the re-authorization effort I ask that you pay particular attention to project publicity. Please forward copies of all publicity or articles regarding your project to the State Library for use in helping the IMLS tell our story to Congress and to the people. Many of you already include these as part of your narrative project reports. Please continue that practice. Thank you for your cooperation and efforts to make LSTA more visible and valued by lawmakers and citizens.

On September 30, 2002, this project will be officially closed and no new expenditures may be generated nor funded project activities occur. All unexpended and unencumbered funds must be returned by November 15, 2002. This project is allowed 60 days to liquidate encumbrances which were incurred prior to September 30. After the 60 day period, all encumbered funds which have not been liquidated must be returned to the State Library.

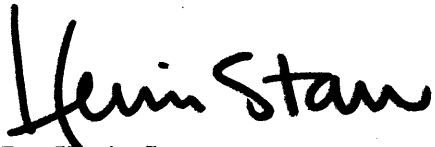
Reporting on financial activities is required quarterly, on the forms enclosed, within 30 days of each quarter. For narrative reports, a final narrative only is required and is due within 30 days after the close of the project, by October 30, 2002. The final liquidation report, if required, is due and must be submitted by December 15. Thus, all reporting regarding this project must have been received at the State Library by December 15, 2002.

Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are attached to this letter. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Yours sincerely,



Dr. Kevin Starr
State Librarian of California

Enclosures

cc: Jay Cunningham
Colette Moody
Kathy Low