



California
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MEETING NOTICE

Library of California Board
August 16, 2012
9:00 A.M.

LSTA Advisory Council on Libraries
Immediately following Board business meeting

For further information contact:

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

Meeting locations are as follows:

- | | |
|--|--|
| (1) California State Library
900 "N" Street, Room 501
Sacramento, CA 95814 | (4) Pacific Library Partnership
2471 Flores Street
San Mateo, CA 94403 |
| (2) Tulare County Public Law Library
221 S. Mooney Blvd., Rm. 1
County Courthouse
Visalia, CA 93291 | (5) Mid-Valley Regional Branch Library
16244 Nordhoff Street
North Hills, CA 91343 |
| (3) Whittier Public Library
7344 S. Washington Ave.
Whittier, CA 90602 | |

A. BOARD OPENING

1. Welcome and Introductions
2. Adoption of Agenda
3. Approval of February 2012 Board Minutes – *Document 1*
4. Election of Board Officers for 2013 – *Document 2*
 - a. Report from the Nominating Committee
 - b. Consider nominations for Board President and Vice-President for 2013
5. Board Meeting Schedule for 2013 – *Document 3*

B. REPORTS TO THE BOARD

1. Board President's Report
2. Board Vice-President's Report
3. Chief Executive Officer's Report – *Document 4*

C. CLSA PROGRAM ITEMS FOR INFORMATION/ACTION

BUDGET AND PLANNING

1. CLSA System Plans of Service and Budgets – *Document 5*
Consider 2012/13 CLSA System Plans and Budgets
2. CLSA Regulations - *Document 6*
Review regulations affecting changes in proposed CLSA legislation

RESOURCE SHARING

1. CLSA System Reference Program – *Document 7*
Consider CLSA System population and membership figures for 2012/13
2. Interlibrary Loan and Direct Loan Programs – *Document 8*
Update on transaction levels for FY 2011/12

D. LEGISLATIVE UPDATE – *Document 9*

E. PUBLIC COMMENT

F. COMMENTS FROM BOARD MEMBERS/OFFICERS

G. AGENDA BUILDING

H. ADJOURNMENT

Library of California Board Meeting
February 16, 2012

California State Library
900 N Street, Room 501
Sacramento, California

11 **CALL TO ORDER AND INTRODUCTIONS**

12 President Anne Bernardo convened the Library of California Board meeting on February
13 16, 2012 at 9:00 a.m., and welcomed Board Members, staff and audience to Sacramento and
14 called for introductions.

15 **Board Members Present:** Conchita Battle, Anne Bernardo, Tyrone Cannon, Victoria
16 Fong, Jane F. Lowenthal, Paymaneh Maghsoudi, Gregory McGinity and Elizabeth Murguia.

17 **Not Present:** Judy Zollman.

18 **California State Library Staff Present:** State Librarian Stacey A. Aldrich, Gerry
19 Maginnity, Sandy Habbestad, Rush Brandis, Jacquie Brinkley, Suzanne Flint, Darla Gunning,
20 Susan Hanks and Carla Lehn.

21
22 **ADOPTION OF AGENDA**

23 *It was moved, seconded (Lowenthal/Fong) and carried unanimously that the Library of*
24 *California Board adopts the agenda of the February 16, 2012 meeting as presented.*

25
26 **APPROVAL OF MINUTES**

27 *It was moved, seconded (Lowenthal/Fong) and carried unanimously that the Library of*
28 *California Board approves the draft minutes of the August 11, 2011 meeting as*
29 *corrected.*

30
31 **REPORTS TO THE BOARD**

32 **Board President's Report**

33 President Bernardo summarized her activities, stating that she had been attending the
34 California Library Association (CLA) Legislative Advocacy Committee meetings, mostly by
35 conference call; and has sent emails to Board members about her role as liaison. She thanked

1 those who had taken steps to help with awareness of the Committee. President Bernardo
2 attended the advocacy day in November 2011 and stated that it was very informative, the
3 presenters were excellent, and it was well attended. She was happy to hear about the issues
4 that libraries around California were facing, and what was needed for them to get on board.

5 She attended the California County Law Librarians meetings and Trustee Conference in
6 the fall. It was good to hear what colleagues in the field were up against, especially in light of
7 their relationships with public library colleagues.

8 She reminded Board members that she continues to sit on the Heartland Regional Library
9 Network Board, which was still active and vital in central California. The council would be
10 meeting next month.

11 President Bernardo recently participated with Anne Marie Gold in a review of LSTA. It
12 was interesting to learn what LSTA funds had accomplished during the last five years.

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

15 Vice-President Paymaneh Maghsoudi reported that the CLA Conference in Pasadena had
16 been very successful thanks to the new joint management group of the Pacific Library
17 Partnership and the Southern California Library Cooperative.

18 Whittier Public Library had been busy dealing with local issues, building a new library
19 and expanding a branch library. The city council had decided to invest in the community and
20 had just approved everything on Tuesday night. Invitations would be sent out for the new
21 library grand opening in December.

22 She had been working on several grants through LSTA. She had also had a conversation
23 with Anne Marie Gold about LSTA 5-year evaluation, and had attended an LSTA focus group
24 in Southern California.

26 **Chief Executive Officer's Report**

27 State Librarian Stacey A. Aldrich gave the following report:

28 **Renovation Project**

29 She had been working on a couple of organizational projects. The California State Library
30 (CSL) was preparing for two moves: the first at the Library & Courts I building. Although it
31 was still under renovation, it should be done in November or December of this year. The
32 move back was planned for early next year.

1 Aldrich had learned that a big groundbreaking event was done for LCI, but never a grand
2 opening ceremony. To rectify that deficiency, some kind of special event would be planned
3 for re-opening the renovated building.

4 Walkthroughs of LCI revealed amazing results where the renovators had knocked out
5 obstructions to all of the blocked-off light wells. But due to the removal and relocation of the
6 heating and air ducts from the light wells, about 18,000 linear square feet of collection space
7 was lost. Fortunately, permission was granted to add more stacks to LCII, which should make
8 up for the loss. Their strategic placement was now under consideration.

9 Aldrich next addressed the Sutro Library, in San Francisco, stating that the new building
10 is almost complete. The move is planned sometime within the next two months. An enormous
11 portrait of Adolph Sutro, deemed too expensive to install in the new Sutro Library, was being
12 relocated to the Stanley Mosk Library and hung in a new section devoted to Adolph Sutro.
13 Other pieces of the Sutro collection would be brought here, which would serve to inform
14 people about the Sutro Library. A grand opening celebration was planned for next fall.

15 **Library Budget and Staffing**

16 Aldrich reported that \$1.1 million had been removed from the State Library budget,
17 because local assistance program funds had been zeroed out. The Department of Finance
18 somehow determined that thirteen staff positions managed those programs and were no longer
19 needed. However, as the CSL only had two staff who worked across many of those programs,
20 with other staff working on parts only, Aldrich was trying to persuade Finance that it was
21 really equivalent to around five positions total, not thirteen.

22 Member McGinity asked how many employees CSL had four years ago. Aldrich
23 answered that there were 191 employees when she started, but 50 positions had been lost
24 since then. He asked if staff had been reduced by attrition or layoffs; Aldrich responded that
25 the Library had been lucky because there had been retirements as well as vacant positions that
26 could be let go. Layoffs had not been necessary and even with the current budget situation she
27 did not think that would be an issue. They had been working with Finance to sort it all out.

28 The challenge was that there also needed to be salary savings. Once the vacancies were
29 removed, then salary savings were lost. That means greater reliance on student assistants and
30 retired annuitants, the latter of which the Library had been relying heavily upon to return and
31 fill some of the holes.

1 The Library was getting much more efficient at public service. Many phone calls had
2 come from people confusing CSL with Sacramento Public Library, but a new phone system
3 had alleviated that problem. Another challenge facing CSL was staffing of LCI after the move
4 back into the renovated building; planning for that required flexibility. A new reference
5 tracking system was being implemented, which should allow staff to work together and assist
6 each other with questions. Texting would be enabled soon, allowing people to text CSL with a
7 question.

8 **Stanford Demographic Study**

9 Another project, mentioned at the last Board meeting, was Understanding California's
10 Demographic Shifts. The Stanford Center on Longevity was contracted to go through the
11 Census and the American Lifestyle Study, and put together an overview and demographic
12 profile for every public library jurisdiction in the state. The project was designed to help local
13 libraries have strategic conversations around data. Suzanne Flint, Library Programs
14 Consultant, was thanked for leading the effort and working directly with Stanford. To view
15 each library's profile and the California Demographic Overview, go to the Publications tab on
16 the CSL website, and then to Statistics.

17 Many of the libraries reported that they were having good conversations about those they
18 served. Flint commented that the demographic information was delivered to all of the state
19 legislators. Representatives of CSL were warmly received by many legislative staff, who told
20 them that the information would be very helpful. She suggested that this information would be
21 a good tool any time there were conversations with staff of state legislators.

22 Aldrich informed the Board that the Library also delivered the full set of demographic
23 information, consisting of four binders, to the Governor's office. The Center on Longevity at
24 Stanford sent a copy of the information directly to Senator Feinstein, who was reported to be
25 excited about the data.

26 The population data had revealed some surprising facts. For example, recent California
27 immigrant populations were being offset by nearly the same number of departing populations.

28 Also included in the study were questions, called Drawing Conclusions, provided to help
29 libraries think about their data in context with the state, and with their communities.

30 Member McGinity asked for clarification about who had received the demographic
31 information. Aldrich answered that it had been sent to all California library directors, who in
32 turn would make it available to their communities. It was also available on the CSL website.

1 CSL and Stanford had purposely contrived to make the information very graphical and visual.
2 Also, a webinar had been produced and given to the libraries to provide an overview of the
3 project, with Stanford available to answer questions. The webinar was available on the CSL
4 website, as well.

5 Member McGinity next asked whether this information had resulted in any new courses of
6 actions for the State Library. Aldrich responded that the new demographic data, revealing
7 major population and regional differences, would affect how the next LSTA plan was being
8 written.

9 Jennifer Baker, St. Helena Library Director and representing NorthNet, stated that this
10 document had been a huge tool for their community. Already the information had been
11 presented at two community meetings, stimulating a conversation about it. It was being used
12 to make changes to the budget and to write grants. It contained many interesting facts, facts
13 specific to their community, facts about which they were ignorant, and confirmation of things
14 about their community they thought might be true.

15 Member McGinity asked whether other state agencies had received the demographic
16 studies. Aldrich answered that they were on the list to receive them. A full set of data was
17 given to the Department of Education. Whenever interaction with other agencies occurred,
18 CSL tried to pass the data along and to have a conversation with them.

19 Concerning the future of libraries, more content design and development should be done.
20 A next step might be designing a tool that allowed people to mash up the data according to
21 their own needs.

22 Member McGinity suggested that Aldrich address the Governor's general cabinet meeting
23 for 20 minutes to get information out quickly. Aldrich responded that it was difficult to get
24 into those meetings. Although she had a person that she went through, there was not much
25 feedback.

26 When asked who paid for the demographics project, Aldrich responded that LSTA paid
27 for the study. It took six months to complete at a cost of \$100,000. This is why LSTA dollars
28 were so important – it allowed CSL to do things like this. In response to another question,
29 Aldrich said that the State Library sought out Stanford to do the work, having successfully
30 worked with them before on the Transforming Life After 50 project.

31

32

1 **Online Digital Literacy Tool**

2 JobScout was another project about which Aldrich was excited. Looking at last year's
3 public library statistics there were 181 public libraries jurisdictions, 1116 branches or outlets,
4 with 96% of libraries providing some kind of job assistance. At the state level, Aldrich had
5 been participating in an advisory group for digital literacy, concerned with how people were
6 taught digital literacy skills. The statewide definition is almost a paragraph long, but digital
7 literacy is really about having the skill and knowledge to use digital resources, to interact, to
8 engage, to create, and to be a participant in society.

9 The advisory group had been working with the Link America Foundation, RealPolitech
10 and the California Emerging Technology Fund to create an online digital literacy training tool
11 that could be used in libraries, for people who want to learn how to find a job. JobScout is a
12 pilot tool currently being beta tested right now in Yolo County, San Jose County, County of
13 Los Angeles, and Santa Cruz County. After the kinks have been worked out, JobScout will be
14 placed as a link on the State Library website.

15 JobScout was designed to be fun and non-intimidating for people who have never used the
16 internet. Some social gaming features were planned for the future. A user could learn to do
17 two things: take lessons and search for a job. A librarian could sit down with a user to get
18 started. Afterwards, a user could use the modules and learn about a browser and how to open
19 an email account. Each module tells the user how long it would take to complete. For each
20 module completed, the user is awarded a badge. It begins with the basics the user needs to
21 know, then continues with how to use the internet, how to do social networking, and how to
22 build a resume and prepare for an interview.

23 When the user first logs on, an account can be created very easily, without any personal
24 information other than a name. The pilot has revealed that users love the resume builder. Just
25 fill in the blanks, using the examples, and the resume is placed into one of the standard
26 formats. It is then saved into the user's account or printed out. Eventually, there will be a
27 capacity to email the resume directly from the program to whatever job search site the user
28 happens to be using.

29 The JobScout pilot has generated a lot of interesting feedback, with mixed responses on
30 the cartoon characters - everything from "this is cute and engaging," to "this is too juvenile."

1 The advisory group is finding that seasoned job hunters are using JobScout for the resume
2 builder, to search for jobs, and for social networking. But other users are beginning from
3 scratch to learn how to use a browser and how to get a free email account.

4 LSTA money has been used to seed the development of this program and more needs to
5 be raised to distribute this digital literacy tool to all the public libraries, including funds for
6 support materials to help libraries train users. National attention has been focused on this
7 program because the White House has been very interested in promoting digital literacy and
8 job search skills.

9 Member Cannon asked whether portions of JobScout could be used in isolation. Aldrich
10 answered that a new user must create an account and take a quiz to determine skill level.
11 Depending on the test result, the site unlocks what the user needs to know, and as the user
12 learns a new skill, another skill will unlock. At the very beginning, if the user does not know
13 anything about computers, one thing at a time will open up. But the resume and job search
14 resources do not require prior training modules. Eventually, JobScout will be customized for
15 each individual library's available job search resources.

16 Member Murguia asked whether there had been coordination with EDD job centers.
17 Aldrich responded that EDD had been at the digital literacy table and a partner in all the
18 conversations. The primary focus of JobScout has been on helping people get the digital
19 literacy skills they needed for job hunting and how to get people to find out about what
20 libraries have to offer. Tie-ins with EDD have been discussed, but no one thing is going to be
21 replaced. EDD has a new site ready to come out that will probably be linked on JobScout.

22 Using JobScout as a platform, more Scouts are being envisioned. For example,
23 HealthScout for health information, and CivicScout to help people learn where to vote in
24 elections, and how to find and evaluate information on the internet. It is really about literacy,
25 with libraries helping people learn the skills they need. The Library is looking for the partners
26 to make connections and work together to accomplish this goal.

27 Member Fong asked about the extent of progress on this project. Aldrich said it was
28 growing every day, but the challenge was ensuring enough dollars to build back-end support
29 after LSTA money was no longer made available. A representative from Link Americas
30 Foundation has been looking at how to raise funding. Because California helped to fund
31 JobScout development, the service will be free to California. If the platform is successful, it

1 will be made available at the national level, as other state librarians have expressed interest in
2 having a tool like this in their libraries.

3 Member McGinity asked who would be using this tool and how many. Aldrich responded
4 that how many used the library varied regionally and what segment of the population would
5 use it was difficult to determine. People of all sorts tend to find available tools and put them to
6 their own particular uses. Member Cannon commented that there are different levels of
7 literacy. Aldrich added that a user had to be pretty literate to use JobScout. Having spoken to
8 literacy people about it, someone who is illiterate probably would not be able to use it. The
9 developers have been working on the language level in this program, as it is rather high.

10 Once the platform is stable, it will be translated for the large Spanish speaking population.
11 Not just words will be translated into Spanish, but a “culturally appropriate” tool will be
12 prepared for Spanish speakers.

13 A social networking piece will be rolled out in March, so that JobScout users will be able
14 to talk with other people who might be looking for a job in a certain area. There are plans to
15 create applications for telephones and iPads. When asked about privacy and protection issues,
16 Aldrich responded that a safety module was still being developed.

17 Teenagers are reporting that they like JobScout, especially the gaming qualities. It seems
18 to appeal to a wide range of people. Board Members can go online and take a look at it for
19 themselves; Aldrich will forward any ideas or questions to the developers.

20 **Internet Archive Project**

21 Aldrich reported that the State Library has been working with the Internet Archive in San
22 Francisco to make State Library materials and resources more accessible and free to the
23 public. The CSL has a collection of interesting old newspapers and journals that people
24 request and use, but had been inaccessible online. CSL has been working with the Internet
25 Archive to digitize some of the collections, which are now available at their website, and soon
26 will be made available on CSL’s website.

27 To see what CSL has been digitizing, type *State Library* into the search topic box on the
28 Internet Archive site. Aldrich is particularly excited about The Wasp, a mid-nineteenth
29 century San Francisco newspaper. If we think politics are awful today, reading The Wasp will
30 disavow that it is anything new. Political discourse was so nasty that “the sting of The Wasp”
31 became a byword. It can be read online, or downloaded as a PDF or to a Kindle. Whenever
32 Internet Archive produces a version of anything, they create it in multiple formats to ensure

1 wider access. Because CSL had a request for the California Constitution from 1849 to 1879,
2 it too has been made available on the Internet Archive. CSL has set up a digitization station in
3 LCII to digitize the unique publications in the collection not held by copyright. Digitized
4 material is being put up on Internet Archive first, to be channeled through CSL's website later
5 on, after its redesign has been completed.

6 In order to get more books out to libraries and the public, Internet Archive has created a
7 lending library. California libraries may join by simply donating a book. The donated
8 material, under copyright, is first digitized; then the physical item is locked away making it
9 unavailable. Only one copy is available to loan online at a time. CSL is hoping to help
10 Internet Archive provide more access for library users, as well as more access to information.

11 **BUDGET AND PLANNING**

12 Aldrich reviewed the Governor's budget proposed for last year, which eliminated all
13 CLSA funding for FY 2011/12, approximately \$12.9 million. In response, the California
14 Library Association (CLA) went to work holding budget talks and informing legislative staff
15 of the importance of CLSA, resulting in half of the previous year's appropriation (\$15.2
16 million for the three local assistance programs) being returned to the State Library budget,
17 which included \$8.5 million for CLSA. The caveat was the trigger bill, AB 121, which stated
18 if California did not get a \$4 billion revenue stream by December 2011, program funding
19 would be cut. The first trigger included five CSL programs: CLSA, Public Library Fund
20 (PLF), California Library Literacy Services, California Civil Liberties Public Education
21 Program (CCLPEP), and the California Newspaper Project. When the trigger was pulled in
22 December 2011, all funding for these five programs was zeroed out, leaving no funding for
23 CLSA Cooperative Systems and Transaction Based Reimbursements (TBR). The total loss of
24 state funding for local library programs (CLSA, Literacy, PLF) for FY 2011/12 was
25 \$30,390,000.

26 In the Governor's proposed budget for FY 2012/13, again, there was a zero budget for all
27 of the same programs. CLA is advocating getting funding back in the budget for these
28 programs.

29 The library has been producing informational packets to explain why CLSA is important
30 and what funding it requires as it is part of the LSTA Maintenance of Effort (MOE)
31 requirement for acquiring federal Institute of Museum and Library Services (IMLS) funds,
32 which was addressed later in the LSTA Advisory Council meeting. Aldrich stated that it will

1 be very difficult to get federal dollars from IMLS if California doesn't provide any state
2 funding for its public libraries.

3 President Bernardo stated that some attendees at a recent CLA Legislative Advocacy
4 Committee (LAC) meeting did not understand the implication of the loss of money through
5 the trigger bill, or that it would affect federal dollars. Aldrich responded that although it had
6 been explained, some folks thought the trigger would only reduce the budget, or that the
7 Library was spending money up to the point of the trigger, not realizing that a pulled trigger
8 eliminated all of the money.

9 Aldrich observed that another challenge for local libraries was finding ways to continue
10 sharing resources, as local dollars were also cut. It was harder and harder to provide
11 interlibrary loans when the cost of shipping is about \$6 to \$7 an item, and the state was
12 reimbursing only \$1.60 per item. Although it was a small reimbursement, without any state
13 assistance libraries were considering charging patrons. She reminded the libraries that CLSA
14 was still in effect and the rules concerning fees continued to apply.

15 Member Murguia asked what the maintenance of effort level was and what would be lost
16 from the federal government if it was not met. Aldrich reviewed the table in the Board packet,
17 which provided a detailed overview of the LSTA funding cycles from federal fiscal year 2009
18 to 2014. She stated that in addition to not meeting the MOE, the state may not meet the match
19 as well. After a lengthy discussion, Aldrich summarized by stating that the maintenance of
20 effort determines how much money can be received in the federal grant allotment, and the
21 match determines how much of the grant allotment can be spent. If the State Library can only
22 match 3%, then it can only spend 3% of its allotment. She reported that CSL could request a
23 waiver for the MOE; however, there are three conditions for submitting a waiver to IMLS.
24 The state must have had: 1) a natural disaster, 2) an unexpected financial disaster or economic
25 issue, or 3) fiscal cuts that have been proportionally exacted across all state agencies. When
26 determining a waiver request, IMLS looks at each state individually. Clearly, California does
27 not meet the first two conditions, but it might qualify under the third condition; however, it
28 could prove very challenging.

29 Member Cannon asked whether the State library would have another opportunity to
30 present a case to the state. Could the Board do anything? Aldrich replied that the Board could
31 write letters and speak with assembly members and especially the people on the budget

1 committees. Aldrich and Maginnity would be providing them information, but CLA is the
2 voice for the public libraries.

3 Linda Crowe, speaking on behalf of CLA, stated that a huge campaign was conducted by
4 CLA last year to get money put back into the State Library budget. CLA used CAPWIZ, an
5 online legislative advocacy tool developed by ALA to make it easier to get information to
6 legislators. It provides form letters and helps locate and send those letters to key people in the
7 relevant jurisdictions or districts.

8 Aldrich has been speaking with folks at the State Capitol about the importance of the
9 budget for library programs. She was not only concerned about CLSA and the affect those
10 funds have on the federal dollars, but particularly concerned about the literacy programs
11 shutting down, which served over 20,000 people. If you included family literacy programs,
12 that number would rise to over 40,000 people served. With community colleges being cut,
13 literacy programs were no longer available and most adult learners using public libraries for
14 literacy would not go to a community college for literacy services. Libraries were one of the
15 only places left where they had not disappeared from the community.

16 Member Lowenthal expressed that Board meetings be held while the legislature is in
17 session in order to make visits. She also recommended the Legislative Roster as an important
18 contact information tool.

19 President Bernardo reported that the CLA Legislative Advocacy Committee was
20 developing Month in the District for March, organizing libraries and friends to talk to
21 legislators. She would be forwarding that information from LAC. The CLA website explained
22 some of the LSTA issues they were trying to measure. Aware of the importance of clear and
23 simple information, CLA is working to convey an effective message to the legislators about
24 the dire library budget situation.

25 Maginnity wanted to clarify the total loss of funding to CSL. Just over a year ago, the
26 Governor proposed zero for the State Library budget. However, it was important to remember
27 that the budget was over \$30 million in FY 2010/11. Confusion resulted when the Assembly
28 put half the money back in, so that when the trigger was pulled, it appeared to some
29 individuals that the Library only lost \$15 million; but it actually lost close to \$30.4 million.
30 This year, once again, the budget is back to zero.

31 Aldrich said that CLA is advocating for \$15 million back into the budget for FY 2012/13.
32 It is very important to have some money put back into the budget; otherwise it will be very

1 hard to make a case to IMLS that California should get a waiver. Last year twelve state
2 libraries could not make MOE, and only ten asked for waivers. This year eighteen were
3 expected to ask for waivers. Member McGinity inquired whether other state library budgets
4 had been zeroed out. Aldrich responded that Texas was also zeroed out. However, a few states
5 like Arkansas, Oklahoma and Wyoming were doing alright; but libraries like California and
6 Texas were experiencing a double whammy, losing money at both state and federal levels.

7 Member McGinity asked whether anyone had spoken to former State Librarian Kevin
8 Starr about doing an Op Ed piece in the LA Times, the Chronicle, or some other venue. Dr.
9 Starr would be the natural choice to make a good public case explaining why libraries are
10 important in the context of a Google universe. Aldrich remarked that it was a great idea and
11 she would contact him. Member Bernardo encouraged Board members to contact friends to
12 write letters to restore funds. Crowe reminded Board members that March is CLA's Month in
13 the District, so it was important to target people and get in touch with the legislator from their
14 own district.

15 **Legislative Update**

16 Aldrich addressed the two documents in the Board packet. The first, *A Report on Summit*
17 *Proceedings*, was developed from a one-day meeting with public library directors to review
18 the changes proposed by the CLSA Task Force for the California Library Service Act law,
19 and gain consensus to those changes within the public library community. Particular areas of
20 the law were identified that could be updated to allow better efficiencies for what needed to
21 be done in the 21st century, rather than being constrained by conditions once relevant during
22 the 1970s. Library directors were encouraged to evaluate and discuss anything additional they
23 wanted to pursue. After several meetings with Senator Carol Liu about CLSA, the Senator
24 offered to sponsor a bill that would make changes to the law.

25 The second document in the packet was sent to Senator Liu and provided the proposed
26 changes to laws affecting California public libraries. Only slight modifications to achieve
27 greater efficiency were being proposed. For instance, there are System Advisory Boards
28 (SAB) for which money must be budgeted, even though they are redundant to other boards.
29 The proposed changes would eliminate SAB.

30 Reference transactions have gone down at the regional level, with money better spent in
31 other ways in those regions, so their elimination is being sought. There is a provision about
32 special service programs, but there is no state funding. This program was intended for

1 cooperative systems to come to the Board and ask for funding, but federal dollars ended up
2 being spent to fund the programs that the state failed to fund. The proposed change would
3 eliminate this section of the Education Code.

4 The Library of California Act, never funded adequately, was built before the advent of the
5 internet, at a time when resource sharing was being considered. It was meant to replace
6 CLSA, but it never did and never will. To become more productive and efficient, a single law
7 rather than two is sought. The plan is to eliminate the Library of California Act, while
8 proposing language that ensures the LoC Board reverts to the California Library Services
9 Board, which is basically what the Board oversees now.

10 These are the changes being sought immediately; but other changes are being considered
11 over the long term, including definitions for resource sharing. At present, two definitions are
12 used for direct lending, equal access and universal borrowing, which is very confusing.
13 Aldrich also wanted to look at how partnerships can be created, as well as the dynamics
14 around bringing together other kinds of libraries. She stressed making the language in CLSA
15 for 2012 rather than 1977, while making the new law flexible and dynamic enough to thrive,
16 with the further changes that occur every two years.

17 Member Murguia asked if Senator Liu would be carrying the legislative changes this year.
18 Aldrich replied that the Senator had put in a spot bill as a placeholder, which would be edited
19 to include the changes within thirty days. CLA would be working with her on that. Member
20 Cannon asked whether the bill would pass unimpeded. Aldrich did not foresee any difficulty
21 because the changes were small, the library community was behind it and the Senator was
22 sponsoring it. The Senator wanted to keep passage of the bill in the forefront. The revised
23 CLSA law would probably go into effect in January 2013. After it passes, the Board would be
24 responsible for looking over and approving changes to the regulations. Habbestad had already
25 begun searching for all the regulations affected by the changes.

26 27 **RESOURCE SHARING**

28 **Interlibrary Loan and Direct Loan Programs**

29 Habbestad stated that even though funding was not provided for the current fiscal year, the
30 State Library was continuing to collect data from library participants to show the value of the
31 program in securing financial support in the future. The first two quarter's ILL data showed a
32 drop in the reported transactions.

1 Member McGinity asked whether any of the Regional Systems would close due to
2 insufficient funding. In the minutes from the last Board meeting 49-99 and NorthNet
3 indicated closing after six months, and Inland closing after a year. Aldrich replied that faster
4 declines were being seen with other Systems, including Serra, which is struggling to survive.
5 Maginnity added that some Systems had substantial financial reserves to sustain them, but the
6 three that did not, NorthNet, Serra and Inland, were struggling. Closure seemed imminent for
7 Serra and Inland.

8 Member McGinity asked if the State Library could assist in any way to prevent a System
9 from closing. Aldrich responded that the State Library had used LSTA dollars to provide
10 money to the regions to help them plan. For example, a facilitator was hired to help NorthNet
11 figure out what a closure would mean for them and what options were available to remain
12 open. They are still working through the logistics of that. With the Serra System, it is the
13 libraries themselves that are really struggling. From the State Library's standpoint regional
14 libraries are necessary – the state is just too big to do statewide initiatives without knowing
15 how each region functions. So, the State Library has been having ongoing conversations and
16 looking at how much federal money there is left to spend over the next six months. The
17 Systems have been given planning money from LSTA and CSL has been considering how
18 else it might help out the regions. If the libraries do not have resources and are unable to
19 remain together, should the State Library assist them in becoming a part of another system?
20 Or does the Library begin developing strategies to provide projects for the support of higher
21 level needs for a region? Responding to a question from Member McGinity, Aldrich stated
22 that regional Systems have gone from about twenty to fifteen, and then to eight in 2009. Some
23 have predicted the eventual collapse into two Systems. However, the NorthNet System is
24 huge, going from Sacramento and extending to the Oregon border, with some of its branches
25 in very rural areas and quite distant from one another. The System's size and divergent needs
26 of the libraries within itself presents challenges.

27 Maginnity gave another example, the San Joaquin Valley Library System (SJVLS) in
28 central California, extending from Kern County to Merced County. Since the early nineteen
29 eighties, all of the SJVLS libraries had shared one automated library system, so they had
30 intense resource sharing for years. CLSA partially subsidized their deliveries. Because of all
31 the resource sharing, they received a tremendous amount of TBR funding through ILL. State
32 reimbursement to member libraries was forwarded to the System, which helped hold costs

1 down for their members. Because they wanted to continue their close association, they were
2 trying to figure out their future without state money.

3 Member McGinity asked if the cost for ILL referred to moving an actual, physical book or
4 document from one building to another. Aldrich replied in the affirmative, but there was also
5 the leveraging of databases, with money being spent to buy them. So, electronic content was
6 being covered, too. As it stood now, the law was designed around reimbursement for the
7 sharing of physical objects. As libraries moved toward electronic objects, we need to
8 determine how they could be compensated. Furthermore, the question arises about what a
9 collection looks like. One of the things being asked was why California did not have a single,
10 statewide, integrated online catalog. And what would that look like. This is an instance of a
11 new desire for leveraging at the State level not apparent before. Right now, there are many
12 different types of catalog formats statewide. Aldrich would like to see more Print on Demand
13 and sharing of electronic resources.

14 Member McGinity commented that only a small percentage of the population had access
15 to things like ebooks. Aldrich replied that when talking about the future sharing and
16 leveraging of CLSA resources, infrastructure was a huge, important issue. How was
17 sustainable connectivity to be built for all libraries? And a second issue was that many
18 libraries were now creating and building content about local history, local authors, etc. So
19 how could the State Library ensure that such content was scanned into digital format and
20 made accessible by sustainable connectivity?

21 Member McGinity next asked whether a case could be made to build this new vision for a
22 certain amount of dollars, with another lesser amount proposed to sustain it annually from
23 CLSA funding. Aldrich and others responded with an emphatic "yes." Aldrich stated that in
24 order to accommodate future spending in CLSA to create these resources, Senator Liu advised
25 writing a library vision statement. There was already a one-page statement, but currently, a
26 small group of public library directors were building a case and crafting a vision statement for
27 California libraries, including what funding would be needed to realize it. The small group
28 was working on the bone-structure of the statement, but there would be another meeting of all
29 the public library directors in June to talk about how they could fill it in. A completed report
30 stating the vision and how it could be realized and sustained was expected in the fall.

31

1 **CLSA System Reference/Communications and Delivery/System Advisory Board**
2 **Programs**

3 Habbestad made available to the Board summaries of achievements derived from System
4 Annual Reports submitted for Reference, Communications and Delivery, and System
5 Advisory Board Programs. Member McGinity asked about a policy adopted by the Board in
6 1985 and whether it needed to be updated. Habbestad replied that it was still in effect and that
7 System administration had been included in the original law, but it was never funded. On their
8 own authority, the Board took action to fund the System administration piece from existing
9 and new funding from each program.

10
11 **LEGISLATIVE**

12 President Bernardo directed attention to recent federal legislative activity. Aldrich stated that
13 the federal focus of attention right now was on anything having to do with copyright, especially
14 in relation to e-books. President Bernardo pointed out that President Obama had recently
15 proposed awarding IMLS the same amount of funding this year as last year. Since the Board last
16 met, the Governor signed SB 602, Senator Leland Yee's bill, the Reader Privacy Act, which
17 established consumer protections for book purchases similar to long-established privacy laws for
18 library records; and AB 438, Assemblyman Das Williams' bill, which imposes specific
19 requirements if a city or library district intends to withdraw from the county free library system
20 and operate with a private contractor. Aldrich stated that due to financial strain at the local level
21 more people from around the state were talking about outsourcing their library management,
22 asking what it would mean, how it would work and how the new legislation would apply.

23 President Bernardo concluded with mention that AB 597, Assemblyman Mike Eng's bill,
24 California Financial Literacy Fund, was signed by the Governor.

25
26 **PUBLIC COMMENT**

27 Jennifer Baker, Director at St. Helena Public Library, stated that CLSA funds made up
28 20% of her library's budget. With an additional loss of 20% of her library's general fund
29 revenue, there would be a 40% budget reduction in FY 2012/13. Because of reserve funds,
30 their library could continue to function for a year or two; however, if the budget problem was
31 not resolved within two or three years, staff would be reduced to less than half and library
32 hours reduced to three days a week.

1 Aldrich stated that statistics compiled on the CSL website, which are last year's data,
2 showed libraries had lost 5% of their open hours, while people using the library had only
3 dropped by 1%. With Wi-Fi access, people were bringing their laptops to access the Internet
4 from outside the building, even when the library was closed. It was a challenge for the State
5 Library to make folks at the Capitol aware that the results of decisions made today had
6 consequences, such as branch closures, one to two years later.

7 Baker conveyed that with the loss of direct loan dollars, the library community was
8 beginning to have discussions about charging patrons for service; however, it appeared that
9 fees to recoup costs would be so high as to become a barrier to public service.

10 Aldrich stated that agreement had nearly been reached across California to establish a
11 statewide library card, but with no funding, the incentive of sharing made it harder to do a
12 statewide card. She and the library directors across the state wanted libraries in California to
13 work together, share resources, and make access to library services easier for people. Even
14 Santa Clara County Library, who is now charging \$80 per year to non-resident users, would
15 come back to the CLSA if funding was returned because they got enough flack for its decision
16 to charge. But at this point, keeping the library doors open with the available money was the
17 greater priority for many libraries.

18
19 **COMMENTS FROM BOARD MEMBERS/OFFICERS**

20 Member Fong was very impressed with what had been said. There was a lot of innovation
21 and looking ahead. She thanked Aldrich and staff for providing background information. As a
22 long-term Board member she was seeing a shift, with new things coming and how they
23 interface, not only on the money side, but on the legislative and mechanical sides. She
24 continued to support the dedicated local librarians doing their best. She was fortunate to
25 belong to a community that was in good shape. She wanted to have more information from
26 the State Library in order to keep updated and more effective. She was really impressed with
27 the Library's vision, and wanted to thank everyone.

28 Member Murguia wished to echo Member Fong. She really appreciated all the work that
29 was being done, the initiative and progressive thinking, driven by tough times.

30 Member Cannon commended Aldrich and staff for the creative and innovative work being
31 done, and for the flexibility in dealing with daily issues, in spite of the overall financial
32 picture. Coming from an academic library, he appreciated having the greater library context

1 elaborated. Hearing about the struggles other libraries were having, he was thankful for the
2 condition of his own. He concluded by saying he was happy to be on the Board and looked
3 forward to serving.

4 Member Maghsoudi commended Aldrich and staff for their vision and good ideas.
5 Coming from a local public library, she appreciated the benefits received from the State
6 Library.

7 Member McGinity asked about attendance and engagement at the LSTA Focus Groups, as
8 well as the Public Library Director's Summit. Aldrich replied that the Summit was organized
9 in only two weeks, with about 130 out of 181 library directors attending. More expressed a
10 desire to come, but it was too short notice. Overall, it was very well attended and the
11 community was engaged.

12 As to the LSTA Focus Groups held so far, Aldrich continued that Fullerton was attended
13 by more than 30 people from all types of libraries. San Diego County had fewer people, even
14 with Imperial County represented at the meeting. They brought ideas that were unique to that
15 area of the state. Sacramento was the next Focus Group scheduled and the largest group, with
16 50 people registered. San Mateo was the next largest after Sacramento; however, not many
17 had signed up for Fresno. Ideascale was another way to generate and collect ideas, an online
18 tool drawing not only organization leaders but other staff, as well.

19 Member Battle thanked Aldrich and staff for what they do. She was available for anything
20 needed in Los Angeles County.

21 President Bernardo thanked Aldrich and was impressed with her ability to build
22 consensus, and to keep her staff energized. She requested that Board members be kept
23 informed, while she would provide them information about legislative activity. To help
24 libraries survive these difficult times, she asked that the Board be called upon to assist
25 however they could.

26
27 **AGENDA BUILDING**

28 Habbestad stated that August 16th had been chosen for the next Board meeting, with the
29 state legislative calendar in mind. This allowed Board members a week and a half to contact
30 legislators after they had reconvened on August 6th. Member McGinity requested that the next
31 meeting begin at 9:30, so that the 8:00 a.m. flight out of LA could be taken, rather than the
32 earlier flight, and which saved on overnight costs. It was agreed.

1 There was discussion to hold the next Board meeting at the new Sutro Library building in
2 San Francisco, but it was decided to hold the meeting in Sacramento in order to make
3 legislative contacts.

4

5 **ADJOURNMENT**

6 President Bernardo adjourned the Library of California Board meeting at 11:35a.m.

ACTION

AGENDA ITEM: Election of Library of California Board Officers for 2013

ISSUES TO COME BEFORE THE BOARD AT THIS MEETING: Election of Board Officers for calendar year 2013.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the Library of California Board elect _____ as President of the Library of California Board for the year 2013.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the Library of California Board elect _____ as Vice-President of the Library of California Board for the year 2013.

BACKGROUND:

Library of California Regulations, Section 20304 (a), state that, "The state board shall elect annually a president and a vice-president at the last regular meeting of each calendar year." A Nominating Committee has been appointed and will provide a report to the Board at the meeting.

INFORMATION

AGENDA ITEM: 2013 Meeting Schedule and Locations

2013 Proposed Board Meeting Schedule		
<u>Date</u>	<u>Location</u>	<u>Activities</u>
January 17, 2013	Teleconference	Preliminary Budget Review CLSA Regulations
Summer of 2013	?	Regular Business Annual Budget Meeting Election of Board Officers for year 2014 LSTA Advisory Council Meeting

Current California Library Services Act (CLSA) Regulations specify bi-monthly meetings; however, Section 20118 (c) states:

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

Recommendation: Staff is recommending that the Board meet by teleconference in January to review the proposed budget for FY 2013/14 and consider approval of the CLSA Regulations as revised by SB 1044. Please bring your personal calendars to the meeting so we can discuss the possibility of additional meeting dates in 2013.

A calendar of upcoming and future library-related events and dates is included to this agenda item as Exhibit A.

Staff Liaison: Sandy Habbestad

CALENDAR OF UPCOMING LIBRARY-RELATED EVENTS AND DATES
--

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

2012		
IFLA (International Federation of Library Assns & Institutions) General Conference & Assembly	August 11-17, 2012	Helsinki, Finland
ARL (Association of Research Libraries) Membership Meeting	October 9-11, 2012	Washington, D.C.
CLA (California Library Association) Annual Conference	November 2-4, 2012	San Jose, CA
EDUCAUSE Annual Conference (non-profit organization for the advancement of higher education by promoting the intelligent use of information technology)	November 6-9, 2012	Denver, CO/online
2013		
ALA (American Library Association) Midwinter Conference	January 25-29, 2013	Seattle, WA
ARL (Association of Research Libraries) Membership Meeting	April 30-May 3, 2013	Raleigh-Durham, NC
ALA (American Library Association) Annual Conference	June 27-July 2, 2013	Chicago, IL
ARL (Association of Research Libraries) Membership Meeting	October 8-11, 2013	Washington, D.C.
2014		
ALA (American Library Association) Midwinter Conference	January 24-28, 2014	Philadelphia, PA
PLA (Public Library Association) National Conference	March 11-15, 2014	Indianapolis, IN
ARL (Association of Research Libraries) Membership Meeting	April 29-May 2 or May 6-9, 2014 (TBD)	Columbus, OH
ALA (American Library Association) Annual Conference	June 26-July 1, 2014	Las Vegas, NV

Library of California Board Meeting Chief Executive Officer's Report

Stacey A. Aldrich, State Librarian of California
August 16, 2012

Today's Topics

Budget

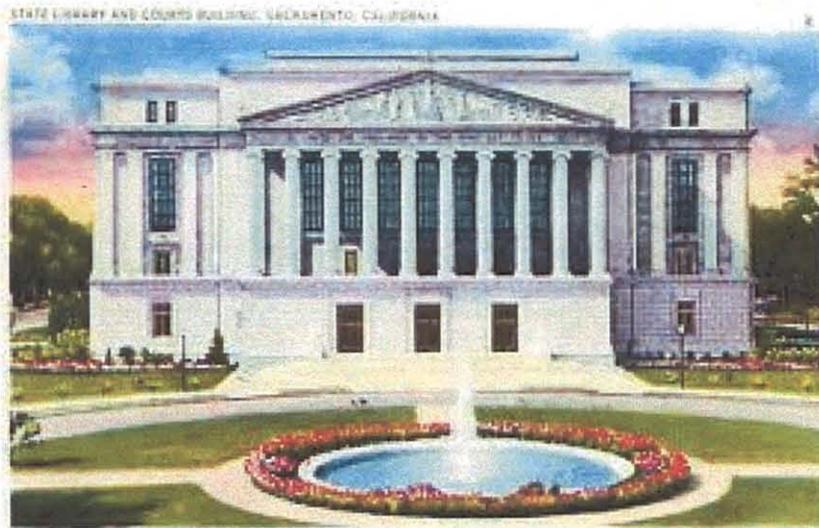
Sutro/LC I

Digitization

Interesting Projects

The Edge

Budget



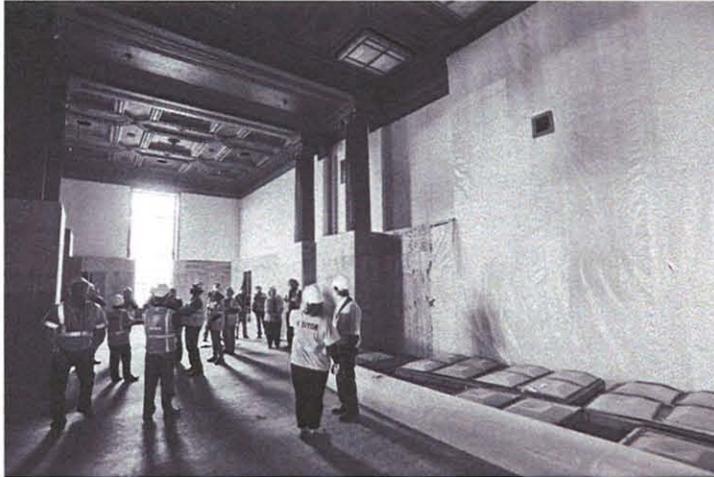
**State Library Budget
Total**
\$45,754,000

Local Assistance
CLSA **\$1,880,000**
CLLS **\$2,820,000**

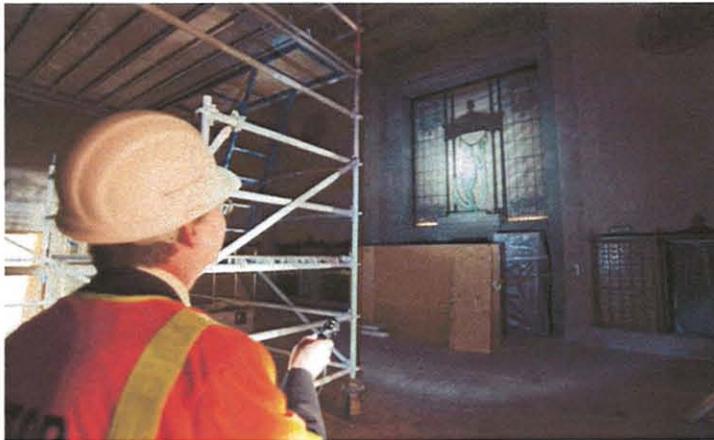
SUTRO



LCI



Gillis Hall



Circulation Room



Staircase

LCI

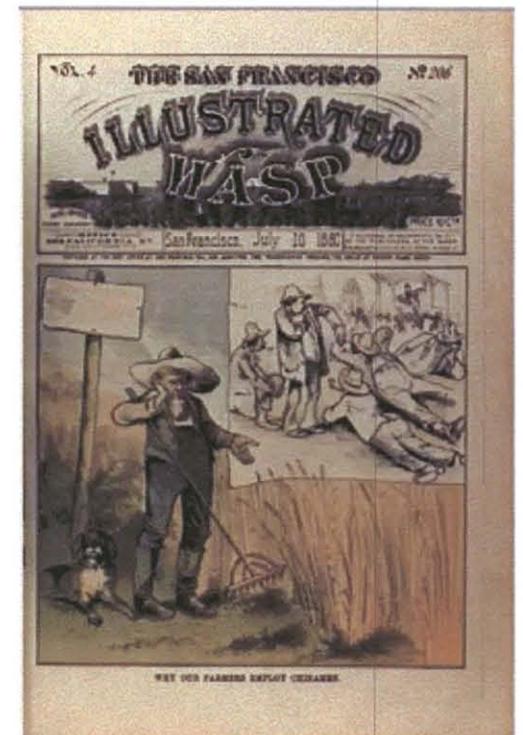


Digitization

- Partnership with Internet Archive to digitize CSL treasures.
- Pre-1923
- 593 items +

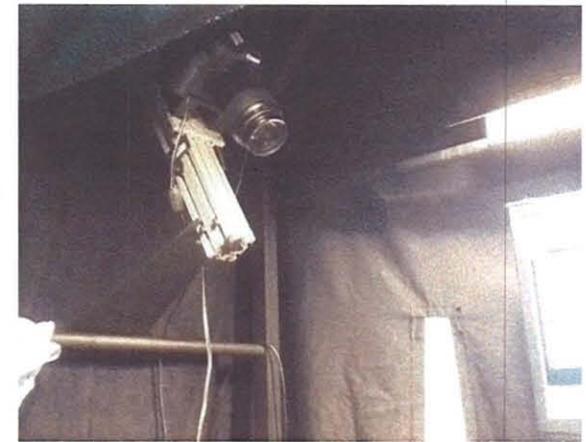
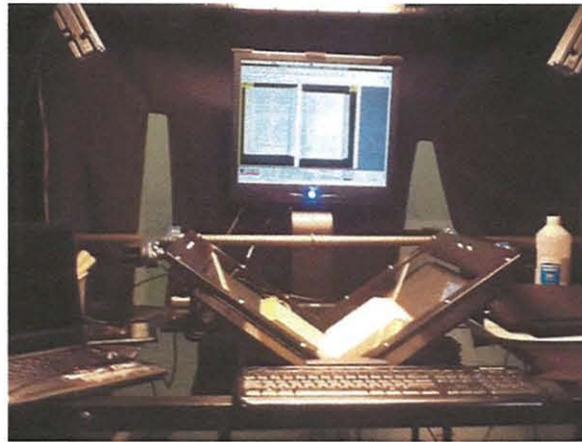
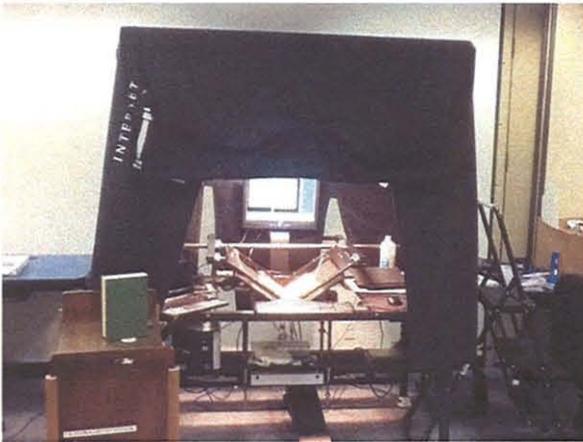
Available now

- Constitution of the State of California
- Governor's Budget 1923-2000
- California Speeches on State of the Union(1861)
- The Pioneer
- The Wasp
- Yosemite Almanac



<http://www.archive.org/details/waspsaturdayjour4206fly>

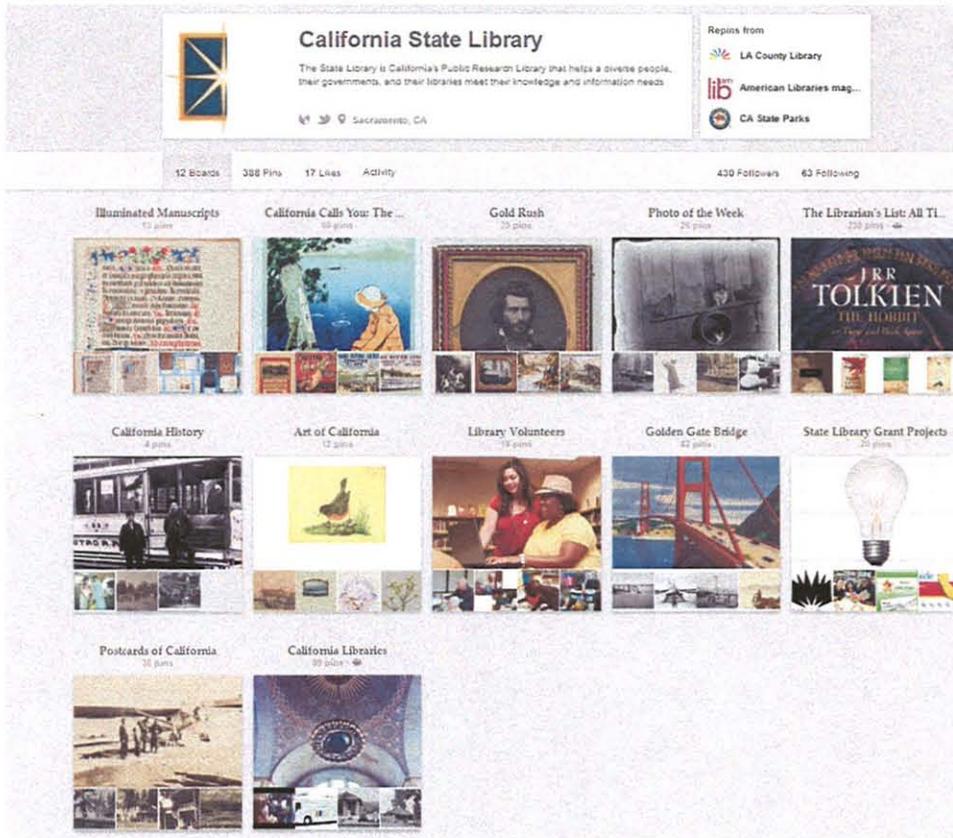
Digitization



- Scribe Station and Digital Scribe
- Scribe is able to image 2 pages every few seconds
- Content uploaded to Internet Archive within 2 hours of imaging
- Available in multiple formats: Read Online, PDF, B/W PDF, EPUB, Kindle, Daisy, Full Text, DjVU
- To access collections, go to <http://archive.org/details/californiastatelibrary>

Digitization

Pinterest



Social Media Statistics

Pinterest –	426 followers
Twitter -	1,425 followers
Facebook	2,349 people

Interesting Projects

- JobScout
- Learning and Reading in California Prisons
- Supporting Veterans in Public Libraries
- Google Chromebooks
- Whittier – WiFi Hub
- Make Magazine



The Edge



- California Pilot State
- Sacramento Public Library
- Salinas Public Library

the Edge benchmarks

The [Edge benchmarks](#) - a rating system comprised of benchmarks and indicators designed to work as an assessment tool - will help library staff understand best practices in public access technology services for their communities and determine what steps they need to take to improve their technology services. They identify what practices, policies, equipment, and staffing libraries need to have in place to provide robust computer and Internet services to their patrons.

Questions?

Thank you!

AGENDA ITEM: CLSA Budget and System Plan of Service for 2012/13

ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:

1. Consideration of CLSA Budget for FY 2012/13
2. Consideration of CLSA System Plans of Service for FY 2012/13

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the Library of California Board adopt the 2012/13 CLSA Budget, as directed in the State Budget Act of 2012, totaling \$1,880,000 for allocation to Cooperative Library Systems.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the Library of California Board approve the CLSA System Plans of Service for the eight CLSA Cooperative Library Systems submitted for fiscal year 2012/13.

ISSUE 1: Consideration of CLSA Budget for FY 2012/13

The Governor's preliminary budget, released in January 2012 and the May Revise, did not include funding for the California Library Services Act programs. Ultimately the final budget did include some funding for the Cooperative Systems and none for TBR. This is the second consecutive year that TBR was left unfunded. The Legislature and Governor approved \$1,880,000 for Systems in FY 2012/13, a 31% decrease from their previous allocation in FY 2010/11.

Exhibit A displays System Budget Allocations for approval by the Board. 65% of the budget will fund Communications and Delivery in all regions; 15% will fund Reference service in five regions; and .07% will fund Advisory Boards in one region. The additional 20% will be used for the Administration of each program, as adopted by a Board policy still in effect.

ISSUE 2: Consideration of CLSA System Plans of Service for FY 2012/13

CLSA System Plans of Service for FY 2012/13 were submitted for Board approval as authorized in CLSA Section 18724(b). Service plans have evolved with the proposed passage of SB 1044, which will eliminate two System-level programs, Reference and Advisory Boards, from the CLSA law. This year we used the funding formulas for all three programs and asked Systems to budget where they are going to spend the money, taking into account the needs of the community. See Exhibit B for a copy of the Plan of Service document that Systems were required to complete. Below is a summary for each of the service plans.

System Communications and Delivery (C&D) Plan of Service Summary: System C&D continues to be a valuable program as it provides the physical delivery of materials which is a top priority among member libraries. Exhibit C displays the goals for using state funds to meet the needs of the community. It also displays additional support for the program through local funds, in-kinds contributions and grant monies. Exhibit D provides the estimated workload for delivery and the vehicle used to transport materials throughout the region. The primary usage is through contracted delivery vendors.

This year we asked cooperatives to provide us an average cost to move one item in the region. The responses varied from 8¢ to \$3.60 based on what was included in the estimate. Systems that responded with a lower estimate took into account only the physical moving of the item and did not include staff time involved. This type of information may be useful when a time comes to request additional dollars for this valuable program.

System Reference Plan of Service Summary:

Five Systems choose to fund Reference service with CLSA dollars. With staff reductions and no state funding the previous year, training for member library staff was the priority for most systems this year. Exhibit E displays the goals for using state funds to meet the needs of the community. It also displays additional support for the program through local funds and in-kinds contributions.

System Advisory Board (SAB) Plan of Service Summary: With the passage of SB 1044 scheduled for January 2013, only one region plans to use state funds this year for the SAB program, the Serra Cooperative Library System. Their goal is to enable citizen representatives to attend the administrative council and executive committee meetings, to give input and bring back information about Serra to their respective communities. Members donate their time and mileage to attend meeting and make state funding available for grant opportunities for staff professional development events and workshops. The needs of the community as supported by the SAB grant funded programs give staff not only skills to better work with the underserved, but committee members and workshop participants have an opportunity to network and learn from each other. SAB members often attend the events.

GENERAL UPDATES: Effective July 2012, an agreement was made whereby the Pacific Library Partnership will provide administrative services for the NorthNet Library System.

RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE:
Consideration of 2012/13 System Annual Reports.

Staff Liaison: Sandy Habbestad

Exhibit A

CLSA System Budget Allocations - FY 2012/13

2012/13 System Funding Levels						
Systems	BASELINE BUDGETS			Total Baseline Budget	System Admin	TOTAL AWARD
	Reference	C&D	SAB			
Black Gold	\$ 15,000	\$ 47,690		\$ 62,690	\$ 15,673	\$ 78,363
49-99	6,500	55,391		61,891	15,474	77,365
Inland	79,399	81,461		160,860	40,215	201,075
NorthNet		343,176		343,176	85,794	428,970
PLP		280,495		280,495	70,123	350,618
SJVLS		100,624		100,624	25,156	125,780
Serra	95,190	16,653	1,326	113,169	28,291	141,460
SCLC	86,332	294,763		381,095	95,274	476,369
TOTAL	\$ 282,421	\$1,220,253	\$ 1,326	\$1,504,000	\$ 376,000	\$1,880,000

Allocations are based on system population figures from the Department of Finance released in May 2012

users/lds/sh/systems/Allocations to Systems-2012-13

CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICES AND BUDGET
For use with 2012/13 Program Baselines

California State Library
Sacramento
July 2012

Stacey A. Aldrich, Chief Executive Officer
Library of California Board

Introduction

Welcome to the 2012-2013 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information
2. Demographics of System Service Area
3. Budget
4. Use of Funding for Communications and Delivery
5. Use of Funding for Reference
6. Future Plans for Cooperative System

Once you have completed the process, please email your Plan of Service and Budget to Sandy Habbestad at shabbestad@library.ca.gov.

All plans must be received by August 1, 2012.

If you have any questions about any portion of the process, please do not hesitate to contact Sandy Habbestad at shabbestad@library.ca.gov or 916-653-7532.

System Information

System Name:			
Director:		Email:	
Address:		City:	State: Zip:
		CA	
Phone:		Fax:	

System Chair:		Fiscal Agent:	
Date approved by Administrative Council:			

Signature of System Administrative Chair		Date	

Budget

The budget portion of the System Plan is intended for use as a planning tool. Please complete System Detailed Budget. The information entered into the CLSA program budget column will populate the Proposed CLSA Budget page. Please make sure that the numbers are accurate.

Column Definitions

As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

- a. **CLSA** - enter the amount allocated to each category for each CLSA Program (e.g., System Administration, System Reference, and System Communications and Delivery). Include only the service program amounts for programs 2 and 3. The total System Indirect (PC&E) should be shown in Column a. CLSA Program, for Program 1: System Administration.
- b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.
- c. **TBR** – enter any remaining transaction based reimbursements for direct loans or interlibrary loans which member libraries contribute to the System.
- d. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications. Do not include CLSA TBRs here.
- e. **Interest** - enter all interest earned on System funds.
- f. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA. Include transfers from System reserves.
- g. **Total budgeted** - is the sum of a through f.

Program Definition

A program includes any program, service, or project administered by and funded through the System. This includes not only the CLSA System Programs and System Administration (PC&E) but also LSTA demonstration projects, centralized ILL services, and the like. It does **not** include programs, projects, and services which are administered and funded separately from the System.

Other Definitions

Indirect - means any administrative charge made by a jurisdiction against System operations (e.g. a city's or county's charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Allocation to Reserve - means any System funds allocated to a reserve fund and not committed for the fiscal year. CLSA regulations prohibit reserving funds from any CLSA programs. Unexpended CLSA funds must be returned to the State Library at the end of the fiscal year.

Grand Total System Budget - the total funding allocated, including allocations to reserves by columns for all programs. The total on this row for column g. should be the anticipated total for all System operations for the fiscal year.

**California State Library
System Detailed Budget**

Programs	Income Sources						Total g. Total Budgeted
	State	Federal	Local				
	a. CLSA Program	b. LSTA	c. TBR (from CLSA)	d. Local funds/fees	e. Interest	f. Other	
Program 1: System Administration							
Salaries & Benefits	0	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	0	\$0
Materials	0	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program 2: System Communications and Delivery							
Salaries & Benefits	0	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	0	\$0
Materials	0	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program 3: System Reference							
Salaries & Benefits	0	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	0	\$0
Materials	0	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programs	Income Sources							Total g. Total Budgeted
	State	Federal	Local					
	a. CLSA Program	b. LSTA	c. TBR (from CLSA)	d. Local funds/fees	e. Interest	f. Other		
Program 4:								
Salaries & Benefits	0	0	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	0	0	\$0
Materials	0	0	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program 5:								
Salaries & Benefits	0	0	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	0	0	\$0
Materials	0	0	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program 6:								
Salaries & Benefits	0	0	0	0	0	0	0	\$0
Operating Expenses	0	0	0	0	0	0	0	\$0
Materials	0	0	0	0	0	0	0	\$0
Equipment	0	0	0	0	0	0	0	\$0
Indirect	0	0	0	0	0	0	0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocation to Reserve		0	0	0	0	0	0	\$0
Grand Total System Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2012-2013 PROPOSED CLSA BUDGET

BUDGET SUMMARY			
Expense Category	PROGRAMS		
	Communications & Delivery	System Reference	Total
Salaries & Benefits	0	0	0
Operations	0	0	0
Materials	0	0	0
Equipment	0	0	0
Service Program Sub-total	0	0	0
System Administration (PC&E) ¹	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

¹Must not exceed System Administrative (PC&E) total

Use of Funding for Communications and Delivery

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the delivery of items. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload

Items sent by:	Items delivered to:			
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL	
a. System member public library	0	0	0	
b. Non-public libraries in System area	0	0	0	
TOTAL	0	0	0	
		System Owned	Contracted Vendor	
c. Number of delivery vehicles				
d. Frequency/schedule of delivery service				
e. Percentage of items to be delivered:				
U.S. Mail %	UPS %	System Van %	Contracted Van %	Other %

Section 2

1. Briefly describe the goals for the Communication and Delivery funding. How will they support the needs of your community? How did you determine these needs? Will you be using any of the communications funding to address broadband connectivity issues?
2. Describe your current delivery model? How has it changed from last year? Will you be making any changes in the upcoming year?
3. What is the average cost to move one item in the region?

4. Please briefly describe how any non-CLSA funds are used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

5. How will you evaluate that the goals have been met and the funding has met the needs of the community?

Use of Funding for Reference

Although SB1044 removes the requirement for using funding for reference, if your system determines that it is needed by your community, please complete the following portion of the plan. If your system is not providing any services in this area, please move on to Future Plans for Cooperative System.

There are two sections to this portion of the plan. The first section requires your best estimate for questions and training for 2012-2013. The second section contains several questions that help us understand how your plans for reference.

Section 1

Estimated Workload

	For questions referred to system by:			
	(1) Member Public Libraries	(2) Non-public Libraries in State	(3) Other Public Libraries or Systems	(4) Total
What is the estimated number of answers found by your System reference structure	0	0	0	0

Estimated number of Reference questions received locally by member libraries: _____

Estimate total number of Reference questions handled by your System Reference Program: _____

Estimated total number of training events to be presented: _____

Estimated total number of local staff to be trained: _____

Section 2

- Briefly describe the goals for the reference funding. How will they support the needs of your community? How did you determine these needs?
- Have your models for providing information services and training changed? If so, how?
- Please briefly describe how any non-CLSA funds are used to support reference. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.
- How will you evaluate that the goals have been met and the funding has met the needs of the community?

Future Plans for Cooperative System

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

California Library Services Act
 Plan of Service – FY 2012/13
 System Communications and Delivery Program

System	Goals for Using CLSA Funding To Meet the Needs of the Community	Support for C&D Using Non-CLSA System Funds
Black Gold	The primary goal is to provide delivery of materials to patrons. Funds will be used exclusively for delivering holds (approx. 281,000 annually) to the patron's local library. The delivery service is outsourced to a local courier company. In March 2012 delivery frequency was reduced from four to three days/weekly; no change is anticipated this fiscal year. There will be discussions on reducing or eliminating the \$1.00 hold fee.	Members contribute the difference in delivery costs from what CLSA allows. Approx. \$170,000 per year is expended in communications costs, which includes telecom to support the ILS functions, public Internet connectivity at each of the 29 locations, using a variety of vendors and methods, which include cable, DSL, and satellite. Wireless Internet connectivity is also installed and supported at most member libraries.
49-99	Increase frequency of delivery from one to two days per week, which will greatly improve the satisfaction level among the libraries' users.	Delivery fees are charged to associate (non-public) members.
Inland	Delivery ranks high in priority for members. The physical vastness of the three counties served has made this an expensive proposition. Funding enables Inland to hire a courier service to deliver materials once a week among most of the member libraries. The goal for FY 2012/13 will be 95% of the items sent by the System delivery will be delivered within ten working days. Items sent via Riverside County van will be delivered within two days.	Ten member libraries are paying for once a week delivery, five of which are not part of the system delivery system, and will be using US Postal and UPS to return materials to the owning libraries. Riverside County has added San Bernardino County, Moreno Valley, Victorville and Murrieta to its route and delivers materials four times a week.
NorthNet	Delivery has been unanimously identified by member libraries as the highest priority. Funding will be divided in an equitable manner to subsidize the cost of physical delivery among	Using a combination of grant and local monies, two libraries are actively pursuing open source solutions for their ILS (Evergreen). The System will implement an open source (Fulfillment) ILL

	<p>members. A portion of CLSA funds will be used to develop and implement a shared-software platform that can connect the System's different ILSs (intergraded library systems) to create a scalable, virtual union catalog for the purpose of facilitating interlibrary loans. Due to the geographic size of the region, NorthNet libraries use a combination of delivery models, including the US Postal Service and other private delivery companies for remote locations with low volume, and contracted services to delivery companies for moving high-volume loads between libraries in more populated areas. These systems are regularly reviewed and have been found to be very efficient and cost-effective.</p>	<p>software as well. The installation of Evergreen in at least two libraries will accelerate the implementation of Fulfillment throughout the region. Also, any remaining costs, over those funded by CLSA, will be funded by individual member libraries.</p>
PLP	<p>Member libraries agree that their first priority for System funds was delivery. Libraries throughout the region depend on resource sharing to enhance the breadth and depth of their individual collections. There are four separate delivery services in the region with each receiving a subsidy commensurate with their last CLSA allotment. The System's delivery frequency is between 2-5 days per week. Most of the libraries in PLP have access to adequate local networks.</p>	<p>Libraries in San Mateo County contribute additional funds to support 5 days of service per week. Pacific Grove Public and Monterey Public libraries contribute more funds for an extra three days of delivery.</p>
SJVLS	<p>In SJVLS, communications and delivery includes more than just physical delivery of library materials. Communications also entails the system-wide e-mail service and the telecommunications network that connects the 113 locations to the data center and the ILS. CLSA funds will help subsidize physical delivery of materials, which has not declined. System-owned vehicles provide delivery service to all ten headquarters libraries three times per week.</p>	<p>The largest single expenditure is for the data circuits to the 113 branch locations. With the loss of TBR revenues, the data network is being paid through a combination of fund balance and membership contributions.</p>
Serra	<p>Physical delivery of material between member libraries is a priority for the System members. Funding will pay for a more</p>	<p>San Diego County Library delivery staff and member library staff spend extra time picking up and delivering materials. The cost of</p>

	<p>efficient (though still limited) delivery service, which will enhance the volunteer model of the previous year. The delivery frequency will continue with one day per week in both Imperial and San Diego counties, with San Diego County volunteer services supplemented with courier services.</p>	<p>physical and electronic delivery will be shared by member libraries, with CLSA funds enhancing basic service. Member libraries are bearing all the costs associated with the voluntary ILL model.</p>
SCLC	<p>The administrative council has identified delivery as one of the top priorities for the SCLC members. The residents of the three counties (Los Angeles, Orange, Ventura) see the libraries as a seamless group, giving them the ability to pick up and drop off materials at any member library. A second priority in this area is finding an easier way to have staff attend meetings. Because of this need, work has been progressing on a videoconferencing system that will have at least four nodes where staff can go to interact with their colleagues from across the region. This year the System changed from previously owned equipment and staff who handled the delivery, to contracting with a delivery company to provide two delivery vans and drivers, each with two routes they alternate. Every library gets delivery every other day.</p>	<p>By the end of FY 2012/13 the System will have four libraries hosting equipment for the videoconferencing service. These libraries are donating the use of their facilities and telecommunications equipment. With a large flat screen TV, a computer and a multi-lens camera/phone, it allows for virtual face-to-face meetings. In-kind contributions of space and staff time are provided by each location.</p>

Exhibit D

**System Communications & Delivery Program
2012/13 Service Methods and Workload Estimates**

	Estimated Delivery Workload (Items)	Delivery Systems Usage				
		System Van	Contracted Delivery	US Mail	UPS	Other
BLACK GOLD	1,465,991	0%	97%	2%	0.5%	0.5%
49-99	18,000	0%	100%	0%	0%	0%
INLAND	250,500	0%	1%	1%	1%	97% ^a
NORTHNET	3,256,088	0%	79.5%	0.5%	20%	0%
PLP	3,071,367	70%	28.9%	1%	0%	0.1%
SJVLS	1,178,352	98%	0.0%	1%	1%	0.0%
SERRA	40,000	0%	50%	2.0%	1.0%	47% ^b
SCLC	98,000	0%	99.8%	0.1%	0.1%	0.0%
TOTALS	9,378,298	35.2%	53.7%	1.0%	7.2%	2.9%

^a Inland - Riverside County van

^b Serra - Hub and spoke model through volunteers

California Library Services Act
 Plan of Service – FY 2012/13
 System Reference Program

System	Goals for Using CLSA Funding To Meet the Needs of the Community	Support for Reference Using Non-CLSA System Funds
Black Gold	To meet the needs of the people asking for reader’s advisory assistance, CLSA funds will go towards the NoveList database that is a part of the PAC. This product allows patrons to see reviews about titles in the catalog and makes recommendations on similar authors and titles the patron may enjoy reading.	System libraries use each other as resources for second-level reference. Libraries support their own training needs. Local funds support the subscription to OverDrive. The Reference and Adult Services Committee ensures that the public catalog is user-friendly by continually working on specific changes to meet that goal. Estimated number of training events: 2 Estimated number of local staff trained: 35
49-99	The goal is to provide online training to the staff in member libraries to help them keep their skills up to date. Estimated number of training events: 5 Estimated number of local staff trained: 100	System funds will pay for Califa memberships for the member libraries, allowing them to take advantage of discounts offered by Califa on various reference products and databases.
Inland	Funds will provide training and professional development opportunities, both in-person and virtual. A portion of the group purchase of reference databases will be funded by CLSA. The administrative council will be hold an all day planning session in August to determine how best to meet the informational and education needs of the various library communities in a cooperative manner. Estimated number of training events: 6 Estimated number of local staff trained: 300	Ontario City Library is committing staff time and library resources to answering second-level reference questions. Libraries participating in group purchases pay for databases and services.

Serra	<p>Funds will be used for enhanced subscription-based services and e-content to provide communities with the information they request and require. Specific services to be offered will be determined at the administrative council planning meeting in August 2012.</p>	<p>Member libraries paid for a director and staff time to reorganize the second-level reference service, which was transferred to the San Diego Public Library staff. Ten member libraries purchased the OverDrive platform as a group. Member libraries will be sharing the cost of subscription services and e-content; they will be funding and presenting training and professional development opportunities that will be open to all library staff. Estimated number of training events: 5 Estimated number of local staff trained: 300</p>
SCLC	<p>The Administrative Council identified the need for continuous training and networking opportunities for their reference staff. Low-cost training will be schedule on a variety of topics; partnering with other organizations (e.g., Infopeople, LA Law Library) to offer training what will help library staff keep their skills up-to-date. Meet-ups, both face-to-face and virtual, will be arranged to strengthen the connections between the reference staff across the region. Estimated number of training events: 15 Estimated number of local staff trained: 500</p>	<p>A priority identified is the need for staff in member libraries to be able to network with their peers across the region. Staff reductions make it difficult for staff to get away. The System is continuing to make their videoconferencing setup more robust to allow staff to meet face-to-face in a virtual setting; strengthening the relationships among the community members, allow for exchange of information and knowledge, and introduce new staff to their colleagues.</p>

SYSTEM DEMOGRAPHICS

Statistics taken from 2012/13 System Plans of Service and are derived from a combination of Federal, State, County, and Municipal Sources.

	BLACK GOLD	49-99	INLAND	NORTHNET	PLP	SJVLS	SERRA	SO. CAL.	Total Population All Systems	
Total Population	728,632	1,351,304	4,323,475	4,614,340	6,347,752	2,815,499	3,317,126	13,383,801	36,881,929	
Underserved Population										
Children & Youth										
Under 5	6.7%	7.4%	7.5%	6.6%	6.8%	10.0%	7.0%	6.6%	2,613,232	7%
5 to 9	6.6%	8.7%	7.5%	6.1%	6.0%	8.0%	6.2%	6.5%	2,461,868	7%
10 to 14	6.5%	8.8%	8.0%	6.4%	6.0%	5.0%	6.3%	7.0%	2,423,359	7%
15 to 19	8.5%	8.1%	8.5%	7.1%	6.4%	8.0%	6.7%	7.7%	2,772,321	8%
Aged 65+	13.7%	11.8%	10.7%	12.9%	11.5%	9.0%	12.2%	11.0%	4,197,669	11%
Ethnicity										
Black	1.8%	4.3%	8.2%	6.4%	6.4%	4.0%	5.5%	6.9%	2,365,111	6%
Hispanic	48.0%	28.5%	47.8%	18.7%	24.3%	51.0%	35.0%	44.6%	13,805,511	37%
Asian	3.3%	7.4%	6.6%	8.1%	23.3%	6.0%	10.9%	14.1%	4,661,131	13%
Native American	1.7%	1.2%	2.0%	2.1%	0.6%	1.0%	1.5%	0.7%	439,681	1%
Other *	83.1%	0.31%	1.8%	0.5%	9.7%		58.0%	17.5%	3,695,312	10%
Limited English Speaking	9.3%	5.1%	37.0%	14.1%	39.4%	39.0%	35.0%	8.9%	8,394,797	23%
Non-English Speaking	6.0%	2.8%	4.9%	2.2%	17.7%	17.0%	17.0%	4.4%	3,174,625	9%
Functionally Illiterate	7.0%	12.0%	23.0%	2.4%	16.6%	26.0%	19.8%	9.0%	4,936,882	13%
Institutionalized	2.3%	2.0%	1.1%	2.7%	0.5%	3.0%	1.0%	0.6%	442,384	1%
Shut-In	5.6%	7.7%	0.02%		0.6%		6.5%	8.2%	1,482,370	4%
Handicapped	11.0%	9.1%	9.6%	16.1%	10.7%	11.0%	8.9%	8.7%	3,814,743	10%
Economically Disadvantaged	16.8%	15.8%	14.0%	12.6%	9.7%	23.0%	14.6%	15.6%	4,742,016	13%
Geographically Isolated	8.7%	31.3%	6.7%	26.2%	0.8%	15.0%	4.6%		2,564,877	7%

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

Note: Percentages in the underserved categories do not represent 100% of the total population since the population can be represented in more than one category.

California Library Services Act

The attached lists the changes to CLSA laws as outlined in SB 1044, and subsequent changes to the CLSA Regulations that related to laws. SB 1044 is scheduled to pass through the legislature in January 2013. This is a first pass-through of the changes being proposed to the regulations. We are working with our attorney for recommendations on the most efficient way to get input from the library community.

Please read the regulations in advance of the meeting and bring any thoughts or comments to the teleconference for discussion. This is not an action item for your consideration at this meeting, but for information and discussion only.

We are looking to hold a teleconference meeting on January 17, 2013 to get the Board's approval to the changes in CLSA Regulations.

**California Library Services Act (CLSA)
Changes to the law authorized by SB 1044 and proposed changes to regulations**

CLSA Law	CLSA Regulations
	<p>ARTICLE 1. GENERAL PROVISIONS Sec. 20107. Definitions. (b) Additions to the regulations hereby incorporated are as follows: (5) “Reference collection” means a collection of materials, both print and non print, designed primarily for use in answering requests for information. (6) “Reference specialist” means a trained and experienced librarian who can provide reference referral services and who can also understand how to approach the community in general and the underserved in particular, together with appropriate skills in analysis of information needs and design and implementation of reference programs responsive to those needs. A reference specialist may be employed in providing any of the services for which he/she is qualified.</p>
<p>ARTICLE 3. ADMINISTRATION Sec. 18720. California Library Services Board. <u>(e) On January 1, 2013, the members of the board shall be those persons serving on the former Library of California Board, appointed pursuant to former Section 18820, as it existed on December 31, 2012, who shall serve for the duration of their terms.</u></p>	<p>ARTICLE 2. CALIFORNIA LIBRARY SERVICES BOARD PROCEDURES Sec. 20118. Regular meetings. (a) Date. Regular meetings of the State Board shall take place at least bi-monthly on the third Thursday of the months of February, April, June, August, October; the December meeting shall be held in conjunction with the California Library Association (CLA) Conference annually, either in person or electronically. (d) Meeting notice. A notice of regular meetings shall be provided in accordance with the latest edition of the Bagley Keene Open Meeting Act. at least seven days prior to the meeting date to any person annually requesting such notice under Section 20119 below. Such notice shall include the time, date, and place of the regular meeting</p>

	<p>and a copy of the agenda therefore.</p> <p>Sec. 20124. Agenda. (b) Setting of Agenda. The agenda for regular meetings of the State Board shall be set by the Chief Executive Officer at least § 11 days prior to the meeting.</p> <p>Sec. 20127. Robert's Rules of Order. Except where the provisions of the California Library Services Act of 1977 (revised in 2013) or of these regulations provide to the contrary, or when the State Board determines otherwise, the State Board shall operate under the latest edition of Robert's Rules of Order.</p>
<p>ARTICLE 4. LOCAL PUBLIC LIBRARY SERVICES Sec. 18730. Special Services Programs. [Library community concurred w/Task Force to delete this section, but it was not included in SB1044] Any public library or combination of public libraries may submit proposals to the state board for Special Services Programs within the service area. Applications shall identify the needs of the target service group, assess the capacity of the applicant library or libraries to respond to those needs, and shall identify the activities and timelines necessary to achieve those objectives. Funds may be expended for the development of collections to meet the needs of the underserved, together with the employment or retraining of staff necessary to properly utilize the collections, and to provide appropriate services to the underserved.</p>	
<p>ARTICLE 5. LIBRARY SYSTEM SERVICES Sec. 18741. Reference allowance. (a) Each system described in Section 18740 shall receive an annual allowance for the improvement and maintenance of coordinated reference service support to the members of the system. Following the effective date of this chapter, if there occurs a consolidation</p>	<p>ARTICLE 3. GENERAL PROVISIONS FOR SYSTEMS Sec. 20135. System budget request and plan of service. Each System participating in programs of the Act shall adopt a System Plan of Service, developed with the assistance of the System Advisory Board, and prepare a budget for carrying out the objectives of the Plan. After discussion and review by the System Advisory Board, and approval</p>

among individual public libraries that, as of the effective date of this chapter, are members of a system, the per member allowance to the system shall continue at the same level as if the consolidation had not taken place.

~~(b) After identifying the needs of the underserved, each system shall use a fair and equitable portion of its reference allowance to improve the system's reference service to its underserved population through appropriate collection development, provision of reference specialists, and staff training. Funds for the reference grant may also be used for general and specialized reference collection development, employment of reference specialists, and system-wide reference training.~~

Sec. 18742. System Special Service Programs.

~~Any system may apply to the state board for funds for Special Service Programs on a system wide basis. Proposals shall identify the needs of the target service group, assess the capacity of the applicant system to respond to those needs, and shall identify the activities and timelines necessary to achieve those objectives. Systems may also apply for funds for other system wide programs, but such programs shall include a component for serving the underserved on a system wide basis.~~

Sec. 18747. System administrative council and advisory board.

~~(b) Each system shall establish an advisory board consisting of as many members as there are member jurisdictions of the system. The governing body of each member jurisdiction shall appoint one member to the advisory board from among its residents.~~

Sec. 18749. Terms of members of advisory board.

~~The term of any member of a system advisory board shall be for two years, and each member shall serve no more than two consecutive terms. Staggered terms shall be established by drawing of lots at the first meeting of the advisory board so that a simple majority of the members shall initially serve a two year term, and the remainder initially a~~

by the Administrative Council, the System budget request and Plan of Service shall be annually submitted to the State Board by June 1 of the fiscal year immediately preceding the fiscal year for which funds are requested.

(a) Plan of Service. The annual Plan of Service shall describe in the form and manner prescribed by the State Board how the System proposes to carry out the purposes of the Act, and it shall include information relative to the following statements:

- (1) A population profile. This shall be no more than five years old, and shall use the most current data available.
- (2) A description of the users and the non-users of the services of the members of the System.
- (3) A description of the service(s) provided by the System.

~~(4) A list of the major unmet information needs of the population of the System area.~~

(5) A plan for the use of CLSA funds, listing each of the services(s) in (3) above which the System plans to maintain or improve., and each of the unmet needs in (4) above which the System plans to address. Under each such service to be provided or unmet needs to be addressed, the plan shall include:

- (A) The user benefit expected.
- (B) A brief description of the method by which the benefit will be provided.

(b) Budget. The System budget shall document in the form and manner prescribed by the State Board the dollar amounts to be expended for providing each System service or addressing each unmet need.

(c) In addition, each System shall file by September 1 of each year a report, in the form and manner prescribed by the State Board for the fiscal year just ended, that describes actual accomplishments and expenditures of the System program, compares them with the planned accomplishments and expenditures for the fiscal year reported and includes other appropriate commentary.

~~one year term.~~

~~The appointing jurisdiction shall ensure that members of a system advisory board are representative of the public at large and of the underserved residents in the system service area.~~

Sec. 18750. Duties of advisory boards.

~~The duties of each system advisory board shall include, but are not limited to, the following:~~

- ~~(a) Assisting the Administrative Council in the development of the system plan of service.~~
- ~~(b) Advising the Administrative Council on the need for services and programs.~~
- ~~(c) Assisting in the evaluation of the services provided by the system.~~

Sec. 20136. System administrative policy manual.

- ~~(c) Interaction with System Advisory Boards.~~

Sec. 20140. System administration.

- ~~(a) Cooperative Library Systems. The System Administrative Council shall consist of the head librarian of each jurisdiction in the system. In case of the head librarian's absence, an official delegate or alternate may vote in place of the head librarian. It shall have regular meetings, open and accessible to the public and to members of the System Advisory Board as required in the Ralph M. Brown Act (Govt. Code Sections 54950-54961). Information about the meetings of the Council shall be disseminated in such a way and in such languages as the Council determines will most effectively inform the public of the Council's activities. The Council shall be represented at each meeting of the System Advisory Board. The Council shall provide for the position of a Council Chairperson, and for rotation of that position among the Council members.~~

Sec. 20145. System Advisory Board.

- ~~(a) Purpose. The State Board finds that it is in the best interests of the citizens of California and best fulfills the purposes of the Act that System Advisory Board members participate in the planning and development of CLSA funded system services, in cooperation with their respective System Administrative Councils. The purpose of the System Advisory Board program shall be to provide a means for effective communication between each Administrative Council and the residents of its system service areas, and to help ensure that library services provided by each system respond appropriately to the needs of its residents.~~
- ~~(b) Establishment. An Advisory Board for each System shall be established. The Advisory Board shall consist of the number of members specified in Education Code Section 18747(b) and 18748, except that no System Advisory Board shall consist of fewer than~~

five members.

- ~~(c) Advisory Board Members. Each system shall provide the California Library Services Board annually, no later than June 1, with a list of the members of the System Advisory Board and an indication of the underserved population segments represented. Categories used in the Population Profile portion of the System Plan of Service shall be used to indicate the population segments represented.~~
- ~~(d) Organization. Each Advisory Board may formalize its organization by adopting by laws. Such by laws shall be in conformity with the Act, these regulations, and Robert's Rules of Order, Newly Revised.~~
- ~~(e) Advisory Board Meetings. The Advisory Board shall have regular meetings, open and accessible to the public. Information about the meetings shall be disseminated in such a way and in such languages as the Advisory Board determines will most effectively inform the public of the Board's activities. It shall be the responsibility of each Advisory Board Member to inform his or her appointing governing body and respective community of these activities. The Advisory Board shall also be represented at meetings of the Administrative Council and shall provide the Administrative Council with regular reports of the Board's activities.~~
- ~~(f) Orientation and Training. It shall be the responsibility of each System Administrative Council to work in conjunction with the State Board and the System Advisory Board to ensure that materials and training are provided as necessary to orient each Advisory Board member to the goals, functions and responsibilities of the State Board, the System Administrative Council, and the System Advisory Board. The Chief Executive Officer may, on behalf of the State Board, provide and/or recommend such materials and training as appropriate.~~

ARTICLE 4. SYSTEM REFERENCE
Sec. 20150. Definitions.

For purposes of this Article:

- (a) ~~“Discernible difference” means the difference in quality or quantity of service to the user made possible by the support provided under this Article, beyond the service which would have been provided had the member library not had that support.~~
- (b) ~~“Evidence of benefit” means verification (e.g., statistical sample; staff or user personal testimony; case study) of a discernible difference.~~
- (c) ~~“Performance objectives” means the quantified expression of service specifications (e.g., average response time, number of new users satisfactorily served). The quantities may be set at varying levels from year to year, as experience is gained and as available resources vary.~~
- (d) ~~“Service specification” means a qualitative outcome (a goal) which each System shall strive to achieve for one or more of the service components of the System Reference program set forth in Section 20154 of this Article. It describes what is to be examined in determining if a reference service is performing as intended. Service specifications are expected to be relatively constant over a period of several years.~~

~~Sec. 20151. Local flexibility.~~

~~The intent of this Article is to allow Systems maximum flexibility to decide in what way they will carry out the requirements of the Article. Systems should provide the best possible professional Reference services.~~

~~Sec. 20152. Integrated service program.~~

~~The intent of this Article is that the elements to improve service to the underserved should be developed and carried out as much as possible in an integrated manner with all local and System services, so that all elements together provide an inseparable, total library service program.~~

~~Sec. 20153. Principles.~~

~~Each System shall adopt a program of coordinated reference service~~

~~support to the members of the system that conforms to the following principles:~~

- ~~(a) The program makes a discernible difference to the service provided to the user when he or she asks the library for help.~~
- ~~(b) The program incorporates services that are specific to the needs of the underserved.~~
- ~~(c) The program is designed to provide evidence of benefit that will be understandable to local users, library staffs, and state officials.~~

~~Sec. 20154. Service components.~~

~~Each System shall use its reference allowance to provide the following three service components:~~

- ~~(a) general improvement of local reference service;~~
- ~~(b) improvement of reference services to the underserved; and~~
- ~~(c) interlibrary reference.~~

~~Sec. 20155. General improvement of local reference service.~~

~~(a) Service specifications and performance objectives for the general improvement of local reference service component which are specific to each System shall be adopted by each System. Each System shall, using information provided by its member libraries:~~

- ~~(1) Assess the needs of, and the service to the general population now being provided by the System's member libraries, then~~
- ~~(2) Identify those program areas where improvement can make a significant difference in the quality or quantity of service, and determine which of those can be improved by use of available resources, then~~
- ~~(3) Evaluate which of those remaining areas would offer the greatest improvement in service to the general population, then finally,~~
- ~~(4) Adopt service specifications and performance objectives to accomplish the improved service, which shall be subject to approval by the Chief Executive Officer on behalf of the State Board.~~

~~(b) Evidence of benefit. In designing its general improvement of local~~

reference service component, each System shall provide for evidence of benefit that can be gathered without unreasonably burdening the System and its members.

Sec. 20156. Improvement of reference service to the underserved.

~~(a) Service specifications and performance objectives for the improvement of reference service to the underserved component which are specific to each System shall be adopted by each System. Each System shall, using information provided by its member libraries:~~

~~(1) Assess the reference needs of, and the reference service to the underserved now being provided by the System's member libraries, then~~

~~(2) Identify the underserved population and those reference program areas where improvement can make a significant difference in the quality or quantity of reference service, and determine which reference program areas can be improved by use of available resources, then~~

~~(3) Evaluate which of those remaining areas would offer the greatest improvement in reference service to the underserved, then finally,~~

~~(4) Adopt service specifications and performance objectives to accomplish the improved reference service, which shall be subject to the approval by the Chief Executive Officer on behalf of the State Board.~~

~~(b) Evidence of benefit. In designing its component to improve reference service to the underserved, each System shall provide for evidence of benefit that can be gathered without unreasonably burdening the System and its members.~~

~~(c) Determination of "Fair and Equitable." Each System shall provide an identified amount from within its CLSA Reference allowance for its improvement of reference service to the underserved component. This budget, when accompanied by approved service specifications and performance objectives as described in Section 20156(a) above,~~

shall be considered as the "fair and equitable" portion of its reference allowance, required by Education Code Section 18741(b).

Sec. 20157. ~~Interlibrary reference.~~

~~(a) Each System shall design its interlibrary reference component to the following service specifications:~~

- ~~(1) The highest possible percentage of questions shall be answered.~~
- ~~(2) The answers shall be delivered to the user within an acceptable time period.~~
- ~~(3) Answers shall meet the user's need in terms of amount, format, language, and accuracy of information.~~
- ~~(4) Specifications (1)-(3) should be carried out at the lowest possible cost.~~

~~(b) The following uniform performance objectives shall be met by all Systems in implementing the interlibrary reference services specifications:~~

- ~~(1) Answers shall be provided for 90% of all questions referred from member libraries.~~
- ~~(2) 70% of answers shall be returned to the originating member library within 10 working days of the question having been transmitted by that library into the System's reference-referral structure.~~
- ~~(3) For 1 and 2 above the following definitions are established:
"Answer" means a reply to a user's question that provides the user with the information sought; or with knowledge that the information does not exist in verifiable form; or that the information is likely available from one or more indicated sources which can, for a specified reason, be more effectively contacted by the user than by the library system; or any combination of the foregoing. "Answer" does not include a status report.~~

~~"Originating member library" means the System member public library as defined in Education Code Section 18710(l).~~

	<p>“Within 10 working days” means a 10-day period which begins when a question is referred to a source other than within the originating member library, by a part of that library authorized to do so by its System’s reference referral procedures. The measured period ends when the answer is received by the part of the originating member library designed by its System procedures to receive the answer to the particular question.</p> <p>“Working days” means Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, excluding legal holidays.</p> <p>Sec. 20158. Allowance. Each System shall receive an annual allowance based on the number of member libraries of the System and on the total population served by that System. The State Board shall periodically, and at least annually, review and approve the membership and population figures, and determine an appropriate funding formula which shall be uniform statewide.</p>
	<p>ARTICLE 5. CONSOLIDATIONS AND AFFILIATIONS</p> <p>Sec. 20180. Public library consolidation.</p> <p>(a) If any two or more contiguous jurisdictions operating public libraries wish to consolidate their libraries into a single library agency and receive establishment grants under Education Code Section 18732, a joint notice of intent signed by the head librarians of the consolidating jurisdictions must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date for consolidation. Authorizations to consolidate, approved by the governing body of each consolidating jurisdiction and a joint plan for provision of consolidated services, signed by the head librarians, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of the consolidation.</p>

Sec. 20185. System consolidations.

(a) If any two or more Systems whose borders are contiguous wish to consolidate and ~~receive a consolidation grant~~ under Education Code Section 18751, a joint notice of intent, approved by the Administrative Councils of the consolidating systems, must be filed with the State Board no later than September 1 of the fiscal year immediately preceding the effective date of consolidation. System participation authorizations approved by the jurisdictional governing body of each of the System's member libraries, and a new system Plan of Service and budget, must be filed with the State Board no later than June 1 of the fiscal year immediately preceding the effective date of consolidation. ~~If the State Board approves the consolidation funding request, a grant shall be awarded for each of the two fiscal years following the fiscal year in which the filing is made.~~

Sec. 20190. Public library affiliation with an existing system.

(a) If any jurisdiction, not previously a member of any System, joins a System with borders contiguous to the jurisdiction, and ~~the system wishes to receive an affiliation grant under Education Code Section 18752,~~ the administrative body of the System shall file a notice of intent and the jurisdictional governing body of the affiliating library shall file an affiliation authorization with the State Board, as follows:

- (1) ~~For memberships occurring between July 1, 1980, and June 30, 1981, the notice of intent shall be filed by September 1, 1980, and the affiliation authorization shall be filed by June 1, 1981. If the State Board approves, a grant of \$3,000 shall be made for each of the fiscal years 1981/82 and 1982/83.~~
- (2) ~~For memberships occurring between July 1, 1981, and June 30, 1982, the notice of intent shall be filed by September 1, 1981, and the affiliation authorization shall be filed by June 1, 1982. If the State Board approves, a grant of \$2,000 shall be made for each of the fiscal years 1982/83 and 1983/84.~~

	<p>(3) For memberships occurring between July 1, 1982, and June 30, 1983, the notice of intent shall be filed by September 1, 1982, and the affiliation authorization shall be filed by June 1, 1983. If the State Board approves, a grant of \$1,000 shall be made for each of the fiscal years 1983/84 and 1984/85.</p> <p>(4) System memberships occurring following June 30, 1983 shall not be eligible for grants under Education Code Section 18752.</p> <p>(b) The State Board's approval of requests for affiliation grants under Education Code Section 18752 shall be based on its determination that the proposed membership is at least as effective a way of carrying out the purposes of the Act as would be the case if the membership were with a System other than the one joined.</p>
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ACTION

AGENDA ITEM: CLSA System Reference

ISSUE TO COME BEFORE THE BOARD AT THIS MEETING: Consideration of 2012/13 CLSA System Population and Membership figures.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the Library of California Board approve the System Population and Membership figures for use in the allocation of CLSA System Reference Program funds for the fiscal year 2012/13.

BACKGROUND:

Section 20158 of the Administrative Regulations for the System Reference Program provides for an annual review and approval of System population and membership figures used in the allocation of System Reference Program funds by the State Board. Section 20106 stipulates that any CLSA funds distributed on the basis of population shall be awarded using the most recently published and available combined estimate for cities and counties from the State Department of Finance. The 2012/13 System population and membership figures are included as Exhibit A to this agenda item.

RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE: Summary of 2012/13 System Annual Reports.

Staff Liaison: Sandy Habbestad

2012/13 System Population & Membership

The following pages contain the System membership and System population figures, which will be used to allocate funds to the individual Systems for the System Reference Program in the 2012/13 fiscal year.

At its August 2008 meeting, the Library of California Board adopted a policy for allocation of CLSA System-level funding for Reference, Communications & Delivery, and Advisory Boards that allows two or more CLSA Cooperative Library Systems to consolidate and retain the same funding level by simply adding together the allocations for each System.

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

Pursuant to Section 20106 of the Code of California Regulations, the population figures, certified by the State Librarian of California, are based on the most recently published (May 2012) combined estimate for cities and counties from the California State Department of Finance.

STATEMENT OF CERTIFICATION

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



Stacey A. Aldrich
State Librarian of California
June 1, 2012

SYSTEM/MEMBER**POPULATION****BLACK GOLD: 6 Members**

728,632

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

49-99: 6 Members

1,351,484

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

INLAND: 19 Members

4,240,459

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

SYSTEM/MEMBER

POPULATION

NORTHNET LIBRARY SYSTEM – Members: 44 Population: 4,698,421
(Mountain Valley + North Bay + North State)

MVLS: 14 Members

2,475,366

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

NORTH BAY: 17 Members*

1,444,680

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

+ Vacaville/Solano
+ Calistoga/Napa

NORTH STATE: 13 Members*

778,375

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

+ Crescent City/Del Norte

SYSTEM/MEMBER

POPULATION

PACIFIC LIBRARY PARTNERSHIP – Members: 34 Population: 6,199,400
(BALIS + MOBAC + Peninsula + Silicon Valley)

<u>BALIS: 10 Members</u>	3,323,739
Alameda County Library	
Alameda Free Library	
Berkeley Public Library	
Contra Costa County Library	
Hayward Public Library	
Livermore Public Library	
Oakland Public Library	
Pleasanton Public Library	
Richmond Public Library	
San Francisco Public Library	
<u>MOBAC: 10 Members*</u>	742,464
Carmel (Harrison) Memorial Library	
Monterey County Free Library	
Monterey Public Library	
Pacific Grove Public Library	
Salinas Public Library	
San Benito County Free Library	
San Juan Bautista City Library	
Santa Cruz Public Library	
Watsonville Public Library	
+ King City/Monterey County	
<u>PENINSULA: 8 Members</u>	729,443
Burlingame Public Library	
Daly City Public Library	
Menlo Park Public Library	
Redwood City Public Library	
San Bruno Public Library	
San Mateo County Library	
San Mateo Public Library	
South San Francisco Public Library	
<u>SILICON VALLEY: 6 Members</u>	1,403,754
Los Gatos Public Library	
Mountain View Public Library	
Palo Alto City Library	
San Jose Public Library	
Santa Clara City Library	
Sunnyvale Public Library	

SYSTEM/MEMBER

POPULATION

SJVLS: 10 Members

2,827,502

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

SERRA: 13 Members

3,320,870

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

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE – Members: 48 Population: 13,173,478

(MCLS + Santiago + South State)

MCLS: 35 Members

6,890,077

Alhambra Public Library
Altadena Library District
Arcadia Public Library
Azusa City Library
Beverly Hills Public Library
Burbank Public Library
Calabasas Public Library
Camarillo Public Library
City of Commerce Public Library
Covina Public Library
Downey City Library
El Segundo Public Library
Irwindale Public Library
Glendale Public Library
Glendora Library & Cultural Center
Long Beach Public Library
Los Angeles Public Library
Monrovia Public Library
Monterey Park (Bruggemeyer) Memorial Library
Moorpark City Library
Oxnard Public Library

SYSTEM/MEMBER

POPULATION

Palos Verdes Library District
Pomona Public Library
Redondo Beach Public Library
San Marino Public Library
Santa Clarita Public Library
Santa Fe Springs City Library
Santa Monica Public Library
Sierra Madre Public Library
Signal Hill Public Library
South Pasadena Public Library
Thousand Oaks Library
Torrance Public Library
Ventura County Library
Whittier Public Library

SANTIAGO: 9 Members

2,535,537

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

SOUTH STATE: 4 Members

3,747,864

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

GRAND TOTALS:

All System Members: 180*
All System Population: 36,540,246

Unaffiliated Public Libraries: 7 Jurisdictions

1,137,881

Cerritos Public Library
Huntington Beach Public Library
Redlands (A.K. Smiley) Public Library
San Leandro Community Library
Santa Ana Public Library
Santa Clara County Library
Vernon Public Library

Jurisdictions that Don't Have Service

436

Industry

TOTAL STATE:

37,678,563

*Includes Consolidations since 1/1/78

AGENDA ITEM: CLSA Interlibrary Loan, Universal Borrowing, Equal Access Programs

GENERAL OVERALL PROGRAM UPDATES:

CURRENT STATUS: From July 1, 1978 through June 30, 2011, CLSA has supported three programs specifically designed to encourage the sharing of publicly funded library materials throughout the state of California. The Interlibrary Loan and Direct Loan (Equal Access & Universal Borrowing) programs provided partial reimbursements of the increased costs realized when local public and specified non-public libraries extend loan services beyond their normal clientele. This program has greatly increased the individual public library user's access to library resources.

The programs are now facing loss of state funding for a second consecutive year. Staff are continuing to collect quarterly data from participating public and non-public libraries so we have up-to-date statistics to provide the Department of Finance (DoF) should funding be restored in future years. Below are the total transactions for the fiscal year ending June 30, 2012 and the potential cost based on rates approved by DoF for FY 2010/11.

Interlibrary Loan	3,451,599	x	\$6.35	\$21,917,654
Direct Loan	11,571,800	x	\$1.17	<u>\$13,539,006</u>
Total needed to fund the program at 100% reimbursement				\$35,456,660

RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE: Updates on actual and project transaction levels for FY 2012/13.

Staff Liaison: Sandy Habbestad

The Legislative update will be provided in a presentation at the meeting