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MEETING NOTICE

California Library Services Board
September 19, 2014
9:30am – 4:00pm

LSTA Advisory Council on Libraries Meeting
Immediately following Board business meeting

California State Library
914 Capitol Mall, Room 500
Sacramento, CA

For further information contact:
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A. BOARD OPENING

1. **Welcome and Introductions**
   Welcome and introductions of Board members, staff, and audience
2. **Adoption of Agenda**
   Consider agenda as presented or amended
3. **Approval of March 2014 Board Minutes – *Document 1***
   Consider minutes as presented or amended
4. **Board Resolutions – *Document 2***
   a. Consider resolution for Dr. Tyrone Cannon
   b. Consider resolution for Victoria Fong
5. **Election of Board Officers for 2015 – *Document 3***
   a. Report from the Nominating Committee
   b. Consider nominations for Board President and Vice-President for 2015
6. **Position of Board Secretary – *Document 4***
   Consider Board Secretary Position at the State Library
7. **Board Meeting Schedule for 2015 – *Document 5***

B. REPORTS TO THE BOARD

1. **Board President's Report**
   Report on activity since last Board meeting

2. **Board Vice-President's Report**
   Report on activities since last Board meeting
3. **Chief Executive Officer's Report**
   Report on activities since last Board meeting

C. CLSA PROGRAM ITEMS FOR INFORMATION/ACTION

BUDGET AND PLANNING

1. **CLSA Budget for FY 2014/15 – *Document 6***
   Consider $2 million in one-time funding for FY 2014/15
2. **System Plans of Service and Budgets – *Document 7***
   a. Consider System population and membership figures for 2014/15
   b. Consider 2014/15 CLSA System Plans of Service

RESOURCE SHARING

Interlibrary Loan and Direct Loan Programs – *Document 8*
Update on transaction levels for FY 2013/14

D. BOARD FOCUS 2014/2015

1. **Broadband update**
   Update on broadband for California public libraries
2. **Contiguous Borders Requirement – *Document 9***
   Consider Board position on contiguous borders requirement
3. **Brainstorm ideas for Board focus**

E. LEGISLATIVE UPDATE

1. **Consider state legislative issues**
   Advocacy work on restoring funding for TBR and PLF, and new funding for Digitization
2. **Consider federal legislative issues**

F. PUBLIC COMMENT

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

G. COMMENTS FROM BOARD MEMBERS/OFFICERS

Board member or officer comment on any item or issue that is under the purview of the State Board and is not on the agenda

H. OLD BUSINESS

Board Strategic Planning Session

I. AGENDA BUILDING

Agenda items for subsequent State Board meetings

J. ADJOURNMENT

Adjourn the meeting.

California Library Services Board Meeting by Teleconference

March 18, 2014

California State Library

900 N Street, Room 501

Sacramento, CA

CALL TO ORDER AND INTRODUCTIONS

President Maghsoudi called the California Library Services Board teleconference meeting to order on March 18, 2014 at 10:35 a.m. Board members and State Library staff introduced themselves, which served as roll call.

Board Members Present: Anne Bernardo, Victoria Fong, Aleita Huguenin, Penny Kastanis, Paymaneh Maghsoudi, Gregory McGinity, Liz Murguia, and Eric Schockman.

California State Library Staff Present: Acting State Librarian, Gerald Maginnity, Acting Deputy State Librarian, Jarrid Keller, Rush Brandis, Janet Coles, Suzanne Flint, Darla Gunning, Sandy Habbestad, Susan Hanks, Carla Lehn, Cindy Mediavilla, Lena Pham and Mark Webster.

Member McGinity requested that a discussion be held before a vote was taken to adopt the agenda. At the last Board meeting, there were three issues to be held over for this meeting. The first was the *name of the Board*; the second was *contiguous borders*; and the third was a *planning session for the Board*. McGinity was no longer concerned about discussing the name of the Board and the planning item was captured on today's agenda. However, at the last meeting, the issue of *contiguous borders* was referred to as a carry-over item. McGinity asked if that would allow it to be discussed and voted upon at today's Board meeting. President Maghsoudi asked Habbestad how the Board could proceed, as this item was not included on the meeting agenda.

Habbestad replied that although the *contiguous borders* issue was not an action item on this agenda, it could be discussed, but not voted upon at today's meeting. She recommended that it be brought up at the next meeting, with Maginnity reviewing additional information about a task force that had been formed to look at the issue. She also suggested placing similar items under Old Business in future agendas, so that they were captured and not forgotten in

subsequent meetings. As to the issue of Board name, minutes from the last meeting indicated that the current name, California Library Services Board, had been accepted by members, although it was to be left open for future discussion. That too, could be added to Old Business. Regarding the planning session item, the minutes showed that a planning session could be held, once there was a fully appointed Board of thirteen members. This also could be added to Old Business on future agendas, in order to remain under the Board's radar.

McGinity asked for clarification as to why the *contiguous borders* issue was not put on today's agenda, as he thought it had been very clear at the last meeting that he wanted to move forward with it at this one. Habbestad replied that it was her understanding from the last meeting that survey results from the public would be sought and collected. However, nothing had been heard regarding that. President Maghsoudi asked if this could be put on the current agenda for discussion. Habbestad replied in the affirmative, reiterating that it could be discussed, but not voted upon. McGinity noted his objection and extreme disappointment that the issue he had isolated at the last meeting to bring to a vote was not placed on today's agenda. He requested that it be placed on the agenda for the next meeting, although that would be at least a year past when the original discussion had been taken up. President Maghsoudi recommended it for discussion at today's meeting, but McGinity replied that from his perspective, it had already been well-discussed and the Board should be ready to take action on it next time.

Maginnity asked McGinity what action he expected the Board to take. McGinity replied that three relevant sections of the CLSA regulations were considered at the last meeting, regarding the question of library affiliations, consolidations and contiguous boundaries, which he had hoped to address. Acting State Librarian Maginnity asked if the regulations were regarding consolidations of libraries, or systems. McGinity responded both. Habbestad clarified that the contiguous boundary issue was not in the CLSA statute, but in the regulations. McGinity continued, stating that about a year ago, a task force had indicated that it would make sense to eliminate the contiguous border requirement for library affiliation. A larger group was split on the issue, as well as a survey group, leaving it up to the individual libraries to determine whether they wanted the Board to make that change. McGinity had argued that the Board

should make that change, but it was decided to hold off voting on it, until all parties had been heard. He had expected that a vote would be taken at this meeting.

President Maghsoudi asked if any other Board Member had comments, questions or concerns. Member Fong suggested Board alternatives for McGinity's item. McGinity and Fong expressed support for Habbestad's suggestion for use of the *Old Business* section for the agenda.

ADOPTION OF AGENDA

It was moved, seconded (Fong/McGinity) and carried unanimously that the California Library Services Board adopts the agenda of the March 18, 2014 meeting as presented, and that the issue regarding contiguous borders be considered for action at the next meeting.

APPROVAL OF MINUTES

It was moved, seconded (McGinity/Fong) and carried unanimously that the California Library Services Board approves the draft minutes of the August 22, 2013 meeting as presented.

BOARD RESOLUTIONS

It was moved, seconded (Fong/Maghsoudi) and carried unanimausly that the California Library Services Board adopts CLSB Resolution 2014-01 in memory of Liz Gibson. (See Attachment A)

It was moved, seconded (Vice President Murguia/Fong) and carried unanimously that the California Library Services Board adopts CLSB Resolution 2014-02 for Judy Zollman. (See Attachment B)

It was moved, seconded (Bernardo/Fong) and carried unanimously that the California Library Services Board adopts CLSB Resolution 2014-03 for Dr. Conchita Battle. (See Attachment C)

It was moved, seconded (McGinity/Murguia) and carried by a vote of 7 ayes and 1 abstention (Schockman) that the California Library Services Board adopts CLSB Resolution 2014-04 for Jane Lowenthal. (See Attachment D)

It was moved, seconded (Fong/Bernardo) and carried unanimously that the California Library Services Board adopts CLSB Resolution 2014-05 for Rosario Garza. (See Attachment E)

Board Meeting Date for Fall 2014

Habbestad reported seven Board members responding to a recent scheduling poll. Currently, six members were able to attend the next meeting on September 17th or 19th. She was waiting on two members who had not responded. She would confirm with members as soon as possible. The meeting would begin at 9:30 a.m. and conclude by 2:00 p.m., followed by the meeting of the LSTA Advisory Council on Libraries.

Nomination of Board Officers

Habbestad reported that upon review of the nomination and election process in Robert's Rules of Order, she discovered that the Board had not been using the proper procedure for the selection of the nominating committee. Looking back through agenda packets to see what had been done previously, she found that the correct procedure had been followed prior to 2003, when the Board had met four times each year. Between 2004 and 2006, the Board met only one time each year. The change seemed to disrupt continuity, resulting in the current practice of the Board President appointing two members to the nominating committee, without Board input. This motion was to return the Board to the correct procedure. McGinity expressed his concern that members be made aware of nominating committee decisions about officer nominees, before they were published in the agenda packet. President Maghsoudi noted McGinity's request. Board members would henceforth receive notice of the nominating committee's nominee decisions before the publication of the agenda packet.

Responding to President Maghsoudi, Habbestad explained that because the Board only had two meetings this year; and since the nominating committee would be reporting at the next meeting in September, action to appoint a nominating committee would be necessary today. Committee members must be limited to two; otherwise, it would open the process to a public meeting. President Maghsoudi then called for two nominating committee volunteers. McGinity volunteered, and Vice President Murguia accepted a direct invitation to serve.

> ***It was moved, seconded (Fong/Bernardo) and carried unanimously that the California Library Services Board appoints Gregory McGinity and Elizabeth Murguia to the nominating committee to select Board Officers for 2015.***

CLSA PROGRAM ITEMS FOR INFORMATION/ACTION

Budget and Planning

Habbestad reported that on January 9th, the Governor released his 2014-15 proposed budget, providing $1.88 million to the California State Library for the CLSA Cooperative Systems. Staff is recommending that the Board approve the preliminary budget for dispersing the funds to Systems, and provide half of their budgets upon passage of the state budget act. The remainder would be disbursed after their plans of service had been approved and after it had been determined that the funds from the prior fiscal year had been expended.

Murguia pointed out that there was no money for Transaction Based Reimbursement (TBR). She asked if CSL had requested TBR funding for inclusion in the Governor's budget. Maginnity responded that to fully fund TBR, we would need between $40 and $60 million. Presently, requests that large from the General Fund were not being entertained by the Department of Finance. Three years ago, TBR had been funded at approximately $10 million, which was very limited, paying only 25 cents on the dollar. We continue to tracked library loan statistics to demonstrate the need for funding. It was a tough subject that did not resonate well, at present. Even CLA had not chosen to pursue TBR legislatively. And PLF funding was in similar condition. Full funding would be around $60 million, a per capita distribution to public libraries, with no strings attached. But that was an unpopular funding approach, right now. In response to another question from Murguia, Maginnity stated he was unaware of CLA or any others having approached any member of the senate about including these programs in the budget.

Asked whether it was appropriate for the Board to discuss and work toward funding these programs, President Maghsoudi answered in the affirmative. Such discussions had been held in the past, and CLA was quite involved through its lobbyists. The Board had published statements before, expressing the desire to see more funding for public libraries; it could do that again. Following a suggestion from Murguia, President Maghsoudi firmly expressed her opinion that it was too late this year, to ask the CLA lobbyists Dillon and Associates, to advocate for partial funding for PLF. The Governor had put in funding for CLSA, Literacy, and CENIC for broadband enhancement, and that was about it. Maginnity affirmed that the total funding amount was $3.5 million.

Murguia asserted that the Board ought to be advocating for more money. McGinity expressed his opinion that based upon state revenue projections, the Board could send a letter to the Governor to advocate for more money in the May Revise. Alternatively, Murguia suggested finding a sympathetic legislator, then advocating at the level of the Chairs of the budget committee and the appropriate subcommittee. President Maghsoudi interjected that the Board must make sure it was working in accord with CLA and the lobbyists. Both Murguia and McGinity wished to see TBR and PLF placed on the agenda for discussion at the next meeting. Habbestad pointed out that PLF was not under Board purview, meaning that it was not part of CLSA funding. However, Maginnity agreed that Board members could advocate for PLF funding, if they wished.

McGinity asked Habbestad to make the agenda item broad enough to include any other legislative and advocacy issues that the Board may want to consider and take to the Governor or members of the legislature.

It was moved, seconded (Murguia/Kastanis) and carried by a vote of 7 ayes and 1 abstention (McGinity) that the California Library Services Board adopts, contingent upon the passage of the State Budget Act, the 2014/15 CLSA budget as directed in the Governor's Proposed 2014/15 Budget, totaling $1,880,000 for allocation to Cooperative Library Systems.

RESOURCE SHARING

CLSA System-level Programs

Habbestad began by providing background for System Annual Reports for 2012-13. This was the last year the Systems were able to budget for System Reference funds. In January 2013, the Reference and System Advisory Board (SAB) programs were repealed in the law and regulations. A summary of the activity from the System Annual Reports was provided in the Board packet as Exhibit A-C. Expenditures for 2012-13 were compiled in Exhibit D-G. She invited questions and discussion about the reports. McGinity asked about the future possibility of seeing longitudinal data in conjunction with the table in Exhibit B, assuming the data was easily available. He singled out the columns that reported Actual Communication and Delivery workloads, and Miles Traveled, wishing to see how these had fared over time. Habbested responded that it had been reported in the past and easily could be reported again. McGinity

then asked if audits had ever been done to check the accuracy of the Systems' data contained within the reports. Habbestad replied that audits had not been done.

Fong asked about Exhibit B, the System Van column showing "Not Utilized," with the exception of San Joaquin Valley Library System (SJVLS), with a 96% usage rate. With the others, it appeared that System delivery was now being contracted out. What had happened to the vans? President Maghsoudi stated that in the case of SCLC, they had sold their van and utilized the assets for the System. Fong then asked for clarification about Exhibit D, the SJVLS Communication and Delivery Expenditures, indicating that very little CLSA money has been requested, yet showing that a large sum of local money had been spent. President Maghsoudi allowed SJVLS Coordinator, Jeff Crosby, to explain that within a very large area, they were still doing 3-day per week delivery to all headquarters libraries. They had closed their reference center and this past year they had chosen to devote all of their CLSA funds to Communications and Delivery.

Member Schockman requested clarification on Exhibit G, which showed that local expenditures were running at 55%, compared to the state (CLSA) at 42%, and therefore it appeared that local government had taken over the major program expense in this most recent period. Habbestad affirmed that was correct as more funds were needed for system administration than what CLSA could provide.

To an earlier point made concerning program reportage from the Systems, Schockman recommended future Board consideration of a request for spot audits by the State Auditor. This would ensure that libraries were utilizing CLSA funding in the manner in which they were being reported. CSL probably does not have the resources to conduct such an audit, but the State Auditor should have them. Maginnity acknowledged the request.

REPORTS TO THE BOARD

Board President's Report

President Maghsoudi began by welcoming new Board members, expressing she looked forward to working with them. She then thanked former members for their years of participation, cooperation and valued service. She reported that in February, she had attended

the Directors' Forum in Sacramento. She had participated in the CLA Legislative and Advocacy Committee by conference call. In freezing temperatures in Indianapolis, she had attended the Public Library Association Conference. She was pleased to announce the appointment of Diane Satchwell as Executive Director for Southern California Library Cooperative (SCLC), replacing Rosario Garza, who retired last year.

Board Vice President's Report

Murguia wished to extend congratulations and welcome to the new Board members. Most of her library work had been limited to her local library foundation. She was interested in CLSA funding issues, partly because public funding cutbacks in her community had led the foundation to raise a lot of money. In fact, the foundation had just written a check for $52,000, having become the source of about one third of the county book budget. But that meant funding was being raised locally, from the people in her community, as it most likely was all across the state.

Acting State Librarian's Report

Maginnity reported that the state budget for CSL was similar to previous budgets from the last few years. There had been no major changes, other than some issues with CSL's move back into the Library and Courts I building. It had taken much longer than anticipated, with funding carried over and appearing as a little blip in the budget. But it was really a one-time expense to get the collection back into the building.

Another budget issue was the $2.25 million to join the CENIC consortium, the Corporation for Education Network Initiatives in California. CENIC oversaw the California Research and Education Network (*CalREN),* which included the University of California system, the California State University system, the community colleges, and kindergarten through twelfth grade schools. All public libraries in California would be able to join the CENIC consortium in order to benefit from their activities, one of which was access to high-speed broadband throughout California.

Getting broadband internet into the budget was a major coup, stemming from the Governor's signed budget last year, within which was inserted a directive to the State Librarian,

to prepare an assessment of broadband in California public libraries. The Acting State Librarian gave a tremendous challenge to all the public libraries in California, to which they responded. The assessment was released February 1, 2014, and was now available. It remained within the limits established by the Governor, of $2.25 million to join CENIC, and $1 million for one-time connectivity issues. CSL was told that the $1 million would be available for two consecutive years. That amount was probably inadequate, but it was important to get started now, and then conduct discussions later, if more money was needed to get libraries connected. The big cost was the last mile; the cost of digging the trenches have not been a part of this budget, but CSL would continue looking for funding opportunities in that arena. It has not yet been worked out how the designated grant money would be distributed to the libraries with needs.

Maginnity continued, stating that very generally speaking, the assessment revealed that most public libraries across the state were very poorly connected, with low-speed internet provided at very high cost. If the broadband project moved forward, public libraries would be able to leverage money they were currently using to get much higher internet speeds. It was in the budget, CSL continued to answer questions coming from the Governor's office, it was very strongly supported by CLA, and CSL was hoping that all would go well.

Member Kastanis asked if academic institutions and public libraries would be tied in together, more so than they have been in the past. Maginnity replied that the way to characterize it was to say that they would share the same high-speed internet backbone.

Member Huguenin said that as a new Board member, she had visited and made a few calls to libraries within and outside California, learning that high-speed internet was the kind of thing that drove people into libraries. It also made libraries more efficient. She was pleasantly surprised to learn how far this had gone in California.

Murguia asked how soon this program could begin. Keller replied that the assessment showed that about 40% of libraries were ready to connect immediately. Engineering teams would need to be dispatched, but conservatively, Keller estimated the first libraries could begin connecting in about six months. However, those were libraries with fiber already laid to their premises and otherwise ready to go. Maginnity added that one of the services CENIC would provide was the assessment for what each library needed, which he hoped would begin as soon

as possible. Then, guidelines could be established as to how to distribute the money. There was language in the budget about the level of matching funds, which CSL would be working on. Maginnity recommended the Board go on the CSL website and read the short Executive Summary of the Assessment. It had been discussed at the recent Public Library Directors' Forum, where all the directors were brought up to date. Murguia asked for a project update at the next meeting, to which Maginnity agreed.

Keller wished to add that this survey report was the most comprehensive data-set of broadband connectivity in libraries in the United States. Not only were costs determined, and the upload and download speeds, but the facility was also examined. What capacity should a facility have, with respect to such things as wiring, fiber, fire suppression, and power? The report had received considerable attention, with other states looking to replicate it, in terms of assessing broadband connectivity within their own communities. Kastanis expressed her view of the importance of providing publicity about this very positive development to the academic, educational and governmental fields.

Maginnity stating that another important issue at the State Library has been the move back into the beautiful Library and Courts Building. It was finally released to be occupied last year, with the California Court of Appeals moving back first, in early summer. CSL began moving its collection of four million books and other items back into the building from a warehouse in West Sacramento, accompanied by many delays, and for many reasons. For instance, the standards of the fire marshals changed, resulting in loss of a top shelf from many stack areas, forcing staff to rethink where to relocate all the displaced books. A point was eventually reached at which library staff was able to move back in, open for business, and then hold a grand re-opening in February. The event was very nice, with wide and favorable media coverage for the State Library. The next Board meeting in Sacramento would probably be held in Room 500 of the renovated building, which would be the first time in five years. Meanwhile, the library had 40% of its collection yet to move back into the building.

Maginnity informed the Board that the library had finally received an IMLS-supported and CSL-administered report he had requested over a year ago on the impact of the 2007-09 recession on public libraries. Entitled: *California Public Libraries: Survive to Thrive: An*

exploration of the Impact of the Great Recession on the public libraries of California, could be found on CSL's website at: http://www.library.ca.gov/lds/lds.html, under *Administration*. Authored by Consultant Anne Marie Gold of the Municipal Resource Group, it was published December 2013.

Fong asked how the information in *Survive to Thrive* would be utilized. Maginnity replied that he thought it demonstrated the resilience of libraries to the recession, as they had suffered funding cutbacks at all levels--local, state and federal. It showed how they responded to it, and how they rethought their services. It showed interesting trends, such as confirmation of a recurring library dilemma; that as funding for libraries plummeted, public usage had gone up. During hard times, people needed libraries for job information and for computer access to go on-line to fill out their job applications. CSL has been running some pilot programs in libraries for veterans, who used libraries as they transitioned back into civilian life. Not only did they use their local library to search for jobs, but also to gain access to their benefits; both activities required computer/internet access. The report showed other trends, such as the shift of libraries toward electronic resources, like e-books. Fong wondered if library professional staff could extract some good points from this document to use for library advocacy.

Huguenin asked if public libraries were utilized in the Covered California - Affordable Health Care signup. Maginnity answered that several workshops had been done, and some work had been done through the Infopeople Project, CSL's training arm for Covered California, with some libraries becoming very involved. Huguenin continued, stating that sometimes libraries were the only computer resource some people had to enroll. California had huge enrollment in comparison to other states. If people did not have health care, they were more than likely not to have a computer. She was very pleased to learn of library involvement in Covered California.

Kastanis expressed her ongoing concern for public schools, particularly K-12 schools, and especially with regard to the area of technology. It had been found that Common Core, with all of the accompanying testing, required development of appropriate technology; but along with that there was an enormous need for equipment. The budget for broadband was nothing as compared to the technological needs of K-12. Most children in California did not have access to computers in their schools, to say nothing of their not having them at home. At present, K-12

was going through very difficult times, as funding for them was not there. She did not know how they would move forward, but they would continue to do the best they could do.

Fong responded in appreciation of the comments made by Kastanis concerning schools. However, she pointed out that school libraries were under a different set of funding for things like broadband and many other kinds of things. She felt strongly that the primary focus of the Library Services Board should be on public libraries, as well as other kinds of libraries. School systems and school boards had their own resources, however limited.

Huguenin responded, saying that she had once served as Executive Director of the California Teachers Association. In that capacity, she learned that most children in California did not have access to computers at home, especially in low-income families. For homework assignments, labor unions and others had opened up their offices at night, so students could come and have access to computers. In this new age, computers were the new paper and pencil. Not everyone had access to a computer through an i-pad or cell phone, or at home; an entire population out there did not have any access. Libraries were all about education and a clean, safe place to go and learn. We should expand public access to computers and the internet within our libraries.

Fong replied that she was well-aware of the points made by Huguenin; she was in total agreement with expanding access to public libraries, as a supplement to the public school system. She clarified an apparent misunderstanding, saying that as there was a limited CLSA budget, the Board should not interfere with other funding programs, such as providing broadband within the public school system, when it already had its own funding. But she was in complete agreement with Kastanis and Huguenin in supporting as much public access as possible, as well as supporting the underserved.

Maginnity interjected, pointing out the State Library emphasized partnerships with schools, as seen in projects across the state. As an example, he invited Library Programs Consultant Cindy Mediavilla to provide a little background on what has been done with the Out-of-School Online Homework Help program in public libraries. Mediavilla stated that in 2001, California was the first state library to offer out-of-school homework help online through vendors, in selected areas across California. At the time of inception, it was a revolutionary, innovative idea, placing California at the forefront of that type of service. Today, it is very main-stream; in

fact, so much so, that CSL is winding down its involvement with this program at public libraries this year. Through different programs offered by public libraries, students are able to gain access to free tutoring by accessing a library's website, either from home or at that library.

Mediavilla wished to add that CSL had become very interested in how public libraries could help school districts, teachers and students adapt to the new Common Core standards. In two weeks, CSL would be sponsoring a Common Core Conference to facilitate public librarians in working more closely with their local schools.

BOARD FOCUS 2014/15

Digitization

Acting Deputy State Librarian Keller began with a short update about what was being done with digitization at CSL. There were two initiatives going on. One involved a partnership CSL has had with Internet Archives (IA) since 2011. An agreement was entered with them to help digitize some of the more rare and precious treasures in CSL's collection, things dated before 1923 copyright. These were one-of-a-kind items that people would need to come to the State Library to see. It was an opportunity to give Californians access to these wonderful resources online. The beauty of partnering with IA has been that within about an hour of digitizing an item, it was available online in seven different formats: Read Online, BW PDF, EPUB, Kindle, Daisy, Full Text and DjVu. Visitors to CSL's website could download it to their tablets. To date, IA has digitized 1,312 items from CSL's collection, resulting in 590,961 total pages digitized. IA digitization of CSL's collection continues.

CSL's digitized collection has been found to be very popular. Once an item has been digitized, a link to it was placed in the library's catalog and it would become available on the IA site. To date, there have been a total of 17,450 unique downloads of CSL's items.

Also, there have been some in-house digitization efforts. CSL has one of the largest historic photograph collections in the United States, with over 90,000 digitized items. These photos chronicle California history, it's past and present, and they were accessible at the library's catalog. On average, 7,000 to 9,000 images were digitized each year. There were probably

about 10,000 more items that have been imaged, backlogged in process of cataloging. This incredible collection was available at www.catalog.library.ca.gov.

CSL has been leading the nation in other things as well. Some incredible work has been done in stereo 3-D imaging, inviting national attention, most prominently with the building renovation site, where visitors could explore the library building in 3-D photographs. In addition, CSL has been doing a lot of work with its collection of Gold Rush photos. There were now over 1,000 images out there and growing, and soon they would go online. CSL was looking into partnering with some of the 3-D television stations to see if they would provide content opportunity. The library was also doing some interesting work with 360 degree panoramas. Soon, an online visitor would be able to completely tour the Library and Courts Building and see the entire structure, with the ability to turn left and right, and up and down. CSL was working on 360 degree panoramas with some of the other collections, as well.

CSL has been doing something called Reflectance Transformation Imaging, an imaging technique that allows interactively displaying objects under varying lighting conditions to reveal an object's surface phenomena. CSL has a number of daguerreotypes and other interesting things in its collection which this technique enables a viewer to see the intricacies and details. A couple of very favorably received pilot examples have been placed on CSL's website.

Looking to the future, CSL has created technical procedure sheets for all of these products, so that interested libraries more easily could do these types of efforts, as well.

McGinity asked how much it would cost to double the digitization capacity of the library. Keller stated that CSL had over four million items in its collection. It was one of the largest collections in the nation among state libraries. Several years ago, CSL produced some estimates. To digitize 18,058 linear feet of the CSL collection, the cost would be in excess of $5 million to convert to digital format. It would cost more for oversize materials, materials with graphics, or features that required special handling. To digitize the entire collection in Sacramento, excluding the Sutro Library collection in San Francisco, it would involve roughly 184,800 linear feet, resulting in a cost of about $51 million. Digitization was a very expensive proposition. But in addition to the cost of digitization, there was also the problem of how to preserve items. For example, when a new version of Adobe was released, how was it to be made forward and

backward compatible? The same was true with new jpeg technology, when it came out. There was a lot more involved to digitization than just the scanning process.

McGinity asked about the current budget for digitization. Keller answered that CSL had built a digitization lab with 1.5 full-time employees. They not only digitized, but as part of a small organization, did other things as well. About 7,000 items were digitized in-house per year. Some were very high-quality imaging. The budget for Internet Archives was around $300,000 per year, with an average of about 650 items digitized within that year. It should be borne in mind that a book could range anywhere from 200 to over a 1,000 pages. And rare materials required slow and painstaking handling.

Someone asked whether cooperation could be done with other libraries in California and across the nation to forestall expensive repetition of digitization efforts. Keller responded that libraries, like the Library of Pennsylvania, for instance, were partnering with IA, following CSL's example. Maginnity stated that there had been a level of communication to avoid redundancy via a national cooperative effort called the Digital Public Library of America, DPLA. In California, both San Francisco Public Library and Los Angeles Public Library were involved in that. Another question was asked about California's cooperation with the federal government, such as with the National Archives. Keller replied that in many cases, CSL had one-of-a-kind items that no one else would have digitized. But CSL had been in communication with other library organizations to try and ensure it was not duplicating other digitization efforts.

President Maghsoudi added that local public libraries across California were doing their own digitization projects, digitizing their local collections.

Based on Keller's digitization figures of four million collection items digitized at 7,000 items per year, McGinity calculated that it would take the library about 600 years to digitize its current collection. He would like to see a request for additional funding to digitize the library collection on the legislative agenda of the next Board meeting. He believed that it should be one of the Board's priorities to get CSL's collection digitized and up on the internet for public access.

Taskforce on Re-envisioning Collaboration among California Public Libraries

Maginnity reported that recently, the *Public Library Directors' Forum* was held in Sacramento. For the last four years, all Public Library Directors in California had been invited to come and meet together. In the beginning, it was very important to confer when the Governor's budget initially eliminated all funding for CLSA activities, as well as literacy. Originally, they wanted to focus on what their needs were and what direction they wanted to take for the future; that discussion has continued. They formed a CLSA Task Force to look at CLSA issues, and how to streamline them. They made recommendations that were ultimately passed through Senate Bill 1044, which was signed by the Governor. The Forum has continued to look at how libraries in California were collaborating, which has become a very prominent issue, now that there was no longer any reimbursement funding, affectionately known as TBR, which has not been funded for four years.

What was left? How did libraries want to band together? How did they want to collaborate in the future? Maginnity was putting together a task force of about fourteen representatives to look at those questions. The most recent Directors' Forum began a discussion about how libraries viewed collaboration, from which ample notes were taken to be compiled and published. He expected the task force to meet at least once face to face, but primarily they would be meeting virtually, as everyone's time was at a premium. He hoped there would be a preliminary report available for this Board at its next meeting in September 2014. And also something published to garner comment upon at CLA this year in November. That would provide the time to get a sponsor for legislative changes, should that be necessary. In the next few days, Maginnity would be announcing the task force, which he has asked to consider the issue of *Re-visioning Collaboration among Public Libraries in the State of California.*

Brainstorm Ideas for Board Focus

McGinity began by asking whether all of the Board appointments had been made. Maginnity answered that the Governor's appointment office had not yet made the new announcements. Habbestad stated that the Governor needed to appoint four Board members. McGinity then asked whether the present Board wanted to wait until a full Board had been appointed to begin strategic planning. Maginnity asked Ms. Sarah Greenseid from the Governor's Appointments

Office, who attended the meeting, whether she had an update on appointees. Greenseid responded that they were interviewing candidates and appointments could be made by the next Board meeting in September.

Kastanis asked to be brought up-to-date, as a new returning member, on Brainstorm Ideas for Board Focus. Other than the things already talked about, what other proposals were being discussed at the earlier meetings? She did not see how much more this Board could do without a budget or a full Board. Maginnity suggested the Board could re-consider the issue of reimbursement funding, and eventually make suggestions to the legislature and to the Governor. Murguia responded that the Board should certainly involve itself in advocacy, and it could have a discussion about reimbursement to decide what it wanted to do, and whether to push one way or another. But she was unsure about hiring a consultant to help with the discussion. The Board already knew what it was supposed to do and the Board's authorizing language indicated it was quite constrained in what it could do. But it would help to decide and prioritize what it wanted to do. Fong did not support bringing in someone from outside at this time, but she did wish to explore what the authority of the Board was under CLSA, what it could and could not do, for some of the newer Board members. She also wished to advocate for the budget for a full Board, so that they could be effective. Fong bid members goodbye, as she had to leave the meeting at this point.

Murguia concluded that this discussion probably would be a little easier to have when members were all in the same room. President Maghsoudi agreed and suggested putting a face-to-face strategic planning meeting as an item of discussion on the September meeting agenda.

LEGISLATIVE UPDATE

President Maghsoudi indicated that there had not been any new legislative developments on the CLA Legislative committee, except the work being done on broadband.

Maginnity updated the Board on LSTA legislation. Federal sequestration had heavily impacted all state libraries, dropping CSL's federal allocation from $17 million to $14 million in three years. That process had concluded, with the prospect of a little more funding allocation

next year, although he was concerned that it would be just a spike. This would be money awarded beginning July 2014. Maginnity noticed that in the next federal budget, the President of the United States had reduced the amount available for grants to states, slightly lowering California's library allocation. Under these conditions, he did not want to commit to any long-term, multi-year programs.

Maginnity wished to call the Board's attention to a couple of items in legislation at the state level. SCA-7 was a proposal to reduce the vote threshold for local special taxation for libraries, but it has not yet moved forward. Senator Mark DeSaulnier of Contra Costa County had introduced SB 1455, placing a bond measure on the 2014 statewide general election ballot to fund library construction and renovations. A dollar amount had not been decided upon, but there had been a lot of debate going on, with CLA working out some of the details, such as how much funding should be requested. The field was last surveyed about library construction in 2007, with short-term needs to be $4 billion. CSL has been trying to determine whether that figure was still valid. This week CLA would be discussing strategy on this library construction measure. It would probably receive broad support from public libraries in California.

McGinity wished to put forward a motion that the Board directs the CSL staff to develop a letter to the Governor on behalf of the Board indicating a desire to increase the amount of funding for PLF, TBR and Digitization, prior to the release of the Governor's May Revise budget. Murguia seconded the motion. McGinity then asked if Maginnity and President Maghsoudi would work out what a reasonable amount would be to request from the Governor. Murguia suggested the letter also be sent to the Chairs of the budget committee in both houses. Maginnity responded that the library had been placed under the Department of Education, so that the Sub-Committee on Education Chairs, Assembly Member Al Muratsuchi and Senator Marty Block, should receive copies of the letter. Huguenin mentioned that she had a long-standing relationship with Senator Block, so she offered her assistance to the Board for any legislative matters that might arise with him. During roll call it was discovered that a quorum was no longer present, so McGinity withdrew his motion, but left his original request as a suggestion, with President Maghsoudi agreeing to write the letter as Chair of the Board. Member Bernardo recommended that President Maghsoudi similarly could write a letter of

support for the CENIC proposal, in accord with the Governor's budget. Bernardo pointed out the CLA was looking for support of that bill as it was going to subcommittees next month. Murguia asked if members could write letters of support to their own representatives. President Maghsoudi replied that was just what CLA was requesting. Kastanis stated that CLA often had formal letters of support on their website, requesting people to write in support of these kinds of issues. President Maghsoudi said that she would talk to the CLA lobbyists to request that something be made available on the website.

PUBLIC COMMENT

No public comments were offered.

COMMENTS FROM BOARD MEMBERS/OFFICERS

Huguenin expressed her delight to be on the Board and that she was definitely on a learning curve, especially with the whole new alphabet soup of arresting acronyms, and she would probably be asking lots of questions.

Kastanis stated that she was very happy to be back on the Board again, after so many years. She was looking forward to having a face to face meeting, as she is one of those who prefer to look at people when she is talking to them.

Bernardo extended welcome and congratulations to the new and returning Board members. She also wished to express her deep appreciation for the efforts of Maginnity, Keller, Habbestad and the entire Library Development Services team. She really appreciated their work on the daunting CENIC Assessment Report.

Murguia congratulated new Board members and thanked staff for all of their work. Despite having a rather stilted teleconference today, she thought it had been a lively meeting. She looked forward to seeing everyone in September.

President Maghsoudi thanked CSL staff for the wonderful work they did, and the helpful information provided, even with limited staff. She extended a warm welcome to new and returning members, and thanked recent former members for their years of service.

AGENDA BUILDING

President Maghsoudi invited Habbestad to review this meeting's items for the September meeting's agenda. The agenda items included TBR funding, PLF funding, a broad statement of advocacy work, an update on CENIC, *contiguous borders*, and advocacy for additional funds. Under Old Business, there would be a placeholder for the Strategic Planning Session. McGinity suggested that the previous State Librarian's 2013-17 five-year LSTA plan would be a helpful outline to inform new members about things the Board could consider were it to hold a planning session. Habbestad reminded members that in September, they would be meeting as the Advisory Council on LSTA.

ADJOURNMENT

President Maghsoudi adjourned the meeting at 12:32 p.m.

California Library Services Board Resolution 2014-01

WHEREAS, *on October 14, 2013, the California Library Services Board, California State Library and the library community was saddened by the sudden loss of one of its dedicated colleagues, Liz Gibson; and*

WHEREAS, *the California Library Services Board wishes to express its heart-felt sympathy to her long-time companion, Sheila Thornton, and Liz's family; and*

WHEREAS, *the Board, staff, and library colleagues throughout California will always remember Liz as an intelligent and gracious professional who began her career at the State Library in 1971 as a Librarian, and worked her way up in the library profession to the role of Chief of Library Development Services in 1996 until her retirement from the State Library in 2003; and*

WHEREAS, *Liz was instrumental in the development of programs of the California Library Services Act as its first Program Manager during which time she helped to fine tune the legislation and worked with the library community to develop regulations as she gave leadership to shape resource sharing among California public libraries; ond*

WHEREAS, *the Board wishes to recognize the many hats Liz wore in her career at the State Library, including LDS Bureau Chief, Assistant Bureau Chief, Planning Consultant, Automation Consultant, Data Coordinator, and Mentor Extraordinaire; and*

WHEREAS, *Liz was always willing to take on various projects beyond the scope of duties, including the State Library's first online monthly newsletter, CSL Connection; and*

WHEREAS, *the Board wishes to acknowledge Liz for her leadership to the first California Library Services Board as she became the voice of knowledge to help guide the CLSB, and later the Library of California Board, through changes in regional structure and unstable funding; and*

NOW, BE IT RESOLVED, *that*

the California Library Services Board
extends its sincere sympathy and deep regard
to the family of

Liz Gibson

for her distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 18 March, 2014

California Library Services Board Resolution 2014-02

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

WHEREAS, *the Board wishes to honor Judy for her outstanding public service representing the Public-at-Large since her appointment by the Senate Rules Committee on January 4, 2006 and her reappointment on March 10, 2010; and*

WHEREAS, *Judy demonstrated her passion for children and literacy as she advocated for school libraries and founded the Temple Sinai's People of the Book Literacy Project, where she coordinates reading tutors, library services and books to the school libraries, staff, and students in several Oakland schools; and*

WHEREAS, *the Board wishes to recognize Judy for her leadership at the Oakland Public Library Second Start Adult Literacy Program as its Families for Literacy Coordinator from 1989-1999, and for her work as Workshop Instructor at the San Francisco Public Library Project Read Adult Literacy Program from 2000-2002, and as a long-time volunteer tutor in adult literacy programs; and*

WHEREAS, *it should be noted that Judy received the Jefferson Award for Public Service in 2008, a prestigious national recognition honoring community and public service in America, for her volunteer work building and maintaining libraries in four low-income Oakland schools, and for setting-up tutoring programs in three schools, as well as a teen/elementary after-school program; and providing children, teachers and schools with over 80,000 books, as well as art, music, storytelling programs, author visit, weekly food distributions, and adopt-a-family programs to needy families; and*

WHEREAS, *the Board would like to recognize that while Judy was a member of the CLSB, she maintained active membership in several community organizations, including the Social Action Committee – Temple Sinai, where she served as chair from 1999-2001, the Volunteer Action Center Advisory Board for the Jewish Community Federation of the Greater East Bay, and a member of the Jewish Coalition for Literacy; and*

NOW, THEREFORE, BE IT RESOLVED, *that*

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

JUDY ZOLLMAN

for her distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 18 March, 2014

California Library Services Board Resolution 2014-03

WHEREAS, *the California Library Services Board desires to recognize Dr. Conchita Battle for her distinguished contributions as one of its members on the occasion of the conclusion of her term of service as a member of the Board; and*

WHEREAS, *the Board wishes to honor Conchita for her outstanding public service representing the Public-at-Large since her appointment by the Speaker of the Assembly on January 16, 2004 and her reappointment in December 2008; and*

WHEREAS, *it should be noted that Conchita served with distinction as a member of the Board's Legislative Committee in 2005; and*

WHEREAS, *it should be noted that Conchita is the director of the Advising Resource Center/EOP at California State University, Northridge, a position she has held since 2002; and*

WHEREAS, *it should be noted that Conchita co-authored a book titled, Building Bridges for Women of Color in Higher Education, A Practical Guide to Success, which was designed to create a forum for synthesizing collective voices from women of color in academia; and*

WHEREAS, *it should be noted that she is a member of Phi Delta Kappa, Alpha Kappa Alpha, and the National Academic Advising Association; and*

WHEREAS, *Conchita's professional affiliations include the American Association for Higher Education, American Association for University Professors, American Council on Education, and the National Association for Women in Education; and*

NOW, THEREFORE, BE IT RESOLVED, *that*

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

Dr. Conchita Battle

for her distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 18 March, 2014

California Library Services Board Resolution 2014-04

WHEREAS, *the California Library Services Board desires to recognize Jane F. Lowenthal for her distinguished contributions as one of its members on the occasion of the conclusion of her term of service as a member of the Board; and*

WHEREAS, *the Board wishes to honor Jane for her outstanding public service representing the Public-at-Large since her appointment by the Speaker of the Assembly on March 28, 2000 and her subsequent reappointments in December 2003 and December 2009; and*

WHEREAS, *Jane was instrumental in advocacy efforts for federal Library Services and Technology Act, making calls every year to Congress for reauthorization of LSTA and its annual funding, and;*

WHEREAS, *she gave generously of her time when in Sacramento to contact State Legislators on behalf of California's libraries, and advocated at State Legislative Committee Hearings and at Library Legislative Day visits to Washington D.C.; and*

WHEREAS, *Jane created a program to bring books to the libraries in child care centers within the city of Los Angeles, and was involved with the passage of Measure "L," creating extended hours for the branch libraries in Los Angeles; and*

WHEREAS, *it should be noted that Jane served with distinction on many committees during her tenure on the Board, including the CLSA Transition Committee, LoC Support Services Committee, Legislative Committee, and chair of the Ad Hoc Public Awareness Committee; and*

WHEREAS, *it should be noted that Jane has many roles in many organizations. She was the President of the League of Women Voters of the San Fernando Valley, Vice-President of the Los Angeles Women's Appointment Collaboration; and active with the Jewish Federation and Jewish Community Relations Council, International Visitors Council, and the National Kidney Foundation Board; and*

NOW, THEREFORE, BE IT RESOLVED, *that*

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

Jane F. Lowenthal

for her distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 18 March, 2014

California Library Services Board Resolution 2014-05

In Honor of Rosario Garza

WHEREAS, *the California Library Services Board desires to recognize Rosario Garza on the occasion of her retirement from the Southern California Library Cooperative on December 21, 2013; and*

WHEREAS, *the Board wishes to honor Rosario for her many accomplishments during her years in California, including fiscal responsibility for several statewide LSTA projects, such as the California Center for the Book, Out-of-School-Time Online Homework Help, California Summer Reading Program, and Transforming Life After 50, just to name a few; and*

WHEREAS, *it should be noted that she began her career in the library profession with a Master of Library Science from North Texas State University, and a Master of Business Administration from Regis University in Denver, Colorado; and*

WHEREAS, *it should be noted that among Rosario's outstanding accomplishments she represented Southern California public libraries at many state and national Legislative Day events; and*

WHEREAS, *the Board wishes to recognize Rosario's outstanding contribution to enable Californians to learn and to obtain information through our libraries; and*

BE IT RESOLVED, *that the members of the California Library Services Board do hereby congratulate and commend Rosario Garza for her achievements as Executive Director of the Southern California Library Cooperative since her appointment in November 2006 as Executive Director of the Metropolitan Cooperative Library System, and as Executive Director for the California Library Association since January 2013; and*

BE IT FURTHER RESOLVED, *that*

Rosario Garza

shall be honored by the California Library Services Board
for her distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 18 March, 2014

California Library Services Board Resolution 2014-06

WHEREAS, *the California Library Services Board desires to recognize Dr. Tyrone H. Cannon for his distinguished contributions as one of its members on the occasion of the conclusion of his term of service as a member of the Board; and*

WHEREAS, *the Board wishes to honor Tyrone for his outstanding public service representing Academic Libraries since his appointment by the Governor on November 11, 2003; and*

WHEREAS, *the Board would like to recognize that while Tyrone was a member of the CLSB, he maintained active membership in several library organizations, including the Statewide California Electronic Library Consortium, where he serves as Chair of the Board of Directors; the Association of College and Research Libraries (ACRL), where he served as president and on many ACRL committees; and the Black Caucus of the American Library Association, just to name a few; and*

WHEREAS, *the Board wishes to honor Tyrone for his distinguished service as its Vice-President from 2008 through 2010; and*

WHEREAS, *the Board wishes to recognize him for serving on the Resource Sharing Committee in 2005; and*

NOW, THEREFORE, BE IT RESOLVED, *that*

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

DR. TYRONE H. CANNON

for his distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 19 September, 2014

California Library Services Board Resolution 2014-07

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

WHEREAS, *the Board wishes to honor Victoria for her outstanding public service representing both Special and Public Libraries since her appointment by the Governor on April 3, 1996 and her subsequent reappointments in April 1998 and January 2003; and*

WHEREAS, *it should be noted that while Victoria was a member of the Board she maintained active membership in several library organizations, including the Peninsula Library Foundation where she was Director from 1993 to 2012; the Belvedere-Tiburon Library Agency Board of Trustees from 2001 to 2007, and as its President in 2006; and the Council of Friends of the Bancroft Library, UC Berkeley from 1996 to 2003; and*

WHEREAS, *Victoria served in school libraries as a volunteer in elementary and high schools in Marin and San Francisco; and*

WHEREAS, *the Board wishes to honor Victoria for her distinguished service as its President in 2002, and as its Vice-President from 1999 through 2001; and*

WHEREAS, *the Board wishes to recognize the committees she served on, including Young Adult Services Committee, Access Committee, Literacy Committee, Nominating Committee, just to name a few; and*

WHEREAS, *it should be noted that during the course of her career, Victoria worked as a public librarian, law librarian, and special librarian for institutions such as The Free Library of Philadelphia, Clark County Law Library in Nevada, Bringham McCutchen of San Francisco, and The Foundation Center in San Francisco; and*

NOW, THEREFORE, BE IT RESOLVED, *that*

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

VICTORIA F. FONG

for her distinguished leadership and contributions
to the libraries and people of the State of California
on this day of 19 September, 2014

Document 3

ACTION

AGENDA ITEM: Election of California Library Services Board Officers for 2015

ISSUES TO COME BEFORE THE BOARD AT THIS MEETING: Election of Board Officers for calendar year 2015.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board elect _____ as President of the California Library Services Board for the year 2015.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board elect _____ as Vice-President of the California Library Services Board for the year 2015.

BACKGROUND:

California Library Services Act regulations, Section 20116 (a), state that, "The state board shall annually elect a president and vice-president at the first regular meeting of each calendar year." It has been the policy of the Board, to date, to elect Board officers at the last meeting of the calendar year so that the new officers may begin their term in the new calendar year.

A Nominating Committee was elected at the March 18th meeting and is prepared to make a report at this meeting. Exhibit A is correspondence from the committee seeking input for nominations to fill the two Board offices.

From: Gregory M [mailto:gmcginity@hotmail.com] **Exhibit A**
Sent: Friday, August 08, 2014 9:09 PM
To: Aleita Huguenin; Anne Bernardo; Elizabeth Murguia; Floranter Ibanez; Gary M. Christmas; H. Eric Schockman; Paymaneh Maghsoudi; Penny Kastanis
Cc: Lucas, Greg@CSL; Habbestad, Sandy@CSL
Subject: Nominations for CA Library Services Board

Dear Members of the California Library Services Board:

We are writing to you as the designated members of the Nominating Committee for the Board. At our upcoming Board meeting on September 19, we will take up the election of our Board's Chair and Vice Chair. As such, we are seeking from you nominations for those two offices.

If you would like to nominate one of our fellow Board members, or yourself as self-nominations are allowed, to serve as Board Chair or Board Vice Chair, please respond to this e-mail with the name of the individual, the office you are nominating that person for, and a *brief* statement as to why you believe that person is the best candidate for that office. Please note that there are no term limits and the current Chair and Vice Chair may be re-nominated to serve another one year term.

Please submit your nominations to us no later than August 22, 2014 at 3:00p.m. It is important to note that under our rules, additional nominations can be considered from the floor during our September 19 meeting.

Below is a table that outlines our timeline for the consideration of nominations. If you have any questions, please let us know. We look forward to seeing everyone on September 19 in Sacramento.

Sincerely,

Gregory McGinity (gmcginity@hotmail.com and 310-922-7931) and Elizabeth Murguia (eomurg@pacbell.net)

ACTIONS	DUE DATE
Send out email to members of the Board requesting nominations for Chair and Vice Chair of the Board to be submitted to the two members of the Nominating Committee.	August 8, 2014
Closing date for nominations to be received by the Nominating Committee.	3:00 p.m. on August 22, 2014
Nominating Committee to review nominations. This includes contacting nominated individuals to confirm their willingness to serve.	Week of August 25-29, 2014
Nominating Committee makes final decision on which candidate(s) to put forward at September 19, 2014 meeting.	August 29, 2014
Nominating Committee report submitted for inclusion in the public packet of information for the September 19, 2014 meeting.	September 3, 2014
Nominating Committee presents report and elections held at September 19, 2014 meeting.	September 19, 2014

Document 4

ACTION

AGENDA ITEM: Board Secretary Position

ISSUES TO COME BEFORE THE BOARD AT THIS MEETING: Consider a Board Secretary Position at the State Library.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board seek to restore and recruit for the exempt Administrative Assistant II position to act as Executive Secretary to the State Board and that the State Board direct State Library staff to assist the Board in carrying out this recruitment.

BACKGROUND:

In the early years (1978-1997) of the California Library Services Board, a secretary position fulfilled the ongoing duties of the Board and its meetings. These duties are now tasked by several staff at the State Library, as state funding deficits and hiring freezes made it impossible to hire. The position of Board Secretary became a priority in late 1998 with the enactment of the Library of California (LoC), as Board members and staff traveled throughout California to hold meetings and public hearings where the library community would be more proactive in attending and providing input to the programs as they developed. Through 2002 the Board met four or five times a year to support the programs of CLSA and LoC. In 2005 CLSA local assistance funding was reduced, leaving only TBR and system programs with ongoing funding. As Board meetings became less frequent the need to hire a secretary was put on hold and staff, once again, began filling the duties of the secretary.

This is an exempt position and must be reviewed by the Governor's office. The first thing the Board will need to do is give its support for the position through the recommended motion. The Board President may want to appoint a two-member selection committee to oversee the recruitment process, which will be tasked with approving the job description, developing desirable qualifications for the position, overseeing the advertising to reach a group of candidates most likely to be considered for an interview, screening applications, and developing interview questions. The interview process will be performed in an open meeting of the full Board, and may need to take place prior to the next meeting proposed for February 2015.

Staff is recommending that the Board adopt to restore and recruit for the exempt Administrative Assistant II position. With staffing changes, it will be vital that the duties be performed by a qualified person. In addition to Board duties and its meetings, this position will make regular reports at Board meetings.

RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE: Update on the recruiting and hiring process of the Administrative Assistant II position.

STATE OF CALIFORNIA

CALIFORNIA STATE LIBRARY

JOB DESCRIPTION

SHADED AREA FOR HUMAN RESOURCES ONLY

DRAFT PROPOSED

DATE	H.R. APPROVAL
09/15/14	EV

PC # 3640	POSITION NUMBER (Agency - Unit - Class - Serial) 175-615-5092-101
BUREAU SECTION Administration – Executive	CLASS TITLE Administrative Assistant II - EXEMPT
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT Vacant

YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction and general supervision of the California Library Services Board's (CLSB) Chief Executive Officer, the State Librarian, the Administrative Assistant II performs varied administrative executive support duties with a high degree of responsibility, confidentiality, sensitivity, and complexity. Researches, analyzes, evaluates and develops reports, issue papers and letters related to policy or program issues and is responsible for relieving the CLSB and the State Advisory Council of administrative details, carrying out analytical assignments on his/her own initiative without detailed instruction, and making sound decisions and recommendations on program-related problems based on sound and accurate information.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS:
30%	• **Executive Support** – Screens and prioritizes all incoming correspondence for the CLSB and the Advisory Council. Drafts responses for the Chief Executive Officer and/or Board President. Answers correspondence or drafts replies of a more complex and technical nature for the CLSB president's signature consistent with Board policies and procedures. Takes and transcribes dictation from all members by telephone, edits letters where appropriate, and signs and distributes them. Distributes copies of incoming and outgoing CLSB correspondence, and other documents as appropriate, to members and others to ensure they are informed at all times. Manages the calendars for the CLSB. Schedules appointments and meetings with the Governor's Office, other governmental agencies, industry stakeholders and consumer groups. Orients new board members; drafts resolutions for Board approval; communicates with CSL Conflict of Interest filing coordinator to ensure member compliance and proper FPPC filing dates are met.
30%	• **Policy and Legislation** - Answers complex questions relating to the California State Library (CSL) policies, as well as those of the CLSB and State Advisory Council. Makes recommendations to the State Librarian involving internal departmental policies. Researches and drafts correspondence for the State Librarian pertaining to internal administrative policies and procedures conformance issues. Maintains all administrative policies, revises policies as needed, drafts new policies, gathers staff input and develops options for management consideration on internal policy matters. Assists in identifying and communicating the CSL's needs by recommending, proposing, and advocating legislation to protect and promote the state's interests in ensuring the CSL and CLSB meet their collected mission to ensure that all Californians have free and convenient access to all library resources and services, regardless of their age or ethnicity, or any geographical, financial or administrative constraints. Reviews, researches and analyzes all proposed, introduced and/or amended legislation by the Legislature to determine its relevance and impact to the policies and operations of the CSL and CLSB. Assists the State Librarian, Deputy State Librarian and CLSB in representing the interests of the California State Library and CLSB before legislative bodies, regulatory agencies and administrative bodies, other government entities, and public groups. Makes presentations to individual legislators, their staff, and legislative committees regarding the CLSB's and/or California State Library's position as requested by the State Librarian, Deputy State Librarian and/or CLSB.
20%	• **Reports and Special Projects -** Researches, analyzes, evaluates and prepares reports, issue papers and letters related to CLSB, departmental policy or program issues; writes concise and meaningful reports; interprets departmental policy; briefs the Chief Executive Officer and Board President on the status of issues and make recommendations based on sound information; and conducts special projects as necessary.

JOB DESCRIPTION

15%	• **Meeting and Conference Administration** – Under the provisions of the Bagley-Keene Open Meeting Act and the Robert Rules of Order, prepares for Board meetings including creating agenda, packets, handouts, and presentations; conducts meetings that achieve results by gathering data, organizing and presenting information in a clear and concise manner; organizes and schedules meeting rooms; and makes arrangements for telecom and audio-visual equipment. Attends all CLSB, State Advisory Council meetings, and other State Library meetings as appropriate. Takes notes and summarizes tape recording and/or transcripts of proceedings into minutes for approval and distribution. Follows up on actions and/or requests as a result of these meetings. Has responsibility for preparing and distributing press releases and notices of these meetings to all interested parties. Collects and prepares all materials needed by the Chief Executive Officer, members of the CLSB and the State Advisory Council for meetings and appointments.
5%	**Travel** – Maintains travel calendar, develops itineraries, schedules trips for most effective use of the CLSB's time, and makes all, makes necessary travel arrangements for the Chief Executive Officer, the CLSB members and Advisory Council members. Obtains travel advances and prepares travel claims in accordance with travel policies and procedures.

KNOWLEDGE AND ABILITIES:

- Excellent communication skills.
- Knowledge of business English and correspondence.
- Evaluate situations accurately and take effective actions.
- Experience in recognizing exceptional/unusual situations involving prestigious clientele.
- Ability to analyze information and prepare understandable material based on that analysis.
- Ability to prioritize tasks within an environment where priorities may change readily.

INTERPERSONAL SKILLS:

- Verbally communicate thoughts clearly.
- Deal sensitively with high-profile leaders.
- Ability to function calmly and effectively in a high-stress environment.
- Strong degree of independent action and desire to take on additional responsibilities.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT:

- Have consistent contact with employees, supervisors, managers, news media, appointed and elected officials at the local, State and Federal levels, and the general public.

PHYSICAL ABILITIES

- Ability to operate office equipment

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE

California State Library

Executive* Position Recruitment

Average Completion Time: 90 days

Tasks/Events	Responsible Party	Tentative Target Completion Date
At or prior to scheduled/noticed Board* Meeting: • Provide Duty Statement.to Board for consideration (Board or **Selection Committee** approves)	CSL HR	
At scheduled/noticed Board Meeting: • Discuss recruitment options, recruitment timeline, etc. • Board discusses having other staff serve as Interim or Acting Executive during recruitment period • Board makes motion/votes to appoint Interim or Acting Executive, if applicable • Board determines 2-member **Selection Committee** (SC) to conduct preliminary recruitment activities	CSL HR And Board	
Subsequent to Board Meeting - Advise SC throughout recruitment period • Provide sample recruitment bulletin, timeline of events • Develop final recruitment bulletin; obtain SC approval • Advertise on State (CalHR) website and Board website (minimum 10 days; normally 3-4 weeks)	CSL HR	
Advertise externally (optional)	Board	
Copy external advertisement(s) for recruitments file	CSL HR	
During Recruitment Period • Meet/work with SC to determine application screening criteria • Meet/work with SC to determine interview questions • Work with SC to determine interview dates • Receive applications; copy applications and provide to SC	CSL HR	
Review applications using screening criteria; determine candidates for initial (optional) or final interview	**SC**	

Tasks/Events	Responsible Party	Tentative Target Completion Date
Schedule initial Interviews, if applicable (Optional step)	Board or CSL HR	
Conduct initial interviews, if applicable Recommend top candidates for final interview with full board at next noticed meeting	**SC**	
Conduct reference checks	Board representative or CSL HR	
Schedule 2nd/final Interviews w/Full (quorum) Board	CSL HR	
At scheduled/noticed Board Meeting (in closed session) • Conduct interviews with top candidates • Determine finalist(s) • Select Finalist • Determine appointment date • Determine salary**	Full (quorum) Board	
Post Selection Activities • Notify all candidates in writing • Submit Exempt Position Request (EPR), duty statement, organizational chart, and candidate resume (appointment paperwork) to Governor's Office and CalHR	CSL HR	
Formal announcement of Executive	Board	
On or prior to day of appointment Complete *Oath of Office*	New Executive + Board Chair or designee	

*** "Board" is used for all entities: Boards, Bureaus, Commissions, Councils, Committees, etc. "Executive" is used for Executive Officer, Bureau Chief, Executive Director, Exempt appointee, etc.**

****Exempt salary for current State employees is restricted; no restrictions on other candidates**

Document 5

INFORMATION

AGENDA ITEM: 2015 Meeting Schedule and Locations

2015 Proposed Board Meeting Schedule		
Date	Location	Activities
February 26, 2015 10:00 AM	Teleconference	Budget and Planning Election of the Nominating Committee
August/September ?	Sacramento	Regular Business Annual Budget Meeting Election of Board Officers for year 2016 LSTA State Advisory Council on Libraries Meeting

BACKGOUND:

California Library Services Act (CLSA) regulations specify that the Board shall conduct 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."

Based on the results from the doodle poll (Exhibit A), staff is recommending that the Board will hold its Teleconference meeting on Thursday, February 26, 2015. The face-to-face meeting in Sacramento will be discussed at this meeting and a separate poll will be conducted to determine the date. A calendar of upcoming and future library-related events and dates is included to this agenda item as Exhibit B.

Staff Liaison: Sandy Habbestad

Doodle Poll: CLSB Meeting Dates for 2015 Conference Call

	February 2015						March 2015							
	Tue 24		Thu 26		Fri 27		Mon 2		Thu 5		Fri 6		Tue 10	
	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM
Anne Bernardo	OK	OK	OK	OK					OK	OK			OK	OK
Gregory McGinity	OK	OK	OK	OK	OK	OK			OK	OK	OK	OK	OK	OK
Aleita Huguenin	OK	OK	OK	OK			OK	OK	OK	OK			OK	OK
Eric Schockman	OK	OK	OK	OK			OK	OK	OK	OK			OK	OK
Florante Peter Ibanez	OK	OK	OK	OK										
Paymaneh Maghsoudi	OK	OK	OK	OK			OK	OK					OK	OK
Elizabeth Murguia	OK	OK	OK	OK										
Count	7	7	7	7	1	1	3	3	4	4	1	1	5	5

	March 2015										
	Wed 11	Thu 12		Fri 13		Tue 17		Thu 19		Fri 20	
	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM	10:00 AM	1:00 PM
Anne Bernardo	OK	OK	OK			OK	OK				
Gregory McGinity		OK		OK		OK	OK	OK	OK	OK	OK
Aleita Huguenin	OK	OK	OK			OK	OK				
Eric Schockman	OK	OK	OK			OK	OK	OK	OK		
Florante Peter Ibanez											
Paymaneh Maghsoudi		OK	OK			OK	OK				
Elizabeth Murguia		OK	OK			OK	OK				
Count	3	6	5	1	0	6	6	2	2	1	1

Received verbal confirmation from Members Christmas and Kastanis that dates with the most votes were fine.

Exhibit A

Exhibit B

CALENDAR OF UPCOMING LIBRARY-RELATED EVENTS AND DATES

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

2014		
IFLA (International Federation of Library Assns & Institutions) General Conference & Assembly	August 16-22, 2014	Lyon, France
CLA (California Library Association) Annual Conference	November 7-9, 2014	Oakland, CA
2015		
ALA (American Library Association) Midwinter Conference	January 23-27, 2015	Chicago, IL
CSLA (California School Library Association) Centennial Conference	February 5-8, 2015	San Francisco, CA
ACRL (Assn. of College & Research Libraries) National Conference	March 25-28, 2015	Portland, OR
ARL (Association of Research Libraries) Membership Meeting	April 28-30, 2015	San Francisco, CA
SLA (Special Libraries Association) Annual Conference & Info Expo	June 14-16, 2015	Boston, MA
ALA (American Library Association) Annual Conference	June 25-30, 2015	San Francisco, CA
IFLA (International Federation of Library Assns & Institutions) General Conference & Assembly	August 15-21, 2015	Cape Town, South Africa
ARL (Association of Research Libraries) Membership Meeting	October 6-7, 2015	Washington, D.C.
2016		
ALA (American Library Association) Midwinter Conference	January 8-12, 2016	Boston, MA
PLA (Public Library Association) Conference	April 5-9, 2016	Denver, CO
SLA (Special Libraries Association) Annual Conference & Info Expo	June 12-14, 2016	Philadelphia, PA
ALA (American Library Association) Annual Conference	June 23-28, 2016	Orlando, FL
IFLA (International Federation of Library Assns & Institutions) General Conference & Assembly	August 11-18, 2016	Columbus, OH

Document 6

ACTION

AGENDA ITEM: CLSA Budget for FY 2014/15

ISSUE TO COME BEFORE THE BOARD AT THIS MEETING: Consideration of 2014/15 One-Time CLSA Augmentation of $2 Million

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board adopt the 2014/15 CLSA one-time budget augmentation totaling $2,000,000 as follows:

- $1 million to be distributed among cooperative systems for local communications and delivery efforts
- $1 million to help public libraries with equipment upgrades to connect to the high speed network

BACKGROUND:

After the Governor's May Revise budget was released, which included the same amount to CLSA programs as the prior year, Assemblyman Mike Gatto lead an effort to secure restoration funding for public libraries in the 2014/15 budget. This effort, which would restore $8 million to CLSA and $2 million to the California Library Literacy Services program, won the approval of the Assembly Budget Subcommittee on Education Finance. Ultimately the Legislature's Budget Conference Committee reduced these amounts. In the Governor's 2014/15 State Budget Act, in addition to the $1.88 million that was provided in the May Revise, a $2 million one-time funding augmentation was included in the CLSA budget line item. Adult literacy received an additional $1 million in a one-time funding augmentation.

The goals of the State Library are to offer the maximum flexibility for libraries and maximum benefit, given the one-time nature of the appropriation. For this reason staff is recommending that for the CLSA augmentation $1 million be divided among cooperative systems, using the approved formula, for local communications and delivery efforts. The remaining $1 million is recommended to help libraries hookup to higher speed broadband connectivity. This would bring the total amount for broadband grants to $2 million for public libraries that require equipment upgrades to connect to the high speed network. The amount is dwarfed by the need expressed by the more than 97% of the state's public libraries that responded to the State Library's broadband survey, which will help establish the priority list for hookups.

Exhibit A details the original CLSA 2014/15 budget allocations to Systems prior to the proposed $1 million augmentation. This is the budget amount that cooperative systems used to plan services to their member libraries, which was due at the State Library by June 1. The proposed budget allocations in Exhibit A include the $1 million on one-time funds. CLSA Systems provided an additional plan on how they will budget this one-time funding. System Plans of Service will be considered under the agenda item behind Tab 7, Exhibits C and E.

GENERAL OVERALL PROGRAM UPDATES:

CURRENT STATUS: At the teleconference meeting in March 2014, the Board adopted the Governor's preliminary budget, released in January 2014, in order to provide cooperative systems with a partial payment as soon as the State Budget Act was signed. All systems have claims their first payment and the process to issue checks has begun.

CLSA Final System Budget Allocations - FY 2014/15
Communications and Delivery Program
(upon approval by the State Board)

	Original Budget Allocations			Proposed Budget Allocations			
SYSTEM	Baseline Budget	System Administration	TOTAL	Baseline with Additional $1m	System Administration	Total with Additional $1m	One-Time Budget Increase
Black Gold	$ 62,798	$ 15,700	$ 78,498	$ 96,202	$ 24,050	$ 120,252	$ 41,754
49-99	$ 62,800	$ 15,700	$ 78,500	$ 96,255	$ 24,064	$ 120,319	$ 41,819
Inland	$ 160,550	$ 40,137	$ 200,687	$ 245,714	$ 61,428	$ 307,142	$ 106,455
NorthNet	$ 339,471	$ 84,868	$ 424,339	$ 519,570	$ 129,892	$ 649,462	$ 225,123
PLP	$ 286,188	$ 71,547	$ 357,735	$ 438,998	$ 109,750	$ 548,748	$ 191,013
SJVLS	$ 100,727	$ 25,182	$ 125,909	$ 154,369	$ 38,593	$ 192,962	$ 67,053
Santiago	$ 82,491	$ 20,623	$ 103,114	$ 126,462	$ 31,615	$ 158,077	$ 54,963
Serra	$ 113,233	$ 28,308	$ 141,541	$ 173,622	$ 43,406	$ 217,028	$ 75,487
SCLC	$ 295,742	$ 73,935	$ 369,677	$ 452,808	$ 113,202	$ 566,010	$ 196,333
TOTAL	$ 1,504,000	$ 376,000	$ 1,880,000	$ 2,304,000	$ 576,000	$ 2,880,000	$ 1,000,000

Calculations are based on May 2014 population figures from the Department of Finance.
Totals include the removal of Lassen County's population (17,444) from NorthNet.

P:sh/my doc/Final system allocations 2014-15 with +$1m

Exhibit A

Document 7

ACTION

AGENDA ITEM: CLSA System Plans of Service and Budgets

ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:

1. Consideration of 2014/15 CLSA System Population and Membership figures
2. Consideration of 2014/15 CLSA System Plans of Service

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board approve the System Population and Membership figures for use in the allocation of System funds for the fiscal year 2014/15.

RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD: I move that the California Library Services Board approve the CLSA System Plans of Service for the nine Cooperative Library Systems, submitted for fiscal year 2014/15.

ISSUE 1: Consideration of 2014/15 CLSA System Population and Membership Figures

BACKGROUND:

Section 20158 of the Administrative Regulations provides for an annual review and approval of System population and membership figures used in the allocation of System 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. By June 1st the State Librarian must certify that the population for each public library jurisdiction is a true accounting of the geographic service area of California public library jurisdictions.

The System population and membership figures for FY 2014/15, documented in Exhibit A, include a population change for residents of Lassen County not served by the District of Susanville.

The State Library was notified on July 5, 2013 that there was a change in the boundaries of the Lassen Library District as a direct result of the library district's failure to obtain the necessary voter approval to assess the existing library tax to the unincorporated area of Lassen County (see Exhibit B). Prior to this, the Lassen Library District, in the incorporated district of Susanville, was the home library for all residents of the county. This change was not received by the June 1 date for certification of population figures for 2013; therefore, changes in the population for the NorthNet Library System were certified in the 2014/15 fiscal year, and will reflect only the population within the boundaries of the City of Susanville. The residents of the unincorporated area of Lassen County will use the State Library as their home library.

ISSUE 2: Consideration of CLSA System Plans of Service for FY 2014/15

BACKGROUND:

CLSA System Plans of Service for FY 2014/15 were submitted for Board approval as authorized in CLSA Sections 18724(b) and 18745. Exhibit C summarizes each System's goals for the Communications and Delivery (C&D) program funding, and how each will support the needs of their communities. It also displays program support through local funds and in-kinds contributions. C&D continues to be a valuable program as it provides the physical delivery of materials within cooperative member libraries. Exhibit D gives the estimated workload for delivery and the vehicle used to transport materials throughout the region. The primary usage is by contracted delivery vendors; however, two cooperatives continue to use their own System van to transport material to members. This year cooperative systems were given the opportunity to use CLSA funds for a pilot project to get e-books to users at member libraries, especially in the geographically isolated communities. Two Systems (Santiago and NorthNet) budgeted CLSA funds for e-book collections for member libraries. However, most Systems will be offering e-resources to their members using the one-time augmentation funds. Exhibit E provides a summary of how the one-time CLSA funds will be provided to member libraries and their communities.

Exhibit F displays a summary of the demographics of each System's service area. These statistics help ensure that underserved populations are addressed in system-wide services.

Some cooperative system continue to contract for administrative services, rather than budget for the full cost of staff and the physical location for office space. The list below provides how Systems are currently providing administrative services.

Black Gold	Provides its own staff for all services
49-99	Contracts with the Southern California Library Cooperative for administrative and fiscal services
Inland	Contracts with Vera Skop for administrative services
NorthNet	Contracts with Pacific Library Partnership for administrative and fiscal services
PLP	Provide its own staff for all services
SJVLS	Provides its own staff for administrative services
Santiago	Contracts with Vera Skop for administrative and fiscal services
Serra	Contracts with the Southern California Library Cooperative for administrative and fiscal services
SCLC	Provides its own staff for all services

GENERAL OVERALL PROGRAM UPDATES:

CURRENT STATUS: The Pacific Library Partnership (PLP) received a letter dated August 6, 2014 notifying them of the withdrawal of the Hayward Public Library from system membership, effective July 1, 2014. Since this notification arrive past the deadline specified in the CLSA Regulations (Section 20192), this change in system membership will take effect in FY 2015/16 for the purpose of allocating CLSA funding to cooperative systems. The Board will consider this as part of the approval of System population and memberships next year. Exhibit G is the notification from PLP and Hayward Public Library of the withdrawal.

Included for your information is a history of CLSA consolidations and affiliations (see Exhibit H) through the 2014/15 fiscal year.

RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE: Summary of 2013/14 System Annual Reports (February 2015).

Staff Liaison: Sandy Habbestad

Exhibit A

2014/15 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 Communications and Delivery Program in the 2014/15 fiscal year.

In 2008, the State Board adopted a policy for allocation of CLSA System-level funding 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 California State Librarian, are based on the most recently published (May 2014) 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."

Greg Lucas
State Librarian of California
June 1, 2014

SYSTEM/MEMBER	POPULATION
BLACK GOLD – 6 Members	736,203
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	1,371,178
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	4,314,344
Banning Unified School District Library	
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: 4,738,831 (Mountain Valley + North Bay + North State)	
MVLS – 14 Members	2,512,828
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	1,463,548
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	762,455
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: 6,352,246 (BALIS + MOBAC + Peninsula + Silicon Valley)	
BALIS – 10 Members	3,409,191
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	
MOBAC – 10 Members	754,868
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	
PENINSULA – 8 Members	745,193
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	
SILICON VALLEY – 6 Members	1,442,994
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	2,884,045
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	
SANTIAGO – 9 Members	2,586,039
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	
SERRA – 13 Members	3,375,034
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	

SYSTEM/MEMBER	POPULATION

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE – Members: 38; Population: 10,585,525
(MCLS + South State)

MCLS – 34 Members	6,818,997
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	
Glendale Public Library	
Glendora Library & Cultural Center	
Irwindale Public Library	
Long Beach Public Library	
Los Angeles Public Library	
Monrovia Public Library	
Monterey Park (Bruggemeyer) Memorial Library	
Moorpark City Library	
Oxnard Public Library	
Palos Verdes Library District	
Pomona Public Library	
Redondo Beach Public Library	
San Marino Public Library	
Santa Clarita Public Library	
Santa Fe Springs City Library	
Sierra Madre Public Library	
Signal Hill Public Library	
South Pasadena Public Library	
Thousand Oaks Library	
Torrance Public Library	
Ventura County Library Services Agency	
Whittier Public Library	

SOUTH STATE - 4 Members	3,766,528
County of Los Angeles Public Library	
Inglewood Public Library	
Palmdale City Library	
Pasadena Public Library	

GRAND TOTALS

- **All System Members: 179***
- **All System Population: 36,943,445**

SYSTEM/MEMBER	POPULATION
Unaffiliated Public Libraries – 8 Libraries	1,379,442
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	
Santa Monica Public Library	
Simi Valley Public Library	
Vernon Public Library	
Jurisdictions that don't have service	17,187
Industry	
Lassen County (part not served by Susanville District Library)	
TOTAL STATE POPULATION:	**38,340,074**

*Includes Consolidations since 1/1/78

sh/2014 September Board meeting docs/System Populations 2014-15

Exhibit B

It's your library
Check it out!

Lassen Library District
1618 Main Street
Susanville, CA 96130

July 5, 2013

Darla Gunning
Library Development Services Bureau
California State Library Building
900 N. Street, Fourth Floor
Sacramento, CA 95814

Subj: Notice of Library District Boundary Change

Ms. Gunning,

By way of this letter I am notifying the California State Library of the recently approved change in the boundary of the Lassen Library District. Please take the appropriate actions to record this change within the California State Library system and elsewhere, as appropriate or required.

Effective with the June 11, 2013 filing of the April 8, 2013 approval by the Lassen County Local Agency Formation Commission the boundary of the Lassen Library District was changed to be coterminous with the boundary of the incorporated area of the City of Susanville, California. This action reverses the LAFCO approval in September 2006 of the library district's expansion into the unincorporated area of Lassen County with the intention of providing library services to the whole of Lassen County. Enclosure 1 is a copy of the LAFCo Certificate of Completion package for this latest action.

The boundary change is the direct result of the library district's failure to obtain at the November 2012 General Election the necessary voter approval to assess the existing library tax to the unincorporated area of Lassen County. The boundary change action was approved by Board of Library Trustees at its December 13, 2012 regular monthly meeting. Enclosure 2 is a copy of the minutes of the meeting in which the board's decision is recorded.

Sincerely,

Jeffrey Hawkins

Jeffrey Hawkins
Interim Director

Encl: 1) Lassen County LAFCO Certificate of Completion
2) Board of Trustees meeting minutes of December 13, 2012

CC (w/o enclosures): Sandy Habbestad, Library Development Services Bureau

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CERTIFICATE OF COMPLETION

Pursuant to Government Code 6103, this document is fee exempt

I, JOHN BENOIT, the Executive Officer of the LASSEN Local Agency Formation Commission, hereby certify that the **Lassen Library District** has completed a change of organization pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as follows:

The short title, if any, of the above-mentioned proceeding is:

Lassen Library District Detachment (LAFCo File # 2013-0001)

The names of the agencies involved are:

Lassen Library District

Detachment consists of the entire unincorporated territory within the exterior boundaries of Lassen County excepting the City of Susanville incorporated territory.

The name of the County or Counties in which the entire Reorganization is located is:

Lassen County

The change of organization completed is:

___X__ Inhabited ____ Uninhabited

The resolution **(LAFCO Resolution 2013-0005)** including the legal description and Map of Territory ordering the change of organization for which this Certificate is being written is set forth in the attached Exhibit "A".

The change of organization was:

x_ Ordered without an election and the Resolution ordering the change of organization **(Resolution 2013-0005)** was adopted by the Local Agency Formation Commission on **April 8, 2013.**

N/A Confirmed by the voters and the resolution confirming the change of organization after confirmation by the voters was adopted by the governing Board of the _____ on _____.

Local Agency Formation Commission

Dated: June 10, 2013

By: John Benoit
John Benoit, Executive Officer

LASSEN LIBRARY DISTRICT
1618 Main Street
Susanville, California 96130

MINUTES—December 13, 2012
Regular Meeting—Board of Trustees

1. **Introductory Procedures**
   A. President Amy Owens called the meeting to order at 3:56 p.m.
   B. Trustees Amy Owens, Doug Olson, Riki Dimond, Cheryl McCormack and Chris Cole were in attendance, establishing a quorum. Also in attendance was Jeff Hawkins.
   C. **Approval of Agenda** MSCU (Dimond/Cole)
   D. **Approval of Minutes** MSCU (McCormack/Cole)

1b. Organization of the Board of Trustees
   A. **Oath of Office**
   Amy Owens, Cheryl McCormack and Chris Cole were sworn in as members of the Lassen Library District Board of Trustees.
   B. **Election of Officers**
   Amy Owens—president MSCU (Dimond/Cole)
   Doug Olson---vice president MSCU (Owens/Cole)
   Riki Dimond—secretary MSCU (Owens/Cole)
   C. **Adoption of the 2013 Board Meeting Calendar**
   Resolution 13-13
   In order to meet the Lassen County Times press release deadline of noon on Thursdays the Board will meet on the third Wednesday of the month instead of on Thursday. MSCU (Dimond/McCormack)
   Resolution 13-14
   The 2013 Holiday Schedule was adopted: the library will be closed New Year's Day, July 4th, Thanksgiving Day, and Christmas Day. MSCU (Dimond/ Cole)

2. **Public Input** None

3. **Consent Agenda**
   A. **Resolution 13-15 Bills and Warrants** in the amount of $10,080.33 were approved and a copy of the same will become part of the minutes of this meeting. MSCU (Owens/Dimond)
   B. No Personnel actions.

4. **Information Items**
   Interim Library Director and Administrative Assistant's Report See attached.

5. **Public Input** None

6. **Action Items**
   A. **Resolution 13-16** The Board voted to pursue the option to abandon being a county-wide library district and to apply through LAFCO to have the district's boundary restored to where it was prior to September 2006. MSC –1 abstain (Owen/Dimond)
   B. **Resolution 13-17** The Board voted for the library to become a PearsonVUE Center. MSCU (Owens/Dimond) Cheryl is reviewing the grant..
   C. **Resolution 13-18** The Board voted to hire an MLS-educated library director and to work towards that goal.

7. **Correspondence**
   A. **Grand Jury** See attached. The Grand Jury will be looking at the budgets and audits of each Lassen County Special District. Jeff sent them a copy of our audit from Haws, Theobald and Auman.
   B. **Press Release (November 7, 2012)** from Jeff regarding the voting in Save Our Libraries, thanking those who supported Measure W, welcoming the public's participation as the Board of Trustees review and seek further options.
   C. **Letter to City Administrator (December 10, 2012)** from Amy –a 2012 summary of the library's status financially along with a copy of the audit from Haws, Theobald and Auman.

8. **Staff-Committee Reports**
   A. **Post-Measure W** See attached "Going Forward Post-Measure W" submitted by Jeff. We need to bring in others of our community to help us in our advocacy plans. Layla Bennett has volunteered to help us with a fund- raiser.
   B. **Grant projects** Cheryl is writing about the " PearsonVUE room" for funding through NorthNet innovation and technology grants—application deadline being January 15, 2013.

9. **Next Meeting** January 16, 2013 at 4:00 p.m., 1618 Main St., Susamville, CA.

10 **Adjournment** 5:40 p.m. MSCU (Dimond/Owens)

Riki Dimond
Board of Trustees

California Library Services Act
System Communications and Delivery Program
Plan of Service – FY 2014/15

Baseline Budget and Number of Member Libraries Served	Goals for Using CLSA Funding To Meet the Needs of the Community	Support for C&D Using Non-CLSA System Funds
Black Gold $62,798 Members: 6	The primary goal is to provide items to patrons as quickly as possible. A local courier service delivers materials three days a week: Monday, Wednesday and Fridays. Delivery days are altered on holidays. Two drivers are used at opposite ends of the geographic region and connect half way to exchange materials so that, in some cases, libraries can receive item the same day they are pulled from the shelves.	A major component of Black Gold is the shared Integrated Library System (ILS). A significant investment in networked telecom-munications is paid by members for the shared ILS, budgeted at $160,000. Black Gold has 30 branches over a 200 mile long region, all connected to servers in a central location. Each library branch has a separate public internet connection provided by the System. This year most Black Gold member libraries will eliminate the $1 hold fee, which may free the barrier to accessing materials. In anticipation of an increase in delivery, the System has increased the local budget for delivery to accommodate one additional delivery day per week should it become necessary.
49-99 $62,800 Members: 6	All direct delivery costs for member libraries are paid for by CLSA funds. Delivery will continue at two days a week via delivery service through Stockton/San Joaquin County Library. There was an increase in satisfaction among library users when the delivery day went from one to two days in FY12/13. This process will be reviewed to determine if it is the best business model for 49-99.	Delivery fees are charged to associate (non-public) members. Local funds support the staff at each library who prepare and receive the deliveries. The primary means of communication among member libraries is by e-mail.
Inland $160,550 Members: 19	Delivery of physical materials remains a high priority for members as libraries rely on each other's collections to provide their clients with materials. The physical vastness of the three counties (37,000 sq. mi.) makes this an expensive service. For the first quarter, CLSA funds will partially reimburse Riverside County Library system for delivery to five Inland libraries four times a week. In October 2014, Riverside County will deliver to	Riverside County Library system will subsidize the cost of delivery to five Inland members who share a common integrated library system. Each member library pays from their own budget to help defray the costs of delivery (postage to return non-Inland library materials and for staff and overhead costs). The Administrative Council and Executive Committee members meet on a regular basis to set priorities and guide the work of the cooperative. Other committees

Exhibit C

	four libraries and the courier will delivery to 13 libraries. State funds will also provide for courier delivery of materials to the other 12 libraries once a week, and will provide for USPS and UPS delivery to the two distant library systems, Inyo County and Palo Verde. The goal for this fiscal year will be that 95% of the items sent by the System courier will be delivered within ten working days. Items sent via Riverside County will be delivered within five days. CLSA funding will pay for a virtual meeting service to enable all members of various committees and groups to meet electronically. The Inland Executive Committee holds virtual bimonthly meetings, enabling members to meet whenever necessary and save on travel time and costs.	and interest groups provide a means for staff at various levels and from all member libraries to meet, in-person and virtually, to exchange information. Member libraries pay for staff time devoted to meetings and committee work, and transportation costs to meetings.
NorthNet $339,471 Members: 41	Member libraries have identified delivery as their highest priority based on their knowledge of the communities served. Due to the geographic size of the region, NorthNet libraries use a combination of several delivery models, including U.S. Post Office and private delivery services for remote locations with low volume, and contracted services by delivery companies for moving high volume load between member libraries in more populated areas. Funds will be divided in an equitable manner to partially subsidize the communications and delivery cost of the members related to sharing resources among the System. These delivery systems are regularly reviewed and have been found to be very efficient and cost-effective. Some members may use a portion of their funding to upgrade connectivity as needed and where available. Reliable broadband connections that allow the library patrons to access and download the shared ebook collections in their home library, and library staff to manage the shared collections are key to the continued use and growth of these shared collections.	There are several groups of NorthNet members that share an ILS, and in those cases the local library member pays the communication and delivery costs associated with the shared ILS and shared delivery. In most case, those costs exceed the CLSA allocations to those members. Shared ILS groups include MarinNet, SNAP, and the shared ILS systems operated by Sonoma County Library and by Sacramento City-County Library are funded with local dollars by participating libraries.
PLP $286,188	Members of PLP unanimously agree that physical delivery is their first priority. The C&D funding will primarily be used in	PLP libraries in the Peninsula Library System (sub-system) area were designated pilot libraries in CENIC, and migrated their Opt-E-Man

Members: 33	PLP member libraries to move materials from library to library to support resource sharing. Using four separate delivery services in the region, each receives a subsidy commensurate with their prior CLSA allotment. Each sub-system provides a physical delivery structure that meets the needs of its member libraries. The delivery service has two touch points, once a week in San Mateo and Gilroy. There is also a special arrangement to drop off Santa Clara County Library materials at San Jose Public Library, and materials returned to SVLS (sub-system) libraries from Santa Clara County are sent to San Jose for transfer.	network infrastructure from a shared network at San Mateo County Community College District to CalREN with its own 10 gigabit pipe, resulting in 33 libraries plus two administrative sites having 1 gigabit of bandwidth. Although this broadband upgrade was funded locally, it will serve as a model for other PLP member libraries. This year the PLP Executive Committee will assess how C&D funds, local match funds, and PLP funding can be leveraged by other member libraries to move to the CENIC network for optimal connectivity. It is important to note that Peninsula Library System (sub-system) previously spent $1,475/mo for a 20 Mbps connection. Through the pilot, the PLS pays $725/mo for their new 10 Gbps-500 times faster connection to CalREN. Many member libraries support extra days of services with local funds. Some MOBAC (sub-system) members use local funds to purchase OCLC World Share for ILL.
SJVLS $100,727 Members: 10	SJVLS maintains a shared ILS, which allows all member libraries and their branches equal access to shared collections. C&D are the core services that provide connectivity of all 113 branch libraries. CLSA funds supplement the physical management of materials between the 10 member libraries. A contract service with the Fresno County Library provides the physical delivery to move materials between member libraries. The communications funding reflects network hardware and contracted telecommunications service for the 108 locations. CLSA funding represents 9.2% of the total C&D costs.	Member contributions contribute to 90.8% of the expenses in delivering materials to member libraries and the salaries of the network engineers who maintain the telecommunications network.
Santiago $82,491 Members: 9	Santiago will use over half of its CLSA allocation for collaborative ebook collection building through the Enki platform and through the other ebook platforms that member libraries own. All members offer ebooks and report that requests and use outpace the numbers of titles that libraries are able to purchase. The System website will continue to evolve and develop as a central point of information for member libraries. The creation of a well-functioning online	To support roundtable discussions for sharing ideas, Santiago will provide inter-library communications through six System committees for library staff. With staff committees being one year old, training in setting measurable goals and focusing on best practices, locating grants, and offering or recommending workshops in the area of expertise will be pursued. The staffs at each library, who prepare, receive and send out their library's deliveries and who participate in refining the delivery model, will use individual local library funds to do

	resource directory and a platform for committees to share best practices is a goal for the upcoming year. The physical delivery of materials between member libraries will be provided on an in-kind basis using a hub system with members at the Orange County and Fullerton Public libraries. The staff at member libraries make a weekly delivery/pick up at the closer of the two hubs, with Orange County's delivery van making the final connection. The Anaheim Public Library delivery van picks up materials for the Anaheim and Placentia libraries. The current delivery system will be assessed this year to give the System one full year to test the delivery model, and the need for a courier will be investigated.	so. In addition, member libraries will pay for the costs of maintaining the delivery vehicles. Member libraries will contribute telecommunications costs, office space, equipment and other overhead costs needed for communication and delivery. Library directors will continue to provide much of the ongoing administrative functions as the system continues to develop. Staff time to maintain effective communications between all member libraries, including participation in System committees, will also be provided by local funds.
Serra $113,233 Members: 13	A continued priority of member libraries is the physical delivery of materials between members, which supports ILL and universal borrowing among members. The volunteer hub & spoke model will continue to be used for some of the deliveries, provided by the County of San Diego. A contractor will handle deliveries to the more remote libraries in San Diego County, and to the Imperial County libraries. Serra is also committed to electronic delivery of e-content to meet the ever-growing expectations of their public. Serra will also undertake a feasibility study to explore the possibility of joining the San Diego Circuit, a group of academic and public libraries that is currently using III's Link+ software to share materials; or undertake a study to explore other options. Serra is considering Zinio to use as a system. This would provide a resource not available at the rural libraries in the System.	Significant in-kind services are provided by the County of San Diego, who make their delivery system available to the Serra members in the county.
SCLC $295,742 Members: 38	The Administrative Council continues to identify delivery as one of the initiatives for the SCLC member libraries, but is reviewing the low numbers in FY 2013/14 to determine a better use of the CLSA funds. A contracted vendor provides delivery vans/drivers and delivery service to member libraries every other day (excluding holidays, weekends and regular library closures). This year SCLC will reduce delivery costs with the	Member libraries rely heavily on email and social media to communicate amongst each other. Most of the costs for email are picked up by the individual library. Additionally, non-CLSA funds support the staff at each library who prepare and receive the deliveries.

	change in delivery service model, which is anticipated to contribute to the conversation on ebooks. Also, this year the System will work on potential purchases of ebooks with CLSA funds. System staff will continue to work on the California LibraryNet (the CENIC project) to develop an implementation plan for broadband rollout, if this project gets additional funding at the state level.	

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Exhibit D

System Communications & Delivery Program
2014/15 Service Methods and Workload Estimates

	Estimated Delivery Workload (Items)	Delivery Systems Usage				
		System Van	Contracted Delivery	US Mail	UPS	Other
BLACK GOLD	416,808	0%	97%	2%	0.5%	0.5%
49-99	7,630	0%	99.5%	0.5%	0%	0%
INLAND	250,400	0%	13%	1.0%	2.0%	84%[a]
NORTHNET	3,672,790	0%	79.5%	0.5%	20%	0%
PLP	2,978,323	70%	28.9%	1%	0%	0.1%
SJVLS	1,201,926	95%	5.0%	0%	0%	0%
SANTIAGO	14,000	0%	0%	15%	15%	70%[b]
SERRA	8,502	0%	15%	2.0%	1.0%	82%[c]
SCLC	22,458	0%	99.0%	1.0%	0%	0%
TOTALS	8,572,837	37.6%	50.3%	0.7%	8.7%	2.7%

[a] Inland - Riverside County van

[b] Santiago - using Orange County Public Library and Fullerton Public Library as a hub, staff from each member library makes a wekly delivery/pick up at on of the two hubs

[c] Serra - Hub and spoke model through volunteers

California Library Services Act
System Communications and Delivery Program
One-Time Funding Report – FY 2014/15

Baseline Budget and Number of Member Libraries Served	Goals for Using CLSA One-Time Funds	How Will Funding Meet the Needs of the Residents of Member Libraries
Black Gold Cooperative Library System $41,754 Members: 6	Black Gold will use its total funds (including System Admin.) to supplement their downloadable e-book budget used by all libraries in the cooperative. Having to reduce the overall budget this year for e-content, the additional funds will increase the amount to just beyond the 2013/14 level.	Black Gold intends to survey patrons in the region later this year to help determine their priorities and if needs are being met.
49-99 Cooperative Library System $41,819 Members: 6	49-99 is currently working to evaluate the delivery of materials. Delivery of physical materials is a high priority for 49-99. Rural libraries are more dependent on their consortium member libraries for resource sharing. As the model for the delivery of materials is refined, it is anticipated funds may be made available for additional projects. E-books and e-magazines have been identified for one-time funds. 49-99 has identified five categories for their CLSA funds and other projects not allowed under CLSA: Logistics and delivery, education, grant assistance, statistical analysis and broadband. Directors of member libraries will meet as a group to discuss the details of projects and assign a priority to each project. For example, delivery currently uses all the CLSA funds. It is the goal of 49-99 to evaluate other models of service for delivery in anticipation of reducing costs. The directors will create lists of potential initiatives and prioritize the various topics.	Specific outcomes and outputs will be assigned to each project with follow-up documentation and regular check-ins. 49-99 is restricted by their budget. Specific objectives will be defined for each project. Target dates will be created to meet the timeline of the State Library.
Inland Library System	Inland's goal for the funding is to ensure that all 19 member libraries in Inyo, Riverside, and San Bernardino counties have e-	Member libraries and the EnkiSelection Committee will monitor the use of the e-resources on a regular basis and will report back to the

Exhibit E

$106,455 Member: 19	resources for their patrons. Although the economic situation in the three counties is slowly improving, there are still members that cannot afford e-resources for their patrons. Demand for e-resources is constantly growing and even libraries that have been able to offer e-books find that requests outpace the number of titles they are able to purchase. Inland plans to purchase the Califa product, Enki, for all of its member libraries, giving libraries that already subscribe to an e-book platform a companion platform with access to over 20,000 titles, and giving libraries that previously were not able to offer e-books, a unique e-book collection. Titles for Enki will be selected collaboratively. A selection committee will be formed and will provide regular feedback to the Administrative Council on its progress and the collaborative purchase model. Zinio, a collection of 133 e-magazine titles, will also be purchased for all Inland member libraries. The group purchase gives libraries about three times the number of titles they might have purchased on an individual basis. Individual libraries have the option of purchasing additional Zinio titles for their libraries with their own funds. Every member library will have their own platform for both Zinio and Enki. All residents with member library cards will have access to substantially enhanced e-resources available at all Inland libraries. The System will be equipped to better meet the growing demand for materials available through broadband.	Administrative Council. At the end of the fiscal year, member libraries and the Administrative Council will complete a review and survey to determine whether the e-resource needs of their communities have been met.
NorthNet Library System $225,123 Members: 41	The NorthNet Executive Committee recommended that each library use their funding for the following: 1) Purchase hardware and software in support of broadband specifically, and communication in general (examples: replacement or augmentation of routers or circuits, increase of bandwidth to expand internet service); 2) Purchase e-books (example: augmentation of the joint	Assessment of user's needs will be as follows: 1) When libraries submit a claim form they will be asked to describe how they plan to expend the funds; 2) At the annual meeting in May there will be an anecdotal discussion on how the funds were used and how they improved service; 3) Each library will be asked to submit a short statement on use of

	overdrive collections, "Library to Go" funds or Systemwide Enki purchase); 3) Delivery and ILL costs (example: increase in delivery days and ILL costs; libraries in Link+ could use funds to offset delivery costs). Funds may be used in one or more of these categories. The funds will be allocated using a 50% base formula and 50% by population. The process will include a reimbursement of funds once libraries have submitted a claim form.	the funds in their community; 4) These will be referenced in the System's Annual Report to the state.
Pacific Library Partnership (PLP) $191,013 Members: 33	Given the statewide impetus and direction with broadband, staff recommended that each library use their allocation for the purchase of hardware (routers/switches) and software in support of broadband, specifically, and communications in general. For libraries participating in Linked+ for expanded ILL, funds can be used to support this important service, as well as other delivery and ILL options. For member libraries in San Mateo County, the funds will be aggregated and held to purchase switches and routers that are needed due to the 400% increase in usage since the broadband update to 1 Gb for all sites.	Assessment of user's needs will be as follows: 1) When libraries submit a claim form they will be asked to describe how they plan to expend the funds; 2) Use of the funds can be highlighted in PLP's newsletter as best practices; 3) At the annual meeting in May there will be an anecdotal discussion on how the funds were used and how they improved services; 4) Each library will be asked to submit a short statement by the end of the fiscal year on the use of funds in their community; 5) These will be referenced in the System's Annual Report to the state.
San Joaquin Valley Library System (SJVLS) $67,053 Members: 10	SJVLS remains in critical need of expanded bandwidth and network capacity. The Administrative Council elected to apply the funds to help augment telecommunications costs. The System is currently in the process of converting their network from frame relay technology to MPLS. This has been an expensive and time-consuming process that is now in its fourteenth month. These funds will provide SJVLS with improved flexibility in providing connectivity to many of the more rural and isolated branches in the region.	The most obvious demonstration will be the completion of the network conversion and the increased bandwidth in some communities. In addition, the conversion to MPLS will give us an improved ability to increased bandwidth as funding is available.

Santiago Library System $54,963 Members: 9	Santiago will use the funding for collaborative e-resource building: e-book collections available to all Orange County residents will be significantly expanded. All member libraries currently offer e-books to their patrons and all have discovered that there are never enough titles or copies to meet demand. Requests and use outpace the number of titles libraries are able to purchase. When the wait list is too long, the circulation drops off. This funding will ensure that patrons have access to an additional 2600 titles that will be available to all Orange County residents. Member libraries will purchase extra e-book titles through their vendor and will be reimbursed from CLSA C&D fund according to a formula based on population. A selection committee will be set up for collection development and to provide feedback to the Executive Committee on the collaborative purchase model. The combination of bestsellers offered by commercial vendors plus titles available through Enki will enable member libraries to better meet the growing demand for materials available through broadband.	Statistics on the use of e-books will be monitored on a regular basis by each library, by the Enki Selection Committee, and in turn by the Executive Council. Results will guide selection and purchasing decisions. A review at the end of the fiscal year by member libraries and the Executive Council will determine whether the increase in funding has resulted in increased use of e-resources thereby meeting the needs of Orange County residents.
Serra Cooperative Library System $75,487 Members: 13	Serra is currently working to define specific consortium projects that meet the goal of the CLSA funds for delivery and communication. Broadband, Zinio, Overdrive, Website and Webinar meetings have been identified for one-time funds. Serra has identified five categories: Logistics and delivery, education, grant assistance, statistical analysis and broadband. Directors of member libraries will meet in small groups to discuss the details of projects and assign a priority to each project. For example, technology is a high priority. There is a desire to create a marketing plan for Serra and improve the website, promoting the available resources to the public. The directors will create lists of initiatives and prioritize the various topics during the workshop.	Specific outcomes and outputs will be assigned to each project with follow up documentation and regular check-ins. Some projects will be as simple as updating the cooperative website to communicate events and services. Specific objectives will be defined for each project. Target dates will be created to meet the timeline of the State Library.

	Workshops are scheduled for later this year and more defined projects will be submitted to the State Library with target dates of completion.	
Southern California Library Cooperative (SCLC) $196,333 Members: 38	SCLC is currently working to define specific consortium projects that meet the goal of the CLSA funds for delivery and communication. Delivery of physical materials is becoming less of a priority. The focus is on communication. Broadband, e-magazines, Website improvements, and Webinar meetings have been identified for one-time funds. SCLC has identified five categories: Logistics and delivery, education, grant assistance, statistical analysis and broadband. Directors of member libraries will meet in small groups to discuss the details of projects and assign a priority to each project. For example, staff training is key to successful customer service and connecting with the needs of library customers. The directors will create lists of training modules and prioritize the various topics in the workshop. Workshops are scheduled for October and more defined projects will be submitted to State Library with target dates of completion.	Specific outcomes and outputs will be assigned to each project with follow up documentation and regular check-ins. Some projects will be as simple as updating the cooperative website to communicate events services and the value of being part of the cooperative. Specific objectives will be defined for each project. Target dates will be created to meet the timeline of the State Library.

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SYSTEM DEMOGRAPHICS

Statistics taken from 2014/15 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	SANTIAGO	SERRA	SCLC	Total Population All Systems	
Total Population	**761,283**	**1,358,571**	**4,368,591**	**4,672,341**	**6,125,447**	**2,850,569**	**3,114,363**	**3,330,239**	**10,496,948**	**37,078,352**	
Underserved Population											
Children & Youth Under 5	7%	7%	7%	6%	6%	9%	6%	7%	7%	2,508,377	6.8%
5 to 9	7%	8%	7%	6%	6%	8%	7%	7%	7%	2,572,618	6.9%
10 to 14	7%	8%	8%	7%	6%	8%	7%	8%	6%	2,538,718	6.8%
15 to 19	8%	8%	8%	7%	6%	8%	7%	6%	8%	2,789,422	7.5%
Aged 65+	13%	11%	10%	14%	12%	10%	11%	12%	12%	3,114,660	8.4%
Ethnicity Black	1%	5%	7%	5%	6%	4%	2%	6%	6%	2,018,440	5.4%
Hispanic	47%	37%	46%	20%	26%	51%	34%	33%	45%	13,648,506	36.8%
Asian	5%	9%	6%	9%	24%	6%	18%	12%	11%	4,552,118	12.3%
Native American	1%	1%	1%	5%	0.5%	1%	0.4%	1%	2%	590,706	1.6%
Other *	77%	6%	23%	12%	10%	0%	0.3%	0.5%	3%	2,575,882	6.9%
Limited English Speaking	9%	12%	15%	15%	23%	17%	18%	21%	47%	9,617,381	25.9%
Non-English Speaking	5%	3%	3%	2%	19%	9%	0.3%	16%	9%	3,388,078	9.1%
Functionally Illiterate	0.4%	18%	3%	8%	17%	10%	26%	21%	37%	6,527,787	17.6%
Institutionalized	5%	2%	1%	3%	2%	1%	0.5%	1%	0.2%	427,630	1.2%
Shut-in	4%	5%	5%	0.3%	0.3%	3%	0%	3%	4%	973,265	2.6%
Handicapped	10%	16%	10%	13%	9%	11%	8%	9%	7%	3,433,666	9.3%
Economically Disadvantaged	16%	21%	15%	14%	9%	25%	12%	13%	14%	5,159,996	13.9%
Geographically Isolated	8%	12%	2%	3%	0.1%	13%	0%	4%	0.7%	1,045,392	2.8%

All #'s in thousands

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

Exhibit F

Exhibit G

Pacific Library Partnership

August 21, 2014

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

Dear Paymaneh,

The attached letter from Sean Reinhart, Director of Library and Community Services, City of Hayward, notifies the Pacific Library Partnership (PLP) of Hayward Public Library's intention to withdraw from membership in the consortium. As you can see, the letter was sent on August 6, 2014. This is past the six months required by the PLP JPA as well as the three-month deadline required by CLSA regulations. Therefore, the official withdrawal date will be July 1, 2015.

If there is any more information you need from PLP, please let me know. I will send the original in the mail.

Sincerely,

Linda Crowe
Chief Executive Officer
Pacific Library Partnership

2471 Flores Street | San Mateo, CA 94403 | P: (650) 349-5538 | F: (650) 349-5389 | Website: www.plpinfo.org

CITY OF
HAYWARD

August 6, 2014

RECEIVED AUG 11 2014

Linda Crowe
Pacific Library Partnership
2471 Flores St.
San Mateo, CA 94403

Dear Linda,

This letter serves to notify you that effective July 1, 2014, Hayward Public Library is discontinuing its membership in the Bay Area Library and Information System (BALIS) and the Pacific Library Partnership (PLP).

We are discontinuing our membership due to resource limitations brought about by changes in State funding to public libraries.

In years prior to 2010, Hayward Public Library received grant monies from the State of California through the Public Library Fund (PLF). Membership in a cooperative library system was required to receive PLF grant monies.

In those past years, Hayward Public Library typically paid between $11,000-$13,000 per year in dues to maintain its membership in the BALIS/PLP cooperative system, and received over $50,000 in PLF grant monies per year as a direct result of this membership.

Since PLF was eliminated by Governor Brown, the financial incentive for Hayward Public Library to maintain membership in a cooperative system no longer exists. And, in recent years it has become increasingly apparent that PLF funding will not be restored in the foreseeable future.

Resources are limited, and as the administrator of Hayward's library system, I must make the most efficient possible use of available resources to benefit the community I serve. The funding that was previously utilized for BALIS/PLP membership dues will be redirected to other activities that serve the needs of Hayward residents.

The decision to discontinue membership is purely based in economic considerations, and is not a reflection of the quality of the BALIS/PLP organization nor its members in any way. I enjoy and benefit from connecting with each and every one of my counterparts in other library jurisdictions, and I look forward to maintaining those connections outside the context of BALIS/PLP.

It has been a pleasure working with you. Please feel free to contact me should you have any questions or need more information.

Sincerely,

Sean Reinhart

Sean Reinhart
Director of Library & Community Services
City of Hayward | 510-881-7956
sean.reinhart@hayward-ca.gov

cc: BALIS Administrative Council

Exhibit H

Consolidations and Affiliations Made Under CLSA

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

1978/79 (first year of CLSA)

a. Public library consolidations:
   - Crescent City Public Library/Del Norte County Library District
   - Vacaville Unified School District/Solano County Free Library
   - Calistoga Public Library/Napa City-County Library
   - Woodland Public Library/Yolo County Library (Note: This consolidation was reversed by initiative, and the grant award was returned to the State.)

b. Library System consolidations:
   - Berkeley-Oakland Service System/East Bay Cooperative Library System/BALIS

c. Affiliations: None

1979/80

a. Public library consolidations: None

b. Library System consolidations: None

c. Affiliations:
   - Buena Park Public Library/Santiago
   - Arcadia Public Library/MCLS
   - Dixon Public Library/MVLS
   - Del Norte County Library District/North State

1980/81

a. Public library consolidations: None

b. Library System consolidations: None

c. Affiliations:
   - King City Public Library/MOBAC
   - Livermore Public Library/BALIS

1981/82

a. Public library consolidations: None

b. Library System consolidations:
   - Los Angeles Public Library/Long Beach Public Library/MCLS
   - San Francisco Public Library/BALIS

c. Affiliations:
   - San Leandro Public Library/BALIS *(San Leandro withdrew from BALIS at the end of its first year of membership and the second year of the grant was not awarded)*
   - Palmdale Public Library/South State
   - Banning Public Library/Inland
   - Beaumont District Library/Inland

1982/83

a. Public library consolidations: None

b. Library System consolidations: None

c. Affiliations:
   - Hayward Public Library/BALIS
   - Los Gatos Memorial Library/South Bay

1983/84

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Thousand Oaks Public Library/Black Gold

1984/85

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Benicia Public Library/North Bay
d. System membership changes:
   - Kern County Library from South State to SJVLS

1985/86

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes:
   - Larkspur Public Library withdraws from North Bay

1986/87

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes: None

1987/88

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes: None

1988/89

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Inglewood Public Library/MCLS
d. System membership changes:
   - Thousand Oaks Public Library from Black Gold to MCLS *(waived contiguous borders requirement)*

1989/90

a. Public library consolidations:
   - Monterey County Library/King City Library
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes:
   - San Benito County Library from South Bay to MOBAC
   - San Juan Bautista Public Library from South Bay to MOBAC

1990/91

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Oxnard Public Library/MCLS *(waived contiguous borders requirement)*
   - Signal Hill Library/MCLS
d. System membership changes: None

1991/92

a Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes: None

1992/93

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. Systems membership changes: None

1993/94

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes:
   - Monterey Public Library withdraws from MOBAC
   - Pasadena Public Library from MCLS to South State

1994/95

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Folsom Public Library/MVLS
   - Mariposa County Library/SJVLS
d. System Membership changes:
   - Los Gatos Public Library withdraws from South Bay

1995/96

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Rancho Cucamonga Public Library/Inland
   - Susanville Public Library/North State
   - Rancho Mirage Public Library/Inland
d. System Membership changes:
   - Huntington Beach Public Library withdraws from Santiago
   - Inglewood Public Library withdraws from MCLS

1996/97

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:

- Inglewood Public Library/South State
- Belvedere-Tiburon Library/North Bay
- Mission Viejo Public Library/Santiago

d. System Membership changes:
- Santa Ana Public Library withdraws from Santiago

1997/98

a. Public library consolidations: None
b. Library System consolidations: None
c: Affiliations:
- Riverside County Library System/Inland
- Riverside Public Library/Inland

d. System Membership changes: None

1998/99

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
- Calabasas Public Library/MCLS
- Moreno Valley Public Library/Inland
- Murrieta Public Library/Inland

d. System Membership changes: None

1999/2000

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
- Pleasanton Public Library/BALIS

d. System Membership changes:
- Richmond Public Library from BALIS to North Bay

2000/01

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
- Larkspur Public Library/North Bay
- Los Gatos Public Library/Silicon Valley

d. System Membership changes: None

2001/02

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
- Irwindale Public Library/MCLS

d. System Membership changes:
- Colusa County Free Library from North State to MVLS

2002/03

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes: None

2003/04

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes:
   - Dixon Unified School District Library District from MVLS to North Bay
   - Fullerton Public Library withdraws from Santiago

2004/05

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes: None

2005/06

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None
d. System membership changes: None

2006/07

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Fullerton Public Library/Santiago
d. System membership changes:
   - Richmond Public Library from North Bay to BALIS

2007/08

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations:
   - Monterey Public Library/MOBAC
   - Moorpark City Library/MCLS (waived contiguous borders requirement)
   - Victorville Public Library/Inland
   - Shasta Public Libraries/North State
d. System membership changes: None

2008/09

a. Public library consolidations: None
b. Library System consolidations: None
c. Affiliations: None

d. System Membership changes:
   - Merced County Library from 49-99 to SJVLS
   - San Juan Bautista City Library withdraws from MOBAC

2009/10

a. Public library consolidations: None
b. Library System consolidations:
   - BALIS/MOBAC/Peninsula/Silicon Valley merged to form Pacific Library Partnership
   - MVLS/North Bay/North State merged to form NorthNet Library System
   - MCLS/Santiago/South State merged to form Southern California Library Cooperative
c. Affiliations:
   - San Juan Bautista City Library/MOBAC
d. System membership changes:
   - Cerritos Public Library withdraws from SCLC

2010/11

a. Public library consolidations: None
b. Library Systems consolidations: None
c. Affiliations: None
d. System Membership change:
   - Ventura County Library from Black Gold to SCLC

2011/12

a. Public library consolidations: None
b. Library Systems consolidations: None
c. Affiliations:
   - Camarillo Public Library/SCLC
   - Santa Clarita Public Library/SCLC
d. System Membership changes:
   - Santa Clara County Library withdraws from PLP

2012/13

a. Public library consolidations: None
b. Library Systems consolidations: None
c. Affiliations: None
d. System Membership changes: None

2013/14

a. Public library consolidations: None
b. Library Systems consolidations: None
c. Affiliations: None
d. System Membership changes:
   - Nine library jurisdictions in Orange County withdraw from SCLC and reinstate as Santiago Library System
   - Santa Monica Public Library withdraws from SCLC (MCLS)

2014/15

a. Public library consolidations: None
b. Library Systems consolidations: None
c. Affiliations: None

d. System Membership changes: None

2015/16

a. Public library consolidations: None
b. Library Systems consolidations: None
c. Affiliations: None
d. System Membership changes:
   - Hayward Public Library withdraws from PLP (BALIS)

NOTE: September 1, 1982 was the last filing date for affiliations before grants for this part of the Act ended. (CLSA Regulations, Section 20190(a)(3)).

Public Libraries not members of any System, July 1, 2014

1. Cerritos Public Library *
2. Huntington Beach Public Library *
3. (Redlands) A.K. Smiley Public Library
4. San Leandro Public Library * *(was in BALIS 1981/82 only)*
5. Santa Ana Public Library *
6. Santa Clara County Library *
7. Santa Monica Public Library *
8. Simi Valley Public Library *(withdrew from Ventura Co Library System in Dec. 2011 and has not requested system membership)*
9. Vernon Public Library

* *CLSA ILL Participants*

Updated 9/10/14

Document 8

INFORMATION

AGENDA ITEM: CLSA Interlibrary Loan, Equal Access, Universal Borrowing 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 reimbursement of the actual costs when local public and specified non-public libraries extend loan services beyond their normal clientele. These programs have greatly increased the individual public library user's access to library resources. Exhibit A provides a list of CLSA participants organized by cooperative system. On the last page is a list of public libraries which are not in any system. Seven of these libraries charge a fee for a non-resident library card. A list of those libraries is provided in Exhibit B, along with the amount each charge annually.

The programs are in the fourth consecutive year with no state funding. Through FY 2012/13, quarterly data collection had continued; however in FY 2013/14 the Board adopted a new annual reporting process. One of the requirements of membership in a CLSA cooperative system is the sharing of resources with other jurisdictions in the same system (equal access). In order for the State Library to maintain a statistical history of non-resident lending, it was recommended that instead of quarterly reporting from all participants, an annual reporting process begin with FY 2013/14. In the annual lending report, public libraries reported an average of 26% of their total registered borrowers are non-residents. However, thirty percent of the libraries reported that their non-resident registration is 40% or higher.

Non-public library participants (academic, school, special) have averaged about 78,700 interlibrary loans to public libraries annually in the past four years prior to 2013/14. With no state reimbursement, there have been a decreasing number of non-public libraries reporting. For this reason, non-public libraries were not required to report their annual lending activity to the state.

A history of the program's loan activity is included as Exhibit C. The total appropriation needed to fund the program at 100%, based on statistics and approved rates from the Dept. of Finance for FY 2010/11 is $40.4 million. See Exhibit D for a 20 year history of the program shortfall.

RELATED ISSUES TO COME BEFORE THE BOARD IN THE FUTURE: Update on actual transaction levels for FY 2014/15 (August/September 2015).

Staff Liaison: Sandy Habbestad

CLSA PARTICIPANTS
FY 2014/15

Exhibit A

BLACK GOLD COOPERATIVE LIBRARY SYSTEM (6)	Universal Borrowing	Equal Access
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 COOPERATIVE LIBRARY SYSTEM (6)	Universal Borrowing	Equal Access
Amador County Library	✓	✓
Calaveras County Library	✓	✓
Lodi Public Library	✓	✓
Stanislaus County Free Library	✓	✓
Stockton-San Joaquin County Public Library	✓	✓
Tuolumne County Free Library	✓	✓

INLAND LIBRARY SYSTEM (19)	Universal Borrowing	Equal Access
Banning Library District	✓	✓
Beaumont District Library	✓	✓
Colton Public Library	✓	✓
Corona Public Library	✓	✓
Hemet Public Library	✓	✓
Inyo County Free Library	✓	✓
Moreno Valley Public Library	✓	✓
Murrieta Public Library	✓	✓
Ontario Public Library	✓	✓
Palm Springs Public Library	✓	✓
Palo Verde Valley District Library	✓	✓
Rancho Cucamonga Public Library	✓	✓
Rancho Mirage Public Library	✓	✓
Riverside County Library	✓	✓
Riverside Public Library	✓	✓

INLAND LIBRARY SYSTEM (continued)	Universal Borrowing	Equal Access
San Bernardino County Library	✓	✓
San Bernardino Public Library	✓	✓
Upland Public Library	✓	✓
Victorville Public Library	✓	✓

NORTHNET LIBRARY SYSTEM (41)	Universal Borrowing	Equal Access
Alpine County Library	✓	✓
Belvedere-Tiburon Library Agency	✓	✓
Benicia Public Library	✓	✓
Butte County Library	✓	✓
Colusa County Free Library	✓	✓
Del Norte County Library	✓	✓
Dixon Library District	✓	✓
El Dorado County Library	✓	✓
Folsom Public Library	✓	✓
Humboldt County Library	✓	✓
Lake County Library	✓	✓
Larkspur Public Library	✓	✓
Lassen Library District	✓	✓
Lincoln Public Library	✓	✓
Marin County Free Library	✓	✓
Mendocino County Library	✓	✓
Mill Valley Public Library	✓	✓
Modoc County Library	✓	✓
Mono County Free Library	✓	✓
Napa City-County Library	✓	✓
Nevada County Library	✓	✓
Orland Free Library	✓	✓
Placer County Library	✓	✓
Plumas County Library	✓	✓
Roseville Public Library	✓	✓
Sacramento Public Library	✓	✓
San Anselmo Public Library	✓	✓
San Rafael Public Library	✓	✓
Sausalito Public Library	✓	✓
Shasta Public Libraries	✓	✓
Siskiyou County Public Library	✓	✓

NORTHNET LIBRARY SYSTEM (continued)	Universal Borrowing	Equal Access
Solano County Library	✓	✓
Sonoma County Library	✓	✓
St. Helena Public Library	✓	✓
Sutter County Library	✓	✓
Tehama County Library	✓	✓
Trinity County Library	✓	✓
Willows Public Library	✓	✓
Woodland Public Library	✓	✓
Yolo County Library	✓	✓
Yuba County Library	✓	✓

PACIFIC LIBRARY PARTNERSHIP (33)	Universal Borrowing	Equal Access
Alameda County Library	✓	✓
Alameda Free Library	✓	✓
Berkeley Public Library	✓	✓
Burlingame Public Library	✓	✓
(Carmel) Harrison Memorial Library	✓	✓
Contra Costa County Library	✓	✓
Daly City Public Library	✓	✓
Hayward Public Library	✓	✓
Livermore Public Library	✓	✓
Los Gatos Memorial Library	✓	✓
Menlo Park Public Library	✓	✓
Monterey County Library	✓	✓
Monterey Public Library	✓	✓
Mountain View Public Library	✓	✓
Oakland Public Library	✓	✓
Pacific Grove Public Library	✓	✓
Palo Alto City Library	✓	✓
Pleasanton Public Library	✓	✓
Redwood City Public Library	✓	✓
Richmond Public Library	✓	✓
Salinas Public Library	✓	✓
San Benito County Free Library	✓	✓
San Bruno Public Library	✓	✓
San Francisco Public Library	✓	✓
San Jose Public Library	✓	✓

PACIFIC LIBRARY PARTNERSHIP (continued)	Universal Borrowing	Equal Access
San Juan Bautista City Library	✓	✓
San Mateo County Library	✓	✓
San Mateo Public Library	✓	✓
Santa Clara City Library	✓	✓
Santa Cruz Public Library	✓	✓
South San Francisco Public Library	✓	✓
Sunnyvale Public Library	✓	✓
Watsonville Public Library	✓	✓

SAN JOAQUIN VALLEY LIBRARY SYSTEM (10)	Universal Borrowing	Equal Access
Coalinga District Library	✓	✓
Fresno County Free 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	✓	✓

SANTIAGO LIBRARY SYSTEM (9)	Universal Borrowing	Equal Access
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	✓	✓

SERRA LIBRARY SYSTEM (13)	Universal Borrowing	Equal Access
Brawley Public Library	✓	✓
(Calexico) Camarena Public Library	✓	✓
Carlsbad City Library	✓	✓
Chula Vista Public Library	✓	✓
Coronado Public Library	✓	✓
El Centro Public Library		✓
Escondido Public Library	✓	✓
Imperial County Free Library	✓	✓
Imperial Public Library	✓	✓
National City Public Library	✓	✓
Oceanside Public Library	✓	✓
San Diego County Library	✓	✓
San Diego Public Library	✓	✓

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (38)	Universal Borrowing	Equal Access
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	✓	✓
Commerce Public Library	✓	✓
Covina Public Library	✓	✓
Downey City Library	✓	✓
El Segundo Public Library		✓
Glendale Public Library	✓	✓
Glendora Public Library	✓	✓
Inglewood Public Library	✓	✓
Irwindale Public Library	✓	✓
Long Beach Public Library	✓	✓
Los Angeles County Public Library	✓	✓
Los Angeles Public Library	✓	✓
Monrovia Public Library	✓	✓
(Monterey Park) Bruggemeyer Memorial Library	✓	✓

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

PUBLIC LIBRARIES NOT CLSA SYSTEM MEMBERS (9)
Cerritos Public Library (ILL participant)
Huntington Beach Public Library (ILL participant)
(Redlands) A. K. Smiley Public Library
San Leandro Community Library
Santa Ana Public Library (ILL participant)
Santa Clara County Free Library
Santa Monica Public Library (ILL participant)
Simi Valley Public Library
Vernon Public Library

Sh:/CLSA participants 2014-15

Non-CLSA System status: The following library jurisdictions charge non-resident fees and are not members of a Cooperative System:

Cerritos Public Library	$100 annually Free card to Cerritos students, school district workers
Huntington Beach Public Library	$25 annually
Redlands (A.K. Smiley) Public Library	$30 annually Free card to city employees and property owners
San Leandro Community Library	$60 annually $30 for non-residents working full-time in the city Free card to K-12 grade students, teachers, and property owners
Santa Ana Public Library	$45 annually; $20 for one-day pass
Santa Clara County Library	$80 annually
Santa Monica Public Library	$25 annually

The following libraries do not participate in the Universal Borrowing program of CLSA; may charge libraries outside their system service area:

Beverly Hills Public Library (SCLC)	$253 for non-residents outside LA and Orange counties
El Centro Public Library (Serra)	no info available on website
El Segundo Public Library (SCLC)	$40 for non-residents outside LA and Orange counties
Pomona Public Library (SCLC)	no fee listed on website

Vernon Public Library has never participated in CLSA or resource sharing.

R:/CLSA/Libraries charging non-resident fees

Updated: Aug. 2014

Exhibit C

California Library Services Act

TBR PROGRAM ACTIVITY

1979/80 - 1986/87

	1979/80	1980/81	1981/82	1982/83	1983/84	1984/85	1985/86	1986/87
ILL Reimbursable Transactions	267,799	301,307	341,307	349,098	338,629	361,015	378,549	416,509
Total Public Library Circulation	113,920,874	119,279,297	121,340,000	125,107,000	124,136,000	125,140,000	125,600,000	131,955,186
Direct Loans: Total	7,983,833	9,668,836	9,876,086	11,070,748	11,243,357	12,160,892	12,532,423	13,060,534
Direct Loans: Net Imbalance	3,152,506	3,975,769	4,366,074	4,912,803	5,012,301	5,691,851	5,432,412	5,355,373

1987/88 - 1994/95

	1987/88	1988/89	1989/90	1990/91	1991/92	1992/93	1993/94	1994/95
ILL Reimbursable Transactions	451,270	452,540	515,403	602,767	709,642	715,948	598,148	651,979
Total Public Library Circulation	136,082,000	140,223,000	144,447,000	150,547,000	160,761,000	158,802,000	145,657,000	146,722,000
Direct Loans: Total	15,175,877	15,953,733	15,108,450	19,651,418	21,260,881	22,004,106	21,711,320	21,545,856
Direct Loans: Net Imbalance	6,104,662	6,734,868	6,619,082	8,100,318	9,297,968	9,722,634	9,430,933	9,572,561

1995/96 - 2002/03

	1995/96	1996/97	1997/98	1998/99	1999/2000	2000/01	2001/02	2002/03
ILL Reimbursable Transactions	834,395	996,825	1,165,557	1,223,800	1,187,182	1,128,006	1,409,560	1,549,221
Total Public Library Circulation	151,034,000	159,670,000	164,429,000	162,965,000	165,687,000	171,822,000	184,501,000	198,528,000
Direct Loans: Total	22,718,780	23,271,736	23,774,902	24,874,552	24,440,027	25,347,765	27,932,178	29,477,741
Direct Loans: Net Imbalance	10,075,442	10,486,183	10,491,145	11,056,055	10,424,950	10,296,586	10,897,596	11,363,394

2003/04 - 2010/11

	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
ILL Reimbursable Transactions	1,610,606	2,112,814	2,228,249	2,398,198	2,829,113	3,240,228	3,514,901	3,650,793
Total Public Library Circulation	198,424,000	198,886,000	197,060,000	204,757,000	220,107,300	237,889,300	242,939,200	240,544,600
Direct Loans: Total	28,778,674	30,096,937	30,151,623	31,403,653	35,078,050	36,013,901	37,169,068	36,242,318
Direct Loans: Net Imbalance	12,444,532	11,209,197	10,652,295	11,194,524	11,940,218	12,127,303	14,354,372	14,748,409

2011/12 - 2013/14

	2011/12*	2012/13	2013/14
ILL Reimbursable Transactions	3,451,599	3,100,200 Projected	5,009,885 Projected
Total Public Library Circulation	231,667,400	240,934,100	250,571,500
Direct Loans: Total	29,243,339*	26,891,015	21,454,875
Direct Loans: Net Imbalance	12,662,283	12,678,459	**

*No state funding; plus Santa Clara Co., the top net lender, withdrew from system membership to charge non-residents a fee for library card.
** Moved to annual reporting process; net-imbalance loan statistics not available.

Exhibit D

California Library Services Act
Transaction Based Reimbursement Shortfall
Based on Rates Adopted by the Board

Fiscal Year	TBR Budget Appropriation	Board Adopted Rates		Reimbursable Transactions		Proposed Cost on Board Adopted Rates			Percent of Total Reimburse-ment Due	Reimbursement Rate Libraries Actually Received	
		ILL	Direct Loan	ILL	Direct Loan	ILL	Direct Loan	Total		ILL	Direct Loan
94/95	6,537,000	$3.17	$0.65	651,979	9,572,561	$2,066,773	$6,222,165	$8,288,938	78.9%	$2.50	$0.51
95/96	6,537,000	$3.38	$0.66	834,395	10,075,442	$2,820,255	$6,649,792	$9,470,047	69.0%	$2.33	$0.46
96/97	6,537,000	$3.47	$0.69	996,825	10,471,870	$3,458,983	$7,225,590	$10,684,573	61.2%	$2.12	$0.42
97/98	7,919,000	$3.29	$0.75	1,165,557	10,491,145	$3,834,682	$7,868,359	$11,703,041	67.7%	$2.23	$0.51
98/99	8,600,000	$3.57	$0.71	1,223,800	11,056,055	$4,368,966	$7,849,799	$12,218,765	70.4%	$2.51	$0.50
99/00	9,092,000	$3.82	$0.73	1,187,182	10,424,950	$4,535,035	$7,610,214	$12,145,249	74.9%	$2.86	$0.55
00/01	10,894,000	$4.14	$0.77	1,128,006	10,296,586	$4,669,945	$7,928,371	$12,598,316	86.5%	$3.58	$0.67
01/02	12,145,000	$3.87	$0.73	1,409,560	10,897,596	$5,454,997	$7,955,245	$13,410,242	90.6%	$3.50	$0.66
02/03	11,848,000	$4.49	$0.78	1,549,221	11,363,394	$6,956,002	$8,863,447	$15,819,449	74.9%	$3.36	$0.58
03/04	12,145,000	$4.91	$0.84	1,610,606	12,444,532	$7,908,075	$10,453,407	$18,361,482	66.1%	$3.25	$0.56
04/05	12,145,000	$5.59	$0.87	2,112,814	11,209,197	$11,810,630	$9,752,001	$21,562,631	56.3%	$3.15	$0.49
05/06	11,616,000	$4.95	$0.89	2,228,249	10,652,295	$11,029,833	$9,480,543	$20,510,375	56.6%	$2.80	$0.50
06/07	18,616,000	$5.22	$0.95	2,398,198	11,194,524	$12,518,594	$10,634,798	$23,153,391	80.4%	$4.20	$0.76
07/08	11,616,000	$5.29	$0.97	2,829,113	11,940,218	$14,966,008	$11,582,011	$26,548,019	43.8%	$2.31	$0.42
08/09	10,182,000	$5.06	$0.89	3,240,228	12,127,303	$16,395,554	$10,793,300	$27,188,853	37.4%	$1.89	$0.33
09/10	10,182,000	$5.99	$1.20	3,514,901	14,354,372	$21,054,257	$17,225,246	$38,279,503	26.6%	$1.59	$0.32
10/11	10,182,000	$6.35	$1.17	3,650,793	14,748,409	$23,182,536	$17,255,639	$40,438,174	25.2%	$1.60	$0.29
11/12*	0	$6.35	$1.17	3,451,599	12,662,283	$21,917,654	$14,814,871	$36,732,525	0%	$0.00	$0.00
12/13*	0	$6.35	$1.17	3,101,388	12,678,459	$19,693,814	$14,833,797	$34,527,611	0%	$0.00	$0.00
13/14*	0	$6.35	$1.17	5,009,885	8,582,000**	$31,812,770	$10,040,940	$41,853,710	0%	$0.00	$0.00

DoF approved Board adopted reimbursement rates from FY01/02-FY10/11

* No state funding. **Estimate based on total loans; net-imbalance not available.

R:/CLSA/TBR shortfall chart--1990-present

Document 9

INFO/ACTION

AGENDA ITEM: Consider the Contiguous Borders Requirement of CLSA

BACKGROUND:

In March 2011, the State Library brought Public Library Directors together for a Sustainability Conference. From this conference, a CLSA Task Force was formed to take a look at CLSA laws and regulations, identify some initial, non-controversial modifications and present recommendations to the library community. One area of the laws reviewed for possible modification was the language regarding contiguous borders, a requirement for consolidation. CLSA regulations section 20180, 20185 and 20190 specify that jurisdictional borders must be contiguous for a public library to affiliate with a System or for two or more public libraries or Systems to consolidate.

The Task Force determined that this requirement is restrictive of future advancement and evolution of cooperative systems, which have the potential to turn into specialized systems, each offering unique services. In January 2012, the State Library convened a Public Library Directors' Summit to go over the Task Force recommendations and build consensus for proactive strategies that would have a positive impact on public libraries and the people they serve. There was concern from the library directors at the summit that some of the regional systems would completely fail if the present structure was changed. With the loss of TBR funds, one of the things binding groups of libraries together is a shared Integrated Library System (ILS); and with the sharing of physical resources, the delivery of those items goes hand in hand.

Historically, the Board has provided waivers of the contiguous borders requirement when public libraries requested membership in a cooperative system that does not have a connecting border with a current member. In addition, cooperative systems have an affiliate membership component in their by-laws, which include academic and special libraries. These affiliate members do not have voting rights or benefits related to CLSA funding, but pay for services the system offers that they choose to receive. This option, if offered by all the systems, may address the desire by individual libraries: to share in services provided by other systems, to partner on specific projects addressing mutual interests, and to develop new programs that transcends geographic boundaries while retaining the benefits of regional cooperation.

Included as information for this item are the minutes from the August 2013 Board meeting in which there was a good discussion from Board member, staff, and members of the cooperative systems (see Exhibit **A**).

The ending of the contiguous borders requirement may have unintended consequences for the Equal Access and Universal Borrowing provisions of CLSA. Under current law, to participate in Equal Access a library must share resources with patrons from the libraries that belong to the cooperative system that they participate in. To participate in Universal Borrowing, a library must share resources with patrons from all library jurisdictions in California. Under CLSA,

participation in Equal Access is required and Universal Borrowing is optional. Currently there are a few public libraries that do not provide Equal Access and are not members of a cooperative system. There are also a few public libraries that do not participate in Universal Borrowing (see Tab 8, Exhibit A). A library that opts out of Universal Borrowing can charge a fee to residents of libraries outside their cooperative library system. For example, a member library of SCLC currently opts out of Universal Borrowing and charges $253 for a nonresident library card outside Los Angeles County. The ending of the contiguous borders requirement may see more libraries move in this direction.

In addition, any change in the contiguous borders requirement will have significant workload implications for staff. If the Board adopts to remove the contiguous borders requirement from section 20180, 20185 and 20190, staff would then begin the regular rulemaking process. This may require the State Library to meet certain public hearing and notice requirements. Also, Board guidelines for switching cooperative systems must be adopted. For instance: the library must outline what the new system offers that the current system does not; and the library must continue to offer universal borrowing, so that serving county residents is not the reason for changing systems.

The bigger need at this time is to explore the modification or merging of the terms into one broad universal access policy for all Californians. Staff is recommending that the Board hold open this topic until a new term and definition can be developed for universal access.

Exhibit A

Excerpts from the August 2013 Board Meeting Minutes

Contiguous Borders Requirement

Bernardo said that Habbestad had put together a document with a pros and cons discussion resulting from responses obtained from a survey that was sent out to public library directors earlier this summer. McGinity asserted that he had raised this issue. He knew what a limited number of local library systems felt about this generally, and that they were strongly in favor of making a change. He had heard a few pros and cons, but they did not seem to come from a deep analysis. Clearly, there were some significant benefits, but maybe also some unknown drawbacks. The Board might recognize some advantages to the Systems, but losing what they already had might not be worth the cost. He was not yet prepared to put a motion out. He asked what the State Library thought about the matter? Maginnity replied that the survey responses showed both sides of the issue. It had been much discussed, but he did not know if there was an easy solution. In the past the Board had waived the contiguous requirement when some libraries had asked to change their System membership. With the way technology was going, contignity was no longer necessary. The geography-based type of system had revolved around having a major resource library in that System, and delivery items. But that had been changing. On the other hand, the concern from rural and isolated libraries that they would be abandoned, had also been heard. McGinity asked what abandonment meant. Maginnity answered that thinking with respect to the concept of the geography, it said that libraries in an area were together for a reason, that they depended on the System's resources, or other member resources, and sharing resources. Imagine a poor library and Systems that can only afford so much. Every System now had a member share because CLSA was not enough. Or they paid for another service that was not under CLSA. Many libraries felt they could not afford that, and so the libraries that could do that, and buy into other Systems, would leave. A System would be left with very poor members who could not do anything. The State Library needed to listen to their concerns and look for solutions. He agreed that contiguous borders were no longer a real issue. McGinity added that in the 21st century, that condition made no sense to him. If he remembered correctly, the matter came up during Board approval of CLSA regulations. He had thought a motion to remove the contiguous clause was in order. Maginnity said that removal of the contiguous borders requirement had been the recommendation of the CLSA task force. When it went to the public library directors group for discussion, two opposing sides emerged, so they put the issue on hold. The task force abandoned their recommendation and nothing was done.

Gunning remembered that there had been discussion about alternatives. It was possible to create affiliate memberships with almost all the Systems, where libraries could share resources with a System other than its own. Bernardo asked if the public library directors wanted to continue discussion. Rosario Garza, SCLC, answered that it depended on the System. For SCLC, it was highly unlikely that any of them would be interested in joining another System. She gave an example of Blythe, which was out on its own at the California/Arizona border. If it was unable to meet the membership dues of the System it wanted to be a part of, it would be stuck on its own, without resources. Garza cited an equal access clause in CLSA stating that any member would lend another their resources. But, once they were outside the CLSA System membership family, there was no requirement for them to participate in equal access borrowing. From a membership group point of view, Garza thought the cons outweighed the pros. Lowenthal inquired whether there was anything to motivate a library to share resources. Garza responded in the negative, saying that with the loss of TBR there was no good reason. The discussion of why a library should belong to a System, now that TBR was no longer available, was a very hot topic being held at the local level. Linda Crowe, PLP, said there was not a big incentive to join now, unless there was something to bind them together, like a shared Integrated Library System (ILS). She remembered being on the task force, and when this topic was discussed at the forum, the NorthNet libraries, in particular, did not want anything to do with changing the contiguous borders clause. Garza said that was because they had established partnerships with the libraries, and because of the diverse delivery option, and because of the difficulty getting deliveries to remote areas. Crowe agreed. McGinity cited the survey in which those who answered said yes to change in capital letters. He asked what the best guess for the percentage of libraries in California that would end up without resources, if the law was changed. Gunning said at least 30%. McGinity pointed out that was not perhaps 30% of the population but 30% of the libraries in a place where there might only be something like 10% of the population. Suzanne Flint, State Library, remarked that a huge percentage of California's geography was actually considered frontier. Gunning said the point about CLSA was creating more balance for those libraries that did not have resources. One of the backbone fundamentals of CLSA was to help balance the resources of more remote areas, or of extremely low population areas.

McGinity asked if there was any additional analyses that should be done. Or, had the discussions already taken place? Had the time come for the Board to make a decision one way or another? Even after what he had just heard, at this point he would put in a motion to take out contiguous borders. But he did not want to proceed if Maginnity and CSL staff believed there

was some other way to look at this, or further conversation to be had, or something else that the Board should read. Murguia brought up the option of an associate membership that attempts to address concerns, where libraries could actually pay to join another System without jeopardizing the one they were currently in. Maginnity brought up the formula mentioned earlier today, that changed with membership. If people bounced around from System to System, the member numbers would change every year, throwing the formula out of whack. McGinity did not doubt that there would be initial disruption, since people would move, but he felt that after the first year and a half, things would settle down again. To make sure there would be full public input, and opportunity for any further analysis, he would wait until the next Board meeting to offer a motion to do what he stated. Lowenthal asked him who he would be asking for input. McGinity stated he would not be asking anyone. As part of a public body, the topic would be out there in the public domain; his intention would be in the minutes. There were six months until the next meeting, and he wanted to be really sure that the libraries had time for this conversation, that they have arrived at the last stop, and that they were ready to go to one place or the other. Murguia asked a question about the pros of doing away with contiguous borders. Would someone explain what this really meant, with a concrete example of spurring an innovative partnership with libraries that have similar goals? Maginnity provided an example, in which one System in particular was doing a better job offering e-books, and a library wanted to join this System, because their own was not moving in that direction. So, the library would buy into their contract, and take full advantage of the service being offered. Would it be better to remain within their own System, for whatever reasons, to stay within the formula, but become an associate member of the other System, just for that particular service? Murguia asked if they already had the authority to do that. Gunning said each of the Systems could make that decision, whether it was in their by-laws or not. It was up to them. Murguia said that under CLSA, they must have contiguous borders which determined what region the System was in. Crowe said she did not believe that anyone would be unhappy with an associate membership. She did not think PLP would be unhappy if someone came to them and said they wanted to join a PLP project. They did not have to join the System, but they could certainly work on a single project, if they wanted to pay the cost, and be a partner for that project. She was not aware of their ever having been a problem doing this. Gunning stated that perhaps another alternative might include opening or broadening the definition of resource sharing. That might open up the sharing of e-book collections and other kinds of things, either regionally or cross-regionally. But the CLSA language as it now stood was based on an old model; when it talked about delivery, it meant

sharing physical materials between one library and another within a System. That was where there had been some push-back; although, economically it was not always the best way of sharing materials anymore. Fong asked McGinity what he saw as the strongest reason for removing the contiguous borders requirement. He asked why should they still be tying things to geography in a 21st century world, where geographical borders no longer mattered? The principal reason behind it had been the physical movement of information media. That was an old rule from 19th century California, no longer applicable in the electronic age. In fifty years, perhaps L.A. County Library would have a special relationship with a Tokyo library. According to the survey, many respondents believed we needed to go in this direction. The original committee had said the same, yet the larger library community balked. We should be thinking differently about how libraries can work together more creatively, no matter where they were located in California.

Fong remarked that McGinity made very valid points, but she was thinking on a more practical level, about the formula numbers and how often they could change, and about where loyalty of effort would lie? If libraries wished to belong to other groups, to work on mutually advantageous projects, cherry picking them, so to speak, it could become very messy. She saw both sides, and agreed with McGinity that they should leave it open and see how things developed.

McGinity saw another trend developing with libraries like Santa Clara dropping out because they had decided to charge a nonresident fee. He would not be surprised to see more libraries following suit in the next two years.

Lowenthal commented that as she read through this topic initially, she began taking notes and jotting down some of her thoughts. It was not her area of expertise and she had only spoken to a few people, but she came to have a concern. Because she worked with many local districts, with groups like community councils, she observed that they tended to have specific knowledge not only of their local geography but of the problems inherent to their own area. She worried about what would happen to this concrete understanding if libraries were no longer contiguous. And what if people had to attend meetings two hundred miles away, or skip entire counties, some would be unable to attend. Neither would there be the same level of feeling and personal connections. People volunteered when they believed they were liked and that they mattered. Her thinking was based in the present, while McGinity's vision was directed to the future. She worried about how current problems would be accommodated.

Cannon tended to agree with McGinity, as they already had the Digital Public Library of America beginning to emerge. With that type of an environment, did they need to be worried about contiguous borders? What were the library directors expecting after responding to the survey? Were they expecting the Board to discuss it and make a recommendation? Or, did the Board have time to wait another six months and discuss it further? Bernardo responded that they did have time. This was meant to be a discussion to flesh out the issues, to hear from the field their concerns about contiguous versus non-contiguous borders, and to get a feeling from this Board about what they were thinking, and where they were going with it. If the Board wished to take it back to CSL staff and into the field for discussion, they could do that, and bring the topic up again at another meeting. Because McGinity knew that LDS was short-staffed, he thought more work on this should not be done unless it was necessary. His sense was that there was not much more to be done. However, if more information came in from the field, because the topic was on the Board agenda, that would be appreciated. Fong agreed with McGinity, that there would be a trending if there were more people breaking away from the Systems, requesting of CSL different guidelines to do various things. It would bubble up, resulting in more information in a few months. Lowenthal pointed out that survey responses from the field had been 16%. Even if they received five times that response, 80%, would they get 100% of the same 80% of responses? Lowenthal questioned whether they would get the same response level and the same issue results in a new survey that they got in the first. If CSL expected new answers, and it was going to be helpful to the Board, then staff might want to remind people with two or three emails to please send in their survey. Crowe suggested that they might want to hold open this topic for next year. She believed that the Broadband and CENIC project was going to change the way libraries did business throughout the entire state, so suspending a decision at this point would make sense. McGinity agreed, but he asked for a motion in the agenda at the next Board meeting. Murguia cautioned that March might be too early, since they would not know if CENIC would be funded until May. Maginnity said the first clue would come when the Governor released his budget in January. Otherwise, it would have to be a legislative effort. Bernardo concluded that with additional time to receive library directors input, the Board would have a better handle for an action at the next meeting.

Summary of Board position on bills and other legislation:

Date Adopted by the Board	Homework Assistance
April 2007	Adopted a position of support for AB 1233, Homework Assistance.
	Legislation
February 1999	Adopted a position of support for full funding for the Public Library Foundation (PLF).
	Adopted a position of support for telecommunication services for California libraries at the most affordable costs.
April 1999	Adopted a position of support for SB 927, Newspaper Preservation.
April 2000	Adopted a position of support for AB 2757, relating to telephonic reading system.
June 2000	Adopted a position of support for SB 1774, Computer Access, *if* amended so that CSL administers the program for public libraries.
April 2001	Adopted a position to authorize the Board President and the Legislative Committee Chair to take appropriate action regarding a state budget augmentation for FY 2001/02 for county law libraries.
August 2001	Adopted a position of support in favor of the U.S. Senate revision of ESEA that identifies specifically support for school library services and that the Board President or his designee take appropriate action in support of the U.S. Senate version of ESEA, which includes support for school libraries.
	Adopted a position of support of the California Teleconnect Fund and that the Board President or his designee be authorized to communicate the Board's support for expanding the services provided under the California Teleconnect Fund on behalf of California libraries, and to communicate this support position to members of the California Public Utilities Commission.
February 2003	Adopted a position to endorse and support the California Library Association's campaign to retain CLSA funding for reimbursement for interlibrary loan, equal access and universal borrowing services; and, further, that the LoC Board will actively participate in this campaign.
	Adopted a position of support for a strong California State Library, continuing the one hundred fifty three year tradition of information sharing services to California state government and the people of California, and providing leadership to and fostering resource sharing among the 8000 libraries statewide.

October 2005	Adopted a position recommend and endorse all bills supporting librarians, in addition to those that support the teachers, parity and equity in their practices.
August 2008	Adopted a position of support for increased funding for the National Library Service for the Blind and Physically Handicapped.
March 2014	Write letter of support for restored funding for TBR, PLF, and new funding for Digitization.
	Write letters of support for Broadband to both house chairs of the Budget Subcommittee on Education Finance.

Library Construction/Facilities

February 1999	Adopted a position of support for SB 3, public library construction and renovation bond act.
May 2002	Adopted a position of support for SCA 10, the Senate Constitutional Amendment, which would amend the state constitution to allow the voters to approve a bond for public library facilities with a 55% majority, rather than a two-thirds majority, and would also allow ad valorem tax on real property to exceed the 1% limitation to pay for library facility bonds.
February 2003	Adopted a position of support for SB 40 and AB 222, which propose a public library construction bond measure for 2004.
October 2005	Adopted a position of support for SB 1161, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act, which is on the ballot for the June 2006 election.
April 2007	Adopted a position of support for SB 156, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2008.
August 2008	Adopted a position of support for SB 1516, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2010.

Library of California

February 1999	Adopted a position of support for increased funding for the Library of California Act.
February 2001	Adopted a position to undertake activities to support a legislative augmentation of the Library of California programs and services consistent with the Board's overall goals of full funding for the LoC; and that the Board President and the Legislative Committee Chair continue to monitor the status of LoC funding for 2001/02.

February 2003	Adopted a position of support for continued authorization for operation of the Library of California and continued funding, at a minimum, at the 2002/03 level.

Library Services and Technology Act (LSTA)

February 1999	Adopted a position of support for adequate funding for the Library Services and Technology Act and work towards the equitable distribution of those funds in accordance with the State based nature of the statute.
August 2001	Adopted a position to authorize the Board President or his designee to take appropriate action in support of increased funding for LSTA for fiscal year 2002/03 and for reauthorization of LSTA in 2003/04.
February 2003	Adopted a position of support for the 2003 reauthorization of the Library Services and Technology Act (LSTA).

Literacy

February 1999	Adopted a position of support for increased funding for the Families For Literacy Act and the California Library Literacy Service Act.
June 1999	Adopted a position of support for SB 571, Family Literacy.
April 2007	Adopted a position of support for AB 1030, Literacy and English Acquisition Services, young adult component.
February 2008	Support for CLLS and urge Governor to not eliminate it as introduced in Senate Republican's version of the proposed 2008-09 state budget.

Rulemaking procedure

February 1999	Moved to place the direct loan waiver provision on the table for discussion during the rulemaking procedure with the changes noted. Moved to place the net imbalance reimbursement formula on the table for discussion during the rulemaking procedure, and direct the CEO to have a study taken to look at alternative cost containment measures as well as full reimbursement costs. Moved to add a draft regulation comparable to Section 28 (d) (1) for academic, school, and special libraries that requires them to determine the eligibility of an individual as a member of their primary clientele before direct borrowing privileges are provided under the provisions of the Direct Loan program.

February 1999	Moved to retain the draft regulation for reciprocity in the electronic direct access program.
	Approved the proposed regulations for submittal to the Office of Administrative Law.
	Adopted the hearing process as presented to the Board on the document titled "Public Hearings on the Library of California Proposed Regulations."
August 1999	Moved to modify the proposed Library of California regulations and initiate a second public comment period.
November 1999	Moved to submit the proposed regulation to the Office of Administrative Law.
February 2000	Moved to make changes in the proposed regulations and notice them with cover letter summarizing the changes and indicating that they do not inhibit the authority of Regional Library Networks to develop protocols. If no public comment received, submit proposed regulations to the Office of Administrative Law.

School Libraries

April 1999	Adopted a position to accept testimony on AB 1289, California School Library Media Teacher Expansion Program.
April 2000	Adopted a position of support for AB 2311, School libraries: California School Library Media Teacher Expansion Program.
April 2001	Adopted a position of support for AB 336, School Library Pilot Program.
February 2002	Adopted a position of support that the LoC Board Legislative Committee support strong public school library services, including supporting the preservation of the California Public School Library Association (CPSLA) and the budgetary line item that supports it. *(This position was ratified by the full Board at its May 2002 meeting.)*
February 2003	Adopted a position of support for the California Public School Library Act and the continuation of the budget line item to fund library materials for school libraries.
April 2007	Adopted a position of support for AB 333, School libraries: online databases: subscriptions

Young Adult Services

February 1999 Adopted a position of support for the Board President, Access Services Committee Chair, and their delegates to make appropriate legislative contacts regarding development and implementation of the Statewide Young Adult Services Program; and reconfirm the Board's commitment to the Statewide Young Adult Services Program.

Updated 3/27/14

March 27, 2014

The Honorable Edmund G. Brown, Jr.
Governor, State of California
State Capitol
Sacramento, CA 95814

Dear Governor Brown:

On behalf of the California Library Services Board, a citizen body appointed by the Governor and the State Legislature, I am writing to ask for increased funding in three areas important to California libraries:

- restore funding to the California Library Services Act (CLSA) Transaction Based Reimbursement (TBR) Program in the amount of $10 million,
- restore funding to the Public Library Foundation Program in the amount of $15 million,
- increase funding to the California State Library in the amount of $150 thousand to enhance digitization efforts.

The CLSA TBR program was established so that libraries would be encouraged to cooperatively, not competitively, share their resources. The TBR program allows a library user to check out a book in a jurisdiction where they do not reside, without having to pay a fee to do so ("Direct Loan"). In addition, under this seamless lending system, patrons can ask to have books or materials shipped to them from libraries throughout the state ("Interlibrary Loan"). Program funding was eliminated in FY 2011/12 as a result of the Trigger Bill cuts, and has not been funded since then. This has resulted in some library jurisdictions choosing to withdraw from cooperative efforts and charge non-residents a fee to use their resouces.

The Public Library Foundation (PLF) is a program that has been in existence since 1982, and established a requirement that the state provide minimal assistance to local libraries on the basis of a 10 percent state/90 percent local match. The 2011/12 state budget eliminated funding to this important program, which benefited every public library jurisdiction in California. The PLF money was used to fund reading programs, allow for the purchase of books and research materials, provide after school tutoring, and develop targeted services for our senior population. With no state funding for this program in the last three years, many of these programs have ceased to continue, and local book budgets, in most libraries, are nonexistent.

In addition, the Board is passionate about preserving the public treasures of the California State Library so that anyone seeking these materials may do so electronically, and in a variety of formats. Efforts have begun to digitize the State Library's historical collections but progress has been slow. We ask that you consider adding two full time positions to help increase the number of items being digitized.

It is our hope, that as you develop your 2014/15 May Revise Budget, you give full consideration to these requests. These valuable library programs not only benefit all libraries in California, but all residents who use library services.

Thank you for your respectful consideration.

Sincerely,

Paymaneh Maghsoudi

Paymaneh Maghsoudi, President
California Library Services Board

cc: The Honorable Marty Block, Chair, Senate Budget Subcommittee Number 1 on Education Finance
Assemblyman Al Muratsuchi, Chair, Assembly Budget Subcommittee Number 2 on Education Finance
Members, California Library Services Board

March 27, 2014

The Honorable Marty Block
California State Senate
State Capitol
Sacramento, CA. 95814

RE: **BUDGET ITEM # 6120-215-0001: CALIFORNIA STATE LIBRARY – Statewide Library Broadband Services – Support Governor's January Budget**

Dear Senator Block:

On behalf of the California Library Services Board, a citizen body appointed by the Governor and the State Legislature, I am writing to request your strong support of a program contained in the Governor's January Budget that would provide essential broadband services for all of California's pubic libraries. This issue will be before the Budget Subcommittees on Education Finance in late April for a hearing when the State Library budget is considered.

Budget Item 6120-215-0001 would provide $2.25 million in ongoing General Fund money for public libraries to allow them to join a major high-speed broadband network, operated by the Corporation for Education Network Initiatives in California (CENIC). An additional $1 million in one-time funding would be provided for the purpose of providing grants to libraries that may need additional assistance with the purchase of circuits or other augmentations, in order to join the CENIC network.

I am pleased that Governor Brown included funding in his Budget that will enable public libraries to join a high speed Internet backbone, which will allow libraries throughout the state to better meet the dynamic changing needs of patrons. Library usage is at an all-time and yet many public libraries are equipped with broadband strength that is less than what one might find in their own home. Your constituents are coming to the library to complete EDD applications, submit job applications, researching Affordable Care Act plans, accessing tutors for school assignments, applying for veterans programs – all online. Not everyone has a computer or smart tablet at home, so libraries fill the role of the "great equalizer" of access for all in a community.

I strongly encourage the legislature to adopt the Governor's proposal, which ultimately will allow the State Library to join the cooperative network, CENIC. It is important to note that the legislature has a good familiarity with CENIC, as CENIC has been providing a high level of broadband service for the K-12, University of California, CSU, and community college systems for many years with great success.

Your support of this project is vitally important to the public library community. Thank you for your consideration.

Sincerely,

Paymaneh Maghsoudi

Paymaneh Maghsoudi, President
California Library Services Board

cc: Member, California Library Services Board

March 27, 2014

The Honorable Al Muratsuchi
California State Assembly
State Capitol
Sacramento, CA. 95814

RE: **BUDGET ITEM # 6120-215-0001: CALIFORNIA STATE LIBRARY – Statewide Library Broadband Services – Support Governor's January Budget**

Dear Assemblymember Muratsuchi:

On behalf of the California Library Services Board, a citizen body appointed by the Governor and the State Legislature, I am writing to request your strong support of a program contained in the Governor's January Budget that would provide essential broadband services for all of California's pubic libraries. This issue will be before the Budget Subcommittees on Education Finance in late April for a hearing when the State Library budget is considered.

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Paymaneh Maghsoudi

Paymaneh Maghsoudi, President
California Library Services Board

cc: Member, California Library Services Board

May 16, 2014

The Honorable Al Muratsuchi, Chair
Assembly Budget Subcommittee on Education Finance
California State Assembly
State Capitol
Sacramento, CA. 95814

Dear Assemblymember Muratsuchi:

On behalf of the California Library Services Board, a citizen body appointed by the Governor and the State Legislature, I am writing to express our strong support for Assemblyman Gatto's letter to restore a small amount of the cuts made to the Transaction Based Reimbursements (TBR) and the California Library Literacy Services programs.

The California Library Services Act TBR program was established so that libraries would be encouraged to cooperatively, not competitively, share their resources. The TBR program allows a library user to check out a book in a jurisdiction where they do not reside, without having to pay a fee to do so ("Direct Loan"). In addition, under this seamless lending system, patrons can ask to have books or materials shipped to them from libraries throughout the state ("Interlibrary Loan"). Program funding was eliminated in FY 2011/12 as a result of the trigger cuts, and has not been funded since then. This has resulted in some library jurisdictions choosing to withdraw from cooperative efforts and charge non-residents a fee to use their resouces.

California Library Literacy Services (CLLS) program provides one-on-one or small group instruction by trained volunteer tutors to more than 20,000 California adults with low literacy skills, most in their prime wage-earning years. Nearly a quarter (23%) of California's adult population lacks basic literacy skills. With the trigger cuts in 2011/12, the last several years have been particularly challenging for library literacy programs. In the year previous to the cuts, $4.558 million was allocated in state funding for these critical services. In addition to having state funds eliminated, local programs also experienced an average 17% decrease in local and private funds, primarily due to the recession and local government funding cuts to libraries. While it was expected that CLLS would lose many participants, most libraries saw the tremendous need in their communities, and chose to scale back instead of eliminating their literacy services; only eight library jurisdictions have stopped providing literacy services due to the recent losses of state and local funding.

State funding resumed in 2012/13 in the amount of $2.82 million, a 40% reduction from the amount provided prior to the year of no funding. At the end of 2012/13 the statewide waiting list for these services was 3,774 adults.

The California Library Services Board also supports the program contained in the Governor's May Revise that would provide essential broadband services for all of California's pubic libraries. We are pleased that Governor Brown included funding in his budget that will enable public libraries to join a high speed Internet backbone, which will allow libraries throughout the state to better meet the dynamic changing needs of patrons. Library usage is at an all-time and yet many public libraries are equipped with broadband strength that is less than what one might find in their own home. Your constituents are coming to the library to complete EDD applications, submit job applications, researching Affordable Care Act plans, accessing tutors for school assignments, applying for veterans programs – all online. Not everyone has a computer or smart tablet at home, so libraries fill the role of the "great equalizer" of access for all in a community.

Thank you for considering these vital library programs.

Sincerely,

Paymaneh Maghsoudi

Paymaneh Maghsoudi, President
California Library Services Board

cc: Assemblyman Mike Gatto
Members, California Library Services Board

California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

May 16, 2014

The Honorable Nancy Skinner, Chair
Assembly Budget Committee
California State Assembly
State Capitol
Sacramento, CA. 95814

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Thank you for considering these vital library programs.

Sincerely,

Paymaneh Maghsoudi

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cc: Assemblyman Mike Gatto
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