June 11, 2014

Maureen Theobald, Executive Director
Black Gold Cooperative Library System
3437 Empresa Drive, Suite C
San Luis Obispo, CA 93401-7355

Dear Ms. Theobald:

Thank you for agreeing to oversee this important project to help develop the next generation of librarians in the State. We are pleased to approve the grant application for the Public Library Staff Education Program (PLSEP) project for a total of $11,152 in federal Library Services and Technology Act (LSTA) funds.

Due to the unique nature of this program, we appreciate you taking on the extra grant tracking needed for the project. We have developed several aids to help you.

You have already received under separate cover the following:

- Student award notification spreadsheet
- Reimbursement tracking report
- Sample student award notification letter template for PLSEP and LSST
- Sample student no award notification letter template
- Tips for developing a competitive application (for students who did not receive an award this year, but who may choose to apply in the next cycle)

Please note the program award funds are authorized for reimbursement for approved coursework and do not include any related fees students are required to pay, since those are not reimbursable under this program. Please be aware that under the program guidelines, a maximum award limit of $5,000 has been put in place per student, per grant year for PLSEP and a maximum of $3,000 per student, per grant year for LSST. In addition, individuals pursuing the MLIS degree may receive no more than five years of tuition reimbursement for PLSEP and no more than three years for LSST.

The Library Development Services Staff is ready to assist you in making your project a success. Please understand that no grant payments can be processed until the governor signs the State budget. Please be aware state processing of grant payments can require 6-8 weeks before you receive your check.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas
State Librarian of California

Enclosures

cc: Colette Moody
Lena Pham
THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

<table>
<thead>
<tr>
<th>Award #:</th>
<th>40-8360</th>
</tr>
</thead>
<tbody>
<tr>
<td>File #:</td>
<td>P-01</td>
</tr>
<tr>
<td>IMLS #:</td>
<td>LS-00-14-0005-14</td>
</tr>
<tr>
<td>Work Phase:</td>
<td>WP13</td>
</tr>
<tr>
<td>Library:</td>
<td>Black Gold Cooperative Library System</td>
</tr>
<tr>
<td>Project Title:</td>
<td>Public Library Staff Education Program (PLSEP)</td>
</tr>
<tr>
<td>Award Amount:</td>
<td>$11,152</td>
</tr>
</tbody>
</table>

2014/15 LSTA APPROVED BUDGET

<table>
<thead>
<tr>
<th>Salaries and Benefits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>0</td>
</tr>
<tr>
<td>Equipment (Items over $5,000)</td>
<td>0</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>10,138</td>
</tr>
<tr>
<td>Project Total</td>
<td>10,138</td>
</tr>
<tr>
<td>Indirect Cost (UP TO 10%)</td>
<td>1,014</td>
</tr>
<tr>
<td>Grant Total</td>
<td>$11,152</td>
</tr>
</tbody>
</table>

Start Date: July 1, 2014
End Date: July 31, 2015

This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.

REPORTING

Financial and program narrative reports are required. All required reporting materials will be located soon on the California State Library’s website at http://www.library.ca.gov/grants/lsta/manage.html. The forms, along with instructions, will be on the website under the heading “Public Library Staff Education Program (PLSEP) 2014/15.” The Grant Guide for this project will list specific reporting due dates. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies. Failure to provide timely reports is a serious breach of a grant recipient’s administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

2014/15 LSTA APPROVED TUITION REIMBURSEMENT

Tuition reimbursement awards are approved for the attached list of students to cover eligible graduate library school courses taken during the Summer/Fall 2014 and Winter/Spring 2015 sessions, or for LSST eligible LSSC course fees.

PAYMENTS

Please note this clarification regarding payments. If your full grant amount is $20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

CONTACT

We want your project to be successful. The following staff person will be your contact for this project. Please work with this consultant in implementing your project.

Grant Monitor: Lena Pham
Phone Number: (916) 651-0376
Email Address: lena.pham@library.ca.gov