Cooperative System Final Program Narrative Report (Form 9 System)

Public Library Staff Education Program (PLSEP)
Library Support Staff Training (LSST) Program

**Grant Information**

<table>
<thead>
<tr>
<th>Cooperative System</th>
<th>Black Gold Cooperative</th>
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</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>Public Library Staff Education Program (PLSEP) Library Support Staff Training (LSST) Program</td>
</tr>
<tr>
<td>Grant Award #</td>
<td>40-8554</td>
</tr>
<tr>
<td>Grant Period</td>
<td>July 1, 2015-June 30, 2016</td>
</tr>
<tr>
<td>Amount of Grant Award</td>
<td>$9636.00</td>
</tr>
<tr>
<td>Amount of Grant Expended</td>
<td>$8720.00</td>
</tr>
<tr>
<td>Local Match</td>
<td></td>
</tr>
<tr>
<td>In-Kind</td>
<td></td>
</tr>
<tr>
<td>Total Amount of Project (amount expended + match + in-kind)</td>
<td>$8720.00</td>
</tr>
<tr>
<td>Number of Persons Served (should not include total population of service area or potential population to be reached)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Project Director**

<table>
<thead>
<tr>
<th>Name</th>
<th>Maureen Theobald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Address</td>
<td>391 Front St., Suite F, Grover Beach CA 93433</td>
</tr>
<tr>
<td>Phone Number</td>
<td>805 543 1093</td>
</tr>
<tr>
<td>Fax Number</td>
<td>805 543 9487</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:mtheobald@blackgold.org">mtheobald@blackgold.org</a></td>
</tr>
</tbody>
</table>

This report is due on the date listed in the LSTA Grant Guide for this project. Follow this link to view the Grant Guide. [http://www.library.ca.gov/grants/lsta/manage.html](http://www.library.ca.gov/grants/lsta/manage.html)

Email this report to lsta@library.ca.gov then mail ORIGINAL and 2 copies to:

California State Library
P.O. Box 942837
Sacramento, CA 94237-0001
Attention: Fiscal Office - LSTA

**SIGNATURE:** [Signature]  
**DATE:** 7-19-16
Fill in the number of students that marked each of the Federal Library Services and Technology Act (LSTA) Purpose(s) that related to the courses completed during the grant year.

2 Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
2 Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;
2 Provide electronic and other linkages between and among all types of libraries;
1 Develop public and private partnerships with other agencies and community-based organizations;
2 Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
1 Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

Fill in the number of students that marked each of the California LSTA Priorities that related to the courses completed during the grant year.

<table>
<thead>
<tr>
<th></th>
<th>2 Literate California</th>
<th>2 Bridging the Digital Divide</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>21(^{st}) Century Skills</td>
<td>2 Information Connections</td>
</tr>
<tr>
<td>2</td>
<td>22(^{nd}) Century Tools</td>
<td>2 Community Connections</td>
</tr>
<tr>
<td>2</td>
<td>Content Creation/Preservation</td>
<td>2 Ensuring Library Access for All</td>
</tr>
</tbody>
</table>

Project Final Report
A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. The information you report will be used to complete the California State Library report of how funds were expended. Excerpts from this report may be submitted to the Federal government in their evaluation, or may be published by the State Library or shared with other institutions. Please answer all of the questions thoroughly. Please attach any reproduction copies of photographs of project activities or media produced for the project.

Project Purpose
Include your program purpose statement here

The purpose of this popular and successful program is to provide tuition reimbursement for library staff to obtain a Master’s degree in Library and information Studies (MLIS) or to obtain their Library Support Staff Certification (LSSC).

Project Activities and Methods
How did you accomplish the project? What were the steps involved? How did you engage the target audience?
### Project Outputs
What was created for the project and how much? (For instance three promotional brochures were created and 75 copies distributed; or three training classes were designed; two sessions of each were held, and 80 people were trained)

1. Total number of students who received reimbursement for PLSEP: 2
   - Total number of courses completed: 7
   - Total number of students who received their MLS/MLIS degree during this grant period: 0
   - Please list names of students who received their MLS/MLIS degree: _____

2. Total number of students who received reimbursement for Library Support Staff Training (LSST) Program: 0
   - Total number of courses completed: 0
   - Total number of students who received their LSSC during this grant period: 0
   - Please list names of students who received their LSSC: _____

### Project Outcomes (if applicable)
Please state the outcomes and the results of your evaluation.

### Additional Project Outcomes
Please state any additional intended or unintended outcomes and what data sources you used.
<table>
<thead>
<tr>
<th><strong>Student Progress</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach progress forms from the Library Director or student's supervisor. (see page 5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Exemplary Project</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you feel your project was exemplary and others could learn from it and replicate it, please tell us why.</td>
</tr>
</tbody>
</table>
CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Student Final Program Narrative Report (Form 9 Student)

Public Library Staff Education Program (PLSEP)
Library Support Staff Training (LSST) Program

Check Program

<table>
<thead>
<tr>
<th>MLS/MLIS</th>
<th>Library Support Staff Certification (LSSC)</th>
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<tr>
<td>✗</td>
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</table>

<table>
<thead>
<tr>
<th>Grant Period</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bonnie Running</td>
</tr>
<tr>
<td>Title</td>
<td>Sup. Library Associate</td>
</tr>
<tr>
<td>Library</td>
<td>San Luis Obispo City-County Library</td>
</tr>
<tr>
<td>Library Address</td>
<td>995 Palm St, San Luis Obispo, CA 93401</td>
</tr>
<tr>
<td>Phone Number</td>
<td>805-781-5781</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:brunning@slolibrary.org">brunning@slolibrary.org</a></td>
</tr>
</tbody>
</table>

This report is due by July 31, 2016. Send this report to the Cooperative Library System contact person for this program.

List the titles of courses taken during grant period

- Records Management (Summer 2015)
- Archives and Manuscripts (Fall 2015)
- Seminar in Library Management: Digital Assets (Fall 2015)
- Information and Technology Tools: Drupal (Spring 2016)
- Research Methods in Library Systems: Surveys (Spring 2016)

Total number of courses completed during the grant year: 5
Check the Federal Library Services and Technology Act (LSTA) Purpose(s) that related to the courses completed during the grant year. (check all that apply)

- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;
- Provide electronic and other linkages between and among all types of libraries;
- Develop public and private partnerships with other agencies and community-based organizations;
- Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

Check the California LSTA Priorities that related to your courses: (check all that apply)

- Literate California
- 21st Century Skills
- 22nd Century Tools
- Content Creation/Preservation
- Bridging the Digital Divide
- Information Connections
- Community Connections
- Ensuring Library Access for All

Did you complete your program and receive a degree/certificate during the grant period?

Yes ______ No ___

If yes, list degree/certificate: ____

If promoted, list new position: Supervising Library Associate

Did the course(s) change your attitude toward the delivery of library and information services to your community?

Yes ___ No ___

If yes, how will your new attitude be demonstrated in your work?

I am much more passionate and proactive in my job at the library than I used to be. I am putting myself outside of my comfort zone to get noticed and be involved in projects and even spearhead projects that I know will benefit the library. I firmly believe that as I meet more librarians and work with all the staff at the library, I can inspire others to follow my lead and be passionate in their work too.

As a new supervisor, I am in a unique position to enable positive change by empowering those around me to further their careers and be passionate about what they do.
Did the course(s) improve your ability (skills) to deliver library and information services to your community?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>X</td>
<td></td>
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</tbody>
</table>

If yes, how will your new skills be demonstrated in your work?

The Archives and Manuscripts class really opened up my eyes about how libraries and other information repositories can work together to house the history of our town. I made several contacts at the Cal Poly archives and our Local History museum who expressed interest to work together in managing resources.

The Digital Assets class and Drupal class furthered my knowledge about how to work in conjunction with our ILS to host all the digital native items in the library so that we can successfully integrate all kinds of different forms of databases, content management systems and more. I hope to use this knowledge in maintaining our current summer reading program since it is Drupal based.

The Surveys class was helpful in learning how to facilitate unbiased and clear feedback, an important part of library service and ultimately ROI (return on investment).

All of these classes have helped me see the range of possibilities of where libraries can grow and help their communities in unique ways that I would not have seen by just performing my job for another 3 years. My MLIS program is absolutely worth the time and money spent.

SIGNATURE: [Signature]

DATE: 6/21/16

(Please sign in blue ink)
Public Library Staff Education Program (PLSEP)
Library Support Staff Training (LSST) Program

Student Progress

This form is for surveying library director or supervisor as to progress of the student.

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Bonnie Running</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library:</td>
<td>San Luis Obispo County Library</td>
</tr>
<tr>
<td>Program:</td>
<td>MLS/MLIS</td>
</tr>
<tr>
<td></td>
<td>Library Support Staff Certification (LSSC)</td>
</tr>
<tr>
<td>Name of Supervisor:</td>
<td>Marci Cunningham</td>
</tr>
</tbody>
</table>

Please evaluate this student's progress in this program.

Give examples of how his/her progress affects the library services provided to your community.

In the last year, Bonnie promoted to a supervisory role. In her new role, she has taken on many challenges and responsibilities, including supervising four Library Associates in the ordering, processing, and receiving of books and disc media. Bonnie has made some significant process improvements in these Support Services functions, leading to greater efficiencies. The end result is that items are available to our patrons more quickly. This greater access to library resources is a huge benefit to our community.

Printed Name: Marci Cunningham
Title: Support Services Manager
Signature: (Please sign in blue ink)
Date: 6/29/16
CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Student Final Program Narrative Report (Form 9 Student)

Public Library Staff Education Program (PLSEP)
Library Support Staff Training (LSST) Program

Check Program

☑ MLS/MLIS
☐ Library Support Staff Certification (LSSC)

Grant Period
July 1, 2015 – June 30, 2016

Name
Karen Christiansen

Title
Adult Services Librarian

Library
Paso Robles City Library

Library Address
1000 Spring Street, Paso Robles, CA 93446

Phone Number
805-237-3870

Fax Number
805-238-3665

E-mail Address
kchristiansen@orcitv.com

This report is due by July 31, 2016. Send this report to the Cooperative Library System contact person for this program.

List the titles of courses taken during grant period

LIBR 202 Information Retrieval System Design

LIBR 244 Online Searching

Total number of courses completed during the grant year: 2
Check the Federal Library Services and Technology Act (LSTA) Purpose(s) that related to the courses completed during the grant year. (check all that apply)

- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
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- Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

Check the California LSTA Priorities that related to your courses: (check all that apply)

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Literate California</td>
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<tr>
<td>Bridging the Digital Divide</td>
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<tr>
<td>21st Century Skills</td>
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<tr>
<td>Information Connections</td>
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<tr>
<td>22nd Century Tools</td>
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<tr>
<td>Community Connections</td>
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<td>Content Creation/Preservation</td>
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</tr>
<tr>
<td>Ensuring Library Access for All</td>
<td>v</td>
<td>v</td>
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</tr>
</tbody>
</table>

Did you complete your program and receive a degree/certificate during the grant period?

Yes ______ No XX

If yes, list degree/certificate: ______

If promoted, list new position: ______

Did the course(s) change your attitude toward the delivery of library and information services to your community?

Yes XX No ______

If yes, how will your new attitude be demonstrated in your work?

In INFO 202, we learned about database creation, working as a team to create a searchable database. We focused on the user experience, learning how the user encounters a new-to-them database and techniques for database design that can simplify the user's learning curve. This information will be useful in my current position as I make decisions about which databases to provide to our service community and provide input on features of our cooperative's shared ILS/OPAC.
In INFO 244, the focus was on search skills necessary for the professional searcher using several searching tools: Google, ProQuest, Lexis Nexis, and Web of Science. While this class was designed more with the academic library in mind, I did improve my searching skills which will enable me to assist the public library patrons I serve.

Did the course(s) improve your ability (skills) to deliver library and information services to your community?

Yes  XX  No  

If yes, how will your new skills be demonstrated in your work?

As I have stepped away from my long-term interim position of Library Manager, and have returned to being the Adult Services Librarian, I have been more hands-on at the reference desk. The searching skills I developed in INFO 244 have served me well in assisting patrons with their reference questions. As a member of the Black Gold Reference and Adult Services Committee, I was recently asked to examine Hoopla as a downloadable choice for our system to purchase jointly. Using the user experience skills I learned in INFO 202, I was able to easily determine that this database was a good choice for our users based on its content and ease of use.

SIGNATURE:  

DATE:  6/15/14

(Please sign in blue ink)
Public Library Staff Education Program (PLSEP)
Library Support Staff Training (LSST) Program

Student Progress

This form is for surveying library director or supervisor as to progress of the student.

| Name of Student: | Karen Christiansen |
| Library:         | Paso Robles City Library |
| Program:         | ☒ MLS/MLIS ☐ Library Support Staff Certification (LSSC) |
| Name of Supervisor: | Angelica G. Fortin |

Please evaluate this student's progress in this program.

Give examples of how his/her progress affects the library services provided to your community.

As a key member of the Paso Robles Library team, Karen Christiansen's progress towards her MLIS degree directly benefits multiple facets of service for our community. Serving as our Adult Services Librarian, she is responsible for providing reference services to the community as well as training paraprofessional staff and volunteers in techniques to meet the reference needs of our community. In addition, she is primarily responsible for providing collection development and adult programming services to the community of over 30,000 residents. Through her course work, Karen has been able to enhance her abilities to provide core reference services and will continue to expand her knowledge of tools and techniques to streamline collection development practices and increase her awareness of current programming that will meet community demand and need. By gaining an understanding of the guiding principles that govern library and information services, Karen better positions the Paso Robles Library to meet current information needs while planning for the future.

Printed Name: Angelica G. Fortin
Title: City Librarian
Signature: [Signature]
Date: 6-23-14

(file:mcp/ista/managegrant/forms/1516)
July 19, 2016

California State Library
Fiscal Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Hello –

Enclosed please find an original and two copies of the following reports from our PLSEP grant # 40-8554:

- Financial Tracking Report
- Financial Report for April – Project End Date
- Financial Expenditure Detail Report
- System Final Report
- Student Final Narrative Reports
- Student Progress Reports
- Liquidation Report

Our LSSC student, Elizabeth Chapman, left her position late the previous year but had already been approved for funds for 2015-16.

In addition to the reports, we are enclosing a check in the amount of $916 to cover the unspent funds.

Sincerely,

Maureen Theobald
Executive Director