CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Cooperative System Final Program Narrative Report

Public Library Staff Education Program (PLSEP)

**Grant Information**

<table>
<thead>
<tr>
<th>Cooperative System</th>
<th>49-99 Cooperative Library System</th>
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</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>Public Library Staff Education Program (PLSEP)</td>
</tr>
<tr>
<td>Grant Award #</td>
<td>40-8650</td>
</tr>
<tr>
<td>Grant Period</td>
<td>July 1, 2016 - July 31, 2017</td>
</tr>
<tr>
<td>Amount of Grant Award</td>
<td>$5,500</td>
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<tr>
<td>Amount of Grant Expended</td>
<td>$4,766</td>
</tr>
<tr>
<td>Local Match &amp; In-kind</td>
<td>$0</td>
</tr>
<tr>
<td>Total Amount of Project (amount expended + match &amp; In-kind)</td>
<td>$4,766</td>
</tr>
<tr>
<td>Number of Persons Served (should not include total population of service area or potential population to be reached)</td>
<td>1</td>
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**Project Director**

<table>
<thead>
<tr>
<th>Name</th>
<th>Diane R. Satchwell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Executive Director</td>
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<td>E-mail Address</td>
<td><a href="mailto:dsatchwell@socallibraries.org">dsatchwell@socallibraries.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

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:**

(Please sign in blue ink)  

**DATE:** 8/25/2017
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.

- 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.

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

| 1 | Literate California | _____ Bridging the Digital Divide |
| 21st Century Skills | _____ Information Connections |
| 22nd Century Tools | _____ Community Connections |
| _____ Content Creation/Preservation | 1 Ensuring Library Access for All |

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?

As the administrative and fiscal agent, we accepted the applications, processed them, and sent to State Library to award applicants; once the awards were made, we sent letters to the accepted applicants and those not awarded; we review reimbursements for grades and payments; and we collected student and supervisor narratives. Throughout the grant period the student was updated and reminded about grant deadlines.

**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: 1
   - Total number of courses completed: 1
   - 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: N/A

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: N/A

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

During the grant period the participant was able to sucessfully complete a course on Collection Development.

The participant's direct supervisor reported that the student has excelled in her position and is using what she's learned to develop new program ideas to keep her library branch's program fresh and enticing.
### Additional Project Outcomes
Please state any additional intended or unintended outcomes and what data sources you used.

### Student Progress
Attach progress forms from the Library Director or student's supervisor.

### Exemplary Project
If you feel your project was exemplary and others could learn from it and replicate it, please tell us why.