CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
Cooperative System Final Program Narrative Report
Public Library Staff Education Program (PLSEP)

<table>
<thead>
<tr>
<th>Grant Information</th>
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<tbody>
<tr>
<td>Cooperative System</td>
<td>NorthNet Library System</td>
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<tr>
<td>Project Title</td>
<td>Public Library Staff Education Program (PLSEP)</td>
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<tr>
<td>Grant Award #</td>
<td>40-8653</td>
</tr>
<tr>
<td>Grant Period</td>
<td>July 1, 2016 - July 31, 2017</td>
</tr>
<tr>
<td>Amount of Grant Award</td>
<td>$48,245</td>
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<tr>
<td>Amount of Grant Expended</td>
<td>$48,245</td>
</tr>
<tr>
<td>Local Match &amp; In-kind</td>
<td></td>
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<tr>
<td>Total Amount of Project (amount expended + match &amp; in-kind)</td>
<td>$48,245</td>
</tr>
<tr>
<td>Number of Persons Served (should not include total population of service area or potential population to be reached)</td>
<td>10</td>
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<tr>
<th>Project Director</th>
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<tbody>
<tr>
<td>Name</td>
<td>Carol Frost</td>
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<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Address</td>
<td>2471 Flores Street, San Mateo, CA 94403</td>
</tr>
<tr>
<td>Phone Number</td>
<td>650-349-5538</td>
</tr>
<tr>
<td>Fax Number</td>
<td>650-349-5089</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:frost@plpinfo.org">frost@plpinfo.org</a></td>
</tr>
</tbody>
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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/ista/manage.html](http://www.library.ca.gov/grants/ista/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]**

(Please sign in blue ink) **DATE: Aug 30, 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.

9 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

8 Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;

6 Provide electronic and other linkages between and among all types of libraries;

6 Develop public and private partnerships with other agencies and community-based organizations;

9 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

7 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.

7 Literate California
8 21st Century Skills
5 22nd Century Tools
4 Content Creation/Preservation
7 Bridging the Digital Divide
8 Information Connections
7 Community Connections
10 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?

We created an outreach that informs all staff at the NLS member libraries of this opportunity. We posted the announcement on the NLS website as well as listserv. We sent out 20 emails to individuals who were current students and future students who were interested in applying. We tried to make the application process as easy as possible and provide guidance and individual support as needed.

We sent out award announcements by mail and email to insure students were informed. We kept in touch with students to help them out with any questions they may have during the grant year.

During this grant year, we had sent letters to ten awarded and seven non-awarded students. We had sent about 50 emails to students during the grant to keep up with communication.

**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: 10
   - Total number of courses completed: 48
   - Total number of students who received their MLS/MLIS degree during this grant period: 5
   Please list names of students who received their MLS/MLIS degree:

   - Laura Benn
   - Venetia Cotter
   - Maria de Lurdy Martinez
   - Jacqueline Lee Foster
   - Michelle Leigh Franzen

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: 0

**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.

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

- 10 Student Progress Reports attached.

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