California
STATE LIBRARY
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PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

July 1, 2016

Susan Hildreth, Executive Director
NorthNet Library System
2471 Flores Street
San Mateo, CA 94403-2273

Dear Ms. Hildreth: SUSAN

Thank you for agreeing to oversee this important project to help develop the next generation of librarians in California. We are pleased to approve the grant application for the Public Library Staff Education Program (PLSEP) project for a total of $48,245 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 should have already received under separate cover the following:

- Student award notification spreadsheet
- Reimbursement tracking report
- Sample student award notification letter template
- Sample student no award notification letter templates
- 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, as those are not reimbursable under this program. Please be aware that under the program guidelines there is a maximum award limit of $5,000 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.

Your grant monitor will be assisting you throughout the year to assure a successful project. Please understand that if the Governor has not signed the State Budget by the time you receive this letter, no grant payments can be processed until he does. Once the State Budget has been signed, processing of grant payments can take from 6 to 8 weeks before delivery. If you still haven't received payment after eight weeks, please contact your grant monitor.

Best wishes for a successful project.

Respectfully yours,

Greg Lucas
California State Librarian

Enclosures

cc: Colette Moody
Lena Pham
Wendy Cao

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## THE BASICS – YOUR LSTA GRANT AWARD

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

| | |
|---|---|
| Award #: | 40-8653 |
| File #: | P-04 |
| IMLS #: | LS-00-16-0005-16 |
| Work Phase: | WP15 |
| Library: | NorthNet Library System |
| Project Title: | Public Library Staff Education Program (PLSEP) |
| Award Amount: | $48,245 |

## 2016/2017 LSTA APPROVED BUDGET

| | |
|---|---|
| Salaries/Wages/Benefits | $0 |
| Equipment ($5,000 or more per unit) | $0 |
| Library Materials | $0 |
| Consultant Fees | $0 |
| Travel | $0 |
| Supplies/Other | $43,859 |
| Contracted Services | $0 |
| Project Total | $43,859 |
| Indirect Cost | $4,386 |
| Grant Total | $48,245 |

| | |
|---|---|
| Start Date: | July 1, 2016 |
| End Date: | July 30, 2017 |

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 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) Grants 2016/2017." 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.

## 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. Please work with this grant monitor in implementing your project.

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